



COMPASS ACADEMY

iPad Handbook 2016-2017

Revised July 2014

Compass Academy Charter school iPad Policies and Procedures Handbook

During the 2016-2017 school year, each 2nd—7th grade student at Compass Academy will be issued an Apple iPad, charger, and case. All items are the property of Compass Academy. All iPads and accessories are on loan to the student and must be used in accordance with the following Policies and Procedures, Compass Academy's Technology Acceptable Use Policy, and any applicable laws. Each iPad, charger, and cable will be inventoried with a label and tagged for tracking purposes.

Terms of Use

Students/parents/guardians must comply with the Compass Academy iPad Policies and Procedures at all times. Students must also comply with the Student Technology Acceptable Use Policy. Any failure to comply may result in disciplinary action and/or terminate your rights of possession of Compass Academy property or continued enrollment. All iPads and accessories must be returned to Compass Academy prior to the last calendar day of the 2016-2017 school year, unless terminated earlier by Compass Academy officials or upon withdrawal from Compass Academy.

Liability

- If the property is damaged, lost or stolen, a Compass Academy representative should be contacted immediately.
- If the damage is due to negligence or deliberate action, you may be responsible for the repair/replacement cost.
- In the case of theft, vandalism and other criminal acts, a police report **MUST** be filed and a copy provided to Compass Academy.
- If the iPad is lost or stolen due to negligence or deliberate action, you may be responsible for the replacement costs.
- If the property is not returned to Compass Academy at the end of the school year, you will be responsible for all replacement costs.

Tracking Device Installation

All iPads will have software installed to track them in the event of loss or theft.

General iPad Guidelines

- Students may have no expectation of privacy on any information stored on, accessed from, or used with the iPad.
- The iPad belongs to Compass Academy and appropriate school officials may monitor it or access its contents at any time.
- If technical issues arise, students must notify a teacher immediately.
- Under no circumstances may iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, unlocked classrooms, or hallways.
- If a student leaves the iPad at home or if the battery is not fully charged, the student may be required to complete hand-written assignments and may be subject to disciplinary action.
- Files/documents may not be deleted by anyone other than the original creator/owner.
- Sound will be muted at all times unless permission is obtained from the teacher.
- Inappropriate content will not be allowed on iPads.
- Students are responsible for logging in under their assigned username and password.
- Students may not share their login information with other individuals.
- All student work will be stored on the Compass Academy's server.
- Student use of the Internet must comply with district guidelines. All student files are subject to be reviewed.
- Each iPad is assigned to an individual student. Students should never "swap" or "share" their iPad with another student.
- If the iPad is damaged or not working properly, it must be turned in to Compass Academy's Technology Staff for repair. Under NO circumstances may you attempt to repair the iPad yourself.

Responsibilities

Student

- Students are responsible at all times for their iPad, whether at home or school.
- Students are responsible for bringing their iPad to school every day.
- Students should not loan their iPad or any iPad component to another student for any reason.
- Students are responsible for charging and maintaining the battery in their iPad daily.
- Students are responsible for reviewing and abiding by the Compass Academy's Student Technology Acceptable Use Policy.

Parent

- Parents/guardians are responsible for monitoring the student's use of the iPad while at home and away from campus.
- Parents/guardians are responsible for reviewing Compass Academy's Technology Acceptable Use Policy with their student.
- Parents/guardians are responsible for monitoring their student's activities on the Internet on a regular basis.
- **If a loaner iPad has been issued due to damage or loss and the loaner is subsequently damaged or lost, parent/guardian will be responsible for repair/replacement cost.**

iPad Care & Maintenance

- Never leave the iPad unattended.
- Do not place food and/or liquids near the iPad.
- Do not stack heavy objects on top of the iPad.
- Never attempt to repair or reconfigure the iPad or any of the peripherals.
- Do not plug the iPad into a personal computer.
- Do not write, draw, stick or adhere anything to the iPad.
- Do not personalize the iPad using markers, stickers, etc
- Do not expose the iPad to direct sunlight, extreme temperatures, or ultraviolet light for extended periods of time.
- Do not leave the iPad in any vehicle.
- Do not place anything on top of the iPad or lean on it.
- Do not touch the screen with anything other than your finger.

iPad Storage

- iPads will be labeled with a district-approved label. This label must not be removed for any reason.
- iPads, cords, and cases are the property of Compass Academy.
- Students will be encouraged to take their iPads home each night.

iPad Repair Procedure

- No matter the extent of damage, even a small crack in the glass, all damage should be reported immediately to a teacher or staff.
- Students will be issued a “loaner” iPad for use during repair time.
- Policies outlined in this handbook also apply to loaner iPads.
- A loaner iPad will not be issued if damage is determined to be purposeful or due to negligence.
- If a loaner iPad has been issued due to damage or loss and the loaner is subsequently damaged or lost, parent/guardian will be responsible for repair/replacement cost.

Year End Procedure

- At the end of the school year students will return the iPad and all accessories to Compass Academy.
- iPads and accessories will be inventoried and inspected for damage.
- Any damages noted during the check in process will be subject to repair/replacement cost.
- All iPads and accessories will be secured in a designated storage room for the summer.

Compass Academy iPad Policies Agreement 2016-2017

Student Agreement:

- I will bring my issued iPad to school EVERY day that I am in attendance.
- I will not use the issued iPad for non-academic purposes (games, downloads, chat rooms, instant messaging, viewing websites not related to the assignment, etc.) during school (8:00am – 4:30 pm).
- I will charge the issued iPad's battery daily and will NOT loan out the iPad, power adapter, power charger, or cover to other individuals. I understand that I will not be issued the same iPad each year.
- I will keep the issued iPad off the floor where it could be stepped on or tripped over. I will keep food and beverages away from the iPad since they may cause damage to the iPad.
- I will not disassemble any part of my issued iPad or attempt any repairs.
- I will not deface the issued iPad or the cover in any way. This includes, but is not limited to, attaching stickers, marking, painting, drawing, or marring any surface of the iPad or cover.
- I understand that obscene language and/or materials, including music, screen savers, backdrops, and/or pictures are prohibited.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of the District.
- I will follow the expectations outlined in the Parent/Student iPad Agreement and the Compass Academy's Technology Acceptable Use Policy (AUP) while at school, as well as outside the school day.
- I assume full responsibility of my issued iPad, charger, and charger cable.

By signing the Compass Academy iPad Policies Agreement, the student agrees to the above terms.

Student Name (Please Print) _____

Student Signature _____ Date _____

Parent Agreement

- I will be responsible for the repair or replacement costs in the event of loss or damage of the iPad, accessories, or cover if damage or loss is negligent or deliberate.
- I acknowledge that my student and I are to follow the expectations in the Parent/Student iPad Agreement and the Compass Academy's Technology Acceptable Use Policy and that a violation of these guidelines could result in the student facing disciplinary action.
- I will be responsible for monitoring my student's use of the Internet when he/she is not at school.
- I acknowledge that fraudulent reporting of theft will be turned over to the police and insurance company to prosecute.
- I agree to immediately return the iPad and peripherals in good working condition upon request.

By signing the Compass Academy's iPad Policies Agreement, the parent/guardian agrees to the above terms.

Parent/Guardian Name (Please Print) _____

Parent/Guardian Signature _____ Date _____