

# 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 the 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
- Lock your iPad when you leave your desk or table
- 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 student's 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).**

- 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.
- 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. Please email the technology dept. at [tech@caston.k12.in.us](mailto:tech@caston.k12.in.us)
- Don't attempt to fix hardware issues yourself. When in doubt, ask for help!
- Do not go outside of CSC for repairs.