Voorhees Township Public Schools

2026 - 2027 VMS iPad Program Handbook and Lease Agreement

Introduction

The purpose of the iPad program in Voorhees Township Public Schools is to provide students and staff with tools and resources to create a modern learning environment that will prepare students to be successful in high school and ultimately to be college and career ready. We recognize that technology integration should be seamless and allow students to create, think critically, problem solve, collaborate, and communicate in new, meaningful, and interesting ways. The iPad program will help teachers transform curriculum and teaching practices so they can prepare students to be successful in an ever-changing global economy.

The policies, procedures, and information contained in this handbook apply to all iPads used by Voorhees Township students and staff. Teachers may set additional requirements for use in their individual classrooms.

Voorhees Township School District strives to meet the unique needs of all stakeholders by providing comprehensive, innovative, and creative instructional programs that prepare lifelong learners to succeed in an ever-changing global society

Receiving Your iPad and iPad Check-in

- Receiving Your iPad

  iPads will be distributed to each student during the start of the school year. Your "home school" will provide further direction to the deployment process they will use. Parents and students must respond YES (see field below at right) to the iPad Loan Agreement, Acceptable Use Policy, and Handbook Acknowledgement before the student's iPad can be issued.

- iPad Check-in

  iPads will be returned to the Voorhees School District in June, so they can be checked and serviced for the next school year. If a student withdraws from the Voorhees Township School during the school year, the iPad, power adapter, and cable must be returned at that time, or it will be considered stolen. Stolen iPads will be tracked and reported to the proper authorities.

- Check-in Fines

iPads, their chargers and the Brenthaven Rugged Keyboard Case with Trackpad and 3.5mm Aux Port must be returned to the school at the end of the school year. If a student fails to return his or her iPad at the end of the year, the parent is responsible for the cost to replace the iPad. The cost of the iPad is $329.00. The cost to replace the power adapter is $19.00 and the cost of only the USB-C cable is $19.00. The cost to replace the Brenthaven Rugged Keyboard Case is $99.95. Damaged iPads will not require a payment [formerly $50.00 per incident] for the first two damages in a single year, but the third damage will require a payment for repair of the iPad at Apple's rate for the specific type of damage incurred or purchase a new iPad for the full cost of $329.00. Damaged cases may require a payment of $99.95.

Taking Care of Your iPad

- General Precautions

  iPads are considered school property and all users must follow all school policies and procedures related to technology use and the code of conduct. General precautions will help to ensure the iPad remains in excellent working order during the school year. Therefore, cords and cables must be inserted carefully into the iPad to prevent damage. iPads must remain free of any writing, drawing, stickers, labels that are not property of the Voorhees Township School District. iPads should not be used near food or drink outside of the school cafeteria, but in the cafeteria efforts must be made to avoid spillage that could cause damage to the iPad. They should not be stored in a vehicle for a prolonged period of time. iPads must never be left unlocked or unsupervised in school or during after-school activities. iPads should be kept out of reach of younger siblings, family pets, or anyone else capable of careless handling or inadvertent damage. Students are responsible for keeping their iPad's battery charged before coming to school each day.

- Carrying iPads

  iPads can sustain significant damage if dropped or mishandled. All students are being provided with a Brenthaven Rugged Keyboard Case with Trackpad and 3.5mm Aux Port that is required to be kept on the iPad at all times. The case consists of two parts; the clam shell style case with kickstand and keyboard with touchpad. There is no case that can guarantee that an iPad will not break if it is mishandled. The Brenthaven Rugged Keyboard Case is school property and can NOT be modified in any way by the student. This includes, but is not limited to, writing on the case and placing stickers on the case. If the case is modified, it will result in a fine. If the iPad breaks in the Brenthaven Rugged Keyboard Case that has been provided by the district, it remains the student's responsibility to pay the fee to fix/replace the iPad. The iPad should be carried in a backpack when leaving school and should not be used on the bus.

- Screen Care

The iPad screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Therefore, 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 - iPads do not respond well to liquids. There is a liquid sensor (similar to those in cell phones) that provides proof of liquid damage. Clean the screen with a soft, dry cloth or anti-static cloth. Do NOT use window cleaner, household cleaners, aerosol sprays, solvents, alcohol, ammonia or abrasives to clean the screen. Do not bump the iPad against lockers, walls, doors, floors or the screen will eventually break.

