

MS Acceptable Use Policy for School-Owned iPads and Personal Phones

Last updated: July 2022

The Middle School Faculty has drafted this Acceptable Technology Use Policy for the 2022-23 school year, and we will be implementing and enforcing this set of rules and guidelines for iPad and ¹personal phone use to enhance the classroom learning environment and better leverage the value these devices present as school tools.

In the first week of school, teachers will review these guidelines in their classes and provide opportunities for students to ask questions. Please read and discuss them with your children before the start of school.

2022-2023 iPad Guidelines and Rules

1. Charge iPad fully every night.

A powerful device without power is a weak learning tool. A mobile device plugged into an outlet is not mobile. Classroom activities are only occasionally confined to desks, and teachers expect students' devices to move with them. When a science lesson, for instance, involves photography of leaves or insects at a nearby park, an iPad tethered to a power outlet is of little value.

Students should adopt a nightly routine which will ensure they begin each school day with a fully-charged iPad. Students should leave their iPad chargers at home.

Each student should report any issues with iPad charging/power to Mr. Becker and the student's advisor/homeroom teacher.

2. School devices are for school use.

School use, simply put, is specific use which a teacher permits and/or is necessary for completing school work or classroom activities. During the school day, in classes or study halls, students may use school devices for research and school work, including drawing and other art work. Students who do not have school work to do in class or in study hall should not have their iPads out at all. Students may never use school devices at school to play games or to view online content purely for entertainment. Viewing of age-appropriate Youtube or Tik Tok content, for example, is for home at a family's discretion.

3. Photography is only allowed for school purposes.

Personal photography is for personal devices. Photography on school-owned devices is only for school purposes with a teacher's permission. In school, students might use their cameras to photograph notes from the board or something outdoors for science or an image on paper which they'd like to convert to pdf and share or include in a presentation. The only photography

allowed on school iPads is photography used specifically for classes and with the consent of the teacher. **Students may never use school devices to photograph each other unless expressly asked to do so by a teacher.** Students who violate photography rules will have their cameras disabled.

4. File Sharing

Students can easily share and exchange school related content with their school devices using mail or Airdrop. Airdrop is a feature of the iPad OS which permits users to exchange content wirelessly. Airdropping can be useful in collaborative activities in the classroom. Students may use Airdrop only in specific circumstances when allowed by a particular teacher. One teacher's permission is not a blanket permission.

5. School Email is only for school purposes

Sayre provides students with school Gmail accounts for school use. The school email address is not for personal, social and recreational communication. The sayreschool.org student email is exclusively used for school-related communication between students and teachers. Under no circumstances should a student use a school email address for shopping or creating accounts for purposes outside of their coursework.

6. iPads in classroom buildings only

Most device damage or breakage happens when students have iPads in environments where there is food or physical play. Students should not take their iPads to gym, to recess or to the Buttery. They should remain in backpacks on the bus to after school sports and activities.

7. Report broken or non-functioning iPads or Apple Pencils

If a student iPad or Apple Pencil breaks or malfunctions, the student must inform a teacher or technology support person the same day so they can obtain a loaner for the student while the iPad is fixed or replaced. A broken or malfunctioning iPad should not need to be an excuse for late or incomplete work.

Cellphones

Students may bring cellphones to school, but they must power them off before coming into the building and leave them in their lockers or at the front desk. A landline is available for students to call parents during the day. Parents may call or leave a message at the front office any time they need to communicate with their child. Students may use their cellphones after school if necessary for communicating with family about after-school activities.

Misuse of a cell phone will result in the phone being taken to the middle school office and stored there until the end of the day.

Students who do not abide by the Acceptable iPad & Cellphone Use Policy will have devices confiscated or restricted.