

***Salem Lutheran School
iPad Policy, Procedures,
and Information
2012-2013***

**Salem Lutheran School 1:1 iPad Program**

***“The fear of the LORD is the beginning of wisdom” Proverbs 9:10***

Salem Lutheran School partners with families to provide a Christ-centered education while nurturing lives of honor and service to the Lord. The focus of the 1:1 iPad program at Salem Lutheran School is to provide necessary tools and resources for a progressive learning environment characterized by flexibility, collaboration, personalization, creativity, and technology-rich learning. At Salem, technology will be integrated throughout the educational program in a seamless and timely fashion. The 1:1 iPad setting empowers students and teachers to use technology like adults do in the real world, accessing and using purposeful technology-based tools anytime a task calls for them.

Learning at Salem is a continuous dynamic interaction among students, educators, parents, and the extended community. Implementation of a 1:1 iPad initiative enables anywhere, anytime learning that is no longer limited by the four walls of a classroom or building. Purposeful technology integration liberates teachers from being deliverers of content and, instead, allows them to be facilitators of deep, individualized learning for all students.

The policies, procedures, and information within this document apply to all iPads used at Salem Lutheran School, including any other device considered by the Administration to come under this policy. Individuals or teams of teachers may set additional requirements for use in their classroom.

1. **iPAD CHECK-IN AND CHECK-OUT**

**1.1 iPad Check-Out**

iPads will be checked out each fall to incoming Salem students. **Parents & students must sign and return the iPad Protection Plan and Student Pledge documents before the iPad can be issued to a student. (see page 9)** The iPad Protection plan outlines three options for families to protect the school’s investment in student iPads. Parents have the option of purchasing an iPad/keyboard case for their child. If a family decides to invest in an iPad, they will keep that device at the end of the school year.

**1.2 iPad Check-in**

All iPads, cases, chargers, and school-provided accessories must be returned at the end of each school year to be updated, serviced, and stored safely for the summer. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Salem for any other reason, must return their individual school iPad on the date of termination.

Just like a textbook or an athletic uniform, the iPads are the property of Salem, and students are responsible for returning them in reasonable condition. Any loss of or damage to an iPad is the responsibility of the student and will be handled in a manner consistent with the student’s iPad Protection Plan. Students will be charged the actual cost of any needed repairs, not to exceed the replacement cost of the iPad.

1. **TAKING CARE OF YOUR iPAD**

Students are to be good stewards of the devices they are entrusted with and are responsible for the general care of the iPad. iPads that are broken or fail to work properly should be taken to the student’s teacher or advisor.

**2.1 General Precautions**

* The iPad is school property and all users will follow this policy and the policies outlined in the Parent Handbook.
* Only use a clean, soft cloth to clean the screen, no cleansers or liquids of any type.
* Cords and cables must be inserted carefully into the iPad to prevent damage.
* iPads and cases must remain free of any writing, drawing, stickers, or labels.
* An iPad should always be locked or supervised directly by the student to whom it is assigned. For instance, iPads should never be left in an unlocked locker, unlocked car, or any unsupervised area.
* Students are responsible for keeping their iPad’s battery charged for school each day.

**2.2 Carrying iPads**

The protective cases provided with iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

* iPads should always be within the protective case provided by the school.
* No other items should be stored or carried within the iPad case to avoid pressure and weight on the screen.

**2.3 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 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 place anything in the carrying case that will press against the cover.
* Clean the screen with a soft, dry cloth or anti-static cloth.
* Do not have food or drink near the iPad.
* Take care not to bump the iPad against lockers, walls, car doors, floors, etc., as it will eventually break the screen.

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

**3.1 iPads Left at Home**

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. Students, who repeatedly (as determined by any staff member) leave their iPads at home, will be required to leave their iPads at school and check it out/in from their teacher or advisor at the beginning and end of each day.

**3.2 iPad Undergoing Repair**

Loaner iPads may be issued to students when they leave their iPads for repair. There may be a delay in getting an iPad should the school not have enough to loan.

