

Westminster Christian Academy's iPad Policy, Procedures, And Information

WCA's iPad Program

The focus of the WCA iPad Program is to provide the best technology tools and resources to our students. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the iPad is integral to WCA's technology plan. The individual use of iPads is a way to empower students to learn at their full potential and to prepare them for the challenges of college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with iPads integrates technology into the curriculum anytime, anyplace. The policies, procedures and information within this document apply to all iPads used at WCA, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classrooms.

1. RECEIVING YOUR iPad & iPad CHECK-IN

1.1 Receiving your iPad

iPads will be distributed each fall during "*iPad Training*." **Parents and students must sign and return the WCA iPad Policy documents before the iPad can be issued to the student.**

1.2 iPad Check-in

iPads will be returned during the final week of school so they can be checked for serviceability. If a student transfers out of WCA during the school year, the iPad must be returned at that time.

1.3 Check-in Fines

Individual school iPads and accessories must be returned to the WCA Technology Help Desk at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at WCA 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 at WCA, that student will be subject to criminal prosecution and/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 can result in a theft report being filed with local law enforcement. Furthermore, the student will be responsible for any damage to the iPad, consistent with the iPad Protection Plan and must return the iPad and accessories to the WCA Technology Help Desk in satisfactory condition. The student and/or student's parent or guardian will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

2. TAKING CARE OF YOUR iPad

Students are responsible for the general care of the iPad that has been issued to them by the school. iPads that are broken or fail to work properly must be taken immediately to the Technology Help Desk for an evaluation.

2.1 General Precautions

- The iPad is school property and all users will follow this policy and the WCA Acceptable Use Policy for Technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads should be shut down when not in use to conserve battery life.
- iPads should only be stored in temperatures between 30 – 90 degrees Fahrenheit.
- iPads must remain free of any writing, drawings, stickers, or labels.
- iPads must never be left in an unlocked car or in any unsupervised area.
- Students are responsible for keeping the iPad's battery adequately charged each day.
- Students may not use "skins" to "personalize" their iPads.

2.2 Carrying iPads

The protective cases 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 always be within the protective case when carried.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.

2.3 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.
- Do not place anything in the carrying case that will press against 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

3. 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, calendars and schedules may be accessed using the iPad. **Students are responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher.**

3.1 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. Teachers will treat iPad's as textbooks, with any corresponding failure to remember them with the same consequence as a book not brought to class.

3.2 iPads Undergoing Repair

Loaner iPads may be issued to students when they leave their iPads for repair at the Technology Help Desk. There may be a delay in getting an iPad should the school not have enough available to loan.

3.3 Charging your iPad's Battery

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Repeat violations of this policy will result in disciplinary actions.

In rare cases where the use of the iPad during the school day has caused batteries to become discharged, students may be able to connect their iPads to a power outlet in class.

3.4 Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.
- Passwords are acceptable, but be aware of the pros and cons of passwords. (Disabled Devices, etc).

3.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless specific permission is obtained from the teacher.
- Music is not allowed on the iPad.
- WCA will provide all required software applications. Data storage will be through apps on the iPad and email to a server location.

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. If students are not sure how to set up a network, they should consult with their teacher or the Technology Help Desk that is responsible for iPad distribution, maintenance, and collection.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the iPad/Home Directory

Students may save work to the home directory on the iPad. It is recommended students e-mail documents to himself or herself for storage on a flash drive, home computer, or cloud server. 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 iPad failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

WCA 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 school will not be responsible for lost or missing data.

5. SOFTWARE ON iPads

5.1 Originally Installed Software

The software/Apps originally installed by WCA 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. The licenses for this software require that the software be deleted from iPads at the completion of the course. Periodic checks of iPads will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

5.2 Additional Software

Students are not allowed to load extra software/Apps on their iPads.

5.3 Inspection

Students may be selected at random to provide their iPad for inspection.

5.4 Procedure for Re-loading Software

If technical difficulties occur or illegal software is discovered, the iPad will 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.

5.5 Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to turn in their iPads for periodic updates and synching.

6. ACCEPTABLE USE POLICY

The use of WCA's technology resources is a privilege, not a right. The privilege of using the technology resources provided by WCA is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled at WCA. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the user terms and conditions named in this policy, privileges may be terminated, access to the technology resources may be denied, and the appropriate disciplinary action shall be applied.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet, just as you do on the use of all media information sources such as television, telephones, movies, and radio.

6.2 School Responsibilities are to

- Provide Internet and Email access to its students during the time they are in school.
- Provide Internet filtering of inappropriate materials as able.
- Provide network data storage areas.
 - These storage areas will be treated similar to school lockers. WCA reserves the right to review, monitor, and restrict information stored on or transmitted via WCA-owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

6.3 Students are Responsible for

- Using computers/iPads/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to iPad/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, missed deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via WCA's designated Internet System is at your own risk. WCA specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping WCA protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Students should always turn off their iPads or physically secure their device after they are done working to protect their accounts and files. If a student does not turn off the device, any email or Internet activity under their name will be considered their responsibility.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it in to the office.
- Returning their iPad to the Technology help desk at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at WCA for any other reason must return their individual school iPad on the date of termination.

