



Technology Program: Acceptable Use Policy

SAINT SEBASTIAN SCHOOL

Students are granted use of Saint Sebastian School's technology resources upon return of a signed Saint Sebastian Acceptable Use Policy Agreement.

To ensure the learning and safety of all of our students, Saint Sebastian School students and parents agree to both read and follow these guidelines:

iPads:

- iPads are for educational use only.
 - No games, texts, social networking during instructional time.
 - iPads may be held by teachers pending a conference with parent/guardian.
- While on campus, iPads must be turned OFF until instructed by teachers.
- Apps should not be installed on any iPad at Saint Sebastian without the approval of and under the supervision of the Technology Coordinator.
- Wallpaper and Background MUST be an appropriate picture of the Saint Sebastian School Student user.

- iPads MUST remain in the classroom during morning or lunch recess.
- iPads will not be permitted in the lunch area during any lunch period.
- Food and/or beverages are not permitted in any area where computers are located on campus. With the exception of students with medical notes on file, failure to adhere to this guideline warrants a conduct slip and iPad privileges will be suspended for the day.
- All iPads will be securely stored in a locked locker or classroom during lunch periods, after school while students are practicing sports, music, or choir and when otherwise not in use.

- Students may NOT set a passcode.
- Students may NOT, under any circumstances, log on under or use another user's account or iPad.
- Students may NOT alter the configuration of any school-owned computer or iPad.
- Students may NOT install games on the iPads.
- Students may NOT have music on their iPads via iTunes.
 - No streaming music is allowed at school.

- During School hours: Students may not use the cameras on their iPads unless given permission by and under the direct supervision of a teacher, administrator, and/or Technology Coordinator.
- During School hours: Students may use the SSS network to download/transfer appropriate programs, pictures, music files or data onto the iPad or computer for educational purposes and with permission from the supervising teacher or Technology Coordinator.
- During School hours: Students may NOT use the SSS network to download/transfer any programs, pictures, music files, or data onto any SSS iPad or computer without first receiving permission from the supervising teacher or Technology Coordinator.

General:

- The use of Saint Sebastian technology resources must be in support of curriculum and research and consistent with the purposes and Mission Statement of Saint Sebastian School.
- The use of Saint Sebastian technology resources must reflect the accepted Catholic standards expressed with the purposes and Mission Statement of Saint Sebastian School.
- Any recording device, including but not limited to video and digital cameras and camera phones to take videos or still pictures, may not be used to slander, bully or denigrate any student, visitor, staff member, faculty member, and or administrator, on or off the campus at any time.
- All messages or postings to any Internet site on or off campus at any time (notes, email, newsgroups, bulletin boards, wikis, or other interactive forms of communication such as Instant Messaging) shall be educationally purposeful and appropriate.
- Hate mail, harassment, discriminatory remarks, vulgarity, swearwords, other antisocial behaviors, chain letters, and threats of any kind are prohibited.
- Appropriate messages would include such communications relating to Saint Sebastian academics, co-curricular events, and school community life.
- Computer, iPad, email, Internet, and Intranet users shall respect the privacy of other users on and off campus.
- Students may not post images of teachers, staff or other personnel on the Internet without receiving permission from the individual(s) involved.
- Users shall respect copyright laws and licensing agreements pertaining to materials entered into and obtained via the Internet or other electronic sources.
- Students may not use any means to access restricted sites.
- The use of Saint Sebastian technology resources to purposefully attempt to access the Internet and/or other resources for personal gain, profit, commercial advertising, or political lobbying is prohibited.
- The use of Saint Sebastian technology resources to purposefully attempt to access pornographic material, inappropriate text files, information advocating violence or files harmful to the integrity of Saint Sebastian School is prohibited.
- The use of Saint Sebastian technology resources to purposefully attempt to access information on, but not limited to, gambling, illegal drugs, alcohol use, online merchandising, hate speeches, criminal skills, alternative journals, Fanfic, and chat rooms is prohibited.
- Students may access social networking sites such as Facebook, use Instant Messaging, and access outside email accounts and educational games only under the supervision and at the discretion of a teacher, administrator, or Technology Coordinator.
- Internet users will not give their real name, address, phone number, school name or any personal information to anyone on the Internet unless under the supervision of a teacher, administrator or Technology Coordinator. For example, students may be asked to provide personal information when signing up for Web 2.0 tools or when registering to access online textbooks and resources.
- Students making inappropriate references about the school and/or its students, faculty, staff or administrators on any public internet site, chat rooms, or other public electronic media will be subject to disciplinary action that will be determined by administrators and could include suspension or expulsion.
- Saint Sebastian School, under the direction of the Administration and the Technology Coordinator, reserves the right to access all incoming/outgoing data accessed by students, faculty, staff and administrators.
- Streaming videos from the Internet or the YouTube app during school hours is permitted only with the direct permission of the teacher. Users are responsible for all activities conducted when using personal accounts.

