St.Benedict School

DLE
Parent/Guardian-Student
Handbook 2024-2025

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St. Benedict Catholic School
Digital Learning Environment
(1:1 iPad Initiative)

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The focus of the Digital Learning Environment (DLE) initiative at St. Benedict Catholic School is to provide tools and resources to the 21st Century Learner. Educate, Engage, and Empower for Excellence has been our mantra to nurture our students. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of these twenty-first century students is the iPad. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace. The policies, procedures and information within this document apply to all iPads and Laptops (referred collectively as computers throughout this handbook), as well as any other device considered by the Administration to come under this policy used at St. Benedict School.

Teachers may set additional requirements for use in their classroom.

1. RECEIVING YOUR iPad & iPad CHECK-IN
1.1 Receiving Your iPad
iPads will be distributed each fall during "*iPad Bootcamp.*" **Parents & students must sign and return Student Pledge documents and Acceptable Use Policy before the iPad can be issued to their child.**

1.2 iPad Check-in
iPads will be returned during final week of school so they can be checked for serviceability. If a student transfers out of St. Benedict School during the school year, the iPad will be returned at that time.

1.3 Check-in Fines
Individual school iPads and accessories must be returned to the St. Benedict School Computer Lab at the end of each school year.

Students who withdraw, are suspended or expelled, or terminate enrollment at St. Benedict School for any other reason must return their individual school iPad on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at St. Benedict School, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad, or, if applicable, any insurance deductible. Failure to return the iPad will result in a theft report being filed with the Decorah Police Department. Furthermore, the student will be responsible for any damage to the iPad, consistent with the District's iPad Protection Plan and must return the computer and accessories to St. Benedict School Computer Lab in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

1.4 Technology Fees
Technology fees will be assessed at registration. The annual fee is $20 per student in grades K-1 and $45 in grades 2-8, not to exceed $80 per family.

2. TAKING CARE OF YOUR iPAD
Students are responsible for the general care of the iPad that they have been issued by the school. iPads that are broken or fail to work properly must be taken to the Lab for an evaluation of the equipment.

2.1 General Precautions
The iPad is school property and all users will follow this policy and the St. Benedict School Acceptable Use Policy (AUP) for technology.
1. Only use a clean, soft cloth to clean the screen, no cleansers of any type.
2. Cords and cables must be inserted carefully into the iPad to prevent damage.
3. iPads must remain free of any writing, drawing, stickers, or labels that are not the property of St. Benedict School.
4. iPads must never be left in an unlocked sports locker, unlocked car, school locker after school hours, or any unsupervised area.
5. Students are responsible for keeping their iPad battery charged for school each day.
6. Students are not allowed to add additional skins.

2.2 Carrying iPads
The protective cases provided with the iPad have sufficient padding to protect the iPad from normal use and provide a suitable means for carrying the device within the school. The guidelines below should be followed:
1. iPads should always be within the protective case supplied by the school.
2. When carrying the iPad in a book bag, extra weight must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.

2.3 Screen Care

The iPad screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean on the top of the iPad when it is closed.
2. Do not place anything near the iPad that could put pressure on the screen.
3. Do not place anything in the carrying case that will press against the screen.
4. Clean the screen with a soft, dry cloth or anti-static cloth (provided).
5. Do not "bump" the iPad against lockers, walls, car doors, floors, etc., which can break or damage the screen.
6. Students may purchase screen protectors for their iPads.

3. USING YOUR iPAD AT SCHOOL

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad computer. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

3.1 iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. Violations will be documented by teachers. Multiple violations could result in temporary suspension of privileges and student may be required to leave iPad at school. A "check out" and "check in" procedure will be put in place for up to 14 days. Consequences will be determined by classroom teacher(s), technology staff and administration.

3.2 iPad Undergoing Repair

Loaner iPads may be issued to students when they leave their iPad for repair in the Computer Lab. There may be a delay in getting an iPad should the school not have enough to loan.

3.3 Charging Your iPad's Battery

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Repeat violations (minimum of 3 days-not consecutively) of this policy will result in students being required to "check out" their iPad from the lab for 14 calendar days. Consequences for repeat violations will be determined by the Technology Team.

3.4 Screensavers/Background photos

1. Inappropriate media may not be used as a screensaver or background photo.
2. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related images or pictures, or anti-Christian media will result in disciplinary actions.
3. Passwords are not to be used unless provided by the school.
4. No downloading and savings pictures without classroom teacher approval.

3.5 Sound, Music, Games, or Programs

1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
2. Internet Games are not allowed on the iPads unless for instructional use as directed by the teacher.
3. All software/apps must be district provided. Data storage will be through apps on the iPad and through school provided email.
4. Earphones or ear buds are encouraged when teacher permits sound.
5. Using personal Apple IDs to legally download music is not permitted.

