

# MASON

PREPARATORY SCHOOL



## Acceptable Use Policy for iPads, Tablets, and Computers 2019-2020

During the 2019-2020 school year, each student in grades 3-8 will have the use of a school-provided device during their classes, for use in projects and assignments, and for use at home (in grades 5 through 8). Students in grades 3 through 5 will be provided with an Apple iPad, while students in grades 6 through 8 will have the use of a Microsoft Windows tablet. These devices will be provided by Mason Prep and will be issued with predetermined applications (apps) installed. Students in grades K through 8 may also have access to laptop and desktop computers in their classrooms, their computer classes, and our media center. Students and parents are required to review this document and to sign the accompanying agreements (***Student Pledge for Technology Use***, which will be completed at school, and ***Technology Use Form***, which will be completed by parents through the KnightLine parent portal).

Technology resources at Mason Prep are provided for the purpose of supporting the educational mission of the school. Mason Prep's goal in providing students with the use of computers, iPads, and tablets is to promote educational excellence by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning. The use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the Student and Family Handbook. It is to be understood by each student and his/her parents that if a device was purchased by Mason Prep it remains the property of Mason Prep and is not the property of the student, and it is to be used and treated as such. This is to maintain a collective focus in the classroom, promote the lifespan of the device, and encourage a more productive academic environment.

It is understood that members of the Mason Prep community will use all types of computing devices and the school's network in a responsible, ethical, and legal manner at all times. Mason Prep retains sole right of possession of the computers, iPads, and tablets and related equipment that the school owns and distributes. A device will be issued to a student according to the guidelines set forth in this document. Mason Prep retains the right to collect and/or inspect any device at any time, and to alter, add, or delete installed software.

## **Acceptable Use**

The use of Mason Prep technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendable by students to people or groups outside the school and terminates when a student is no longer enrolled in school. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the user Terms and Conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied.

## **Parent/Guardian Responsibilities**

Parents of Mason Prep students are asked to talk to their children about values and the standards that children should follow regarding the use of Internet-connected devices just as they do about the use of all media information sources, such as television, telephones, movies, and radio.

## **School Responsibilities**

- Provide devices to students on a 1:1 basis (in grades 3 through 8) or a shared basis (commonly used equipment in grades K through 8).
- Provide Internet access to its students.
- Provide data storage areas through iCloud or OneDrive for Business. These will be treated similar to school lockers. Mason Prep reserves the right to review, monitor, and restrict information stored on or transmitted via equipment owned by Mason Prep and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance with the Acceptable Use Policy.

## **Student Responsibilities**

- Students in grades K through 8 will responsibly use the shared devices (classroom, computer class, and media center computers and/or iPads) that are not issued to particular students on a 1:1 basis.
- Students in grades 3 and 4 are provided with school-owned iPads on a 1:1 basis, but these devices must remain at school unless a teacher has given permission for the devices to leave campus.
- Students in grades 5 through 8 are responsible for caring for their devices after normal school hours. If a student leaves the iPad or tablet at school, the student assumes all responsibility for its safety, care, and charge.
- Students must help Mason Prep protect our computer system/devices by contacting an administrator about any security problems they may encounter.
- Students must monitor all activity on their account.
- Students must turn off and secure their devices after they are finished working to protect their work and information.

## **Student Activities Strictly Prohibited**

- Any action that violates existing school policy.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene or sexually explicit materials.
- Use of chat rooms or sites selling papers, book reports, and other forms of student work.

- Use of any messaging services during class time outside of faculty supervision. This includes messaging other students through any communication app, such as Messages, email, or Air Drop.
- Non-educational games. Only educational games which in no way contradict our mission as a school may be used with permission of a teacher.
- Changing the device settings.
- “Jailbreaking” your device. (The process of removing limitations on the iPad or Windows operating system through the use of software and hardware exploits.)
- Transmission of or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Mason Prep web filter through a web proxy.
- A student is not allowed to use another student’s iPad or tablet.

### **Student Discipline**

If a student violates any part of the above policy he/she will be subject to disciplinary measures up to, and including, forfeiting the use of the iPad or tablet.

### **Email**

Students may use their devices to access their personal email. However, this is to be done only for academic use, whether through the email app or a web browser. Students in grades 6 through 8 will also be provided with school e-mail accounts using the masonprep.org domain.

