

STUDENT IPAD CARE GUIDE (ICG)

Please read this entire section carefully.

This document is an important addendum to the iPad User Agreement and the Acceptable Use Policy. "Device" refers to all hardware and software including but not limited to: iPad, power adapter, etc.

1. YOUR RESPONSIBILITIES

- 1.1. Student-issued devices are for use solely by the students to whom they are issued. Treat this device with as much care as your own property.
- 1.2. Be sure your device is fully charged every day if you are working remotely.
- 1.3. Keep your device attended (within your sight) at all times or in a secure location.
- 1.4. Avoid leaving your device in public areas that are unattended.
- 1.5. Do not let anyone use the device other than yourself and a parent or guardian.
- 1.6. Adhere to policies outlined in the *iPad User Agreement* and the *Responsible Use Policy*.

2. HANDLING TECHNICAL PROBLEMS

- 2.1. Should anything go wrong with your iPad try restarting it, as this solves many issues that arise.
- 2.2. If you have an issue that you are unable to resolve, please contact BCS Tech Support. You may email techsupport@briarcrest.com, visit the Tech Support/IT office in Sparks Chapel, or find help in the middle or high school libraries during various times of the school day.
- 2.3. Should a problem arise after school hours or on the weekend, first email techsupport@briarcrest.com. A number may also be made available for students and parents to contact Apple for 24/7 support with Apple related software issues in the event help is needed on nights or weekends.

3. GENERAL CARE

- 3.1. Do not remove or change the physical structure of the device.
- 3.2. Do not remove or damage any identification labels that are on the device. If an identification label is damaged or comes off, please get it replaced by Tech Support.
- 3.3. Do not apply stickers, skins, or additional labels directly to the device.
- 3.4. Do not eat or drink while using the device, and be sure to wash dirty hands before using the device.
- 3.5. If you need to clean the device, shut the device down and then use a lint-free cloth and dampen it slightly with alcohol-based cleaner. iKlear or similar products are acceptable for cleaning screens and surfaces.

4. POWER MANAGEMENT

- 4.1. Plug your iPad into the charging cable at the end of every day.
- 4.2. A battery takes between 2 and 3 hours to fully charge.
- 4.3. Check the battery level indicator in the menu bar for the status of the battery.
- 4.4. Return to the desktop to save battery life.

5. PERSONAL HEALTH AND SAFETY

- 5.1. Avoid using the device for extensive amounts of time. Take frequent breaks and alter your physical position to minimize discomfort.

By signing the Student iPad Acknowledgement Form, you indicate that you have read this document and agree to its stated conditions.