



KENNEDY CATHOLIC PREPARATORY SCHOOL

John F. Kennedy Catholic Preparatory School **iPad Acceptable Use Contract 2024- 2025**

The iPad program at John F. Kennedy Catholic Preparatory School herein after referred to as KC Prep provides tools and resources to the student. Effective teaching and learning with iPads integrates instructional technology into the curriculum at any place and time. It also prepares Kennedy Catholic Preparatory School students for future electronic testing as mandated by the New York State Education Department. Students must abide by the policies of the school as well as this contract to use the iPad to enhance learning in the classroom.

The policies, procedures and information within this document apply to all iPads used by students at Kennedy Catholic Preparatory School. Teachers may set additional requirements for use in their respective classroom(s).

Above all, the iPad program at KC Prep is an academic program and the policies governing the use of the iPad are for the support of its academic use.

A. iPad Distribution and Care

1. Students are issued iPads, chargers and cables at the beginning of the school year. The iPads are the property of KC Prep. Students are expected to use the iPads in conformity with this contract and the student handbook. Students are responsible for the general care of the iPad they have been issued by the school. Students are **REQUIRED** to keep a case on their iPad at all times, except when taking any assesment. If the KC Prep case is damaged or abused a student must purchase a new case at the school store. If a freshman or new student is not issued a case during orientation, he/ she is responsible to notify the Main Office of the error so that a case can be issued. Failure to maintain a properly covered iPad will result in disciplinary action for the student. iPads that are broken or fail to work properly **MUST** be taken to the MAIN OFFICE for an evaluation of the equipment and repair when needed.
2. Students/Parents/Guardians are solely responsible for the care and safekeeping of their student's iPad. Any loss or damage to iPads, chargers, and/ or cables (outside of reasonable wear and tear), regardless of the cause, will be the strict financial responsibility of the students/parents/guardians. Please see Section F for more information regarding the Kennedy iPad Care policy.

B. General Rules:

1. Students must have their iPads (in a case) with them at school **every day**,
2. Students are responsible for keeping their iPads' batteries **charged** for school each day,



KENNEDY CATHOLIC PREPARATORY SCHOOL

3. Students may not remove or circumvent the management system/software installed on each iPad. This includes removing restrictions or “jailbreaking” the device. Students who tamper with the device will face strict disciplinary action and may face a monetary penalty to reconfigure the device,
4. iPads **MUST** always be kept within the protective cases issued by KC Prep,
5. Only use a soft cloth to clean the screen, no cleansers of any type,
6. Chargers and cables must be inserted carefully into the iPad to prevent damage. Students are responsible for replacing chargers and cables that are damaged and not covered under the Kennedy iPad Care policy. At the end of the lease students must return the Apple brand charger and cable issued to them by KC Prep,
7. There is a \$50.00 fee that must be paid if an iPad is returned damaged (broken, cracked, or scratched screens, dents, bends, etc) when returning their device to KCPS,
8. There is a \$25.00 fee if the charger and cables are missing when returning their device. Only the Apple brand accessories will be accepted.
9. For seniors and those students transferring out- no paperwork will be released until all times are returned and all fees are paid. These fees also include those not related to the iPad program,
10. Students **may not** bring their iPads to the cafeteria during lunch. iPads are to be stored during lunch in the student’s locker which **must be locked**. If a student chooses to complete an academic activity using their iPad during their lunch period they must obtain a pass to the library and complete their work there. Students that bring their iPads to the cafeteria may face disciplinary action,
11. iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area,
12. Students may not remove or alter the “asset tag” located on the iPad’s back cover. The “find my iPhone/iPad” function must be on at all times,
13. Students are discouraged from printing materials on campus. Printers are available on campus for limited use by faculty members. Readers, worksheets, and other academic materials are available digitally on the iPad for study and reference,



KENNEDY CATHOLIC PREPARATORY SCHOOL

C. Sound, Music, Games, Pictures, or Programs

1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes,
2. During the school day, 8:00 AM to 2:35 PM, earphones may only be used while in school with permission. Permission may be given for use of earphones by a teacher in a classroom. If a student does not have permission to use their earphones then they should be properly stored in the student's backpack or pocket,
3. Accessing internet games, game apps, and/or social networks are not permitted using the KC Prep iPads. Failure to comply will result in disciplinary action,
4. The software/apps originally installed by KC Prep must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add/update software applications for use in a particular course,
5. Students are not permitted to delete any apps without permission from KCPS. This includes filtering apps such as Go Guardian.
6. Students are not allowed to load extra software/apps on their iPads. Doing so will result in disciplinary action.
7. Students may not store their own personal photographs (including screenshots and attachments) as well as music on their iPads,