Using Your iPad at School

- iPads Left at Home

  iPads are intended for use at school each day. Students are responsible for bringing their iPads to all classes, unless specifically instructed not to by their teachers. 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 comes to school without the iPad, he or she is considered unprepared for class. Students may be required to complete work after school hours or points may be deducted from their work grade.

- iPad Undergoing Repair

  Loaner iPads may be issued to students when their iPads have been sent out for repair. Depending on demand, there may be a delay in getting an iPad. Loaner iPads are not guaranteed and will depend on the current learning model (in school, hybrid, or virtual) being utilized in Voorhees. Students will not be required to pay a service charge before their iPad can be sent to Apple for repair for the first two damages, but the third damage will require a payment for repair of the iPad at Apple's rate for the specific type of damage incurred or purchase a new iPad for the full cost of $329.00. In the event that Apple deems the damage to the iPad to be "catastrophic" rather than "typical" after evaluation, the balance of the $329.00 replacement cost may be due at that time.

- Charging Your iPad's Battery

  iPads must be brought to school each day fully charged. Uncharged iPads may not be able to be charged in school. Students will then be required to complete course work without their iPad and are considered unprepared for class.

- Screensavers/ Photos/Videos

Inappropriate media or photos may not be saved on the iPad or used as a screensaver. Inappropriate media or photos include anything related to weapons, pornography, inappropriate language, alcohol, drugs, gangs, or any other media that violates the Acceptable Use Policy or Code of Conduct. Photos or videos of other students or staff members cannot be taken without their permission. Photos and videos must only be used for educational purposes.

- Using the iPad Camera

  The iPad comes equipped with both camera and video capabilities. As with all recording devices, permission must be granted to record an individual or group and/or post images/videos online. iPads cameras may not be used in restrooms or locker rooms.

- Sound, Music, Games, or Programs

  Sound must be always muted unless permission is obtained from the teacher for instructional purposes. If sound is turned on, students must use his or her headphones, which may be purchased in the school store. Music is allowed on the iPad and can be used at the discretion of the classroom teacher. Internet games that are not educational are not permitted in school. If game apps are installed, they must only be utilized with teacher permission to avoid disciplinary consequences and cannot interfere with the efficient operation of the iPad. It is the student's responsibility to ensure that there is enough storage space available on his or her device for district installed apps and other required content.

- Home Internet Access

  Students are permitted to set up wireless networks on their iPads to allow for iPad use for educational purposes while at home. When using the Internet at home, it becomes the parent's or guardian's responsibility to monitor student use. Teachers and administrators have the right to spot check students' iPads to ensure appropriate usage.

Parental Restriction Code

If the parent/guardian chooses to restrict a child's iPad, it is the parent's responsibility to contact the school and provide the technology department with the restriction code. If the code is not provided, Voorhees Township Public Schools reserves the right to erase the restriction code in order to work on a child's iPad. All of the settings that the parent has placed on the iPad will be erased if the restriction code is deleted.

Legal Propriety

Students must comply with copyright laws and license agreements. If unsure, students should consult a teacher. Credit must be given to all sources used in a project, whether quoted or summarized. This includes all forms of media taken from the Internet—graphics, movies, music and text. Use of hacking software is prohibited.

Managing Your Files and Saving Your Work

- Saving to the iPad/Workflow Management

  Students and staff will receive training in a variety of ways to save work on the iPad and ways to manage content. The school has selected Google Workspace for Education, which offers simple assignment management, online file storage, and collaboration tools to support a paperless classroom. Teachers will assign, share/distribute, collaborate, collect, annotate, and review assignments across any internet connected device including the iPad. Storage space will be available on the iPad, BUT saved data will not be backed up in case of iPad re-imaging by VTSD technology department. Students are required to have iCloud back-up activated on the iPad. Files should also be moved to Google Drive.

- Network Connectivity

  The Voorhees Township School District cannot guarantee that the network will be accessible 100% of the time. In the rare case the network is not operational; the district is not responsible for lost or missing data. Use of any virtual private network (VPN) connection or measures for circumventing network security features are not allowed.

Software on iPads

- Originally Installed Software

  The software/apps installed by the Voorhees Township School District must remain on the iPad in usable condition and be easily accessible at all times. New apps or software may be added to the iPad remotely during the school year. Periodic checks of iPads will be made to ensure students have not used all iPad storage with personal content.

