

iPad Program Description

iPad Acceptable Use Policy

The iPad program at 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 by the school. 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 in a classroom setting and only during the school day. Students in grades 4 and 5 will use the iPads both at school and at home.
- The iPads in the K-3 classrooms are no longer covered under Apple Care and are used only in a classroom setting therefore, it is unlikely that one of these devices would become lost or stolen, however, should your child be responsible for damaging one of the devices in one of those classrooms your family will be responsible for a \$49 damage and repair fee regardless of the actual repair fee.
- Students are solely responsible for the care and safekeeping of student iPads whether at home or at school. **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.** (For grades k-3 see above)
- Students must immediately report damage or loss, including theft, to RLCS. Students/parents are not permitted to repair, alter, modify, or replace iPads without express authorization from RLCS. Under no circumstance will RLCS replace or repair a student iPad without the required payment from the student/parent.
- Redeemer Lutheran Church and School 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. There are several firms that provide insurance protection for your iPad. While we do not endorse any one firm, here are two that come with good recommendations.
 - **Worth Avenue Group**, <http://www.worthavegroup.com/>
 - **Square Trade**, <http://www.squaretrade.com/>

General Precautions

- Students shall have their fully-charged iPads, iPad covers, and earphones 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 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 must have the student's name on the cover.
- iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- 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 and game apps are not allowed on the iPads; this includes YouTube. The iPads are intended for school 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 software applications for use in a particular course.
- Students are not allowed to load extra software/apps on their school-provided iPad.
- Students may have the ability to store school-use photographs and music on their iPads.

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 restricted at all times, even at home. Devices will be routinely checked, and if YouTube has been used or viewed, consequences for the user 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 not authorized by the teacher for academic use 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 on the Internet without the authorization of a parent or RLCS representative is prohibited.
- Copying certain internet materials or reproducing materials without the permission of the author or other right-holder is prohibited.
- Plagiarizing academic materials is prohibited.
- Using or possessing hacking software is prohibited.

General Rules for iPad Use

- Students that fail to charge the battery on their iPad, forget to bring the iPad to school, or need assistance with iPad related software or hardware on the device must be to class on time. Students must have the permission of their teacher to address these issues during class time.
- Students shall use the iPad only for academic purposes.
- Students shall not use another student’s iPad nor have them in their possession.
- 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 Redeemer Lutheran Church and School 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 Redeemer Lutheran Church and School to the student.
- This iPad Acceptable Use Policy applies to Redeemer Lutheran Church and School students at all times, whether or not the students are on campus, as Redeemer Lutheran Church and School students are school representatives at all times.

- Individual school iPads and accessories must be returned to the Redeemer Lutheran Church and School IT Department 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. AppleCare may not cover breakages caused by the user. The school provides recommendations on caring for the iPad and options for purchasing optional insurance coverage in the paragraphs above.
- The student/parent is responsible for a \$49 dollar repair/replacement service fee at the time an approved claim is submitted. The \$49 dollar service fee is charged each time a claim is submitted for up to two incidents of damage, allowing repair or replacement of an iPad.
- In the event a third claim for repair is submitted, Apple's warranty is void and it is the student/parent's responsibility to pay the full replacement cost of the iPad.
- The iPad assigned to the student is the student/parent's financial responsibility. Additionally, any damage to the provided iPad case, stand or charger that requires replacement or repair will also be the financial responsibility of the student/parent.
- 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) _____

For Administrative Purposes:

Received date: _____

Administrator Name (printed) _____

Administrator Signature _____

Web Questions or Comments? Contact Us our IT Department at dhascup@redeemerstuart.com

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