

iPad Care and Use Handbook

2017-18

Valley Lutheran High School

iPad Distribution and Return

Receiving your iPad

iPads will be distributed to students on the first day of school. **PRIOR TO RECEIVING THEIR IPAD, STUDENTS ARE EXPECTED TO:**

- Have an approved iPad case, and bring it to iPad Orientation Day.
- Create an Apple ID. It is recommended that students create an ID that is NOT tied to a credit card, and is instead funded through the use of iTunes gift cards, in order to allow parents to better manage use of the account.
- Submit a signed and completed ***iPad Care and Use*** agreement form.

iPad Check-in

All students must return their iPad and all provided accessories (sync cable and power supply) prior to the end of finals week each school year.

- If you use a screen lock password, that password must be either provided or removed prior to returning the iPad.
- Find my iPad must be disabled prior to turning in your iPad each year.

Returning students who wish to keep their iPad over the summer must:

- Return their iPad and accessories for maintenance and inspection no later than the end of finals week.
- Pay a \$400 deposit, which will then be applied towards tuition for the following school year.
- Be up to date on tuition and other charges for the current school year.

Once the above is completed, and any necessary maintenance is completed, the iPad will be returned to the student for use during the summer. Additional information about this process will be made available in May.

If the student decides to withdraw during the summer, the iPad and all accessories must be returned prior to any tuition and deposit refunds being issued (in accordance with school policies).

iPad Return

Students in grades 9-11 who are not planning on returning to VLHS for the following school year, and all students in grade 12 must turn in their iPad and accessories no later than the end of their last final.

Students are responsible for having all contents backed up as the data will be erased upon return to the school.

At any time during the school year, Individual school iPads and accessories must be returned to the Technology Office upon withdrawal from VLHS for any reason on the date of the withdrawal.

Taking Care of your iPad

Students are responsible for the general care of the iPad they have been issued.

If you are having problems with your iPad, you should first bring your iPad to the Technology Office to be looked at. If needed, the student will be provided with a replacement iPad.

- Please make sure to back up any data from your iPad prior to submitting it for replacement.
- If your iPad needs to be replaced due to physical damage, a \$50 charge, payable to Valley Lutheran High School, will apply. Please see Mr. Scholz for assistance if your iPad is damaged.

General Precautions

Since the iPad is school property, all users will exercise proper care of their iPads:

- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- iPads should not be exposed to extreme temperatures. (ie: left in a car, sun exposure)
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers or labels that are not property of VLHS.
- iPads must never be left in an unlocked locker, unlocked car, locker rooms or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.
- If students use "skins" to "personalize" their iPads, they must not take off any VLHS inventory labels.

Carrying iPads

Each student is required to provide an approved protective case for their iPad to protect their iPad from normal treatment and provide a suitable means for carrying the iPad within the school. An approved iPad case protects both the front and back of the iPad, and does not require the user to remove the iPad from its case to use it, charge it, or for any other reason. iPads should always be within the protective case, and the case may not be used to store other materials, such as papers or workbooks.

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.
- Do not lean on the top of the iPad when the case is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case/backpack that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the iPad against lockers, walls, car doors, floors etc as it will eventually break the screen.
- Only a stylus designed for an iPad may be used.

Using Your iPad at School

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, independent reading, calendars and schedules may be accessed using the iPad. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

iPads Left at Home

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 leaves their iPad at home, the teacher will refer the student to the office for disciplinary action.

Charging Your iPad's Battery

It is required that the student bring their iPad to school fully charged each day. Students need to charge their iPad each evening. A fully charged iPad should have enough battery life to complete a normal school day.

Sound, Music, Games or Apps

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Music is allowed on the iPad and can be used at the discretion of the teacher. A student's entire music library SHOULD NOT be loaded on the iPad.

A student may have appropriate games on their iPad, BUT they are not to be played during the normal school day unless a teacher has an educational activity involving use of a game. Gaming will only be allowed under teacher supervision. Students playing games without permission will be subject to a referral. All VLHS provided Apps must remain on the iPad at all times. Data Storage will be through apps on the iPad and emailed/saved to a server or cloud location.

Please note that sufficient memory space must be left available for any apps, textbooks, or other materials that are required for classes.

Printing

VLHS is encouraging a paperless environment. Teachers will give instructions for submitting assignments. There are times when a student may need a printed copy. A printer capable of printing from an iPad is available outside the guidance office.

Home Internet Access

With parent permission, students are allowed to add wireless networks to their iPad. This will assist them with iPad use at home. Printing at home will require a wireless (Apple iOS) compatible printer and proper settings.

Managing Your Files & Saving Your Work

Saving to the iPad

Students may save their work on the iPad. It is recommended students either store their documents to their iCloud, Dropbox or Google accounts, or email documents to themselves for storage.

Network Connectivity

VLHS makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, VLHS will not be responsible for lost or missing data.

Software on iPads

Additional Apps

Students may install additional apps to be used during non-school hours. VLHS reserves the right to have a student remove inappropriate apps and/or student apps that may be taking away needed space for educational activities.

