



iPad Policy, Procedures, and Agreement

The purpose of the iPad program at Pikes Peak Christian School is to provide 21st century tools and resources that will equip our students to impact the world for Christ. Having a 1 to 1 iPad program gives students access to learn anywhere, anytime – both in class and at home.

We believe it is our responsibility to assist our families in teaching students how to use these tools well. As we navigate through this school year, we will be governed by three questions that will help PPCS assess how well it is performing this function: Does this tool enhance learning? Does this tool enhance the interaction between the student and teacher? And finally, does this tool teach students to use technology effectively and redemptively?

This device is being provided for the purpose of supporting the educational mission of PPCS. It is our desire that it enhance resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Pikes Peak Christian School reserves the right to confiscate and search a student's iPad to ensure compliance with the school's Acceptable Use Policy. Students in breach of the Acceptable Use Policy may be subject to but not limited to: disciplinary action, overnight confiscation, removal of content or referral to external agencies in the event of illegal activity. In the event of disciplinary action, completion of all class work remains the responsibility of the student.

OWNERSHIP

The iPad is the property of Pikes Peak Christian School. It has been configured specifically for school use. As such, each student will be assigned a school iPad regardless of whether they own one already.

As property of Pikes Peak Christian School, iPads must be returned in the same condition in which they were received after completion of the student's last final exam. Deep scratches, cracks, or dents are considered damage, and a damage claim must be filed. Grades and transcripts will be held until the iPad is satisfactorily returned. In the event a student leaves PPCS before the end of the 2015-2016 school year, the iPad must be returned before a final transcript is given.

GENERAL GUIDELINES

- Use caution when attaching cords, cables, USB devices, etc. so as not to damage the connections.

- The iPad screen is glass and is subject to cracking and breaking if misused. Never drop nor place heavy objects (books, laptops, etc.) on top of the iPad.
- Do not subject the iPad to extreme heat or cold (do not store in vehicles).
- Keep the device clean and free of stickers, writing, skins, or any other personal branding. Case branding is acceptable with the understanding that if a student does not graduate with their iPad, they will be required to replace the case.
- Make reasonable efforts to minimize the possibility of theft: never leave the device in an unsupervised area, an unlocked locker, etc.
- Keep the iPad in the protective case provided by the school, and avoid situations that may damage the iPad such as stacking items on it, putting it in a backpack and slinging it across the room, dropping it from a building, etc.
- Clean the screen with a lint free cloth. Micro-fiber cloths or camera lens cleaners work well. You may purchase an approved cleaning cloth along with other desired peripherals through SNAKO, room 131.
- iPads and school-provided accessories such as case and charger will be returned during the last week of school. If a student does not finish the school year due to illness, transfer, suspension, expulsion, etc., the iPad and accessories must be returned immediately. Final transcripts will be held until the iPad is returned or paid for.

IPADS AT SCHOOL

- PPCS has invested in state-of-the-art wireless access points to provide resilient access throughout the school.
- iPads are intended to be used at school each day. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by the teacher.
- If an iPad is left at home, the student is responsible for getting the class work completed as if the iPad had been present, and will be graded according to the same requirements.
- iPads must be brought to school each day fully charged. Students need to charge their iPad each evening. In the event a student is unable to charge their iPad, they need to top off the device, or their parents require them to check their iPad in nightly, a secure charging station will be available.
- Technical difficulty or device malfunction is not an acceptable excuse for late or missing assignments. Students should use due diligence to ensure that their work is in the proper format, in the proper location and is backed up. In the event a student is experiencing technical difficulty, our tech team is available and it is the student's responsibility to contact them.



- Items deleted from the iPad cannot be 'undeleted', so save your documents to the cloud (eg., Google Drive, Dropbox, Evernote)
- Memory space is limited to 16 GB. Academic content takes precedence over personal files, music, photos, and apps.
- iPads belonging to other students are not to be tampered with in any manner.
- Loaner iPads will only be provided in the case of breakage, technical issues, theft, or loss.

