

IPAD Policy and User Agreement Bedford Public Schools

The policies, procedures and information within this document apply to all iPads used at Bedford High School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

1. Receiving Your iPad: Students are issued an iPad, a cover, a charging block and a syncing cord at the beginning of the school year. Students are responsible for equipment issued to them for the entire school year. Students must turn in all equipment toward the end of the school year. Students will be charge for missing or damaged equipment.

- 1.1 Receiving Your iPad: iPads will be distributed each fall during “iPad Orientation.” Parents & students must sign and return the iPad Protection Plan and Student Pledge documents before the iPad can be issued to their child. The iPad Protection plan outlines two options for families to protect the iPad investment for the school district. Please review the iPad Protection plan included in this handbook.
- 1.2 iPad Check-in : iPads will be returned for the summer during final week of school so they can be checked for serviceability. If a student transfers out of the Bedford School District during the school year, the iPad will be returned at that time.
- 1.3 Check-in Fines: Individual school iPads and accessories must be returned at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment in Bedford for any other reason must return their individual school iPad on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment in Bedford, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad, or, if applicable, any insurance deductible. Failure to return the iPad will result in a theft report being filed with the Bedford Police Department.

Furthermore, the student will be responsible for any damage to the iPad, consistent with the District’s iPad Protection plan and must return the computer and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

- 2 **Taking Care of the iPad:** Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be turned in for an evaluation of the equipment.

- 2.1 iPads Covers: The cover provided with iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:
 - iPads should have the cover attached when carried.
 - Avoid placing too much pressure and weight on the iPad screen.
- 2.2 Screen Care: The iPad screens 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 it is closed.
 - Do not place anything near the iPad that could put pressure on the screen.
 - 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
- 2.3 General iPad Care: Students will be held responsible for maintaining their individual iPads and keeping them in good working order.
 - iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the Bedford School District.
 - Do not expose your iPad to extreme temperatures, direct sunlight or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the iPad. If your iPad has been in a cold environment for a long period of time, let it warm up before using it.
 - Cords and cables must be inserted carefully into the iPad to prevent damage.
- 3 **Using the iPad at School:** iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad computer. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher.
- 3.1 iPads Left at Home and Charging Your iPad’s Battery: iPads must be brought to school each day in a fully charged condition. If students leave their iPads at home or bring to class uncharged, they are responsible for getting the course work completed as if they had their iPad present. Student grades will be impacted if you come to class without your iPad or your iPad is not charged.
- 3.2 iPad Undergoing Repair: iPads that malfunction or are damaged must be immediately reported to the school office. The school district will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse, neglect will be repaired with cost being borne by the student. Loaner iPads may be issued to students when they leave their iPads for repair in the Student Office. There may be a delay in getting an iPad should the school not have enough to loan.

- 3.3 Theft: iPads that are stolen must be reported immediately to the School Office and the Bedford Police Department.
- 3.4 Screensavers/Background photos
- Inappropriate media may not be used as a screensaver or background photo.
 - Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- 3.5 Sound, Music, or Personal Entertainment
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
 - Students are not allowed to use the iPad for personal entertainment while on the school network at any time. This includes streaming video, downloading music or playing games that are not part of a class curriculum.
 - Music is allowed on the iPad that is downloaded at home and can be used at the discretion of the teacher
 - 10th, 11th and 12th grade students may install apps on the iPad. This privilege may be revoked by the parent and principal(or designee) as result of poor academic standing or failure to maintain good citizenship in the school community.
 - 9th grade students will not be able to install apps on their iPad.
- 3.6 Home Internet Access: Students are allowed to set up wireless networks on their iPads. This will assist them with iPad use while at home.
- 3.7 Passcodes: All iPads must be secured with a passcode at all times. Students are not to share their passcode with other students. Upon request of a faculty member, the student must enter their passcode so a faculty member can access their iPad.

