



Student iPad Initiative Expectations and Responsibilities

STANDARDS FOR PROPER iPad CARE

The mission of the Caston School Corporation 1:1 Digital Learning Initiative is to use technology effectively to increase student engagement thereby increasing student achievement in all areas. All students will be immersed in a technology rich environment, which motivates, engages, and challenges students to learn 21st century skills, as it will be an integral part of virtually every aspect of daily life.

You are expected to follow specified guidelines listed in this document and take any additional common sense precautions to protect your assigned iPad.

Loss or damage resulting in failure to abide by the details below may result in your full-financial responsibility. Following the standards below will lead to an iPad that will run smoothly and serve as a reliable, useful, and enjoyable tool.

Your Responsibilities

☞ Treat this equipment with as much care as if it were your own property.

Center your iPad on the desk or table, do not place near an edge

Set up a passcode that must be entered every time you need to unlock your device (Highly Recommended)

Lock your iPad when you leave your desk or table (Highly Recommended)

Take your iPad with you when you leave the room, never leave it unattended

Store and carry your iPad in the approved CSC case

Keep the iPad (and charging cord) away from pets and younger siblings

Keep private information private (passcode/login info)

Treat others with respect, both online and offline

Strive to be a responsible digital citizen and encourage others to be good digital citizens

Use iPad for school-related purposes during school hours

Respect the work of others by crediting sources of information and images

Follow CSC policies, rules, and regulations

Take care of CSC technology equipment

☞ Do not:

Read other students' private communications and schoolwork without permission

Use improper language or pictures

Use any form of electronic communication to harass, intimidate, ridicule, or otherwise harm others

Pretend to be someone else online

Give out your full name, address, or any other personal information to someone you do not know

Give out names, addresses, or any other personal information of others

Take pictures and/or record audio/video without the consent of that student and/or staff member

Search for, possess, read, view, or copy inappropriate pictures or information

Damage, change, or tamper with the hardware or network in any way

☞ **Bring the iPad with a charged battery to school every school day.**

Charge your device fully each night (or perhaps every other night once you determine battery life)

☞ iPads are may be used in the cafeteria during lunch, however, great caution should be taken to assure the device is not compromised as far as accidental spills/drops or theft.

☞ You will be responsible for keeping your device with you or in a secure location at all times. This could be locked in your locker or other secure place others do not have access to. Do not leave in any car, unless it is locked in the trunk, secured in the CSC case and making certain there is no extreme temperature (hot or cold).

☞ Avoid use in situations that are conducive to loss or damage. For example, never leave device in school vans, in the gyms, in a locker room, on playing fields or in other areas where it could be damaged or stolen.

☞ Loss or damage that occurs when anyone else is using your assigned iPad will be your full responsibility.

☞ Adhere to CSC's iPad procedures at all times and in all locations. When in doubt about acceptable use, please ask school personnel.

☞ Back up your data. One way to store and back up data is Dropbox.

☞ Read and follow general maintenance alerts from school technology personnel.

General Care

☞ Do not attempt to remove or change the physical structure of the iPad, including the screen, screen cover/casing. Doing so will void the warranty, and you will be responsible for repair or replacement cost.

☞ Do not remove or interfere with the serial number or any identification placed on the device.

☞ Do not do anything to the device that will permanently alter it in any way.

☞ Keep the equipment clean.

☞ The case is also property of CSC and must remain free of any additional markings, stickers, etc.

Carrying the iPad

☞ Always store and carry the device in the provided CSC/Apple approved case.

Screen Care

☞ The iPad screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure. The Apple approved case will be of assistance in protecting the screen therefore the device should always remain in the CSC case.

☞ Do not touch the tablet screen with anything other than an approved device. If you purchase a stylus, make certain it is designed for the iPad 3 (or New iPad).

☞ Clean the screen with a soft, dry, anti-static cloth. An eyeglass cleaner cloth works very well.

☞ Never leave any object on the screen. Pens or pencils left on the screen can damage the screen when the case cover is closed and will void the warranty.

Battery Life and Charging

☞ Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your iPad charging overnight.

☞ Avoid using the charger in any situation where you or anyone else is likely to trip over the cord.

- ~ Lowering the screen brightness will conserve battery power.
- ~ Don't let the battery drain below 5%. Save your work and turn off the device if you are unable to connect to the charger.
- ~ Close the case cover when the device is not in use to save battery life and protect the screen.

How to Handle Problems

- ~ Promptly report any problems to the administrator and/or technology department. A ticket system may be used in the future. Instructions for this procedure will be provided at that time.
- ~ Don't attempt to fix hardware issues yourself. When in doubt, ask for help!
- ~ Do not go outside of CSC for repairs.



