

*Nobel Learning Communities, Inc.*  
*Chesterbrook Academy Elementary School*  
*iPad® Handbook of Policy, Procedures, and Information*

## **INTRODUCTION**

Technology plays an important role in our lives today. Technology is simply one more learning tool that allows us to give students a robust, rigorous and relevant 21<sup>st</sup> Century education. Educators around the world are using the iPad® to build dynamic learning experiences. A number of factors including the way in which the iPad® is transforming the way we teach and learn, along with their powerful creative tools, interactive textbooks, and educational apps and content were taken into account as we made our decision to move forward with the purchase of Apple iPad® Mobile Digital Devices. (iPad® is a registered trademark of Apple, Inc.)

## **RECEIVING YOUR iPad® & iPad® CHECK-IN**

- **Receiving Your iPad®**  
The iPads® will be distributed at the beginning of each school year during “iPad® Orientation.” Parents & students must sign and return the Student Pledge documents before the iPad® can initially be issued to their child. Students in grades 4-8 will use the same device over the next 5 school years (until graduation). In order for this endeavor to be successful, it will take a joint effort between the students, staff and parents to ensure the success of this program. The iPads® remain the property of the school.
- **iPad® Check-in**  
iPads® will be returned during the beginning of 4<sup>th</sup> quarter so they can be checked for serviceability. If a student transfers out of the school during the school year, the iPad® will be returned at the time of student withdraw. Additionally, individual school iPads® and accessories must be returned to the school at the end of each school year. Furthermore, the student will be responsible for any damage to the iPad® and must return the iPad® and accessories in satisfactory condition.
- **Care Of Your iPad®**  
The iPad® is school property and all users will follow this policy and the Chesterbrook Academy Elementary School’s acceptable use policy for technology. Students are responsible for the general care of the iPad they have been issued by the school. Any iPad® that is broken or fails to work properly must be taken to the (computer lab) for an evaluation of the equipment.
- **General Care**  
As recommended by Apple, use only a soft, lint-free microfiber cloth to clean the screen. Avoid getting moisture in openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad®.
  - Cords and cables must be inserted carefully into the iPad® to prevent damage -align the charge/sync cord carefully when connecting or removing

- iPads® must remain free of any writing, drawing, stickers, or labels
- iPads® must never be left in any unsupervised area
- Students are responsible for keeping the iPad® battery charged for school each day
- Students will use the same iPad® for the life of the iPad®
- Excessive pressure on the iPad® screen may cause damage -avoid leaning on top of the iPad® or placing anything on top of it -placing too many items in a carrying case or backpack could also put too much pressure on the screen
- Avoid touching the screen with anything other than your finger or a proper stylus
- Wrap the charge/sync cable carefully when not used
- To prevent damage, the iPad® should not be near food and drink
- Keep the iPad® out of extreme temperatures, away from hot or cold surfaces, and away from water or dampness -freezing conditions will damage components and impact battery life
- The iPad® is provided for the sole uses of the student to which it is assigned. Do not loan out the iPad®, charger/sync cable, or cover to other individuals
- When storing the iPad®, do not place heavy items on top of or against it
- Keep the iPad® off the floor where it could be stepped on or tripped over
- Do not bump or drop the iPad® against hard surfaces
- Do not disassemble or attempt to do any physical repairs to the iPad®
- Do not attempt to break any security protocols placed on the iPads® at any time
- Honor the Chesterbrook Academy Elementary School's restrictions of access to sites and apps that are not allowed at school

- **Using Your iPad At School**

iPads® are intended for use at school each day. In addition to teacher expectations for iPad® use, school messages, announcements, calendars and schedules may be accessed using the iPad®. Students should bring the iPad® to all classes, unless specifically instructed not to do so by their teacher.

- **Personal Apps**

Students may install appropriate personal apps on the iPad® via their personal iTunes account Chesterbrook Academy Elementary School will, within reason, provide configuration settings that will not allow inappropriate content/apps/music to be installed on the iPad®. However, this does not limit what can be downloaded to the student's individual iTunes account or other personal device (iPhone or iPod).

If storage space becomes an issue on student iPads®, student music, photos and apps will need to be deleted. All apps must be in accordance with the personal iTunes account and in compliance with the legal license agreements. The school will not be held liable for any personal apps or other downloads that are purchased. Loading music from your personal collection is permitted in accordance with the legal license agreements. Personal content may need to be removed if more memory is required for school related apps and files. If illegal software/apps or inappropriate content is discovered, the iPad® will be reset to factory defaults. The school does not accept responsibility for the loss of any software or documents deleted due to a reset.