Consequences of Inappropriate Behavior

All use of Saint Sebastian technology resources will be monitored through the use of computer software and/or by any teacher and/or administrator with the assistance of the Technology Coordinator. Any user who does not comply with these guidelines will lose access privileges and/or have their iPad confiscated for a period of time. Students who have repeated or severe infractions of the AUP will be subject to disciplinary action by the supervising teacher or the Administration. Violations of federal and state regulations such as sending threatening email and accessing or distributing obscene material will be dealt with by the governing law enforcement agency.

Personal Devices

No personal wireless or hardwired devices, such as laptops, tablets, PDAs, video cameras, video/telephone cameras (phones must be turned off during classes) shall be used on campus without the written consent of the Technology Coordinator. Furthermore, any wireless or hardwired devices that attach to the Saint Sebastian network must meet the requirements of the Technology Department in the area of operating system and virus protection. Violations of this rule may result in confiscation of the user’s equipment and disciplinary action.

Disclaimer

Saint Sebastian School will not be responsible for any damages suffered including loss of data resulting from delay, non-deliveries, service interruptions, or inaccurate information. The person operating the computer or iPad accepts personal responsibility for any information obtained via the Internet or other electronic sources. The person operating the iPad/computer accepts personal responsibility for actions on the Internet.

Vandalism

Vandalism will result in immediate disciplinary action by the Administration. Vandalism is defined as any malicious attempt to harm or destroy any part of Saint Sebastian’s technology resources. This includes, but is not limited to, uploading, creating, transmitting computer viruses or “hacking” into any part of the Saint Sebastian system.

Students

Please remember that the iPad is the property of the School until it is paid for in full. Your parents have made an investment in you and your education.

Parents / Guardians

We suggest all parents and guardians set rules at home for when and where technology can be used.

Parent Name/Signature

Date

Parent Name/Signature

Date

Student Name/Signature

Date

For any questions please contact Mr. Han or Ms. Markarian via the school office (310) 473-3337.

Technology Program: Standards for Proper iPad Care

SAINT SEBASTIAN SCHOOL

Cleaning iPad

Handle your iPad with care to maintain its appearance. To prevent scratching or abrasion, always use the protective case.

To clean iPad, unplug all cables and turn off iPad (press and hold the Sleep/ Wake button, and then slide the onscreen slider). Then use a soft, slightly damp, lint-free cloth. Avoid getting moisture in openings.

Don't use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean iPad.

iPad has an oleophobic coating on the screen; simply wipe the iPad screen with a soft, lint-free cloth to remove oil left by your hands. The ability of this coating to repel oil will diminish over time with normal usage, and rubbing the screen with an abrasive material will further diminish its effect and may scratch your screen.

Battery Care

Paying attention to just a few common sense pointers will pay off with a longer battery lifespan and battery life for your iPad. The most important thing is to keep your iPad out of the sun or a hot car (including not leaving it locked up in a hot trunk during summer). Heat will degrade your battery's performance the most.



iPad Temperate Zone. Your iPad is designed to work in conditions ranging from 32° to 95° F. That's 0° to 35° C for the metrically inclined. But keeping your iPad as near room temperature as possible (72° F or 22° C) is ideal.