6.4 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing WCA policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Sites selling term papers, book reports and other forms of student work.
- Messaging services-EX: MSN Messenger, Yahoo Messenger, ICQ, etc.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc.).
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's internet/Email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications.

- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, email, etc. unless specifically instructed to by WCA staff.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the WCA web filter through a web proxy or other means.

6.5 iPad Care

Students will be held responsible for maintaining their individual iPads and keeping them in good working order.

- iPad batteries must be fully charged and ready for school each day.
- No labels (other than those specifically purposed and approved by WCA for iPads), writings, drawings, or stickers may be applied to the iPad.
- iPad sleeves furnished by the school must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee.
- iPads that malfunction or are damaged must be reported to the Technology Help Desk. The school will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with cost being borne by the student. Students and/or their parent(s) will be responsible for the entire cost of repairs to iPads that are damaged intentionally; this includes a delayed repair of a cracked screen, which can cause further damage to the equipment.
- **iPad damage: Students and/or their parents or guardians are responsible for any and all damage.**
- iPads that are stolen must be reported immediately to the office and the police department.

6.6 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 WCA 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 guidelines outlined in the WCA Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action.

6.7 Student Discipline

If a student violates any part of the above policy, he/she will be subject to consequences related to the nature and the severity of the offense as determined by Administration.

Minor infractions are included but not limited to: Leaving your iPad unattended before, during, or after the school day. Removing the cover or replacing the cover of the iPad.

Moderate to Major infractions are included by not limited to: Downloading unapproved apps, defacing the cover of the iPad, sending unauthorized text messages or emails during class time, and deliberate misuse of iPad during school hours.

Severe Infractions are included by not limited to: Having content determined as inappropriate on the iPad, taking pictures of, video of recording, or recording another student, teacher or staff member without permission, bullying or harassment of any type, possession or use of an iPad in a bathroom or locker room before, during, or after school, changing the profile, "jailbreaking", or wiping out the contents of the iPad, denying access to the contents of the iPad when asked by faculty or staff, and using or selling of personal hotspots on campus.

7. PROTECTING & 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
- WCA Label

7.2 Storing your iPad

When students are not using their iPads, they should be stored in their lockers or their book sacks. WCA recommends that students use a lock provided by the school for their lockers. Nothing should be placed on top of the iPad when stored in a locker. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a student's vehicle at school. If a student needs a secure place to store their iPad, they may check it in for storage with the Technology Help Desk.

7.3 iPads Left in Unsupervised Areas

Students should not leave iPads in unsupervised areas unless specifically instructed to do so by WCA staff. Unsupervised areas include the school grounds and outdoor areas, the lunchroom, computer lab, library, hallways, unattended and unlocked classrooms, or inactive locker and dressing rooms. Any iPad left in these or other unattended areas is in danger of being stolen. If an iPad is found in an unsupervised area by WCA staff, it will be taken to the Technology Help Desk. A student will be charged \$10.00 to retrieve their iPad that has been turned in to the Technology Help Desk due to it not being supervised.

8. REPAIRING OR REPLACING YOUR iPad

8.1 Broken iPads

All damage to iPads must be reported to the Tech Office as soon as possible. This includes damage to iPad, case, or any accessories.

8.2 Cost of Repairs

Students will be allowed one screen replacement for their new iPad in the case of it being accidental or intentional. After the first repair, the student is responsible for any additional breaks to their iPad and is not covered under any warranty or insurance. As of 6/16/17, the cost for just the screen is \$95.00 and the LCD is \$160.00. Lost or stolen iPads are the full responsibility of the student and the replacement cost associated with it. The lost or stolen iPad will be valued as current market price. Lost items such as sleeves and cables will be charged the actual replacement cost. **iPad screen replacement cost can fluctuate and change with the market.**

WCA Student Pledge for iPad Use

1. I will take good care of my iPad.
2. I will never leave the iPad unattended.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will keep my iPad's battery adequately charged.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will protect my iPad by only carrying it while in the case provided.
9. I will use my iPad in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the iPad.
11. I will not deface the serial number sticker on any iPad.
12. I agree to store the iPad in a temperature between 30 and 90 degrees Fahrenheit.
13. I understand that my iPad is subject to inspection at any time without notice and remains the property of WCA.
14. I will follow the policies outlined in the *iPad Handbook* and the *Use of Technology Resources Policy* while at school, as well as outside the school.
15. I will file a police report in case of theft or vandalism.
16. I will be responsible for all damage or loss caused by neglect or abuse.
17. I agree to pay for the replacement or repair in the event the iPad or any associated items are damaged, lost, vandalized, or stolen.
18. I agree to return the iPad, case and power cords in good working condition at the end of the school year.

I agree to the stipulations set forth in the above documents, including the iPad Policy, Procedures, and Information; the Acceptable Use Policy; and the WCA Student Pledge for iPad Use.

Student Name Printed: _____

Student Signature: _____ Date: _____

Parent Name Printed: _____

Parent Signature: _____ Date: _____

iPads and accessories must be returned to the WCA help desk at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at WCA for any reason must return their school assigned iPad on or before the date of termination.