## MANAGING YOUR FILES & SAVING YOUR WORK

- **Saving to the iPad/Home Directory**

Students should save work to the iPad and where available to iCloud using the students iTunes account. Limited storage space will be available on the iPad—Data will NOT be backed up in the event an iPad has to be re-imaged or restored to factory settings. It is recommended students regularly back up data to the cloud storage provided by Apple. Syncing your device and/or backing up your device regularly will allow the restoration of all data. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Generally, iPad malfunctions are not an acceptable excuse for not submitting work. With the availability of the Cloud storage or within each particular app or programs, it is still the student's responsibility to ensure that the work is not lost.

- **Instructional Use**

You are responsible to bring the iPad to school every day. If you do not have it, you must complete all work as if it were present.

Bring the iPad® to school fully charged every day. It is your responsibility to have sufficient battery life for your expected use while at school. Limited access to a charging station will be available in designated areas. Updates to Apps and the iPad® software are released periodically. It is your responsibility to keep your device updated and synced prior to class.

## SOFTWARE ON IPADS

- **Originally Installed Software**

The apps and operating system originally installed by Chesterbrook Academy Elementary must remain on the iPad® in usable condition and be easily accessible at all times. From time to time the school may add additional apps and OS upgrades.

- **Additional Software**

Apps will automatically be pushed to the student iPad®. These apps are the property of (School) and will remain the property of (School) even once installed on the student iPad. All iPads will contain Pages, Keynote, iMovie, and *Garage Band*. Other apps may be added by the school throughout the school year.

- **Procedure for re-loading software**

If technical difficulties occur, the iPad® should be restored from a backup stored in the iCloud by the student or will be re-set to factory settings in the event a backup is not available.

- **Software upgrades**

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in the iPads® for periodic updates and syncing. Operating systems with Apple devices change. Chesterbrook Academy Elementary will notify students on how to update apps should updates be necessary.

## **TECHNOLOGY SUPPORT**

- **ACCEPTABLE USE**

The use of the Chesterbrook Academy Elementary School’s technology resources is a privilege, not a right. The privilege of using the technology resources provided by Chesterbrook Academy Elementary is not transferable or extendible by students to other people or groups (such as siblings) and terminates when a student is no longer enrolled in the Chesterbrook Academy Elementary.

- **Parent/Guardian Responsibilities**

Talk to your children about values and standards that your children should follow for the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies and radio. Chesterbrook Academy Elementary School students will have access to their device during school hours. Parents will need to establish ground rules for iPad® use outside of the school day. Devices will have Internet filtering on them at all times. Chesterbrook Academy Elementary School will also be able to restrict the purchase of legal or “illegal” content through iTunes that can be put on the device.

- Chesterbrook Academy Elementary School’s **Responsibilities are to:**

- Provide Internet access to its students
- Provide Internet filtering
- Provide cloud-based data storage Chesterbrook Academy Elementary School reserves the right to review, monitor and restrict information stored on or transmitted via Chesterbrook Academy Elementary School’s owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
- Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

- **Students are responsible for:**

- Using iPads® in a responsible and ethical manner
- Obeying general school rules concerning behavior and communication that applies to iPad®/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment.

- Helping Chesterbrook Academy Elementary School protect our computer system/device by contacting an administrator about any security problems they may encounter
- Monitoring all activity on their account(s)
- Securing the iPad® after they are done working to protect their work and information
- Notifying a school faculty or administrator in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable iPads® that malfunction or are damaged must be reported to Ms. Snyder and Mrs. Kleifges. Chesterbrook Academy Elementary School will be responsible for repairing iPads® that malfunction and/or repairs covered under warranty. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally, stolen, or lost. An iPad® that is stolen must be reported immediately to the main office. The administration, will conduct a full investigation and report.

- **Student Activities Strictly Prohibited:**

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing school policy or applicable law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Inappropriately utilizing photos, video, and/or audio recordings of any person
- Changing iPad® settings in an effort to circumvent the filtering system
- Downloading inappropriate apps
- Spamming or sending inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Vandalism to your assigned iPad® or another student's assigned iPad®

## **PROTECTING & STORING YOUR IPAD® COMPUTER**

- **iPad® Identification**

Student iPads will be labeled in the manner specified by the school. iPads® can be identified based on serial number. Do not remove the iPad®'s identifying labels or markings.

- **Storing Your iPad®**

Students are encouraged to take the iPads® home every day after school, regardless of whether or not they are needed.

- **iPads® Left in Unsupervised Areas**

Under no circumstances should iPads® be left in unsupervised areas. If an iPad® is found in an unsupervised area, it will be taken to the office.