3.6 Printing

Printing will take place at the teacher's discretion only. Students can print directly to the lab printer.

3.7 Home Internet Access

Students are allowed to access home or public wireless networks on their iPad. This will assist them with iPad use while off campus. No apps or games may be downloaded from home to student iPads.

3.8 Keyboards

Students may purchase their own keyboard to use with the school issued iPad.

3.9 Student Planners

iPads will be used for student planner purposes in grades 4-8. Teachers will inform parents of the planner being used in each grade level.

3.10 Electronic Readers

iPads can be utilized as eReaders. Students are allowed to also use their personal Nooks, Kindles, and so forth for reading books. At no time during school hours is game play allowed on these devices.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the iPad/Home Directory
Students must be responsible for backing up his/her own files. Students may save work to the home directory on the iPad. All students have a Google Account managed by St Benedict School, it is recommended that students upload or e-mail documents to themselves for backup. Students may also use provided apps for cloud storage (ie DropBox). Storage space will be available on the iPad—BUT it will NOT be backed up in case of re- imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work. Students will receive instruction at school concerning backing up of files.

4.2 Network Connectivity
St. Benedict School makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, St. Benedict School will not be responsible for lost or missing data.

5. SOFTWARE ON iPADS
5.1 Originally Installed Software
The software/apps originally installed by St. Benedict School must remain on the iPad in usable condition and be easily accessible at all times. From time to time, the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from iPads at the completion of the course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

5.2 Additional Software
Students are not allowed to load extra software/apps on their iPads. St. Benedict School will synchronize the iPads so that they contain the necessary apps for schoolwork based on student grade level and individual student needs.
Synching iPads to personal accounts is not allowed.

5.3 Inspection
Students may be selected at random to provide their iPad for inspection.

5.4 Procedure for re-loading software
If technical difficulties occur or illegal software or non-school installed apps are discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image. Students will be held accountable for any illegally downloaded images, movies, music, or the like. Illegal downloads may result in legal action.

5.5 Software upgrades
Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and synching. Students should not upgrade to new versions of licensed software without consent of technology coordinator.

6. ACCEPTABLE USE
The use of St. Benedict School's technology resources is a privilege, not a right. The privilege of using the technology resources provided by St. Benedict School is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in St. Benedict 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 district technology resources may be denied, and the appropriate

disciplinary action shall be applied. St. Benedict School's Student Code of Conduct shall be applied to student infractions. **Violations may result in disciplinary action up to and including suspension/expulsion for students, as well as total loss of technology privileges. When applicable, law enforcement agencies may be involved.**

6.1 Parent/Guardian Responsibilities
1. Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Monitor the use of the iPad and Internet when students are at home.

6.2 School Responsibilities are to:
1. Provide Internet and Email access to its students.
2. Provide Internet Blocking of inappropriate materials as required by the Children's Internet Protection Act while on campus.
3. Provide network data storage areas. These will be treated similar to school lockers. St. Benedict School reserves the right to review, monitor, and restrict information stored on or transmitted via St. Benedict School owned equipment and to investigate inappropriate use of resources.
4. Provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

6.3 Students are Responsibilities for:

1. Using computers/devices in a responsible and ethical manner.
2. Obeying general school rules concerning behavior and communication that apply to iPad/ computer use.
3. Using all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via St. Benedict School's designated Internet System is at your own risk. St. Benedict School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
4. Helping St. Benedict School protect our computer system/device by contacting an administrator about any security problems they may encounter.

- Monitoring all activity on their account(s).
- Students should always turn off and secure their iPad after they are done working to protect their work and information.
- Students must keep their iPad in a safe, secure environment when not in use.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to take a screen shot and report it to the computer lab.
- Returning their iPad to the St. Benedict School Computer Lab at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at St. Benedict School for any reason must return their individual school iPad computer on the date of termination.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Plagiarism, including accessing sites selling term papers, book reports and other forms of student work
- Messaging services, i.e., MSN Messenger, ICQ, etc
- Internet/Computer Games
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, organization of APPS to folders and/or toolbar, etc)
- Downloading apps
- Spamming-Sending mass or inappropriate emails
- Cyberbullying
- Gaining access to other student's accounts, files, and/or data

- Use of the school's Internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger
- Use or possession of hacking software
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, social media sites, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the St. Benedict School web filter through a web proxy

6.5 iPad Care
Students will be held responsible for maintaining their individual iPads and keeping them in good working order.
- iPad batteries must be charged and ready for school each day.
- Only labels or stickers approved by St. Benedict School may be applied to the computer.
- iPad cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- iPads that malfunction or are damaged must be reported to the computer lab. The school district will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse, neglect or are accidentally damaged will be repaired. The student will be responsible for costs of repair or replacement according to the school's iPad Protection Plan (8.0).
- iPads that are stolen must be reported immediately to the Office and the Police Department. iPads that have been lost or stolen will be replaced. The student will be responsible for costs of repair or replacement according to the school's iPad Protection Plan (8.0).

