DATE: AUGUST 23, 2016
TO: PARENTS / GUARDIANS OF GRADE 7 & 8
FROM: PAUL P. CALAMIONG, Ph.D.
Principal
SUBJECT: REMINDERS ON THE USE OF IPAD

A pleasant day to all!

As our Grade 7 students begin and our Grade 8 students continue the one-to-one use of the iPad as a learning tool this school year, please be reminded of the following guidelines:

1. When students are in School, use of personal 3G, pocket wifi, and other mobile internet connections other than the School’s is not allowed. This enables the School to monitor properly the internet sites the students visit.

2. The recommended model to be used is the iPad mini v.2 Retina 32GB wifi because of its sufficient storage. Devices of lower version other than the designated iPad cannot be used because all the apps that the students will use are dependent on it.

3. Use of stylus, hard case, and power bank is optional. The following were done to assist the students.
   3.1. During the first week of classes, the students were taught to use properly finger gestures in manipulating the iPad and other applications so that there is no need to use a stylus.
   3.2. For student assistance on e-book concerns, technicians from the different e-book publishers assisted the students.
   3.3. The students will be oriented and reminded regularly on how to care properly for their iPad to avoid loss or breakage.

4. Students should come to School with their iPad fully charged.

5. All assignments, notes, and other learning materials will be sent to the students only during school time. No teacher is allowed to send them on non-class day / time (e.g., weekend, holiday, dismissal).

6. All apps needed in their classes are to be downloaded at home so that they will be ready to be used when they come to School.

7. To prevent being victimized by spywares, adwares, phishing, and spam urls, students are discouraged from accessing websites that invite free downloading sites, free game sites, or plug-ins.

8. Loss or damage to the unit and its peripherals shall be the responsibility of the student. He / She is to padlock the iPad in the seat locker if he / she is not to use it elsewhere in the School.
9. Make sure you know your children’s user ID and password, so you can monitor your children’s learning activities.

10. Rules on student internet usage —

<table>
<thead>
<tr>
<th>Students should not ---</th>
<th>PENALTY FOR VIOLATION OF RULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. use internet for non-learning purposes.</td>
<td>1. The unit is confiscated and needs to be retrieved by parent / guardian within five days from confiscation date or unit is donated to Community Care fund drive.</td>
</tr>
<tr>
<td>2. bring personal broadband unit.</td>
<td>2. If needed, the School will check the unit in the presence of an Information and Communications Technology (ICT) staff / teacher / parent.</td>
</tr>
<tr>
<td>3. access Facebook, Twitter, or any social networking site or play online or offline (e.g., Pokemon Go, CounterStrike) during class / club / training time unless instructed by the Teacher.</td>
<td>3. The offense against items 1 and / or 2 is charged under Category A.</td>
</tr>
<tr>
<td>4. engage in any online business or commercial activity during school hours, unless instructed by the Teacher.</td>
<td>4. The offense against item 3 is charged under Category B.</td>
</tr>
<tr>
<td>5. access prohibited websites and apps (e.g., pornographic; inciting violence; encouraging cultural, religious, political, racial, individual right discrimination / violations; gambling, drug, crimes, piracy) or other sites and links of analogous nature.</td>
<td>5. The offense against items 4 and / or 5 is charged under Category C</td>
</tr>
</tbody>
</table>

11. Any violation of iPad and internet usage guidelines will be charged as an offense and will be recorded in the Student Disciplinary Record (SDR). Please be guided accordingly.

We thank you for your cooperation in enabling our students to realize the potential of digital technology in learning.

__________________________________________  __________________________________________
JUBILEE CHRISTIAN ACADEMY                          ACKNOWLEDGEMENT SLIP
ACKNOWLEDGEMENT SLIP

I / We have received and understood the AUGUST 23, 2016 Junior High School Circular on REMINDERS ON THE USE OF iPAD.

__________________________________________  __________________________________________
Signature of Parent over printed name / Date                          Name of Student / Grade & Section