**3.3 Charging Your iPad’s Battery**

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Students who repeatedly (as determined by any staff member) fail to bring their iPads to school charged will be required to leave their iPads at school and check it out/in from their teacher or advisor at the beginning and end of each day.

**3.4 Screensavers/Background photos**

* Only the preloaded images on the iPad may be used as a screensaver or background
* Passwords are not to be used.

**3.5 Sound, Music, Games, or Programs**

* Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. (Each student must provide their own ear buds.)
* Only software/apps/games provided by the school may be accessed during the school day.
* Students may not download apps on school owned devices.
* Music is not allowed on the iPad unless requested by the teacher.

**3.6 Printing**

Printing will be available with the iPad on a limited basis. Students should talk to their teachers about when and how to print.

**3.7 Home Internet Access**

Students are allowed to set up wireless networks on their iPads. This will assist them with iPad use while at home. Students are not required to have wireless access at home.

1. **MANAGING YOUR FILES & SAVING YOUR WORK**

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

Students may save work on their iPads. Limited storage space will be available on the iPad—BUT it will NOT be backed up in case of re-imaging. It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work. Teachers will instruct students on methods of managing workflow.

**4.2 Network Connectivity**

Salem provides wireless connectivity throughout the classroom. We make no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, Salem will not be responsible for lost or missing data.

1. **SOFTWARE ON iPADS**

**5.1 Originally Installed Software**

The software/Apps originally installed by Salem 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. Periodic checks of iPads will be made to ensure that students have not removed required apps.

**5.2 Additional Software**

Students are not allowed to load extra software/Apps on their iPads. Salem will synchronize the iPads so that they contain the necessary apps for school work. Students will not synchronize iPads or add apps to their assigned iPad, including synching to home or personal iTunes accounts.

**5.3 Inspection**

Students may be selected at random to provide their iPad for inspection. iPads are the property of Salem, and any staff member may confiscate any iPad at any time for any purpose. Students who provide their own iPads are also subject to inspection and confiscation by any staff member.

**5.4 Procedure for re-loading software**

If technical difficulties occur or illegal software, non-Salem installed apps are discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

**5.5 Software upgrades**

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and synching.

**6. ACCEPTABLE USE**

The use of the Salem’s technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Salem Lutheran School is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled at Salem. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school technology resources may be denied, and the appropriate disciplinary action shall be applied. The Parent Handbook which outlines student conduct shall be applied to student infractions.

**Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.**

**6.1 Parent/Guardian Responsibilities**

* Talk to your children about values and the standards that your children 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.
* Should you want your student to opt out of taking an iPad home, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements.

**6.2 School Responsibilities are to:**

* Provide Internet access to its students.
* Provide Internet Blocking of inappropriate materials on school networks.
* Immediately report any inappropriate digital content to the principal.
* Provide data storage areas. These will be treated similar to school lockers. Salem reserves the rights to review, monitor, and restrict information stored on or transmitted via Salem Lutheran School owned equipment and to investigate inappropriate use of resources.
* Provide guidance to aid students in use of the device and help assure student compliance of the acceptable use policy.

**6.3 Students are Responsible For:**

* Using computers/devices in a responsible and ethical manner.
* Obeying general school rules concerning behavior and communication that apply to iPad/computer use.
* Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors or omissions.
* Use of any information obtained via Salem’s designated Internet System is at your own risk. Salem Lutheran School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
* Helping Salem Lutheran School protect our computer system/device by contacting any staff member about any security problems they may encounter.
* Students should always secure their iPad after they are done working to protect their work information and device.
* If a student should receive inappropriate digital content, he/she should immediately notify an adult.
* Returning their iPad at the end of each school year. Students, who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Salem for any other reason, must return their individual school iPad computer on the date of termination.
* Monitoring all activity on their account(s)/device.