Some Terms You Need to Understand

“Battery life” means the time your iPad will run before it must be recharged. “Battery lifespan” means the total amount of time your battery will last before it may need to be replaced. Battery lifespan is based on the number of charge/discharge cycles your battery is capable of to retain more than 80% of its original capacity.

Update to the Latest Software

Always make sure your iPad has the latest software. Apple engineers may find new ways to optimize battery performance. Using [iTunes](#) 9.1 or later, you can update your iPad with the latest software. Connect your iPad to your computer, then select iPad in the Source List. In the Summary pane, click “Check for Updates” to see if there's a new version of the iPad software available. Click Update to install the latest version.

Optimize Your Settings

There are a number of iPad settings you can adjust to minimize power consumption and extend battery life, including screen brightness. These tips may help extend your battery life.

- **Adjust brightness:** Managing the screen brightness is the best way to extend iPad battery life. By default, your iPad has Auto-Brightness turned On. Auto-Brightness adjusts iPad screen brightness based on ambient lighting conditions; lowering brightness in low light conditions helps to extend battery life. You can adjust brightness yourself; go to Settings > Brightness & Wallpaper and drag the slider to the left to lower the default screen brightness.
- **Manage the use of downloaded applications:** Use of certain applications, such as games that prevent the screen from dimming or shutting off or applications that use location services, can reduce battery life.

- **Turn off Wi-Fi:** If you know you're not going to be using Wi-Fi, you can turn it off to save power. Go to Settings > Wi-Fi and set Wi-Fi to Off. Note that if you have iPad with Wi-Fi + 3G and use it to browse the web, battery life may be improved by using Wi-Fi instead of cellular data networks.
- **Turn off 3G (Wi-Fi + 3G model):** Using 3G cellular networks when you're out of range of Wi-Fi connectivity allows you to stay in touch but may also decrease battery life, especially in areas with limited 3G coverage. To disable 3G, from the Home screen choose Settings > Cellular and set Cellular Data to Off. Note: You will no longer be able to send or receive data via a cellular data network.
- **Use Airplane Mode (Wi-Fi + 3G model) in low- or no-coverage areas:** Because your iPad always tries to maintain a connection with a Wi-Fi network or 3G data network (Wi-Fi + 3G model), it may use more power in low- or no-coverage areas. Turning on Airplane Mode can increase battery life in these situations. To turn on Airplane Mode, go to Settings and set Airplane Mode to On.
- **Minimize use of location services:** Applications that actively use location services, such as Maps, may reduce battery life. To disable location services, go to Settings > General > Location Services or use location services only when needed.
- **Turn off push notifications:** Some applications from the App Store use the Apple Push Notification service to alert you of new data. Applications that rely extensively on push notifications (such as instant messaging applications) may decrease battery life. To disable push notifications, go to Settings > Notifications and set Notifications to Off. Note that this does not prevent new data from being received when the application is opened. Also, the Notifications setting will not be visible if you do not have any applications installed that support push notifications.
- **Fetch new data less frequently:** Applications such as Mail can be set to fetch data wirelessly at specific intervals. The more frequently email or other data is fetched, the quicker your battery may drain. To fetch new data manually, from the Home screen choose Settings > Mail, Contacts, Calendars > Fetch New Data and tap Manually. To increase the fetch interval, go to Settings > Mail, Contacts, Calendars > Fetch New Data and tap Hourly. Note that this is a global setting and applies to all applications that do not support push services.
- **Turn off push mail:** If you have a push mail account such as Yahoo! or Microsoft Exchange, turn off push when you don't need it. Go to Settings > Mail, Contacts, Calendars > Fetch New Data and set Push to Off. Messages sent to your push email accounts will now be received on your phone based on the global Fetch setting rather than as they arrive. **DO NOT SET THE GLOBAL FETCH SETTING TO MANUAL**, as you will not be able to locate your iPad using the Find My iPad feature.
- **Auto-check fewer email accounts:** You can save power by checking fewer email accounts. This can be accomplished by turning off an email account or by deleting it. To turn off an account, go to Settings > Mail, Contacts, Calendars, choose an email account, and set Account to Off. To remove an account, go to Settings > Mail, Contacts, Calendars, choose an email account, and tap Delete Account.