UNACCEPTABLE USE

- Tampering, attempting to jailbreak or circumvent the Mobile Device Management will result in disciplinary action.
- All material on the iPad must adhere to the Pikes Peak Christian School Acceptable Use Policy. Students are not allowed to send, access, upload, download, or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.
- Students are allowed to have on their iPads; however, any content downloaded and synced to the iPad must be in compliance with copyright laws.
- Students must use good judgment when using the iPad's camera. The student agrees that the camera will not be used to take inappropriate, illicit, or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of the iPad camera in bathrooms or locker rooms, regardless of intent is strictly prohibited. A violation in this manner will be treated as a serious disciplinary offense.
- Use of the camera and microphone are strictly prohibited in the classroom unless permission is given in advance by the teacher.
- Inappropriate media may not be used as a screensaver or background photo. The presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures will result in disciplinary actions.

DAMAGE - THEFT - LOSS

- Each student is responsible for the care of their individual iPad. If an iPad is not working properly, is damaged, lost, or stolen, the student should report this immediately to the Tech Team.



- These devices are warranted by PPCS against defects in materials and workmanship when used normally in accordance with Apple's published guidelines. The student will be charged \$50 for any necessary repairs or reconditioning not covered under the standard warranty. This includes wear and tear that may not cause operational loss but that may be considered "beyond reasonable" as determined by the Tech Director.
- In the event your device is stolen or lost, the device is still covered by the PPCS warranty but the deductible will be different (reference the PPCS iPad Insurance Policy).

DEPLOYMENT

- iPads will be distributed at the beginning of the school year. Each student will receive an iPad after each student attends the iPad orientation with at least one parent and sign the iPad acceptable use policy indicating that they have read this document and agree to its terms.
- iPads may be configured with a four-digit password. Students should not share this password with anyone else except their parents. In the event a student loses their password, the Tech Director can reset or erase their password.
- The iPads will be configured with a custom profile to allow our technicians to manage them. The profile must not be altered or deleted.
- iPads will be issued with necessary books and apps for school use. iPads will be monitored to ensure that this data is not removed.
- Students must have their own personal iTunes account based on their ppcseagles.org school email to sync their iPad. Content synced to the iPad must be in accordance with the student acceptable use policy found in the student handbook as well as this iPad acceptable use policy.

USE AT HOME

- Parents may allow the student to access their home wireless network and printers. PPCS filter is at the device level. Parents and/or teachers may request specific websites to be white/black listed as needed.
- The student and parents agree that only the student may use the iPad. Siblings and friends should not have use of the iPad.
- Students and parents acknowledge that Pikes Peak Christian School may search school-issued iPads at any time to verify contents.



Pikes Peak Christian School 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 charge my iPad's battery daily.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will protect my iPad by keeping it at all times in the school provided case.
8. I will not disassemble any part of my iPad or attempt any repairs.
9. I will use my iPad in ways that are appropriate, meet PPCS expectations and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the exterior of the iPad in any manner. I will not change the name that has been given to the iPad.
11. I will follow the policies outlined in the PPCS Acceptable Use Policy and iPad Policy while at school, as well as outside the school day.
12. I understand that my iPad is subject to inspection at any time without notice and remains the property of Pikes Peak Christian School.
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I agree to return the iPad, case and power cord in good working condition.

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

Student Name (Please Print):

Student Signature:

_____ Date: _____

Parent Name (Please Print):

Parent Signature:

_____ Date: _____

Individual school iPads and accessories must be returned to the Pikes Peak Christian School library at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at PPCS for any other reason must return their school iPad on the date of withdrawal.



Pikes Peak Christian School Parent iPad Agreement

I HAVE read and understand all the terms of the Student Pledge for iPad Use and iPad Policy Procedures and Information. I AGREE to allow my child to participate in the Pikes Peak Christian School iPad program.

I WILL discuss the Student Pledge for iPad Use and the iPad Policy and Procedures with my child and will ensure that he/she complies with all documented terms, including the acceptable and prohibited use provisions in the policy. I acknowledge and understand that my child will have access to the Internet with this device wherever WiFi is available.

I AGREE that neither Pikes Peak Christian School nor its employees will be liable for any harm resulting from the aforesaid risks.

I AGREE to allow my child to take the school-issued iPad home. Parent/Guardian

Signature:

Date:
