



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. 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 school year, the iPad must be returned before a final transcript is given.

PRIVACY & INFORMATION PROTECTION

PPCS owned, student rented iPads use both Apple and Cisco/Meraki management systems and software and are thus governed by their individual Privacy Policies and Information Protection.

PPCS itself does not sell any student or family information entered or collected via the iPad.

PPCS only uses data within the Cisco/Meraki Management system to maintain, supervise and enforce proper iPad use and ownership.

The Cisco/Meraki management system allows for location mapping of the iPad via IP geolocation which is based on the device's most recent IP address. The results of a geo IP lookup can depend on a variety of factors, including where the owner of the IP (not the user of the IP) has it registered, where the agency that controls the IP is located, proxies, and cellular IPs. In summary this location service tends to be approximate.



PPCS limits access to our management systems and all information therein to 2 or 3 school employees approved by the school Director. PPCS does not share management system information outside of those individuals but may do so if required by law.

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.
- iPads and school-provided accessories such as case and charger will be turned in 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 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 (e.g., Google Drive)
- 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 digital media (music, photos, etc....) 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 can be insured through PPCS for damage, loss or theft. Please view the PPCS Insurance policy for more information. Declining of PPCS insurance means the student/parent accept full financial responsibility for the replacement or repair a device.

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 password or pin. Students should not share this password/pin 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 Apple Id account connected to their school email address to use a PPCS iPad. Directions are provided to do so and maintaining the Apple ID and Password information is the student's responsibility.
- 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. The basic PPCS filter is at the device level but management and responsibility for content accessed, used, viewed or downloaded at home over the home network is the responsibility of parent/guardian to manage.
- 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 content complies with School policies.



CONSEQUENCES

iPads not brought to class

- Students are responsible for getting the course work completed as if they had their iPad present
- Students will be issued a pink slip/demerit for being unprepared for class.
- To avoid multiple pink slips/demerits throughout the day, the student may show the original pink slip to each classroom teacher. Otherwise, the student may receive a pink slip/ demerit for each class.
- Repeated and regular failure to bring an iPad to class may result in additional consequences which can include mandatory checking in and out of iPad from the office.

iPads not charged

- Students are responsible for getting the course work completed as if they had their iPad charged.
- Students will be issued a pink slip/demerit for being unprepared for class.
- Student may be allowed to charge their iPad in class.
- In situations where the iPad battery is drained due to use in previous classes, students need to proactively communicate with their teachers for exception to this consequence. 1st hour/block and 6th period courses will have little to no exceptions granted.
- Students not having their iPad charged regularly will be required to purchase a charger from the school office.

Misuse of iPad

- Misuse of an iPad includes, but is not limited to, downloading unapproved apps; viewing, playing content in class not related to class and/or without permission; viewing, playing inappropriate content at any time.
- Students will be issued a pink slip/demerit and may have their iPad confiscated for the remainder of class.
- Unapproved apps will result in a pink slip/demerit and restriction of the App Store and/or iPad locking.
- Repeated misuse of an iPad may result in multiple demerits/restrictions and or confiscation by the administration for multiple days.
- In all cases, the student is responsible for getting the course work completed as if they had their iPad fully operational.



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, power cord (and stylus if applicable) in good working condition.
15. I understand 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.

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

Student Name (Please Print):

Student Signature:

Date:



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 Wi-Fi 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.

STUDENT Name (Please Print)

PARENT/GUARDIAN Name (Please Print)

PARENT/GUARDIAN Signature

Date: