

# Elk County Catholic High School

## iPad Device Policy

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### Equipment

Elk County Catholic School System (ECCSS) retains sole right of possession of the iPad and related equipment. The iPad will be issued to students according to the guidelines set forth in this document. The ECCSS Technology Team retains the right to collect and/or inspect the iPad at any time and to alter, add, or delete installed software or hardware.

The iPad is the property of ECCSS, so students must take the utmost care of their assigned iPad to ensure it is in good working order when it is returned to the school. The following policies and procedures governing the iPad must be followed. Infractions will result in appropriate disciplinary action, up to and including limitations/revocation of technology privileges, payment of restitution, expulsion, and involvement of legal authorities.

Included with the school-issued iPad will be a charger, dock cable, and protective case. Students will have the option of replacing the school provided case with one of their own at their own expense, provided that the replacement case meets the following criteria:

- Corners of the iPad must be covered and protected.
- Screen must be covered when the iPad is being stored or transported.
- All ports, buttons, cameras, and jacks must be accessible without removing the case.

**Replacement covers must be brought to the Tech Team for approval prior to use. The school issued case must be returned at the time of replacement.**

Each student will be expected to provide their own headphones for use with the iPad. Headphones should be carried in the student backpack and available when needed for class.

### Care of iPads

- Bring the iPad, charger, dock cable, and headphones to school every day.
- iPads should have no less than 50% battery charge at the beginning of the school day. iPads are expected to be charged at home. The charger and cable should be brought to school in case of heavy use.
- Keep the iPad in its protective case at all times.
- While in school, keep your iPad with you, in your *locked* locker, or within your sight at all times.
- **If your iPad is in your backpack, remember to exercise care in the handling of your backpack.**
- Backup your iPad and documents regularly through Apple's iCloud service.
- Do not write or put stickers on your iPad, case, or provided accessories. Do not remove, scratch out, or alter any serial numbers or identification placed on the iPad.
- Do not eat or drink while using your iPad. Keep food and drink away from the iPad. Wash hands after eating before using the iPad.
- Do not leave the iPad in direct sunlight or in places of extreme temperatures like a car in the middle of summer or winter.
- Do not do anything that will permanently alter the iPad in any way. Do not attempt to dismantle or repair the iPad.
- Do not attempt to hack or jailbreak your iPad.

- Clean the screen with a soft cotton or microfiber cloth only.
- Do not attempt to bypass, disable, or uninstall security software installed on the iPad. Do not remove the management profile installed on the iPad.
- Do not share your passwords or passcodes with anyone with the exception of your parent/guardian.
- **Remember you are responsible for your iPad. Any damages that occur to it will be your responsibility.**

## Monthly Maintenance

Student iPads will be collected once per month for updates. The collection date will be announced via email and will follow a regular schedule. On the designated day for updates, student iPads must be turned into the library by the end of the homeroom period. Any student who does not turn in the iPad for updates will face disciplinary action. If there are extenuating circumstances that prevent the iPad from being turned in at the scheduled time, students should see a member of the Tech Team prior to the homeroom period.

## Damage or Loss of Equipment

All of the school iPads are covered by the manufacturer's standard one-year warranty. The warranty covers manufacturer's defects, but does not cover Accidental Damage from Handling (ADH). In the case of ADH, the student/student's family will be required to pay a \$50 fee per incident for the first two incidents. On subsequent incidents, the full cost of repair or replacement will be assessed. Examples of non-warranty covered events include, but are not limited to: carrying the iPad unprotected in the rain, leaving the iPad in extreme temperatures, or any physical damage to the iPad. If you lose the iPad, you will be responsible for the cost of replacing the device.

In the event of damage to or loss of the school-issued iPad, the following procedure will be followed:

- **IMMEDIATELY** report the damaged or missing device to the ECCSS Technology Team via the Help Desk or in person.
- Complete the appropriate report form for missing or damaged equipment.
- Pay the appropriate fee if applicable. The fee must be paid within two weeks or iPad privileges will be suspended.
- A replacement iPad will be issued by the school within 2 days of handing in the damaged device.

In the event of damage or loss of any portion of the case or charger, the following fees will be assessed:

- \$10 for damaged or lost cable
- \$10 for damaged or lost charging brick
- \$25 for damaged or lost Otterbox case/cover

These fees will be assessed when a replacement is provided or during iPad turn in.

## Return of Equipment

The iPad and all items that were issued to the student with the iPad will be collected when a student graduates or transfers. The iPad will be collected for maintenance near the end of each school year. iPads will be returned to students for summer use. All items will be inspected for damages upon collection.

Graduating students may choose to purchase the iPad for personal use. The price for the purchase of the iPad will be a fair market value as determined by the school at that time. If the iPad is purchased for personal use, damage fees will not be assessed.

## Media

Some free and paid apps will be provided by the school for installation on your iPad. The apps are the property of ECCSS and you may not attempt to duplicate, share, or remove them.

In order to download media to your iPad, you must have an iTunes user account. If you do not already have a personal iTunes user account (i.e., one which you and you alone use, not a shared family account), you will be required to create one. Creating an account without providing payment information will be covered during initial iPad training. If you do already have a personal iTunes account, you will need to know the password for use at the initial training.

Apps, music, videos, podcasts, books, etc., ("Media") are allowed to be added to student iPads as long as the student is the owner of that content. For example, a song purchased by a student on iTunes is allowed on his/her iPad, but a copy of the song is not allowed to be placed on another student's iPad. Each student must pay for his/her own copy of the song. Media on your iPad must not be offensive to others (faculty, staff, administration, other students).

Students will be expected to register their personal iTunes account with Apple's iCloud services in order to maintain backups of documents and data.

## iPad Cameras

iPad devices contain a forward facing and rear facing camera. These cameras allow for the iPad user to, among other things, capture photographs and movies. The cameras may not be used to take pictures or record movies of other persons without their express consent. Pictures/Video should be appropriate and related to relevant course work. Failure to follow this directive will result in suspension of iPad camera privileges and additional disciplinary action by the school.

## Messages/FaceTime

The Messages and FaceTime apps that are included with the iPad may be used outside of school hours only. Exceptions may be made by individual teachers. Any use of Messages and FaceTime must comply with the Acceptable Use Policy.

## Games/Social Media

Playing of games and any type of social media are prohibited during classes and study halls. The iPad is a tool, not a toy.

# Elk County Catholic High School iPad Device Policy

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## Student/Parent Agreement Form

By signing, I hereby acknowledge I have read and understand the Elk County Catholic High School iPad Device Policy and agree to accept responsibility for the issued equipment.

Additionally, I understand that provisions listed in the ECCSS Acceptable Use Policy also apply to this device.

\_\_\_\_\_  
Student's Name (please print)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Name (please print)

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date