



Immaculate Conception Catholic School

Celebrating 70 Years

ICCS Technology Protocols

The school may provide its administrators, faculty and students with access to technological devices (e.g. iPads, computers, tablets, etc.) various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and Catholic teachings and the Children's Internet Protection Act (CIPA). Therefore, students must abide by the following general rules of conduct:

Respect and protect the privacy of others:

1. Use only assigned accounts and passwords;
 - i. Do not share assigned accounts or passwords with others;
 - ii. Do not view, use or copy passwords, data or networks to which you are not authorized;
 - iii. Do not share or distribute private information about yourself or others.
 - iv. Respect and protect the integrity, availability, and security of all electronic resources:
2. Observe all network security practices;
 - a. Report security risks or violations to the school principal;
 - b. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
 - c. Do not disrupt the operation of the network or create or place a virus on the
 - d. network;
 - e. Conserve and protect these resources for other students and Internet users.
 - f. Respect and protect the intellectual property of others:
3. Do not infringe on copyright laws including downloading or copying music, games or movies;
 - a. Do not install unlicensed or unapproved software;
 - b. Do not plagiarize
 - c. Respect the principles of the Catholic school
4. Use only in ways that are kind and respectful;
 - a. Report threatening or discomfoting materials to the school principal;
 - b. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
 - c. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
 - d. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;



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e. Do not use the resources for non-educational purposes such as visiting chat. Do not buy, sell; advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.

f. Do not engage in any form of cyberbullying.

Basic Guidelines for Secure Passwords

Use passwords that are at least 8 characters long. Include a combination of uppercase and lowercase letters and numbers.

Avoid using easily guessable information, such as your name.

Chatting and Blogging

Instant messaging is prohibited on campus unless part of an assigned, in-class activity supervised by faculty or administration. Blogging is allowed on campus only for academic purposes. Participation in chat rooms during school hours is prohibited, except for in-class activities. The FaceTime application will be disabled on the device during enrollment at Immaculate Conception Catholic School.

Copyright

Unauthorized duplication, installation, alteration, or destruction of data, programs, hardware, or software is prohibited.

Data, programs, hardware, software, and other materials, including those protected by copyright, may not be transmitted or duplicated.

Deleting Files

Do not delete any folders, files, or profiles that you did not create or do not recognize, as this may result in iPad failure and affect your grades. Deleting iPad profiles will result in a loss of network connection and school-provided apps, which is strictly prohibited.

Downloading and Loading of Software

- All installed software must be legally licensed.
- Immaculate Conception Catholic School will install management profiles to manage, deploy, and monitor all student iPads.
- Students are not to sync iPads or add apps through a personal iTunes account.
- The software/apps originally installed by the school must remain on the iPad in usable condition and be easily accessible at all times.
- The school manages the deployment of apps, settings, and management of all iPads.
- App and iOS system updates must be performed at home, not during school hours.



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- If a student removes system profiles, "jailbreaks" the device, or installs unauthorized software, the school will charge a re-imaging fee to restore the iPad to its original state. The school is not responsible for any loss of software or documents due to re-imaging a tampered iPad.
- The privilege of using the school's technology resources is not transferable or extendable to people or groups outside the school.
- Downloading music, video files, games, etc., through the school's network is prohibited unless part of an assigned, in-class activity.
- The school reserves the right to remove any software that impedes the educational purpose of the iPad program.

General Precautions

- Cords and cables should be carefully inserted into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels not authorized by the school.
- The iPad should not be defaced in any way.
- iPads should not be left in an unlocked classroom or any unsupervised area.
- Avoid placing too much pressure or weight (such as folders and workbooks) on the iPad screen.
- Charge the iPad every evening.
- Food or beverages should not be consumed near the iPad.
- The iPad must be handled with care; inappropriate treatment is unacceptable.

iPad Cameras

iPad cameras are enabled, and any photo or video taken should be under the supervision of a teacher for a class assignment or project. When not in use for a specific assignment, the camera must be covered.

iPad Fees

All middle students participating in the iPad program will be charged \$390. A \$5 hold will be placed on the student's FACTS account until the end of May of his/her graduating year.

iPad Insurance and AppleCare+

Immaculate Conception Catholic School provides AppleCare+ for all school-owned iPads. This coverage, provided by Apple, Inc., includes a \$49.00 deductible per incident and covers two incidents within the first three years. For more information on AppleCare+ and coverage, visit Apple Support. Parents are encouraged to protect the iPad from theft, loss, or any other incident not covered by AppleCare+ with private insurance. All repairs must be processed by the school.