D. Prohibited Use

1. Illegal installation or transmission of copyrighted materials,
2. Any action that violates existing school rules or public law,
3. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials,
4. All communication made by students must be for academic purposes only, and must be authorized by a teacher or school administrator during school hours,
5. Use of websites selling term papers, book reports, artificial intelligence, and other forms of student work,
6. Use of messaging software or services is prohibited,
7. Spamming: sending mass or inappropriate emails,



KENNEDY CATHOLIC PREPARATORY SCHOOL

8. Gaining access to other students' accounts, files, and/or data,
9. Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity,
10. Bypassing the KC Prep web filter,
11. Photographing, video recording, or audio recording on campus without the permission of a teacher for academic purposes or in support of a school program, is strictly prohibited,
12. Student sharing of their passwords, addresses, or other personal information on the internet without the authorization of KC Prep,
13. Copying certain internet materials or reproducing materials without the permission of the author or other right-holder,
14. Plagiarizing academic materials,
15. Using or possessing any hardware/software that can be used to hack or take control of another system, especially a system controlled by KC Prep will not be permitted,

E. Students Responsibility for iPad Use

1. Students that fail to charge the battery on their iPad or forget to bring the iPad to school on a regular basis will face disciplinary action,
2. Students who need assistance with iPad related software or hardware must report the issue to the Main Office upon entering the building at the beginning of the school day. Students must be to class on time. Students must have the permission of their teacher to address these issues during homeroom/class time. Students late to class due to iPad or technology related issues without permission will face disciplinary action,
3. Students may use the iPad only for academic purposes on campus between 8:00 AM and 2:35 PM,
4. Students may not use other student's iPads nor have them in their possession,
5. In consideration for receiving the iPad from KC Prep, each student and his or her parent or legal guardian agrees not to sue and hereby release, waive, discharge, holds harmless, indemnifies, and defends Kennedy Catholic Preparatory School and the Archdiocese of New York, as well as their respective employees, personnel, staff, volunteers, agents, directors, affiliates, and representatives, from any and all liability,



KENNEDY CATHOLIC PREPARATORY SCHOOL

losses, damages, claims, actions, and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use of the iPad furnished by KC Prep to the student,

6. This iPad Acceptable Use Policy applies to KC Prep students at all times, whether or not the students are on campus, as KC Prep students are school representatives at all times. **Parents/Guardians** are responsible for monitoring content and student use of the iPads when they are not on the KC Prep Campus,
7. iPad devices must remain within the 48 Continental United States and may not be brought to the states of Alaska or Hawaii or any other country. Students that violate this restriction may face disciplinary action and be responsible for any monetary penalty,
8. Individual school iPads and accessories must be returned to Kennedy Catholic Preparatory School at the request of the school when a student graduates or ceases to be a registered student at KC Prep.

F. Kennedy iPad Care Policy

1. Each iPad comes with hardware repair coverage through KC Prep.
2. Students will be required to pay a fee \$50 the first time that their iPad becomes damaged. The new iPad issued will be a model that is two generations older than the one originally issued. For example, if a student with 10th generation iPad needs a replacement, their new iPad will be an 8th generation. The second replacement of an iPad will incur a fee of \$250.00 and will also be two generations older. Any subsequent breaks will also incur a fee of \$250. As each of these iPads are managed, repairs to the iPad cannot be made by outside parties and can only be replaced by KCPS. Students must report any and all incidents to KC Preparatory School. If an incident occurs during a weekend or holiday period a student **MUST** report the incident to KC Preparatory School upon their return to school.

G. Content

1. Content will be purchased, controlled, updated, and maintained by KC Prep. Students are not permitted to download any personal content onto the device without the express written permission of KC Prep.

H. Student ID's: (Google Apps/Canvas/Apple)



KENNEDY CATHOLIC PREPARATORY SCHOOL

1. Each student will be issued a Google Apps ID, Canvas ID as well as an Apple iTunes Account ID by KCPS.
2. KC Prep will maintain each of these accounts and passwords on behalf of the student.
3. Students may not share their ID or PASSWORDS to these accounts with other students.
4. Students should save a copy of all passwords in a safe place.
5. Google Apps and Apple iTunes accounts issued by KC Prep should only be used for educational purposes and not personal use.
6. KC Prep reserves the right to access and monitor student communication including, but not limited to: email, documents, apps, and web history on KC Prep iPad devices.