- Additional Software

The app store is disabled on all student iPads because the students are not permitted to add apps to their devices.

- Inspection

  Students may be selected at random to provide their iPad for inspection. Staff can request to review or inspect any student's iPad at any time during the school day.

Protecting and Storing Your iPad

- iPad Identification

  Student iPads are labeled to ensure that each student has a unique identification number. This will allow the district to remotely identify and control each iPad. Students must create a password and are required to keep their password private. The label is not to be removed.

- Storing Your iPad

  When students are not using their iPads, they should be stored in designated areas in the classroom or in their lockers. This includes during gym class, lunch, and while participating in after school clubs, sports, or other activities not requiring an iPad. Nothing should be placed on top of the iPad when stored in a backpack. iPads should also not be taken to the bathroom since there is a chance of water damage. Students MUST take their iPads home each day after school. iPads should not be stored in a parent's vehicle due to temperature changes. If a student needs a secure place to store his or her iPad, they should talk to their teacher.

- iPads Left in Unsupervised Areas

  Under no circumstances should iPads be left unsupervised or stored in an unlocked area. It is the student's responsibility to ensure that his or her device is not lost or stolen. There will be a charge to replace any lost or stolen iPads that cannot be tracked by district personnel.

Technical Support

Students who experience trouble with the iPad operating system features, apps, peripheral devices, or the iPad device hardware must follow these procedures to resolve the trouble:

1. **Check the "Self Help" area on the school's website for frequently asked questions, troubleshooting tips and tricks, and tutorials.**
2. **Send an email to the technology department regarding the issue, create a SmartPass (after obtaining teacher's permission) and report to the appropriate technology office for help. Response time to inquiries may vary, and the student is responsible for attempting and reporting results for any/all suggestions provided by the Help Desk.**
3. **Make an appointment with the technology specialist or technician in your building. DO NOT ask to leave your classroom to seek help. You MUST ask your teacher to call the technology department before you come to get assistance.**
4. **Contact Apple's Technical Support Center (**http://www.apple.com/support**), either on the web or by phone. The student will need to provide the iPad's serial number if asked by a support representative.**

LOAN AGREEMENT

Voorhees Township Public Schools

- **One Apple iPad, power adapter, cable, and Brenthaven Rugged Keyboard Case are being provided to the student in excellent working order. It is the student's responsibility to care for the equipment and ensure it is retained in a safe environment.**
- **The iPad, cable and charger are the property of Voorhees Township School District and are lent to the student for educational purposes only for the academic school year. The student may not deface or destroy this property in any way. Inappropriate use of the iPad may result in the student losing his or her right to use the iPad. The equipment must be returned when requested by the Voorhees Township School District, or if the student withdraws from the Voorhees Township Public Schools prior to the end of the school year.**
- **The iPad may be used by the student only for non-commercial purposes, in accordance with the district's policies, rules, and the district's Acceptable Use Policy, as well as local, state, and federal statutes.**
- **One user with specific privileges and capabilities has been set up on the iPad for the exclusive use of the student to which the device has been assigned. The student may not change or allow others to change the privileges and capabilities of the user's account.**
- **The student may not make any attempt to add, delete access, or modify other users' accounts on the iPad or on any school owned computer.**
- **It is against school policy to add personal Google or Apple accounts to your iPad - your iPad is to be used for schoolwork only.**
- **The iPad has identification on it indicating that it is the property of the Voorhees Township School District. That identification should not be altered, removed, or modified in any way.**

- **The student acknowledges and agrees that the student's use of the iPad is a privilege and that by the student's agreement to the terms hereof, the student acknowledges the student's responsibility to protect and safeguard the iPad and to return it in the same excellent condition that it was received.**
- **In the event that the iPad is damaged, the parent/guardian is not responsible for any cost to repair the iPad. The child may be provided a loaner iPad while the iPad is being repaired. The iPad can be replaced due to damage two times in a single year. After two replacements, the parent will be responsible to pay to have the iPad repaired at Apple's rate for the specific type of damage incurred or purchase a new iPad for the full cost of $329.00. Any damage to the iPad remains the sole responsibility of the student to which the iPad was issued.**
- **In the event that Apple deems the damage to the iPad to be "catastrophic" rather than "typical" after evaluation, the balance of the $329.00 replacement cost may be due at that time.**
- **In the event that the iPad is lost or stolen, the parent is responsible for the $329.00 cost of replacing the iPad. The district has the ability to track the location of each iPad and to remotely control access to each device. In the event of theft or loss, it is very important to notify a school administrator immediately. Every effort will be made to locate the device and to cooperate with authorities in tracking a stolen device. The student will be provided a loaner iPad until another device can be purchased, but the iPad will have to remain in school.**
- **In the event that the Brenthaven Rugged Keyboard Case is and/or the keyboard is damaged, lost or stolen, there will be a $99.95 fine assessed.**
- **In the event the iPad power adapter is lost, stolen or damaged the parent is responsible for the $19.00 cost to replace the charger. The USB-C cable can be replaced for $19.00.**

