



Keystone School iPad Policies and Procedures



slide to learn

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iPad Check Out/ Check In

Receiving Your iPad

All fifth, sixth, and seventh grade students will receive an iPad on the first day of school. Before a student receives his or her iPad, parent(s) and student must sign the student pledge, and the Policies and Procedures manual.

Returning Your iPad

Students will return their iPad and all accessories during the final weeks of school. If a student is no longer enrolled at Keystone, the iPad must be returned on the student's last day at Keystone.

Taking Care of Your iPad

Carefully transport your iPad to school every day. Avoid placing weight on the iPad. Never throw or slide an iPad. Never expose an iPad to long-term temperature extremes or direct sunlight. Food and liquids can damage your iPad. Please do not eat or drink while using your iPad. An automobile is not a good place to store an iPad.

iPad Case

Your iPad comes with a school issued case. The purpose of the case is to protect the iPad, especially while the iPad is being transported. **The iPad must remain in the school issued protective case at all times.** Students may decorate and individualize this case with stickers if they wish, as long as the adornment is appropriate, does not degrade the protective nature of the case, and can be removed. Student must remove all stickers when turning in his or her iPad at the end of the school year.

iPad Battery

The iPad should be charged using the provided wall charger, and brought to school ready to use each day. Fully charged iPad batteries will typically last 10-11 hours of use. It is the student's responsibility to charge the iPad at home and ensure it is ready.

iPad Screen

The iPad is an electronic device; handle it with care. While the iPad is scratch resistant, it is not scratch proof. Avoid using any sharp object(s) on the iPad. The iPad screen is glass and is vulnerable to cracking. Never place heavy objects on top of the iPad and never drop your iPad.

Cleaning Your iPad

iPads are damaged by liquids. The iPad can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad.

iPad Content

Downloading Content

Students will not be allowed to download apps from the App store. The App store and the iTunes store will not be available on the student's iPads. Students will also not be able to connect their iPad to computers at home to sync content. Although these iPads are the students to use both at home and school, they are instructional devices and therefore will contain content approved and issued by Keystone School.

Memory and Storage

Students must maintain sufficient storage to accommodate all school-required activities. Keystone will collect the iPads periodically to remove and add content/apps.

Personal Content

Personal content (e.g. photos, and videos) are permitted as space allows. Students may be required to remove/offload personal content if space is required to accommodate required apps and content.

Inappropriate media may not be stored on the iPad at any time. Inappropriate media includes but is not limited to the presence of weapons, pornographic materials, inappropriate language, and references to tobacco, alcohol, drugs, and violence.

Backing Up and Saving Content

Students will use Google Drive and a learning management system to store and turn in their work. Students will not be able to use iCloud because it requires an iTunes account and students under the age of 13 are prohibited by law from creating an iTunes account.

Use of the iPad at School

iPads are intended for use at school every day. Students must bring their iPad each day, unless specifically instructed not to do so by their teacher.

iPads Left at Home

Not having an iPad or not having a working iPad will not be an excuse for not participating in class or not completing assignments. If a student leaves his or her iPad at home, he or she is still held responsible for getting the course work completed on time.

Unsupervised Areas

iPads should not be left in unsupervised areas. These areas include but are not limited to the:

- Locker room
- Cafeteria
- Gymnasium
- School grounds (outdoor tables, benches, sport court, etc.)

iPads should not be taken into the restrooms or gym locker rooms at any time.

Sound, Music, and Headphone Use

Sound must be muted at all times unless permission is obtained from the teacher.

Students may not wear headphones to listen to music or other media on the iPad or other devices unless it is directly related to the classroom instruction and directed by the teachers.

Printing

Many assignments will be distributed, collected, and filed electronically with the iPad. This will reduce the need for some printing. Students will be given instruction on how, when, and where to print content from the iPad at school.

Internet Access

At school, students will access the Internet through the Keystone wireless network. At home and other locations, students may connect to other wireless networks.

Appropriate Use

Students are responsible for the safety, maintenance and activity of their own devices. Students should never loan the device to another student.

During class time, any activity not related to classroom instruction will be considered inappropriate use. These activities include but are not limited to social texting and social networking.

Students must keep a passcode on their iPad to help keep it secured. Unauthorized access to another's iPad or account is not allowed.

Violating copyright laws, plagiarism, sending, accessing, uploading, downloading, or distributing threatening, pornographic, or sexually explicit materials and computer hacking are punishable by state and federal law and will not be tolerated at Keystone. If a student is in doubt about how to properly give credit for digital content or how to avoid breaking privacy or proprietary laws while using the iPad or any other electronic device the student is expected to seek guidance from a teacher or administrator.

Audio/Video Recording and Photos

Common courtesy dictates asking permission to take a person's photo or make an audio or video recording of them.

- Students may record audio or use the camera to record still or video photos in a classroom, at a school outing, or event only with the prior consent of the teacher, coach or responsible faculty member.
- Students are responsible for ensuring that all individuals or groups are aware and agree to the recording or photo.
- Students may not post media to social networking sites unless instructed by a teacher.
- Students must not share any audio, video, or photographic likenesses without express consent from all parties involved.
- Bathrooms and gym locker rooms are considered private areas. Recording or photo equipment is not to be used in these areas at any time.
- Use of recording and photo equipment is governed by both school policy and by state and federal law.

Privacy

Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

iPad Loaners

If a student loses, damages, or forgets his or her iPad, Keystone may issue a loaner iPad so that the student can continue with classroom instruction.

Technology Support

Technology support for iPads will be available during specified school hours.

Parental/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 radios.

Acceptable Use

Students must follow all Acceptable Use guidelines that are listed in the Student Handbook under Network Acceptable Use Policy.

Insurance

As part of the iPad program, Keystone is providing insurance for the devices. iPad insurance will cover damage and loss of the device. Parents do not have to pay a fee to enroll in the program but will be charged the following fees if they need to use the insurance.

- Lost or Stolen iPad-\$200 fee
- Broken or Damaged iPad-\$100 fee