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iPad Loaner Program

- Parent must be notified by student. He/She will call from school. There is a \$10 daily rental fee.
- The student must come to IT Director to pick up, sign out and return the device on a daily basis.
- Device should not remain in classroom overnight.
- The device is never to be taken home.
- If the IT Director is not present to receive the device being returned, it should go to the office and be given to one of the office staff.
- Students are not to create lock codes, change screen savers, download apps and/or make any changes to the device.

iPad Technology Use

Technology resources at Immaculate Conception Catholic School are provided to support the educational mission of the school. The iPad is intended to promote educational excellence by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning. Using the iPad is a privilege that comes with responsibilities and behavioral expectations aligned with all school rules and policies, as well as those outlined in the Parent/Student Handbook. It is expected that all members of the Immaculate Conception Catholic School community will use the iPads and the school's network in a responsible, ethical, and legal manner at all times. Immaculate Conception Catholic School retains sole ownership of the iPad and related equipment. The iPad will be issued to students according to the guidelines outlined in the Parent iPad Agreement form and the Parent/Student Handbook. The school reserves the right to collect and inspect the iPad at any time and to modify, add, or remove installed software or hardware.

Managing Files and Saving Work

iPad malfunctions are not an acceptable excuse for not submitting work, so it is important to save documents regularly.

Returning Your iPad

If a student transfers, withdraws, or leaves Immaculate Conception Catholic School for any reason, the original iPad must be returned. If the device is not paid in full, no refund will be provided. Failure to return the iPad will result in a replacement fee charged through the registered account on FACTS, and if applicable, any insurance deductible.



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If a student returns a damaged iPad, a damage fee will be charged through the registered account on FACTS, consistent with the school's iPad protection plan (a \$49.00 deductible covers two accidental damages under AppleCare+). A damaged power cable will require the student to purchase a replacement, with specifications provided by the school.

Screen Care

- The iPad screen is sensitive and can be damaged by rough treatment or excessive pressure.
- Do not lean on the top of the iPad when it is closed.
- Avoid placing anything near the iPad that could press against the screen.
- Do not place objects in the carrying case that may press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth; no cleaners should be used.
- Do not bump the iPad against desks, walls, car doors, floors, etc., as this can eventually break the screen.

Sound, Music, Videos, Games, or Programs

Music is only allowed on the iPad if provided by the teacher for educational purposes. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Student Responsibilities in the Use of Technology

- Use computers/iPads responsibly and ethically.
- Follow school rules for behavior and communication when using iPads/computers.
- Use all technology resources appropriately to avoid damaging school equipment.
- Monitor all activity on their accounts.
- Turn off and secure their iPads after use to protect their work and information.
- Do not lend or borrow iPads from other students.
- Back up their own data; the school is not responsible for lost or damaged data.

Technology Services Provided by Immaculate Conception Catholic School

- Internet access, Apple educational services and apps, Plus Portal, AR, Microsoft Online, and Canva access are provided to students.
- Data storage is provided through Apple, Google, and Microsoft services. The school reserves the right to review, monitor, and restrict information stored or transmitted via school-owned equipment and services to investigate inappropriate use of resources.
- Staff will guide students in research and help ensure compliance with the acceptable use policy.



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STUDENT IPAD AGREEMENT 2024-2025

- I agree to comply at all times with Immaculate Conception Catholic School 's iPad and Acceptable Use Policy and Code of Conduct.
- I understand that any failure to comply with the above listed documents may terminate my rights to use an iPad at school and put me at risk of disciplinary consequences.
- I understand that any inappropriate use of my iPad will result in disciplinary action.
- I understand that my iPad is subject to inspection at any time without notice and can remain in the possession of Immaculate Conception Catholic School overnight should it be deemed necessary.
- I understand that the school's network will monitor my digital activities.
- I understand that I am fully responsible for my iPad including any theft and damage.
- I understand that during the school day and in the classroom, I may only use my iPad for educational purposes; I may not play games, use any social media networks, and/or take photos that were not authorized by the classroom teacher.
- I understand that iPad malfunctions are not excuses for being unprepared for class and/or having missing assignments.
- I understand that I must comply with teacher directions at all times and that my teacher has sole discretion as to what is deemed appropriate during class time.
- I agree to practice digital citizenship, netiquette, and responsible social networking on and off campus.
- I understand and abide by the above rules and all other policies set forth in Immaculate Conception Catholic School 's iPad and Acceptable Use Policy and Code of Conduct. I further understand that any violation is unethical and may result in disciplinary consequences.
- Disciplinary consequences include, but are not limited to: warnings, detentions, suspension, loss of iPad privileges, loss of iPad applications, Parent phone calls and/or meetings, and/or expulsion.

Printed Student Name: _____

Student Signature: _____

iPad Serial Number: _____

Date: _____



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PARENT/GUARDIAN IPAD AGREEMENT 2024-2025

- I agree to expect my student's to comply at all times with Immaculate Conception Catholic School 's iPad and Acceptable Use Policy and Code of Conduct.
- I understand that my student's failure to comply with the above listed documents may terminate his/her rights to use an iPad at school and put his/her at risk of disciplinary consequences.
- I understand that any inappropriate use of my student's iPad will result in disciplinary action.
- I understand that my student's' iPad is subject to inspection at any time without notice and can remain in the possession of Immaculate Conception Catholic School overnight should it be deemed necessary.
- I understand that the school's network will monitor my student's's digital activities.
- I understand that my student is fully responsible for his/her iPad including any theft and damage.
- I understand that during the school day and in the classroom, my student's may only use his/her iPad for educational purposes; she may not play games or use any social media networks.
- I understand that iPad malfunctions are not excuses for my student's being unprepared for class and/or having missing assignments..
- I understand that my student must comply with teacher directions at all times and that his/her teacher has sole discretion as to what is deemed appropriate during class time.
- I agree to uphold the expectation that my student practices digital citizenship, netiquette, and responsible social networking.
- I understand and abide by the above rules and all other policies set forth in Immaculate Conception Catholic School's iPad and Acceptable Use Policy and Code of Conduct. I further understand that any violation is unethical and may result in disciplinary consequences for my student. Disciplinary consequences include, but are not limited to: warnings, detentions, suspension, loss of iPad privileges, loss of iPad applications, parent/guardian phone calls and/or meetings, and/or expulsion.