4 Managing your Files on the iPad

- 4.1 Saving to the iPad: Students may save work on the iPad. It is recommended for backup that students e-mail documents to themselves or use DropBox for storage. Storage space will be available on the iPad—BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work. Students may access DropBox on school computers via their web site only – www.dropbox.com. The DropBox program may not be installed or used on school computers.
- 4.2 Network Connectivity: The Bedford School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

5. Software on iPads

- 5.1 School Provided Apps: Apps provided by the Bedford Schools must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. Periodic checks of iPads will be made to ensure that students have not removed required apps.
- 5.2 Find My iPhone App: The Find iPhone app must remain on all iPads at all times and may never be tampered with. Removal or disabling of the Find iPhone app will result in loss of iPad privileges. The tracking feature of the Find iPhone app will only be used to locate lost or stolen iPads.
- 5.3 Additional Software: Students in 10th, 11th and 12th grade are allowed to load apps on their iPads. They may only download apps for class use while on the school network. Personal entertainment is prohibited while on the school network at any time. This includes streaming video, downloading music or playing games that are not part of a class curriculum. This privilege may be revoked by the parent and principal(or designee) as result of poor academic standing or failure to maintain good citizenship in the school community.
- 5.4 Student Installed Apps: May be erased when the iPads are synced to install added school purchased apps or during maintenance. Students can reinstall their apps after this sync or maintenance occurs. Apps the student has purchased with their iTunes account should be able to be reinstalled without additional charge, but that process is beyond the School's control and the Bedford schools assume no responsibility for lost apps that the students install.
- 4.5 Inspection: Students may be selected at random to provide their iPad for inspection.
- 4.6 Procedure for re-loading software: If technical difficulties occur, the iPad may be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.
- 4.7 Software upgrades: Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates.

6. Acceptable Use

- 6.1 Bedford Acceptable Use Policy: Use of the iPad is governed by the Bedford Acceptable Use Policy and the policies and procedures in the Bedford High School iPad Policy.
- 6.2 Privacy: Users should not have an expectation of privacy or confidentiality in the context of electronic communications or of other files sent, received and/or stored on the district's network or iPads. The Bedford Public School System also reserves the right to examine all data sent, received and/or stored on the district's network and iPads. All communications including text and images may be

disclosed to law enforcement or other third parties without prior consent of the sender or receiver. Electronic communications may be archived for a period of up to three years.

6.3 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent
- Plagiarism is a violation of the Bedford High School Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to Bedford High School Code of Conduct. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6.4 Altering Operating System: Students are prohibited from “Jailbreaking” the operating system of the iPad.

7. Protecting and Storing your iPad

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

- Record of serial number
- Bedford Label

7.2 Storing Your iPad:

When students are not using their iPads, they should be stored in their lockers. The Bedford School District recommends the students use either a lock provided by the school district or obtain a personal lock and provide the office with a key or combination to the personal lock. Nothing should be placed on top of the iPad when stored in the locker. Students are encouraged to take their iPads home everyday after school, regardless of whether or not they are needed. iPads should not be stored in a student’s vehicle at school or at home. If a student needs a secure place to store their iPad, they may check it in for storage with the Student Office.

7.3 iPads Left in Unsupervised Areas:

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms 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 Student Office. Student may face school consequences for leaving an iPad unattended.

8. Repairing or Replacing Your iPad: Parents/Students are financially responsible for the replacement or repair of the iPad due to theft or damage. Parents have multiple options for insuring the iPad. It is strongly recommended that you insure the iPad.

- 8.1 Optional Insurance Protection: You may obtain an insurance policy that covers theft and damage. These policies are available from a number of companies and cover many types of damage including drops, cracked screens, theft and vandalism. Information on these policies are available in the Student Office and through the Bedford High School Parents Association.
- 8.2 Personal Home/Homeowners Coverage: Students or parents may wish to use their current personal insurance to protect the iPad in cases of theft, loss or accidental damage. Please consult with your insurance agent for details about your personal coverage of the iPad computer. Most insurances will require a rider for electronics and only provide limited coverage and a higher deductible.
- 8.3 No Insurance: Parents may opt to pay the replacement or repair cost themselves rather than through an insurance policy.
- 8.4 Repair/Replacement Process: Students are responsible for reporting a damaged/missing iPad to the Student Office. The Student Office will contact the parents if your student's iPad needs to be replaced or repaired. We send out all iPads to be repaired. Below is the process if you have insured your student's iPad:
1. Student needs to report lost or damaged iPad to the Student Office. Student will fill out an iPad Reporting Form.
 2. Student Office will contact you via phone/email and by letter of the damage or loss.
 3. If you have purchased insurance, print out a claim form from the insurance companies website or the bhs website if you have Worth Ave. Group insurance.
 4. Fill out the form to include the cost of the repair or replacement and remittance to Bedford Public Schools. Submit form to the insurance company.
 5. We will send out the device to be repaired. The device must be repaired by the school.
 6. Student will receive a loaner iPad, if available, once they back up their information on the device, while their iPad is being repaired.