

# HFS iPad Handbook



2013-14

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**Please Note:** The HFS iPad Pledge Form on Page 8 needs to be read, signed and turned back into the office before any student may use an iPad.

## 1. General Use

Prior to receiving an iPad, the student will connect to the school's management system and register the device to the school's network. This will be completed at school.

- A. To receive an iPad, the student and a parent or guardian must carefully read this Usage Handbook and sign the Student Pledge document found on a separate page, attached to this handbook.
- B. The students are required to enroll in the iPad protection plan before being assigned an iPad. The iPads will be shared amongst the students and therefore, iPads must be checked in and out of the iPad cart before and after each class.
- C. The same iPad will be issued, if possible, to the same student in each class. Payment of required fees (Technical fees included in tuition) and completion of policy documents is required before any student may use an iPad.
- D. All iPads remain the property of Holy Family School. HFS reserves the rights to collect, inspect, and/or reclaim the device at any time to delete any material or applications deemed inappropriate.
- E. Internet access can only be regulated by the school while on the HFS network.

## 2. Usage Guidelines

- A. Students will abide by the *HFS Acceptable Use and iPad Policies* at all times during school hours.
- B. Students will honor the school's policy that prohibits access to sites and apps not allowed at school. HFS reserves the right to collect and or inspect a student's device at any time, and to delete any material or applications deemed inappropriate.
- C. Each student will secure the iPad in the iPad cart whenever it is not in the student's direct possession. An iPad should never be left unattended.
- D. All applications on the iPad must be legitimately purchased and licensed through HFS.
- E. Students are responsible for the cost of the device if any attempt is made to break security protocols. The process of removing limitations imposed by the manufacturer (i.e. jailbreaking) voids the manufacturer's warranty. Students should not attempt repairs. Repairs will be organized by the school through the HFS IT Administrator.

- F. The student is responsible for backing up personal data on the iPad. Documentation will be provided on best practices for backing up the student's data. The school accepts no responsibility for lost data.
- G. If the iPad needs to be reset, it needs to be reset by an HFS IT Administrator. Resetting causes all programs and files on the device to be erased and the device to be returned to its original state. Syncing the device regularly will allow the restoration of all data.
- H. The new operating system, iOS 5, allows over the air syncing and updating (iCloud). If a student chooses, the student is allowed to sync his/her iPad with one computer to back-up the device and/or manage the iPad. This will be done with the HFS iPad computer found on the iPad cart.
- I. The HFS IT Administrator will review the files and communications to ensure appropriateness. A student should not expect that files stored on the iPad will always be private, because this is a school-owned-and-issued device. All codes and passwords must be on file with the HFS IT Administrator.
- J. Each student is responsible for the appropriateness of all files, data, and internet history on the iPad. A student may not take photos or video of other students or staff without their permission. The possession, forwarding, or uploading of unauthorized photos or videos to any website, network storage area, or person is strictly forbidden.
- K. Students may not access another individual's materials, information, or files without permission. Students are responsible for maintaining the confidentiality of their passwords and codes.
- L. The iPad's HFS barcode must remain in place. Failure to have an intact barcode may result in the forfeiture of the device.
- M. To prevent the risk of theft, students must never leave the iPad in an unsupervised area, such as the lunchroom, computer lab, locker room, library, unlocked classroom, unlocked locker, restroom, or hallway.

### **3. iPad Care**

- A. The screen should be cleaned with a soft, clean cloth.
- B. Cords should be inserted carefully into the iPad.
- C. iPads must remain free of any writing, drawing, stickers, or labels that are not the property of HFS.
- D. The iPad should not be where food and drink are present.
- E. The iPad should be kept out of extreme temperatures, away from hot or cold surfaces, and away from water or dampness.
- F. The iPad is provided for the sole use of the student to which it is assigned for that particular class.
- G. Heavy items, such as books, should be kept from the top of the iPad when storing it in the classroom.
- H. In the event a secure place is needed to store the iPad, it may be checked into the iPad cart in the classroom.
- I. The iPad should be kept off the floor where it could be stepped on or tripped over.

