



IPAD POLICY AND PROCEDURES

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Antioch Christian Academy
***iPad Policy, Procedures,
and Information***

Antioch Christian Academy iPad Program

The focus of the iPad program at Antioch Christian Academy is to provide tools and resources to the 21st Century learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these 21st century students is the iPad computer. The individual use of iPads is a way to empower students to learn at 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. Learning with iPads integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all iPads used at ACA, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

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1. RECEIVING YOUR iPad & iPad CHECK-IN

1.1 Receiving Your iPad

iPads will be distributed **as needed** by the teachers. **Parents & students must sign and return the Student Pledge for iPad Use before an iPad can be used by their child.**

1.2 iPad Check-in

iPads will be returned to the classroom teacher by the end of each lesson used for.

1.3 Check-in Fines

Individual school iPads and accessories must be returned to the classroom teacher after each use. Students who withdraw, are suspended or expelled, or terminate enrollment at ACA or for any other reason must return the school iPad on the date of termination, if the student is in possession of one. If a student fails to return the iPad after each use, or upon termination of enrollment at ACA, 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 Police Department.

Furthermore, the student will be responsible for any damage to the iPad, consistent with ACA's iPad Protection plan and must return the computer and accessories to the ACA teacher in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

2. TAKING CARE OF YOUR iPad

Students are responsible for the general care of any iPad they use during the school year. iPads that are broken or fail to work properly must be taken to the homeroom teacher for an evaluation of the equipment.

2.1 General Precautions

- ☐ The iPad is school property and all users will follow this policy and the ACA acceptable use policy for technology.
- ☐ Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- ☐ Cords and cables must be inserted carefully into the iPad to prevent damage.
- ☐ iPads should be shut down when not in use to conserve battery life.
- ☐ iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the ACA.
- ☐ iPads must never be left in an unlocked car or any unsupervised area.
- ☐ Students are responsible for keeping the iPad batteries charged for school each day.
- ☐ All ACA labels are to remain on the iPads.

2.2 Carrying iPads

The protective cases provided with iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- ☐ iPads should always be within the protective case when carried.
- ☐ Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.
- ☐ The iPad must be turned off before placing it in the carrying case.

2.3 Screen Care

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

- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc as it will eventually break the screen.

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.

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. If a student repeatedly leaves his/her iPad at home (minimum of 3 days-not consecutively) a consequence will be determined by the teacher.

3.2 iPad Undergoing Repair

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

3.3 Charging Your iPad's Battery

In cases when use of the iPad has caused batteries to become discharged, students may be able to connect their iPads to a power outlet in class.

3.4 Screensavers

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Passwords are not to be used.

3.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the iPad and can be used at the discretion of the teacher.
- Internet games are not allowed on the iPad. If game apps are installed, it will be done by the ACA teacher.
- All software/apps must be ACA provided. Data storage will be through apps on the iPad and emailed to a server location.
- ACA will have a designated background on all iPad screens. This background will not be changed by any student.

3.6 Printing

Printing will be available with the iPad. Students should talk to their teachers about which printer to print to. Students will be given information and instruction on printing with the iPad at school.

3.7 Home Internet Access

Students are allowed to set up wireless networks on iPads checked out for class homework. This will assist them with iPad use while at home. Printing at home will require a wireless printer, proper settings on the iPad and the correct app.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the iPad

It is recommended students email documents to themselves for storage on a flash drive or server. 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. 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.

4.2 Network Connectivity

ACA makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

5. SOFTWARE ON IPADS

5.1 Originally Installed Software

The software/apps originally installed by ACA 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 school iPads. ACA will synchronize the iPads so that they contain the necessary apps for school work. Students will not synchronize iPads or add apps to their assigned school iPad, to include home synching accounts.

5.3 Inspection

Students may be selected at random to provide the iPad they are using for inspection.

5.4 Procedure for Re-Loading Software

If technical difficulties occur or non ACA 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.

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.

6. ACCEPTABLE USE

The use of the ACA's technology resources is a privilege, not a right. The privilege of using the technology resources provided by ACA is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in ACA. 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 ACA's technology resources may be denied, and the appropriate disciplinary action shall be applied. ACA'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. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

- 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.
- Should you want your student to opt out of having an iPad, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements (may take longer).

6.2 School Responsibilities are to

- Provide internet and email access to its students.
- Provide internet blocking of inappropriate materials as able.
- Provide network data storage areas. These will be treated similar to school lockers. ACA reserves the right to review, monitor, and restrict information stored on or transmitted via ACA owned equipment and to investigate inappropriate use of resources.
- 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

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to iPad/computer use.
- 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 students own negligence, errors or omissions. Use of any information obtained via ACA’s designated internet system is at your own risk. ACA specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping ACA 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.
- If a student should receive an email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and submit it to the office.
- Returning their iPad to the teacher at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at ACA for any other 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.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Messaging services-EX: 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, etc).
- Downloading apps.
- Spamming-sending mass or inappropriate emails.
- 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.
- 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, 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 ACA web filter through a web proxy.

6.5 iPad Care

Students will be held responsible for maintaining 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 the ACA may be applied to the computer.
- iPad sleeves furnished by the school must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee.
- iPads that malfunction or are damaged must be reported to the teacher. The school will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally.
- **iPad damage: Students are responsible for any and all damage.**
- iPads that are stolen must be reported immediately to the Office and the Police Department.

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 ACA 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 ACA 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 – Teacher assigned consequence.

2nd Offense – Administrator and teacher assigned consequence.

3rd Offense – Loss of iPad privileges for a length of time determined by the administration and the teacher

7. PROTECTING & STORING YOUR IPAD COMPUTER

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
- ☐ ACA Label

7.2 Storing Your iPad

When students are not using their iPads, they should be stored by the teacher in the classroom. Nothing should be placed on top of the iPad. iPads should not be stored in a student's vehicle at school or at home.

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, computer lab, 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 teacher or the office. A student will be charged \$10.00 to retrieve their iPad that has been turned into the teacher or the office due to not being supervised.

8. REPAIRING OR REPLACING YOUR IPAD COMPUTER

8.1 Personal Home or Homeowners Coverage

Students or parents may wish to carry their own personal insurance to protect the iPad in cases of theft, loss, or accidental. Please consult with your insurance agent for details about your personal coverage of the iPad computer.

9. COST OF REPAIRS

Students will be held responsible for ALL 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 value. Lost items such as sleeves and cables will be charged the actual replacement cost.

ACA
Student Pledge for iPad Use

1. I will take good care of any iPad checked out to me.
2. I will never leave the iPad unattended.
3. I will never loan out an iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will charge my iPad's battery after each use.
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 GFW 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 ACA School District.
12. I will follow the policies outlined in the *iPad Handbook* and the *Use of Technology Resources 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 ACA iPad, case and power cords in good working condition.

I agree to the stipulations set forth in the above documents including the iPad Policy, Procedures, and Information; the Acceptable Use Policy; iPad Protection Plan and the Student Pledge for iPad Use.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Individual school iPad computers and accessories must be returned to the ACA Teacher at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at ACA for any other reason must return their individual school iPad computer on the date of termination.