The district reserves the right to substitute equipment or accessories, for educational purposes or otherwise, from existing inventory with corresponding fines as outlined in this agreement.

<u>Parent/Guardian Responsibilities</u>

Your child has been issued an iPad to improve and personalize his or her education. It is essential that the following guidelines be followed to ensure the safe, secure, and ethical use of the iPad. Therefore, I agree to:

- **Supervise my child's use of the iPad at home.**
- **Discuss my family's expectations regarding the use of the Internet at home.**
- **Supervise my child's use of the Internet.**
- **Ensure my child recharges the battery each night.**
- **Ensure my child brings his or her iPad to school each day.**
- **Do not attempt to repair the iPad or clean it with anything other than a soft, dry cloth.**

- **Do not sign into my personal Google accounts on my child's iPad.**
- **Do not use my child's iPad for my own personal use.**
- **Do not use window cleaner or any other liquid cleaner to clean the iPad.**
- **Report, to the school, any problems with the iPad.**
- **Do not allow the child to leave the iPad in a vehicle for extended periods of time.**
- **Ensure my child keeps their iPad in the school provided protective case.**
- **Return the iPad and accessories to school when requested or upon my child's withdrawal from the Voorhees Township Public Schools.**
- **Reimburse the Voorhees Township School District for the cost of repair or replacement of a lost or stolen iPad.**
- **Report to the VMS technology department any restriction code that you have placed on your child's iPad.**

<u>Student Responsibilities</u>

Your iPad is an important learning tool and is to be used for educational purposes only. In order to take your iPad home each day, you must be willing to accept the following responsibilities. Therefore, I agree to:

Follow School Rules
- Follow the policies of the Voorhees Township School District including the school's acceptable use policy and Student Code of Conduct and abide by all local, state and federal laws.
- Do not use VPNs, proxies, or any tools to bypass school filters or restrictions.

Take Care of the iPad
- Keep the iPad in its protective case at all times.
- Carry the iPad to and from school in a secure bag.
- Do not remove the iPad from the bag while on the school bus.
- Keep food and drinks away from the device.
- Do not drop, throw, or leave the iPad in unsafe places (like outside, in cars or on the floor near your locker).

Keep It Secure
- Do not lend the iPad to anyone - not even friends or siblings.
- Always know where your iPad is.
- Use a passcode or school-required login to keep it locked when not in use.

Use It for Schoolwork
- Use apps, websites, and tools for school-related work only.
- Do not play games, watch videos, or use social media during class unless directed by a teacher.

Respect Accounts and Privacy
- Do not sign in to personal Google or Apple accounts on the iPad
- Do not use another student's account under any circumstances.
- Only use the school-issued accounts assigned to you.

Use the Camera Responsibly

- Never take pictures or videos of others without their permission.
- Do not use the camera for inappropriate, disrespectful, or non-school-related activities.

Be Safe and Responsible Online

- Use email and other communication tools for appropriate, legitimate, and respectful communication.
- Use kind and respectful language at all times.
- Report cyberbullying, inappropriate content, or security issues to an adult right away.
- Protect your passwords and personal information.

Honor My Family's Values

- Use the iPad in a way that reflects and respects my family's values and expectations.

Loss or Damage

- Report any loss, theft, or damage immediately.
- Understand that I may be responsible for repair or replacement costs if the iPad is damaged due to neglect or misuse.

Return the iPad

- Return the iPad (and any accessories) in good condition upon withdrawal or at the end of the school year.
- Provide the iPad to any Voorhees Township staff member upon request for inspection at any time.