## **REPAIRING OR REPLACING YOUR IPAD/COST OF REPAIRS**

Chesterbrook Academy Elementary School recognizes that with the implementation of the iPad® initiative there is a need to protect the investment by both the school and the student/parent. Therefore, we have set the following guidelines in place:

- **Damage / Loss**

Take the iPad® to the locally identified Chesterbrook Academy Elementary School spot if you experience any technical problems. If it cannot be fixed at that time, a loaner iPad® may be issued to you, if available. All iPad® policy agreements remain in effect for the loaner iPad®. If the iPad® is stolen or damaged by another party, please report it to the office immediately.

- **Accidental Damage**

Students will be responsible for caring for their devices and will be expected to return them at the end of the year in good working condition

- **Replacement**

Students/Parents will be held responsible for **ALL (full payment)** damages to iPads® including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as chargers and cables will be charged the actual replacement cost. The cost of replacing the school issued iPad® is **\$600.00**. All replacement iPads® must be purchased through the school.

- **Warranty Coverage:**

- Damages resulting from normal use and accidents.
- Loss or damages resulting from theft. An official copy of a police report is required.
- Loss or damages resulting from a fire. An official fire report from the investigating authority is required.
- Loss or damages resulting from a natural disaster.
- Damages resulting in a power surge.
- Damages resulting from vandalism by another individual. If found guilty, the vandal will be liable to pay for damages.

**Exclusions** (Parent/Guardian will be liable for entire replacement cost of the device):

- Intentional damages.
- Not reporting damages the next school day.
- Negligence.
- Loss or damages resulting from fraudulent, intentional or criminal acts.

- **Warranty Repairs**

Warranty repairs will be completed at no cost to the student.

- **Personal Home or Homeowners coverage**

Students or parents may wish to carry their own personal insurance to protect the iPad® in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the iPad® computer.

## FAQ's

1. **Why Apple?** Apple is constantly refining their products, including both hardware and software. They have taken a very specific focus on education and empowering students to learn. Their products are very simple to use and create an exciting and stimulating environment.
2. **Will replacement batteries be provided if needed?** If a battery fails testing, Chesterbrook Academy Elementary School will replace the battery. Per Apple's website, the battery life of an iPad is about 1,000 charging cycles, with about 10 hours of use per charge.
3. *\*For more information and for battery saving tips, visit [www.apple.com/batteries/ipad.html](http://www.apple.com/batteries/ipad.html)*
4. **Will students be able to install apps and download music to the iPad?** YES! Again, we want to keep our students engaged and allow resources to be always available. All apps, downloads, music, etc. must be obtained legally.
5. **Will students be able to email, chat, and play games on their iPads?** Yes, but only at designated times during school when permitted by the teacher and at home.
6. **Can students use their own accessories with the iPad?** YES. We do not want to restrict our students within the bounds of the Acceptable Use Policy and state and federal laws.
7. **Will Chesterbrook Academy Elementary School provide maintenance and repair to the iPads?** Yes. Repairs must be reported to the building office that will then make arrangements with the Technology Department. Any Apple or downloaded app updates must be maintained by the student. If updates are available, the iPad will notify the student.
8. **What if my iPad is being repaired during the school year?** A limited number of loaner iPads may be available in warranted situations.
9. **What about data backup?** Currently, iPad files and data will be saved both locally on the device and on the Internet/"Cloud, not on CAES servers. Therefore, there is no centrally managed way for the Technology Department to backup and restore any data from the iPad or saved to the Cloud.
10. **Will CAES be able to monitor and control iPad use?** Yes. The Technology Department will be able to enable/disable various features and settings of the iPad. While inside CAES, the iPads will fall under our Internet filter, so students will not be able to access inappropriate sites.
11. **If you have Internet availability at home, you will need to monitor your child's Internet access.** Chesterbrook Academy Elementary School **cannot monitor personal Internet access off campus.**
12. **What about virus and malware protection?** Due to the design of Apple products, they are not susceptible to viruses or malware.

