



宿务亚典耀圣心学校
Sacred Heart School – Ateneo de Cebu
H. Abellana St., Canduman, Mandaue City



INFORMATION AND COMMUNICATIONS TECHNOLOGY DEPARTMENT

Acceptable Use Policy (AUP)

This document covers the use of SHS-AdC iPad carts and iPad individual units by teachers and students. **The use of this technology resource is a privilege, not a right.** The privilege provided by the school is not transferable or extendible by teachers and students to people or groups outside the school, and terminates when a student is no longer enrolled in the school.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of the iPad units. If a student violates the “SHS-AdC Acceptable Use Policy,” privileges may be terminated, access to the school’s technology resources may be denied, and appropriate disciplinary action shall be applied. The school Code of Conduct shall be applied for student infractions.

This “Acceptable Use Policy” must be used along with the iPad Carts Guidelines.

I. Legal Issues

Students must comply with trademark and copyright laws and all license agreements. When unsure, students must ask teachers or parents.

Plagiarism is a violation of the Code of Conduct. Credit to all sources used, whether quoted or summarized should be given. This includes all forms of media on the Internet such as graphics, movies, music and text.

II. iPad Identification

Student iPads will be labeled in the manner specified by the school. **This identification must not be removed** from the iPad unit.

The iPads can be identified by any of the following:

- Serial number
- iPad unit numeric label
- SHS-AdC school label or logo
- SHS-AdC custom wallpaper

III. Cost of Repairs

Students will be held responsible for ALL **intentional** damage to their iPads including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement.

IV. Student iPad Policy

If a student violates any part of the Acceptable Use Policy, he/she will be put on a disciplinary plan which includes an initial suspension of iPad privileges and may result in complete loss of iPad use.

Student iPad use will be in accordance with the SHS-AdC School’s Acceptable Use Policy (AUP) and in conjunction with the iPad Carts Guidelines.

- I will use the iPad in ways that are appropriate and educational, and that meet School’s expectations.

- I will use appropriate language in all forms of communication. I will not create, or encourage others to create discourteous or abusive content. I will not use electronic communication to spread rumors or gossip or engage in any activity that is harmful to other persons.
- I understand that the iPad is subject to inspection at any time without notice, and remains the property of Sacred Heart School – Ateneo de Cebu.
- I will follow the policies and guidelines outlined in the iPad Acceptable Use Policy and the iPad Carts Guidelines respectively.
- I will never leave the iPad unattended and I will know where it is at all times.
- I will protect the iPad by always carrying it with my two hands.
- I will keep food and beverages away from the iPad since they may cause damage to the device.
- I will not attempt any repairs on any part of the iPad.
- I will not place decorations (such as stickers, markers, etc.) on the iPad.
- I will not remove any label of identification from the iPad that the School has provided.
- I will be responsible for all damages or loss caused by neglect or abuse.
- I will take the responsibility for all inappropriate use of the iPad.
 - Inappropriate use includes but is not limited to:
 - ✓ Attempting to change any settings on the device
 - ✓ Defacing any part of the iPad, case, or labels
 - ❖ Any intentional malicious destruction of property must be replaced/paid for by student
 - ✓ Changing the wallpaper or background
 - ✓ Attempting to download applications
 - ✓ Attempting to delete installed applications
 - ✓ Visiting inappropriate websites
 - ✓ Deleting or changing another student’s work in any application
 - ✓ Cheating in any form
 - ✓ Possessing inappropriate pictures and/or media files
 - ✓ Swapping iPads with other students as each student is accountable for the iPad assigned to him/her.

I have read and understand the information contained in this document and agree to abide by the rules set forth in same.

Student’s Name: _____ Signature: _____

Grade Level & Section: _____

Parent/Guardian’s Name: _____ Signature: _____

Date: _____

E-mail: _____

Phone: _____