6.6 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the St. Benedict School Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary actions according to St. Benedict School Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the school.

6.7 Student Discipline

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:

1st Offense – Student(s) will check-in/check-out their iPads from the help desk daily for fourteen calendar days.

2nd offense – Fourteen calendar days of iPad privilege suspension (student still responsible for all required work)

3rd offense – Disciplinary action will be determined by the school technology team.

6.8 Acceptable Use Policy

St Benedict Catholic School
Student Computer/Internet Usage
Acceptable Use Policy

All of the School's automated systems, including electronic mail, Internet access and electronic storage systems, are School property, and are not confidential. The School has the right to access, review, copy, modify, and delete any information transmitted through or stored in the system, including email messages, web postings, and other online communications. Files containing personal information of a student are treated no differently than School's other files, and the student has no expectation of privacy in such materials.

Internet access is available to students at St. Benedict Catholic School. The Internet is an electronic highway connecting millions of computers and individual subscribers all over the world. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network it is impossible to control all materials and a user may discover controversial information. The school believes that the valuable information and interaction available on the Internet far outweighs the possibility that users may procure material that is not consistent with the educational objectives of the School.

Internet access is coordinated through a complex association of government agencies and regional and state networks. The smooth operation of the network relies upon the proper conduct of the end user who must adhere to strict guidelines. These guidelines are provided so that the students are aware of responsibilities they must undertake when accessing the School's network resources. In general, students are required to make efficient, ethical and legal utilization of the network resources. If a School user violates any of these provisions, his or her account may be terminated and further discipline may be imposed.

1) **Acceptable Use**. The purpose of St. Benedict Catholic School's Internet access is to support research and education consistent with School goals and objectives by providing access to unique resources and opportunity for collaborative work. The use of a student account must be in support of education and research and consistent with the educational objectives of the School. Use of other organizations' networks for computing resources must comply with the rules appropriate for that network; however students remain subject to the School's general rules governing legal and ethical behavior when using such resources on School property or at School activities. The creation, access, or transmission of any material in violation of any federal or state law, regulation or School policy is prohibited. This includes, but is not limited to: material protected by copyright, trademark or other trade secret laws, and items which are or may be reasonably considered to be defamatory, obscene, pornographic, lewd, profane, offensive, discriminatory, harassing, or otherwise disturbing or harmful to minors. Use of network resources for commercial activities, product advertisement, political lobbying and/or other activities in violation of federal or state ethics and campaign disclosure laws is also prohibited. Only properly licensed software authorized by the School may be loaded onto the School's system, and no programs or files shall be downloaded from the Internet without prior permission of the School.

2) **Privilege**. The use of the Internet and network resources is a privilege, not a right, and inappropriate use may result in the suspension or cancellation of those privileges or other disciplinary action. The principal will deem what is inappropriate use in accordance with these guidelines and will take appropriate action. The principal or a system administrator may suspend or close an account at any time. Notification of any suspension or cancellation of an account will be given in writing to the user within two weeks of the action. Students whose accounts are denied, suspended, or revoked may appeal such action.

3) **Network Etiquette (Netiquette)**. Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
   a) **Be polite**. Do not use abusive or offensive language in messages sent to others.

   b) **Use Appropriate Language**. Do not swear, use vulgarities, profanity, lewd remarks, or any other inappropriate language. Illegal activities are strictly forbidden.

c) **Do not release personal information**. Do not reveal personal addresses or phone numbers or other personal information, or that of other students or colleagues.

d) **Note that email, web postings (including blogs, Facebook/Myspace pages, etc.), and other online communications are not private**. People who operate the system and other school personnel do have access to all information transmitted through or stored in the School system. Messages relating to or in support of illegal activities or activities in violation of School policies may be reported to the proper authorities or used against students in school disciplinary proceedings.

e) **Respect other users**. Do not use the School's network in such a way that would disrupt the use of the network by other users, or would waste system resources. Do not send unsolicited e-mail messages (including spam) and do not use the School's network as a way to harass, bully or intimidate others. Such behavior will not be tolerated and will be subject to disciplinary action.

f) **Compliance with Laws**. Under no circumstances may any user engage in any activity that is illegal under local, state, federal, or international laws, or that is prohibited by School policies or rules.

4) **Reliability**. Catholic school makes no warranties of any kind, whether expressed or implied, for the service it is providing. The School will not be responsible for any damages that students or other persons may suffer. Damages due to loss of data resulting from delays, non deliveries, miss-deliveries, or service interruptions, whether caused by the School's own negligence or students' errors or omissions. The School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5) **Security**. Security on any computer system is a high priority, especially when the system involves many users. If students identify a security problem with the School's Internet or network resources, student must notify a teacher, principal or system administrator. Students should not demonstrate the problem to to other users. In addition, students should take all necessary steps to prevent unauthorized access to their accounts, and may not use another individual's account. An attempt to log on to the Internet as a system administrator is prohibited. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the School's Internet and network resources.