### **Sound, Music, Games, or Programs**

- Students may not download music from iTunes or any other music sharing site unless directed by or with the permission of a teacher.
- Music shall be stored on a school-owned device ONLY if provided by the teacher for educational use.
- Students are not to listen to music on their devices while doing other work in their classes. Our school network connection is not intended for streaming music or video for student entertainment.
- Sound must be muted at all times, or earbuds must be worn, unless permission is obtained from their teacher for instructional purposes.
- Non-educational games are not allowed on the iPads or tablets.
- Students in grades 3 through 8 will need to purchase a set of earbuds or headphones.

### **Printing**

Printing at school will be available from computers, iPads, and tablets. Students will be given information and instruction on printing with the devices at school.

**This page and the next page apply to the use of school-provided iPads and tablets issued to students in grades 3 through 8.**

### **Taking Care of Your Device**

Each student in grades 3 through 8 is responsible for the general care of the iPad or tablet that he or she has been issued by the school. Any devices that are broken or fail to work properly must be taken to the Technology Director for evaluation of the equipment.

### **General Expectations**

- All users will follow this policy.
- Devices must remain free of any writing, drawing, stickers, or labels that are not provided by the Mason Prep technology staff.
- Students may not use stickers or “skins” to decorate their devices.

### **Using Your iPad or Tablet at School**

Student iPads and tablets are intended for use at school each day. Students must be responsible to bring their devices fully charged to school each day, unless specifically instructed not to do so by their teacher.

### **iPads or Tablets Left at Home**

If a student leaves the iPad or tablet at home, he or she is responsible for getting the course work completed as if the device was present. If a student’s device is repeatedly left at home, the student may be required to keep the iPad or tablet at school.

### **Charging Your iPad or Tablet’s Battery**

iPads and tablets must be brought to school each day in a fully charged condition, or left at school to charge. Students should charge their devices each evening. If a student’s iPad or tablet does not have sufficient charge to operate during a class, a teacher may choose to assign a five-point penalty to the student’s homework average. If a student is unable to participate in required classwork due to an uncharged device, the teacher may choose to require that the work will be made up for homework.

### **Passwords**

Students should not change the password or personal identification number (PIN) on their device that was given to them by the technology department.

### **Screensavers/Background photos**

**For iPads in grades 3 – 5:** The home screen or background of the iPad may be changed by the student but may not display any inappropriate images. The lock screen must display either an unaltered head shot of the student alone or a single screen containing a legible display of the student’s name and homeroom. This allows a found iPad to be easily returned to the student to whom it has been issued.

**For tablets in grades 6 – 8:** The home screen or background of the tablet may be changed by the student but may not display any inappropriate images.

### **Photos**

Photo/image storage on the iPad or tablet will be for school projects only. Storage of student’s personal photos or downloaded images is not allowed.

## **Home Internet Access**

Students are allowed to set up wireless network connections on their iPads or tablets to assist them with iPad or tablet use at home or any other places away from home. School-issued iPads and tablets are managed by devices which provide filtering of inappropriate content, whether the devices are used at school or at home.

## **Software on Computers, iPads, and Tablets**

### **Originally Installed Software**

Mason Prep will load all devices with the necessary apps for school work. Students are not to synchronize iPads or tablets with a personal computer or add apps through a personal iTunes Store, Microsoft Store, or Google Play account. The software/apps originally installed by Mason Prep must remain on the devices in usable condition and be easily accessible at all times. From time to time the school may add or modify software applications for use in a particular class. Periodic checks of the devices will be made to ensure that students have not removed required apps and/or synced to a personal account. In the event that it is discovered additional software has been added to the iPad or tablet, it may become necessary that the device is re-formatted in order to adhere to the guidelines and expectations of Mason Prep. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and/or re-image.

### **Software Upgrades**

Upgrades of licensed software/apps are available from time to time. As such, students may be required to return their devices to the technology department for periodic updates.

## **Protecting and Storing Your School-Provided Device**

### **iPad Identification**

Student iPads will be labeled in the manner specified by the school. iPads can be identified by:

- A school-generated label displaying the student's name and the device's serial number, and
- Either an unaltered head shot of the student, or a simple screen containing a legible display of the student's name and homeroom, which will serve as the lock screen.

### **Surface Tablet Identification**

Student tablets will also be labeled in the manner specified by the school. Tablets can be identified by:

- A school-generated label displaying the student's name and the device's serial number, and
- The case, which should remain in place at all times and which displays the student's name.

### **Storing Your School-Provided Device**

- While the student is at Mason Prep, the device shall remain in the school building, whether in the student's possession or in the classroom iPad cart (for grades 3-5). This includes during lunch and recess.
- Each student should take care to attach the appropriate cover to his/her device when it is not in use, especially when devices are left unattended at school.
- iPads and tablets should not be stored in a vehicle. If a student needs a secure place to store the device, it may be left in the classroom or in the iPad cart.