

Coon Rapids-Bayard Community School District Standards for Proper iPad Care

The Student is expected to follow the guidelines listed in this document and take additional common sense precautions to protect her/his assigned iPad. Be sure to read the electronic manual that comes with the iPad; following Apple's advice and the standards below will lead to a iPad that will run smoothly and serve as a reliable, useful, and enjoyable tool. Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility.

Coon Rapids-Bayard Community School District's Responsibilities

- Provide the Student with a iPad Pro, smart keyboard, USB Power Adapter, USB to Lightning Cable, Bamboo stylus, protective case, and carrying bag (iPad).
- Provide the Student Internet access while at school.
- Provide the Student with an individual Google account.
- Provide Internet blocking of inappropriate materials on District networks.
 - Immediately report any inappropriate digital content discovered on the Student's iPad to the Parent/Guardian
- Provide guidance to aid the Student in the use of the device and help assure the Student complies with the District's acceptable use policy.
- Review, monitor, and restrict information streamed, downloaded, stored, or transmitted via the District's technology resources; including, but not limited to, the iPad, the network, Internet histories, and cache files; to maximize the efficiency of the District's resources.

Parent/Guardian Responsibilities

- Supervise the Student's use of the iPad at home.
- Discuss the family's values and expectations regarding the use of the Internet and email at home, and supervise the Student's use of the Internet and email.
- Refrain from attempting to repair the iPad, nor will the Parent/Guardian attempt to clean it with anything other than a microfiber cloth and specifically designed LCD cleaner.
- Report to the school any problems with the iPad.
- Abstain from loading or deleting software from the iPad.
- Ensure that the Student brings the iPad, fully charged, to school every day.
- Acknowledge that if the student comes to school without his/her iPad, that he/she may not be able to participate in classroom activities, and his/her grade could be affected.
- Agree to make sure the iPad is returned to the school when requested and upon the Student's withdraw from the CR-B CSD.
- Should the Parent/Guardian want their Student to opt out of taking the iPad home, the Parent/Guardian will need to sign a form indicating this and understanding that the Student is still responsible for meeting each course's requirements.

Student Responsibilities

- Treat the equipment with great care. The Student should take precautions as if the iPad were their own property, and agrees to refrain from:
 - Dropping the iPad,
 - Getting the iPad wet,
 - Using the iPad in a restroom or locker room,
 - Leaving the iPad outdoors,

- Leaving the iPad in extreme weather conditions, or
- Using the iPad when food or drink is nearby
- Avoid use in situations that are conducive to damage or loss.
 - Never leave the iPad in gymnasiums, school vehicles, a locker room, on playing fields, or in other areas where the iPad could be damaged or stolen.
 - Avoid storing the iPad in a car other than in a locked vehicle.
 - Avoid leaving the iPad in environments with excessively hot or cold temperatures.
- Secure the iPad at all times.
 - The Student will utilize the protective bag when not using the iPad, and when it is being moved.
 - iPads left in bags and backpacks, or in unattended classrooms are considered “unattended” and may be confiscated by school personnel as a protection against theft.
 - If confiscated, the Student will receive a warning before getting the iPad back.
 - If the iPad is confiscated a second time, the student may be required to get a Parent/Guardian signature acknowledging financial responsibility before getting the laptop back.
 - During athletic events, games, practices and trips, store the iPad in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity.
 - Unattended and unlocked equipment, if stolen (even at school) will be the Student’s full financial responsibility.
- Refuse to allow anyone to use the iPad other than the Student’s Parents/Guardians, guardians, or siblings. Loss or damage that occurs when anyone else is using the Student’s assigned iPad will be the Student’s full responsibility.
- Use the iPad in a responsible and ethical manner. Follow the policies of the Coon Rapids-Bayard (CR-B) Community School District (CSD); and abide by all local, state, and federal laws when using the iPad at home, school, and anywhere else it may be taken
 - The student agrees to:
 - Honor their family’s values,
 - Use the iPad for appropriate, legitimate, and responsible communication,
 - At no time post or create anything considered bullying or harassment,
 - Never transmitting copyrighted materials,
 - Give credit to all sources, and never plagiarize the work of others,
 - Abstain from loading any software on the iPad,
 - Never remove programs or files from the iPad,
 - Never bypass the District’s web filter through a web proxy,
 - Avoid providing personal information when using the iPad, and
 - Keep accounts, usernames, and passwords secure.
- Bring the iPad and charging unit to school every day.
 - If the Student repeatedly leaves their iPad at home, s/he will be required to leave the iPad at school and check it out/in from her/his advisor at the beginning and end of each day.
- Back up personal data.
 - It is highly recommended that the Student utilize Google Drive as their primary source of data storage and backup.
- Read and follow maintenance alerts from District technology personnel, and return the iPad when requested, or upon withdrawal, by the CR-B CSD.

