

iPad Program Description

iPad Acceptable Use Policy

The iPad program at Redeemer Lutheran Church and School (RLCS) provides tools and resources to the student. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace. Students must abide by the policies of the school to effectively use the iPad to enhance learning in the classroom and outside the classroom.

The policies, procedures, and information within this document apply to all iPads used at RLCS. Teachers may set additional requirements for use in their respective classrooms. Above all, the iPad program at RLCS is an academic program and the policies governing the use of the iPad support its academic use.

iPad Distribution and Care

- In most cases, students will be issued iPads at the beginning of the school year. The iPads are the property of RLCS. Students shall use the iPads in conformity with the school's Acceptable Use Policy. Students are responsible for the care of the iPad that they have been issued. iPads that are broken or fail to work properly must be taken to the Media Center for an evaluation of the equipment.
- Students in grades K - 3 will use the iPads only in the classroom during the school day. The iPads in the K-3 classrooms are no longer covered under Apple Care and are used only in a classroom setting, therefore is unlikely that one of these devices would become lost or stolen. However, should your child be responsible for damaging one of the devices, your family will be responsible for a shipping fee, and may be assessed damage and repair fees.
- Students in grade 4 will use the iPads both at school and at home.
 - The iPads in the 4th grade classroom are no longer covered under Apple Care and will be taken home by students. Repairs are limited to one per student per year and two per student until a student graduates or ceases to be a registered student at RLCS. After that, all future repair fees will be charged in full to the family statement.
- Students are solely responsible for the care and safekeeping of iPads. **Any loss or damage to iPads (outside of reasonable wear and tear) whether at school or at home, regardless of the cause, will be the strict financial responsibility of the students/parents.**
- Students must immediately report damage or loss, including theft, to RLCS. Students/parents are not permitted to repair, alter, modify, or replace iPads or iPad components.

Please note the following financial responsibilities may apply:

Estimated iPad Repair Costs

Loss, Damaged or Neglect	Estimated Repair / Replacement Costs
Lost Device	\$300-\$500 depending on replacement cost
iPad Screen	As of August 2017, any iPad user's first damage fee will be waived. Beyond that, your school account will be charged \$249 or more depending on the extent of the repair
iPad power adapter	\$19 (replacement cost)
iPad Cord	\$19 (replacement cost)
iPad Protective Case	\$45 (replacement cost)
Shipping	\$25 to ship an iPad out for repair
Miscellaneous	Possible additional charges based on damage, manufacturer's repair charges, and Apple licensing fees
Wear and Tear	Fines may be assessed for damage to iPads returned in unacceptable condition

The school reserves the right to charge for the entire replacement cost if negligence is determined in the handling of the device.

- RLCS strongly encourages families to consider purchasing insurance for the iPad. As stated in the Student iPad Acceptable Use Agreement, families are responsible for any damage or loss of the iPad.

General Precautions

- Students shall have their fully-charged iPads, iPad covers, and earbuds with them at school every day.
- Students are responsible for keeping their iPad's battery charged for school each day.
- Students shall not remove or circumvent the management system installed on each iPad. This includes removing restrictions or "jailbreaking" the device.
- iPads should always be kept within the protective cases.
- Only use a soft, dry cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPad cases are labeled with the student's name on the cover. These labels must not be removed.
- iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.
 - Students in 4th grade should use caution when carrying their device in their backpack. Devices are often damaged inadvertently when students drop or lean against backpacks.
 - Do not allow food or drinks near your iPad while it is in use or in your backpack.
- Students must only use the iPad assigned to them.
- Students may not remove or alter the "asset tag" located on the iPad's back cover.
- The "find my iPhone/iPad" function must be on at all times.

Sound, Music, Games, Pictures, or Programs

- The use of student iPads on campus before and after school hours is strictly prohibited unless specifically supervised by a teacher for educational purposes.
- Internet games, game apps, and YouTube are not allowed on the iPads. The iPads are intended for educational use only.
- The software/apps originally installed by RLCS must remain on the iPad in usable condition and be easily accessible at all times. From time to time, the school may add apps for use in a particular course.
- Students may not load extra apps on their school-provided iPad.
- Students may have the ability to store educational photographs and music on their iPads as directed by the teacher.

Prohibited Use

- Removing or circumventing the management system installed on each iPad is prohibited. This includes removing restrictions or "jailbreaking" the device.
- YouTube use is prohibited at all times, even at home. Devices will be routinely checked, and if YouTube has been used or viewed, disciplinary action will follow.
- Do not illegally install or transmit copyrighted materials.
- Do not violate existing school rules or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials is prohibited.
- Use of chat rooms is prohibited.
- Sites selling term papers, book reports, and other forms of student work are prohibited.
- Messaging services are prohibited.
- Spamming (sending mass or inappropriate emails) is prohibited.
- Gaining access to other students' accounts, files, and/or data is prohibited.
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity is prohibited.
- Bypassing the RLCS web filter through a web proxy is prohibited.
- Photographing or video recording on campus without the permission of a teacher for academic purposes or in support of a school program is prohibited.
- Student sharing of their passwords, addresses, or other personal information is prohibited.

- Copying certain internet materials or reproducing materials without the permission of the author or other right-holder is prohibited.
- Plagiarizing is prohibited.
- Using or possessing hacking software is prohibited.
- Do not use, share, hide, or relocate your or another student's iPad.
- Students shall use the iPad only for academic purposes.
- **Disregarding any of the above listed prohibited use items will result in disciplinary action.**

General Rules for iPad Use

- 4th grade students that arrive at school without a device, or a device that is not fully charged will receive consequences. Devices are used throughout the day for education and must be in class each day.
- 4th grade students may connect to their home Wi-Fi for home use.
- In consideration for receiving the iPad from RLCS, each student and his or her parent or legal guardian agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends RLCS and the Lutheran Church Missouri Synod, as well as their respective employees, personnel, staff, volunteers, agents, directors, affiliates, and representatives, from any and all liability, losses, damages, claims, actions, and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use or possession of the iPad furnished by RLCS to the student.
- This iPad Acceptable Use Policy applies to RLCS students at all times, whether or not the students are on campus, as RLCS students are school representatives at all times.
- Individual school iPads and accessories must be returned to the RLCS Media Center at the request of the school, when a student graduates or ceases to be a registered student at RLCS.

iPad Program Financial Responsibility

- If the iPad assigned to your student is broken, stolen or lost, the family must immediately report the damage or loss, including theft, to RLCS and the family will be billed for the price of the repair or the cost of a new device. AppleCare will cover hardware malfunctions that are covered under the term of the policy after the purchase and use of the device. The school provides recommendations on caring for the iPad in the paragraphs above.
- The student/parent is responsible for any shipping or repair/replacement service fees at the time an approved claim is submitted.
- The iPad assigned to the student is the student/parent financial responsibility. Additionally, any damage to the provided iPad case, power adapter, or cord that requires replacement or repair will also be the financial responsibility of the student/parent.
- At the end of the school year, or when a student ceases to be registered at RLCS, all original Apple equipment must be returned to the Media Center.
- I/we have read and understand the above iPad Program Description and iPad Acceptable Use Policy. I/we agree to the financial responsibility section above by signing below.

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Parent Name (printed) _____

Parent Signature _____

Student Name (printed) _____

Current grade level of student _____

Date (Month, Day, Year) _____

Web Questions or Comments? Contact dhascup@redeemerstuart.com

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