I. Frequently Asked Questions:

When do students first receive their iPads?

Students will receive their iPads during orientation the 1st week of school.

Is training available for students on how to use the iPads?

Yes. Training will be embedded in the curriculum and also given during orientation week.

May students opt out of using the iPad altogether?

No; the benefits of a tool like this can only be achieved if the tool is used by all students.

Can students install their own apps?

No, apps will be pushed out to student iPads using our wireless network and multimedia device management software.

What accessories will be needed with the iPad?

All students will receive an iPad from KC Prep. The school will supply information regarding any required or suggested accessories. Should a student wish to use an Apple pencil, the Apple Pencil USB-C and Generation 1 pencils are compatible with the model of iPad used at KCPS. 6th grade, freshman, and juniors receiving the 10th generation iPad, and who already own an Generation 1 Apple Pencil, will need to purchase either a USB-C to Apple Pencil adapter (from the Apple Store) or a female lightning to male USB-C adapter (from Amazon or other sources) to charge pencils used on the 10th generation iPads. The Apple Pencil Pro and 2nd generation pencils are not compatible.

Tempered glass screen protectors are highly recommended to prevent additional damage.



KENNEDY CATHOLIC PREPARATORY SCHOOL

Is there technical support for student iPads on campus?

Yes. An IT support staff member is available in the main office on campus. Loaner iPads, for Exam Soft test taking, are available if there is an issue with a student's iPad.

Do students get to keep their iPads when they graduate?

Only seniors will have the option of purchasing their iPads at the end of the school year.

My student already has an iPad. Will he/she be able to use that one?

No. KCPS configures the iPads as "managed" devices to ensure we have consistent security, configuration, apps and content.

What happens if an iPad gets lost or stolen?

If an iPad is stolen or lost, the student must report it to the Main Office **immediately!** If the iPad is stolen, the student must file and obtain a police report and will have to pay a **\$250 replacement fee** to the school accompanied by the police report. Students may not purchase a new iPad on their own to replace a lost/stolen iPad.

Will students only be using digital books (e-books)?

Yes; when e-books are available.

What Happens if an Apple Pencil goes missing?

As with other personal belongings, students carry the responsibility for keeping track of their own Apple Pencils (or other brands of stylus.) However, we do try to reunite students with their Apple Pencils should they turn up in our lost and found. In order to do this as accurately as possible, we ask that you provide us with the serial number of your child's Apple Pencil for us to keep on record with your child's iPad Use Contract. The serial number can be found on the original box, and on the tab of the Apple Pencil (after the cap is removed). When finding the serial number on the tab, you will need to make use of a magnifying glass or the magnifying feature of your smart phone; the number will be split into two lines.

Apple Pencils are student's personal property. KCPS does not loan or sell Apple Pencils, nor replace any missing or damaged components of these accessories. KCPS is not responsible for any lost or stolen items.

THE FOLLOWING PAGE OF THIS DOCUMENT NEEDS TO BE PRINTED OUT, SIGNED BY BOTH STUDENT AND PARENT/GUARDIAN, AND RETURNED TO THE SCHOOL ON THE FIRST DAY OF CLASSES. ***FAILURE TO DO SO WILL RESULT IN DISCIPLINARY ACTION.***



KENNEDY CATHOLIC PREPARATORY SCHOOL

iPad Acceptable Use Contract 2024- 2025

ALL students & parents must sign and submit this form prior to the beginning of the 2024-2025 school year in order for their child to receive an iPad upon returning to school in September.

I (Student): _____ acknowledge that I have been provided with and read a copy of the Kennedy Catholic Preparatory School iPad Acceptable Use Contract in its entirety, Sections A-H, and hereby agree to the terms and conditions stated in the document.

Student Signature: _____

Date: _____

I (Parent/Guardian): _____ acknowledge that I have been provided with and read a copy of the Kennedy Catholic Preparatory School iPad Acceptable Use Contract in its entirety, Sections A-H, and hereby agree to the terms and conditions stated in the document.

Parent Guardian Signature: _____

Date: _____

School Administrator Signature: _____

Date: _____

If the student will be using an Apple Pencil please provide the serial number for our records: Serial # _____