Lock Your iPad

It may seem obvious, but you should lock your iPad when you aren't using it. To lock iPad, press the Sleep/Wake button. You can also set the Auto-Lock interval so your iPad will turn off more quickly after a period of inactivity. To set Auto-Lock, go to Settings > General > Auto-Lock and set the interval to a short time, such as 1 minute.

Use Your iPad Regularly

For proper reporting of the battery's state of charge, be sure to go through at least one charge cycle per month (charging the battery to 100% and then completely running it down).

Charging Tips

The quickest way to charge your iPad is with the included 10W USB Power Adapter. iPad will also charge, although more slowly, when attached to a computer with a high-power USB port (many recent Mac computers) or with an iPhone Power Adapter. When attached to a computer via a standard USB port (most PCs or older Mac computers) iPad will charge, but only when it's in sleep mode. Make sure your computer is on while charging iPad via USB. If iPad is connected to a computer that's turned off or is in sleep or standby mode, the iPad battery will continue to drain.

Maximum Battery Life

You can use iPad for up to 10 hours while surfing the web on Wi-Fi, watching videos, or listening to music. While surfing the web on a 3G data network (Wi-Fi + 3G model), you can get up to 9 hours of battery life.

Charge Cycles

A properly maintained iPad battery is designed to retain up to 80% of its original capacity at 1000 full charge and discharge cycles. You may need to replace your battery when it no longer holds sufficient charge to meet your needs.

Let It Breathe

Charging your iPad while in certain carrying cases may generate excess heat, which can affect battery capacity. If you notice that your iPad gets hot when you charge it, take it out of its case first.

For additional information about handling iPad, see the iPad Important Product Information Guide at support.apple.com/manuals/ipad.

Saint Sebastian School 1-to-1 Technology

Technology Program Acknowledgement Form

Student Name: _____ Grade: _____

Parent Name: _____

Participation in the Technology Program is contingent upon signing this agreement. The following is a summary of key points within the **Technology Agreement** and **Standards of Proper Care**:

By accepting possession of the iPad, accessories and apps, I/we agree to the following:	Student Initials	Parent Initials
Equipment <ul style="list-style-type: none"> I understand Saint Sebastian School owns all hardware, apps and accessories provided with the Technology Program. I understand that Saint Sebastian School retains the right to collect and/or inspect the iPad at any time, including via electronic remote access, and to alter, add or delete installed apps. 		
Apps <ul style="list-style-type: none"> I understand that only apps authorized by Saint Sebastian School may be installed on the iPad. I understand that students are responsible for backing up all files/data to iCloud, Dropbox or other Cloud services as approved by Saint Sebastian School. 		
Damage, Loss or Theft <ul style="list-style-type: none"> I understand that parents/guardians are responsible for any deductible involved with the insurance company for repair or replacement of the iPad. In the event the iPad is lost, parents/guardians will be billed for the full cost of replacement if no police report is filed and/or if gross negligence is determined. I will not leave my iPad unattended unless it is locked in a secure place. I agree to report any damage/loss/theft to Saint Sebastian School's Technology Coordinator by the next school day. I understand that excessive repair/loss/theft incidents may result in withdrawal of the privilege of using the iPad at school. 		
Proper Care <ul style="list-style-type: none"> I will have my iPad charged and power cord with me every day for every class, unless otherwise instructed by a teacher. I will keep the iPad in its protective case at all times. I will read and follow general maintenance alerts from the School Technology Coordinator and/or Administration. 		

I have read the full **Technology Program Agreement** and **Standards for Proper Care**, and agree with their stated conditions.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Please return this signed form to Saint Sebastian School. Students will not receive their iPads unless this form is on file.