



## **IEA iPad Policy**

### **Procedures, and Information**

**2015-2016**

#### **Policies and Provider Restrictions Regarding Apps**

- No passcode should be added to iPad except the passcode for restrictions iTunes and Appstore added by IT responsible at IEA.
- Request for Apps should be sent to Mrs. O'Donnell for approval.
- Apps will be added by Sr. Kristin, who is the Administrate of all passcodes.
- Each iPad will be assigned to a student by name so it can be set up for individual need.
- iPads must never be left in an unlocked locker, or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day. No iPads will be distributed to students who do not sign the Student Pledge - iPad Acceptance Form and possess an adequate case for the iPad.
- Teachers/Teacher Assistants will monitor students use.

#### **iPad Return and Fines**

Parents/Legal Guardians/Students will be responsible for any deliberate or negligent damage to the iPad and must return the iPad and accessories to the school in satisfactory condition at the end of the school year. The total cost of replacing a damaged, destroyed, or lost iPad is \$499

#### **iPad Repairs**

All iPads that are in need of repair MUST be repaired by an Apple Authorized Service Provider.

#### **Taking Care of Your iPad**

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the school's office center for an evaluation of the equipment.

- The iPad is school property and all users will follow the acceptable use policy for technology within the IEA.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the IEA.
- iPads must never be left in an unlocked locker, or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.

#### **Screen Care**

- The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not place anything near the iPad that could put pressure on the screen.

- Clean the screen with a soft, dry cloth or anti-static cloth – never use any cleanser on the screen.

### **Using your iPad in 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 must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

### **Charging Your iPad's Battery**

iPads must be fully charged condition. Students need to charge their iPads each evening by plugging them into an electrical wall outlet only. Do not charge the iPads from a computer port.

### **Screen Savers/Background Photos**

Inappropriate media may not be used as a screensaver or background photo. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

### **School Internet Access**

The iPad is Wi-Fi only will have restrictions set by IEA.

### **Managing Your Files and Saving Your Work**

It is recommended that cloud storage be used to store and manage your work. Files and information stored directly on the iPad are at risk of being lost if the device becomes lost or stolen. The student is responsible for ensuring their work is recoverable in the event of an iPad issue.

### **Network Connectivity**

IEA makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.

### **Parent/Guardian Responsibilities**

Talk to your children about values and the standards they should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

### **Students Responsibilities are to:**

- Use computers/devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that applies to iPad/computer use.
- Use all technology resources in an appropriate manner so as to not damage school

equipment.

- Turn off and secure their iPad after they are done working to protect their work and information.
- Backup your iPad using iCloud.

### **Student Activities Strictly Prohibited:**

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board of Education policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.  
Internet/Computer Games not being used for instructional purposes.
- Jailbreaking your iPad.
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data
- Exchanging iPads and/or switching iPad identification labels to conceal fault of damage.
- Use of the school's Internet for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications.
- Taking unauthorized photographs or recordings of other students or staff.
- Students are not allowed to give out personal information, for any reason, over the Internet.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the IEA's web filter through a web proxy.

### **iPad Care**

- Students will be held responsible for maintaining their individual iPads and keeping them in good working order.
- iPad batteries must be charged and ready for school each day. Charge them only by plugging the iPad into an electrical wall outlet.
- Only labels or stickers approved by the IEA may be applied to the computer.
- iPads that malfunction or are damaged must be reported to the school's Media Center. iPads that have been damaged from student misuse, or neglect will be repaired with cost the being borne by the student/parent. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally.  
iPads that are stolen must be reported immediately to the Principal's Office and the Police Department. Location services on your iPad will be enabled so that you can track its location.

### **Storing Your iPad**

When students are not using their iPads, they should be stored in their locked classroom. Nothing should be placed on top of the iPad.

## **Student Email**

Electronic communication between students and teachers (email) is becoming a very efficient way to manage class communication and to share files electronically. For these reasons, the school will be providing each student with their own google account.

All students will require parental/guardian permission to have gmail accounts.

Students will have the added benefit of Google Drive, which allows them to store files on the Google cloud instead of locally on the device. Storing files on Google Drive allows the student to have access from any browser on any computer. This eliminates the concern of data loss because of a broken or lost iPad.

## **Bring Your Own Device (BYOD)**

Students who have personal iPads and are interested in using them in school are encouraged to do so. The students who are able to bring their own device will benefit by having an increased comfort level. Studies have shown that users who use the same device for school and personal needs are more likely to spend additional time on school assignments than those who do not use their own device.



840 North Main Street  
West Hartford, CT 06117  
860-236-2049  
Fax 860-231-2843  
info@ie-academy.org

## **IEA - Student Pledge and iPad Acceptance**

1. I will take good care of my iPad.
2. I will ensure the iPad always has an appropriate case
3. I will never leave the iPad unattended.
4. I will never loan out my iPad to other individuals.
5. I will know where my iPad is at all times.
6. I will charge my iPad's battery daily.
7. I will keep food and beverages away from my iPad since they may cause damage to the device.
8. I will not disassemble any part of my iPad or attempt any repairs.
9. I will use my iPad in ways that are appropriate.
10. I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the inventory number sticker on any iPad.
11. I understand that my iPad is subject to inspection at any time without notice and remains the property of the IEA.
12. I will follow the policies outlined in the IEA Acceptable Use Policy.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the IEA iPad and power cords in good working condition to my school no later than the last day of school.
16. I agree to have any repairs performed by an Authorized Apple Service Provider.

**Intensive Education Academy, Inc.**

is a non-sectarian, not-for-profit, State of CT approved special education facility, and a ministry of the Sisters of St. Joseph.

[www.ie-academy.org](http://www.ie-academy.org)



840 North Main Street  
West Hartford, CT 06117  
860-236-2049  
Fax 860-231-2843  
info@ie-academy.org

We understand that we are accepting responsibility for any damage, destruction, or loss of the assigned iPad. We understand that we are responsible for the total cost of replacing (\$499) a damaged, destroyed, or lost iPad. We also have read and understand the stipulations set forth in the following documents:

iPad Policy, Procedures, and Information Student Pledge and iPad Acceptance  
Computer Usage (Located in the Student Handbook)

### **iPad Policy**

- My student will be using the iPad provided by IEA.**
- My student will be using a district issued iPad.**
- My student may have a gmail account.**

Bring Your Own Device (BYOD) Students

- By checking this box, I'm indicating the student will be using a personal iPad. I understand that even students with personal iPads must follow IEA Acceptable Use Policies while on school grounds.**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent or Guardian Name

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

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Intensive Education Academy, Inc.**

is a non-sectarian, not-for-profit, State of CT approved special education facility, and a ministry of the Sisters of St. Joseph.

[www.ie-academy.org](http://www.ie-academy.org)