Locked Screen and Home Screen Wallpaper Photos

Inappropriate media may not be used as a locked screen or home screen wallpaper photo. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or other inappropriate pictures will result in referral to the office. Upon request, the student will provide the locked screen code. If students fail to comply, the student iPad may be restored to factory settings WITHOUT backing up the student data.

Jailbreaking or modifying your iPad

You may NOT jailbreak or otherwise modify your iPad in ways not approved by Apple. Jailbreaking of iPads has been found to be a violation of the federal Digital Millennium Copyright Act. If you jailbreak your iPad, your warranty may be voided, and you may be charged up to the full replacement cost of your iPad.

Inspection

Students may be required to provide their iPad for inspection at any time.

Procedure for reloading apps

If technical difficulties occur or inappropriate apps are discovered, the iPad will be restored to factory settings and the student will need to restore from their backup in their own iTunes or iCloud account. VLHS does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image of the iPad.

Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students are required to install all available updates for their school apps and iOS.

Lost and Stolen iPads

Valley Lutheran High School does not provide any coverage for lost and stolen iPads. It is therefore important that the student maintain positive control of the iPad at all times.

Some homeowner's and renter's insurance companies may provide coverage for stolen electronics. Please check with your insurance agent to see what coverage is provided, as deductibles may apply, and an additional electronics rider may be required.

In the event the iPad is lost or stolen, the student will be fully responsible for the replacement cost of that iPad, up to a maximum of \$400.

Acceptable Use Policy

Students are to follow all policies as outlined in the ***CAMPUS TECHNOLOGY POLICY***, which is provided as an appendix to this document for reference.

Students are expected to exercise good judgment and care when using the internet. Not all sites that would constitute an inappropriate use are blocked, and the fact that a site is not blocked does not mean that it is appropriate to use. Attempting to circumvent campus firewalls and internet filters, including through the use of VPN's is strictly prohibited.

Protecting and Storing Your iPad

iPad Identification

Student iPads will be labeled in a manner specified by the school. iPads can be identified in the following ways:

Record of Serial Number

VLHS Inventory Labels

Storing Your iPad

When students are not using their iPads, they should be stored in the **locked** book locker. If your locker does not lock properly, you should report this problem immediately to the school office. Nothing should be placed on top of the iPad when stored in the locker. Students are encouraged to take their iPads home every day after school, regardless whether they need it or not.

iPads should not be stored in a student's vehicle, either when at school or at home.

iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the picnic tables, locker rooms, gymnasium, library, unlocked classrooms, restrooms and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the **Technology Office** or to the **Front Office**. A student will be charged \$10 to retrieve their iPad that has been turned into the **Technology Office** or **Front Office** due to not being supervised.

CAMPUS TECHNOLOGY POLICY

VALLEY LUTHERAN HIGH SCHOOL

2017-2018

These policies are in effect at all times on the Valley Lutheran High School network, including on campus computers, on school owned iPads, and on personally owned iPads and other computers and devices used on the campus Wifi network.

1. Use of the computers and Internet is for academic purposes only.
Examples of non-academic purposes include:
 - Visiting social networking sites such as Facebook, Google Plus, or Twitter is prohibited.
 - Using any interactive chat or messaging service, including but not limited to Snapchat, or AOL Instant Messenger.
 - Playing streaming audio and video services (including but not limited to iTunes Radio, Pandora, Netflix, and Youtube) during school hours unless specifically required for a school assignment.
 - Playing multi-player Internet games.
2. Do not submit, publish, display or retrieve/download any inappropriate matter including material that is:
 - Disruptive
 - Defamatory
 - Abusive
 - Obscene
 - Profane
 - Gang-related
 - Sexually threatening
 - Racially offensive
 - Illegal
3. Do not:
 - Attempt to harm or modify any computer hardware, software, or configuration.
 - Install software on any computer without permission of the network administrator.
 - Attempt to gain unauthorized access to our network system or data.
 - Attempt to interfere with system security, or circumvent internet firewalls or filtering.
 - Attempt to jailbreak or otherwise illegally modify your school-issued iPad.
 - Illegally copy copyrighted software.
 - Attempt to use any other user's computer password, even if permission has been granted by that user.
Never share your password with anyone.
4. Understand that e-mail and other files on networks should not be considered absolutely secure or private.
5. Do not use the network in a way that would disrupt or disturb the learning process of others.

The use of computers and iPads are a privilege at Valley Lutheran High School. Any action by a user determined to be inappropriate by a staff or faculty member is subject to consequences.

iPad Care and Use Agreement Form – 2017-2018

Student Name (Print) _____ Grade 9 10 11 12

I understand that I am being issued an iPad for use during the school year by Valley Lutheran High School.

I agree to abide by all of the guidelines and policies listed in the iPad Care and Use Handbook, and the Campus Technology Policy.

I agree to return my iPad at the end of the school year, or earlier if I withdraw from Valley Lutheran High School. I agree to take proper care of my iPad to prevent damage, loss, or theft, and understand and agree that in the event of damage, loss, or theft, I will be held responsible for the cost of repairs or replacement, up to a maximum of \$400.

Student Signature _____ Date _____

Parent Signature _____ Date _____