Printed Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Student Name: _____

Student Grade: _____

Student iPad Serial Number

Date: _____



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Acceptable Use Policy (“AUP”)

RE: DEVICE MODEL : _____

SERIAL NUMBER: _____

STUDENT NAME: _____

DATE: _____

Immaculate Conception Catholic School is committed to student use of technology as a tool to expand learning opportunities and conduct scholarly research. The use of technology facilitates global collaboration--a vital skill for our 21st century learners, Students at the School utilize iPads on a student designated wireless network. iPads and the wireless network on the School's campus are strictly for educational use consistent with the School's educational goals. Along with the opportunity this provides, comes responsibility. This Acceptable Use Policy is designed to give the student and the student's family, as well as others on the School's campus clear and concise guidelines regarding the appropriate use of iPads. The underlying premise of this policy is that all members of the School's community must uphold the values of honesty and integrity. We expect our students to exercise good judgment and to utilize technology with integrity.

E-Mail

- The use of e-mail during class is prohibited unless authorized by faculty or administration on a case by case basis.
- Students should always use appropriate language in their e-mail messages.
- E-mail services provided by the school are to be used only for the exchange of appropriate information.
- No inappropriate e-mail will be tolerated, including derogatory, obscene, or harassing messages. E-mail messages of an abusive or harassing nature will be regarded as a major violation and will be subject to a disciplinary response, which may result in expulsion.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any email message asking you to pass information or messages on to other individuals or groups via e-mail.
- Students are prohibited from accessing anyone else's e-mail account.
- E-mail etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.
- Only the Microsoft 365/PlusPortals e-mail program may be used for student e-mail.
- School e-mail addresses are not to be given to any websites, companies, or other third parties without the explicit permission of a teacher or administrator.
- Only school-related attachments may be sent on the school e-mail system.



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2024-2025 iPad Infractions

Description of Offense	First Offense	Second Offense	Third Offense
Cyber Bullying: Using the iPad to bully or harass other students	Administration contacts the superintendent (possible expulsion)	N/A	N/A
Sexting	Administration contacts the superintendent (possible expulsion)	N/A	N/A
Posting of Violent images	Refer to Dean of Students	Administration contacts the superintendent (possible expulsion)	N/A
Posting inappropriate material	Refer to Dean of Students	Administration contacts the superintendent (possible expulsion)	N/A
Airdropping documents, messages, pictures, & work: Without permission from the teacher.	Warning will be given by the teacher Parents will be contacted	Refer to Dean of Students	Refer to Dean of Students



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2024-2025 iPad Infractions

Description of Offense	First Offense	Second Offense	Third Offense
Messaging: Sending messages of any kind during class	Warning will be given by the teacher Parents will be contacted	Refer to Dean of Students	Refer to Dean of Students
Cheating: Using the iPad to send copies of class work and homework assignments.	Student will receive a zero Parents will be contacted	Refer to Dean of Students	Administration contacts the superintendent (possible expulsion)
Ignoring School Restrictions: Taking photos, videos, use of VPNs/Non-Student Wifi, blocking Classroom App, and/or audio recordings without permission from teachers and/or peers.	Refer to Dean of Students	Refer to Dean of Students	Administration contacts the superintendent (possible expulsion)
Gaming: Playing non-educational games during class time or other unauthorized class period or area. (Arrival, Dismissal, Aftercare)	Warning will be given by the teacher Parents will be contacted	Refer to Dean of Students	Refer to Dean of Students
Accessing another student's iPad without permission: Unauthorized usage of another student's personal iPad.	Warning will be given by the teacher Parents will be contacted	Refer to Dean of Students	Refer to Dean of Students



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2024-2025 iPad Infractions

Description of Offense	First Offense	Second Offense	Third Offense
Having camera exposed: Must be covered unless teacher has given permission	Warning will be given by the teacher	Parents will be contacted by teacher through PlusPorta	Detention
Damage or Misuse of iPad: Damaging the device or using it in any way that risks its functionality.	Warning will be given by the IT Director Mrs. Gandarillas Parent will be contacted through PlusPortals See Technology Handbook for information on repair and cost	iPad will be confiscated by Dean of Students	Refer to Dean of Students

- Any other offense not listed above will be handled on a case by case basis by the Dean of Students/Administration.
- A violation of these infractions may result in disciplinary action including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the Principal's discretion including administrative withdrawal.

Printed Parent Name: _____

Parent Signature: _____

Student Name: _____

Student Grade: _____

Student iPad Serial Number

Date: _____