General Care

- Do not attempt to remove or change the physical structure of the iPad; doing so will void the warranty, and the Student will be responsible for the full repair or replacement cost.

- Do not do anything to the iPad that will permanently alter it in any way.
- Do not remove or interfere with the serial number or any identification placed on the iPad.
- Do not eat or drink while using the iPad.
- Clean the equipment (including the screen, keyboard, and outer shell of the iPad) weekly by utilizing a microfiber cloth.

Carrying the iPad

- Always store the iPad in the carrying bag provided by CR-B CSD.
 - Sleep mode is sufficient – there is no reason to shut down the iPad when moving between classes.
- It is recommend that the Student carry the iPad bag inside her/his normal school backpack.
 - The carrying case was chosen expressly for this purpose. The iPad can simply slide in and out while leaving the case within the school backpack.
 - It is also recommended that the Student does not overstuff her/his backpack because extreme pressure on the iPad can cause permanent damage to the screen and other components.

Screen Care

- The iPad screen can be damaged if proper care is not taken. Broken screens are not covered by warranty and are the most expensive repair to the iPad.
- Only clean the screen with a microfiber cloth or with a screen cleaner designed specifically for LCD screens.
- Do not place anything with a sharp edge on the screen, as it could scratch the screen.

Battery Life and Charging

- When fully charged, the battery life of the iPad is approximately 10 hours.
- The Student should arrive at school each day with a fully charged battery.
- Do not let the battery drain completely.
- To save battery life, put the iPad in Sleep Mode when it is not in use.
- The Student should avoid using the charger in any situation where an individual is likely to trip over the cord.

Customization and Personalization

- The Student is permitted to alter or add files to customize the iPad to her/his own working styles; including, but not limited to, background screens, default fonts, and other system enhancements.
 - Inappropriate media may not be used as a screensaver or background photo. Presences of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary action.
- The Student is permitted to download music from iTunes, but cannot download or install any other software without permission from the CR-B CSD Director of Technology.
 - The Student will be responsible for the cost associated with any iTunes download, and must make any such purchase while at home.
 - The downloading, streaming or listening to Internet-based music, videos and files not required for school work is expressly prohibited; as it slows the performance of the network for all users. The school will monitor the network for violations.
- The Student shall not install, download, or stream applications (apps) and/or games without the express consent of a teacher, the Director or Technology, or Secondary Principal.
 - The installing, downloading, streaming of apps and games slows the performance of the network for all users. The school will monitor the network for violations.

- The sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Substitution of Equipment

- In the event the iPad is inoperable, CR-B CSD has a limited number of spare iPads for use while the iPad is repaired or replaced. However, the District cannot guarantee a loaner will be available at all times.
- The *iPad Use Agreement* will remain in effect for such a substitute.
- The Student may NOT opt to keep a broken iPad or avoid using the iPad due to loss or damage.
- Please note that if the Student forgets to bring the iPad or power adapter to school, a substitute will not be provided.

Personal Health and Safety

- The Student should avoid lengthy use involving repetitive tasks; such as, typing.
 - The Student should take frequent breaks as well as alter her/his physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, the Student should set up a workstation at home that allows her/him to situate the screen at eye-level and keyboard at lap-level.
- Read the safety warnings included in the Apple user guide.

How to Handle Problems

- The Student should promptly report any problems associated with the iPad to the Director of Technology, Secondary Principal, or Technology Integrationist.
- The Student should not force anything.
 - Do not vigorously attach external speakers/headphones, external hard drives, LCD projector adaptors, etc.
 - The Student should seek help if they are having difficulty with connecting external devices to the Computer.