## Glossary

<b>Term</b>	<b>Definition</b>
<b>App</b>	Application: software that runs on an iPad® or other Apple portable device, such as the iPhone
<b>Apple ID:</b>	Username for Apple that is associated with the iTunes store and iCloud. Students may set their iPad® up with one or two Apple IDs.
<b>Dropbox:</b>	Dropbox is a cloud-based storage solution that allows users to upload and download documents and data across multiple devices including the iPad®
<b>Find my iPhone</b>	A service provided by Apple that allows for the location of Apple devices including iPads® and iPhones. In order for Find my iPhone to work, the device must be on, with location services turned on. The app can be downloaded from the App Store, and the service is available at iCloud.com
<b>iCloud</b>	The virtual storage space that Apple offers to all users with an initial amount of free space.
<b>Ink on</b>	The ability to physically write on a screen with a finger and/or stylus.
<b>iOS</b>	Mobile Device Operating System: this is what runs the iPad® , and it also includes some built-in free Apps, such as Calendar, Maps, Mail, Safari, and many others.
<b>iTunes</b>	Software for purchasing music from the iPad®, or accessing all of Apple’s IOS software available for purchase from a desktop computer. iTunes was also the primary way for managing an IOS device, though this has largely been supplanted by iCloud. Access to these features requires a free Apple ID. It is possible to limit spending through iTunes in two ways. The student iTunes account WILL NOT require a credit card and will align with the student’s Apple ID.
<b>Jailbreak</b>	Changing the Apple iOS to allow for purchases outside of the iTunes portal. This nullifies the Apple warranty and is forbidden
<b>Media</b>	Apps, songs, pictures, videos, documents, slide-shows, spreadsheets.
<b>PDF</b>	Portable Document Format: a picture of a page that is commonly used in communication. Because it is a picture, it is usually not a page that is meant to be edited. PDFs can be opened on virtually any computer.
<b>Peripheral Device</b>	Any iPad® compatible accessory. Check with your local Apple representative.
<b>Social Media</b>	Sites, such as Facebook, Google Plus and Twitter, which are used to augment social interactions between people through an electronic device.



<b>Stylus</b>	A virtual pen - a device that looks like a pen but is not, that is used to write on the iPad® screen, electronically.
<b>Sync</b>	Matching what is on one machine with another machine, or a profile of a device on another machine.
<b>Updates</b>	Software patches, fixes and improvements that software developers provide from time to time in order to improve software function.
<b>Virtual Storage</b>	Storage that is not local to a machine, but exists on some distant server, that the user can access at any time, from any computing device with internet access
<b>Wi-Fi</b>	Popular term for a wireless internet connection

## STUDENT PLEDGE FOR iPad® USE

1. I will take appropriate care of my assigned iPad®.
2. I will never leave the iPad® unattended. Unattended iPads® will be taken to the office.
3. I will never loan out my assigned iPad® to other individuals.
4. I will know where my assigned iPad® is at all times.
5. I will charge the iPad® completely before the beginning of the school day.
6. I will keep food and beverages away from the iPad® since they may cause damage to the device.
7. I will not disassemble any part of the iPad® or attempt any repairs or jailbreak the iPad®.
8. I will protect the iPad® by keeping it in a protective case.
9. I will use the iPad® in ways that are appropriate.
10. I will not deface or place decorations (such as stickers, markers, etc.) on the iPad®. I will not deface the serial number.
11. I understand that the iPad® is subject to inspection at any time without notice and remains the property of Chesterbrook Academy Elementary School.
12. I will follow the policies outlined in the *Acceptable Use Policy* at all times.
13. I will file a police report in case of theft, vandalism, or loss.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the Chesterbrook Academy Elementary School iPad® and power cords in good working condition.
16. I will not utilize unauthorized photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.
17. I will not put a security code on the iPad®.

**I agree to the stipulations set forth in the above documents including the iPad® Policy, Procedures, and Information; the Acceptable Use Policy; iPad® Protection Plan and the Student Pledge for iPad® Use.** I agree to immediately return the iPad® and charger in good working condition upon request or withdrawal from the Chesterbrook Academy Elementary School. I assume full responsibility of my assigned iPad®. I acknowledge that this handbook is to be used as a guide to both acceptable and prohibited behavior of this technology.

Student Name (Please Print): \_\_\_\_\_

Grade: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

## Chesterbrook Academy Elementary School iPad® Policies & Procedures Parent-Student Agreement

We have read, understand, and will comply with all policies and procedures within this document. We understand that **we are responsible for purchasing a case for the device and also responsible for the replacement cost of an intentionally damaged or lost iPad®**. I will be responsible for monitoring my child at all times while the iPad® is at home or in my presence.

As the parent, I agree to immediately return the iPad® and peripherals in good working condition upon withdrawal from CAES. I acknowledge that this handbook and policy is to be used as a guide and does not attempt to address every required or prohibited behavior by its users.

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Printed Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Grade \_\_\_\_\_

Date \_\_\_\_\_

To be completed by school staff:

Check out Date: \_\_\_\_\_

Device ID Number: \_\_\_\_\_

Check in Date: \_\_\_\_\_

Device Quality at Check in:

- Excellent - no wear and tear, all systems working properly
- Good – some normal wear and tear, all systems working properly
- Fair – excessive wear and tear and/or some system malfunctions
- Poor – device is broken such as a cracked screen or damaged systems, some fines may be assessed to the student
- Lost – device not turned in, replacement fee assessed to the student

Received by: \_\_\_\_\_