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PROCEDURES

Equipment:

Ownership: CSC retains sole right of possession of the iPad and grants permission to the Student to use the iPad according to the guidelines set forth in this document. The iPad is the property of CSC and must be returned at the end of each school year. Moreover, CSC administrative staff retains the right to collect and/or inspect the device at any time for any reason, including via electronic remote access; and to alter, add or remove installed software/apps.

Equipment Provided: Efforts are made to keep all iPad configurations the same within the school. All systems include ample storage space, Apple office software (Keynote, Numbers, Pages), wireless network capability and a protective case. CSC will retain records of the serial numbers of provided equipment.

Substitution of Equipment: In the event the iPad becomes inoperable, CSC has a limited number of spares for use while the iPad is repaired or replaced. This agreement remains in effect for such any substitute equipment. The student may NOT opt to keep a substitute loaner iPad or avoid using the substitute loaner due to loss or damage of the original. Students will charge their iPad at home each night. If a student's assigned equipment no longer functions, the student should report it to the building administrator and/or technology department.

Responsibility for Electronic Data: It is the sole responsibility of the Student to backup necessary data. CSC will provide network storage, accessible within the network. Students are also encouraged to have an additional method of storing documents and backup the files often.

Responsibility for Installed Software: The Student will have the ability to download their own Apps. It is important to remind students that any additional apps installed on their device should be appropriate and that due to academic performance, attendance concerns or behavioral concerns, that any of these non-school related apps may be turned off at the discretion of the administration (and upon request from faculty or staff).

Damage or Loss of Equipment:

Warranty for Equipment Malfunction: CSC has purchased a manufacturer's warranty covering parts and labor. The warranty only covers manufacturer's defects. Families incur no additional charges for repairs covered by warranty.

Responsibility for Damage: The Student is responsible for maintaining a 100% working iPad at all times. The Student shall use reasonable care to ensure that the device is not damaged. Refer to the *Standards for Proper Care* document for a description of expected care. In the event of damage not covered by the warranty or insurance, the CSC reserves the right to charge the Student or Parent the full cost for repair or replacement, including labor, when damage occurs due to negligence.

Actions Required in the Event of Loss or Damage: Report the damage immediately to the school building administration and/or technology department. In the event of loss report the loss to the building administrator for investigation. CSC staff will file a police report if incident occurs in a CSC facility. If the iPad is stolen or vandalized while not at CSC facility, the Parent shall file a police report.

Repair: Occasionally, unexpected problems do occur with the iPads that are not the fault of the user. The CSC technology staff is prepared to assist students with having these devices repaired. Any attempt to repair outside of CSC (voids the warranty) may result in the Student and Parent being charged the full replacement cost.

| | Broken Screen | Headphone Jack Replacement | Power Adapter Lost/Damage | Other |
|-------------|---------------|----------------------------|---------------------------|--|
| Accidental | \$50 | \$50 | \$30 | Repair Cost or \$50, whichever is less |
| Intentional | \$325 | \$200 | \$30 | Repair Cost or Replacement |

*Any issue covered by the standard warranty of the iPad Apple Care and determined to be accidental damage, will result in no charge to the student.
 *School Administrators and Technology Department staff are responsible for determining if the damage is accidental or intentional.
 *Repair costs are subject to change.

Insurance: Parents may want to check with their individual homeowner’s or renter’s insurance policy carrier to determine if the device would be covered on the current policy or if it could be added for a nominal fee as a rider on the policy. Additionally, there are companies available who specialize in insuring these types of devices.

Legal and Ethical Use Policies:

Monitoring: To assure compliance with CSC’s Technology Use Agreement, technicians may monitor logins, internet usage, and files as needed.

Legal and Ethical Use: All aspects of CSC’s Technology Use Agreement will remain in effect. CSC will provide content filtering within the CSC network and outside of the network. However, CSC does not have full control of the information on the Internet or incoming email from a non-CSC email provider.

File-Sharing and File-Sharing Programs: The installation and/or use of any Internet-based file-sharing tools are explicitly prohibited. File-sharing programs may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Administration and Director of Technology.

Customizations: No stickers, tape, markers, pens/pencils, etc. should be used to “decorate” the iPad surface OR the iPad case as these are often difficult to remove and may result in billable damage to the Student/Parent.

Disciplinary Consequences:

In addition to those listed in the pyramid, Caston Jr-Sr High and Caston School Corporation Administration reserve the right to limit student apps for repeated misbehavior with the iPad, general classroom behavior, poor academic performance, attendance or any other good and just cause.