### **4. iPad Case and Screen Care**

- A. Students are required to keep the iPad in the case that has been provided at all times. Failure to return or damage to the provided case will result in a \$50.00 replacement fee.
- B. While transporting the iPad, the screen must be protected with the cover.
- C. Excessive pressure on the iPad screen may cause damage. The student should avoid leaning on top of the iPad or placing anything on top of it.
- D. Placing too many items in a carrying case or backpack could put too much pressure on the screen.
- E. The iPad should not be bumped against hard surfaces.
- F. Students should avoid touching the screen with anything other than their fingers.

## **5. Damage/Loss**

- A. If a student experiences any technical problems the student should take the iPad to the HFS IT Administrator. A loaner iPad may be issued if it cannot be fixed at that time and another one is available.
- B. All iPad policy agreements remain in effect for the loaner iPad.
- C. Intentional damage will not be covered under the iPad protection. The student and parent will be liable for the cost of the device. An iPad claim form is to be completed immediately if the iPad is stolen or damaged. The claim will be investigated further by the school and/or police. In the event a student's iPad is lost, his/her parents will be charged to replace the iPad and student report cards held until that claim is satisfied.
- D. Enabling iCloud will allow a student to trace his/her device in the event that it is lost or stolen. The HFS IT Administrator and teachers can assist students in this process.

## **6. Personalization**

- A. The students may not personalize the lock screen and home screen.
- B. A pass code is required to protect the iPad.
- C. All apps purchased by HFS must be installed by the HFS IT Administrator and purchased under the school Apple ID.
- D. Loading music and games from any personal collection is prohibited.
- E. If illegal or inappropriate software/apps are discovered, the iPad will be restored from backup or reset to factory defaults. The school does not accept responsibility for the loss of any software or documents deleted due to a reset.
- F. Only the student's HFS-issued iPad may be used in the school building. Personal iPads may not be used in the building.

## 7. Instructional Use

- A. The student is responsible for checking the iPad in and out every day at school during the appropriate times.
- B. To prevent classroom distractions, sound must be muted during school hours unless instructed otherwise. Students may provide their own ear buds or head phones to use with the iPad.
- C. The software/apps originally installed by HFS must remain on the iPad.
- D. The iPad will be fully charged every day. It is the student's responsibility to have sufficient battery life for the expected use while at school.
- E. Although printing is not an option with the iPad, several printing options will be available.
- F. Plagiarism is a violation of Holy Family School's Student Handbook. The student should give credit to all sources used, even when they are quoted or in a student's own words. This includes all forms of media on the Internet, such as pictures, videos, music, and text.
- G. The iPad is intended for instructional use only.

# HFS iPad PLEDGE

1. I am responsible for the care and protection of my iPad.
2. I will always supervise my iPad or leave it in a secure location.
3. I understand my iPad is for my sole educational use only.
4. I will charge my iPad's battery daily.
5. I will keep my iPad away from food and drink.
6. I will report loss, theft, and/or malfunction immediately.
7. My iPad will always be in the provided case.
8. I will practice good digital citizenship.
9. I will not change the appearance of my iPad with drawings or stickers. I will keep identifying barcodes on my iPad.
10. I understand that my iPad is subject to inspection at any time without notice and remains the property of Holy Family School.
11. I will follow the policies outlined in the **HFS iPad Handbook** .
12. I understand that it is my responsibility to know my access code and password given to me by the HFS IT Administrator.

## **Student Acknowledgement**

**I agree to the stipulations set forth in the HFS iPad Policy Handbook; Acceptable Use Policy; and the Student Pledge for iPad Use.**

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Parent Acknowledgement/Permission**

**As parent(s) or guardian(s) of \_\_\_\_\_, we have read, understand, and agree to the stipulations outlined in the iPad Policy Handbook and Student Pledge for iPad use. I understand that internet usage will be filtered while on school premises. I also understand the financial obligations associated with the student use of the iPad and have been informed in the claim form of the approximate replacement cost.**

Parent/ Guardian Name (Please Print): \_\_\_\_\_

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_