6) **Vandalism**. Vandalism by a student will result in cancellation of a student's network privileges and may be grounds for other disciplinary action. Vandalism is defined as any malicious act or attempt to harm, modify, or destroy the computer property or data of the School or another user, the Internet or network resources of the School, or any other technologies used in the School.

7) **Restricted Material**. Users shall not create, access, download, or disseminate any text file, picture, or other material that includes material which is defamatory, harassing, discriminatory, obscene, pornographic, libelous, indecent, vulgar, profane, lewd, disturbing and harmful to minors, or which advertises any product or service not permitted to minors by law, or which is otherwise prohibited by this policy. If a user encounters such restricted material, user should immediately terminate contact with the material and notify School personnel.

8) **Unauthorized Costs**. Users shall not access any service or site via the Internet which has a cost involved without prior consent of the School. Users accessing such a service without prior consent will have access suspended and will be responsible for all costs.

9) **Account Information**. The School will require all users to notify the system administrator of all change in account information. Currently, there are no user fees for use of the Internet.

10) **Monitoring**. The School may monitor the use of School equipment, systems, and network resources at any time, with or without notice to users.

11) **Harassment and Bullying**. In accordance with Iowa law, the School policy against harassment and bullying applies to electronic communications such as e-mail messages, Internet-based communications, cell phones, and electronic text messaging while on School property, at School activities or School sponsored events. Students shall not engage in harassing or bullying behavior via any electronic means, including those means that may not necessarily be a part of the School communications network system.

12) **Internet Safety**. To the extent required by federal law, the School shall monitor the online activities of minor students and use technology protection measures to protect against their access of inappropriate material online. The School shall also educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The School education does not and should not take the place of parents educating their children at home about the importance of Internet and other online safety measures.

13) **Student Use of Personal Communication Devices**. The School prohibits student use of personal communication devices such as cellular phones, smart devices, palm pilots, and PDAs for purposes not directly related to established educational programming. The prohibition applies during the school day and while participating in school activities, whether those activities are in the school or elsewhere. If a student has a question regarding the use of a communication device, including but not limited to whether the use of that device is prohibited by this policy, the student should contact the Principal before using the device. The prohibition of these devices is required to prevent unnecessary disruption of the educational process.

14) **Authorization**.   Parent/Guardians shall be asked, as part of registration, to sign off as having read St Benedict School's DLE Handbook with their child.

7. PROTECTING & STORING YOUR iPAD
7.1 iPad Identification
Student iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:
- Record of serial number
- St. Benedict School Label
- Wi-Fi/Bluetooth ID Inventory

7.2 Storing Your iPad
When students are not using their iPads, they should be stored safely and securely. Nothing should be placed on top of the iPad when stored in the locker. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their iPad, they may check it in for storage with the help desk.

7.3 iPads Left in Unsupervised Areas
Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the office or the computer lab. A student will be required to check in and out the iPad for 7 calendar days if his/her iPad has been turned into the office or the computer lab due to not being supervised.

8. REPAIRING OR REPLACING YOUR iPAD COMPUTER ST. BENEDICT COMMUNITY SCHOOL
St. Benedict School recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both the school and the Student/Parent.

Any iPad that malfunctions due to any internal issue not caused by the student's usage, such as internal iPad issues or problems such as a malfunctioning units, batteries, USB cable, and adapters, will be covered by the school. These units will be replaced at no cost to the student.

Repairs needed due to any unit that is damaged or destroyed by the student, including

accidental damage (drops and spills), cracked screens, fire, flood, liquid submersion, natural disasters, power surge by lightning, theft, or vandalism, will be handled by the school and AEA tech support services. For each incident that this occurs the fine will be:

1st Time- $50 or the lesser cost of repair
2nd Time- $100 or the lesser cost of repair
3rd Time- Cost of Unit, including all applications and accessories

All malfunctions and damage to any unit must be reported immediately to the technology coordinators. They will make a determination as to what the problem is and what the next recourse will be, including following the steps listed below.

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

St. Benedict School
Student Pledge for iPad Use
1. I will take good care of my iPad.
2. I will never leave the iPad unattended in an unsecured location.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will charge my iPad's battery daily.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will protect my iPad by only carrying it while in the case provided.
9. I will use my iPad in ways that are appropriate, meet St. Benedict School expectations and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number iPad sticker on any iPad.
11. I understand that my iPad is subject to inspection at any time without notice and remains the property of the St. Benedict School.
12. I will follow the policies outlined in the *iPad Policy* and the *Acceptable Use Policy* while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the District iPad, case and power cords in good working condition.