

iPad Use Guidelines and Procedures

The focus of the iPads in school is to provide tools and resources to the 21st century learner. The individual use of iPads is a way to empower students to become organized, self-directed learners.

1. Receiving Your iPad

iPads will be distributed and assigned to individual students. Students are to use only the iPad to which they have been assigned. Students are required to continue to adhere to the policies in the **Spectrum Academy** Acceptable Use Policy. Students and parents are required to sign the Student Pledge for iPad Use, found at the end of this packet.

2. Taking Care of the iPad

Students are responsible for the general care of the iPad they have been issued.

- 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 **Spectrum Academy**.
- iPads are to remain in the classroom unless directed by the teachers. Students are to know where their iPad is at all times. Under no circumstances should iPads be left in unsupervised areas.
- iPads must remain in the protective case.
- While the iPad is in your possession, you are responsible for it.
- iPads must be carefully returned to your Advisory Teacher at the end of each day.

3. Screen Care

iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to excessive pressure.

- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not use a shirt or other cloth to clean the iPad screen. Ask your teacher to help you clean the screen with an appropriate screen cleaning cloth.

4. Settings

Students are not permitted to set or alter any settings, including screensavers and passwords.

5. Saving files on the iPad

Students may save work to their assigned iPad and are required to back it up to Dropbox or Google Docs. This is important because if technical issues require the iPad to be restored, all files saved to the device will be permanently deleted. It is each student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

6. Software on the iPad

Students are not allowed to download any apps. The software originally installed by the district must remain on the iPad and accessible at all times. From time to time the district may download additional apps and will synchronize the iPads to contain the necessary apps for school.

7. Camera on the iPad

Students may use the iPad camera for pre-approved instructional purposes only. Students and teachers may only photograph or record others from whom they have received permission to do so.

8. Inspection

Students may be selected at random to provide their iPad for inspection. This will be done to ensure that no apps have been deleted or additional apps added or settings changed. This device is the property of **Spectrum Academy** and is intended to be used as a tool for learning.

9. Student Activities Strictly Prohibited

- a. Illegal installation or transmission of copyrighted photos, videos and/or text.
- b. Any action that violates School Board Policy (including but not limited to Acceptable Use) or public law.
- c. Changing of iPad settings or setting passwords.
- d. Downloading apps.
- e. Spamming – sending mass or inappropriate emails.
- f. Bypassing the **Spectrum Academy** web filter.
- g. Any overt misuse of the iPad

10. Technical support

Students are responsible for reporting iPad technical issues requiring support to their teachers immediately

11. Digital Citizenship and Student Discipline

We expect that all students will be fully engaged in school work using these outstanding learning tools and that very few, if any, discipline issues will arise. We expect students to be responsible digital citizens at all times. However, if any student violates any part of the above guidelines or behaves or interacts in ways that are not consistent with the **Spectrum Academy** Code of Conduct or responsible digital citizenship, disciplinary action will be taken. Consequences include, but are not limited to:

1st offense – student will not have the use of the iPad for 1 day. All work is expected to be completed during this time.

2nd offense – student will not have the use of the iPad for 3 days. All work is expected to be completed during this time.

3rd offense – student will not have the use of the iPad for a period of time determined by **Spectrum Academy** Administration and the Tech Department. All work is expected to be completed during this time.

Student Pledge for iPad Use

1. I will take proper care of the iPad assigned to me.
2. I will know where my iPad is at all times.
3. I will keep food and beverages away from my iPad since they may cause damage to the device.
4. I will not disassemble any part of my iPad or attempt repairs.
5. I will protect my iPad by always keeping it in the case provided.
6. I will use my iPad to support my learning in ways that are appropriate, meet **Spectrum Academy** expectations as are directed by my teachers.
7. I will not place any decorations (such as stickers, markers, labels) on the iPad. I will not deface the serial number or iPad asset tag.
8. I understand that my iPad is subject to inspection at any time without notice and remains the property of the **Spectrum Academy**.
9. I have read, understand and agree to follow the **Spectrum Academy** Acceptable Use Policy and Procedures.

I have read, understand and agree to the stipulations set forth in these **Spectrum Academy** iPad Guidelines.

Student Name (Please print)

Student signature _____ Date _____

Parent name (Please print)

Parent signature _____ Date _____