**6.4 Student Strictly Prohibited From:**

* Illegal installation or transmission of copyrighted materials.
* Any action that violates existing Board policy or public law.
* Sending, accessing, uploading, downloading, or distributing any inappropriate material.
* Use of outside data disks or external attachments without prior approval from the administration.
* Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc).
* Downloading apps.
* Spamming-Sending mass or inappropriate emails.
* Gaining access to other student’s accounts, files, and/or data.
* Use of the school’s internet/e-mail accounts for financial or commercial gain or for any illegal activity.
* Use of anonymous and/or false communications.
* Students are not allowed to give out personal information over the Internet—with the exception of teacher-directed instances.
* 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, demean, or bully recipients.
* Bypassing the Salem web filter through a web proxy.

**6.5 iPad Care**

Just like any school property issued to a student for individual use, students will be held responsible for maintaining their individual iPads and keeping them in good working order. Students are responsible for any and all damage. An insurance option is available through the school.

* iPads that malfunction or are damaged must be reported immediately. All iPad repairs must be handled through the school. Students are responsible for the actual cost of damages—not to exceed the cost of replacement.
* iPad batteries must be charged and ready for school each day.
* iPad cases furnished by the school must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
* iPads that are stolen must be reported immediately to the school principal.

**6.6 Legal Propriety**

* Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
* Use or possession of hacking software is strictly prohibited and violators will be subject to the Salem Student/Parent Handbook.
* Plagiarism is illegal. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

**7. PROTECTING & STORING YOUR iPAD**

**7.1 IPad Identification**

Student iPads will be labeled in the manner specified by the school. IPads can be identified in the following ways:

* Record of serial number
* Salem Label
* Find My iPhone is installed on each iPad and can be used to track the location of any iPad
* Each student is required to save a document entitled “User Info” that includes the name of the student to whom the iPad is assigned and the name of his/her teacher

**7.2 Storing Your iPad**

When students are not using their iPads, they should be stored in their locked lockers. Nothing should be placed on top of the iPad when stored in the locker. Students may take their iPads home every day after school, regardless of whether or not they are needed or they may give them to their teacher for storage. iPads should not be stored in a vehicle at school or at home.

**7.3 iPads Left in Unsupervised Areas**

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the gym, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the office and dealt with as a disciplinary matter.

**8. REPAIRING OR REPLACING YOUR iPAD**

**8.1 School Protection**

Protection is available for students and parents to cover iPad replacement in the event of theft, loss, or accidental damage. The protection cost is $44.00 annually (non-refundable) for each iPad. This plan will include one replacement, additional replacements will cost the student/parent the full value of an iPad (approx $400). Parents will need to sign a form indicating their intent purchase this insurance through the Salem School Office or deny insurance coverage before your student is allowed to check out an iPad.

**8.2 Personal Home or Homeowners Insurance**

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. If you choose your own insurance to cover the device, please provide Salem with the information regarding your personal policy.

All insurance claims must be reported to the School Office. Students or parents must file a police or fire report and bring a copy of the report to the principal’s office before an iPad can be repaired or replaced with School Protection.

**9. COST OF REPAIRS**

Students will be held responsible for ALL damage to their 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 cases and cables will be charged the actual replacement cost.

**SALEM LUTHERAN SCHOOL iPAD PROTECTION PLAN**

Salem Lutheran School recognizes that with the implementation of the iPad initiative, there is a need to protect the investment of the school and the interest of the students and parents. The following outlines three methods of protection available to families.

**No Insurance**

\_\_\_\_\_\_I agree to pay for the replacement of the iPad at a cost not to exceed $400 should the iPad be stolen, lost or damaged in any way.

**Personal Insurance**

\_\_\_\_\_\_I will cover the iPad under my own insurance policy. I agree to pay the School the amount received from my insurance company plus any additional amount needed to cover the iPad replacement--not to exceed $400. Proof of the insurance will be provided to the School Office.

**School Insurance**

\_\_\_\_\_\_You choose to pay the school an annual protection payment for coverage of theft, loss or damaged by fire/flood, water in the amount of $44.00. The $44.00 payment is nonrefundable. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.

Parent Name (Please Print):

Parent Signature: Date:

**Students are allowed to take the iPads home with permission from their parents. Students will be responsible for any theft, damage, vandalism that may occur.**

 Yes, my child had permission to bring the device home.

 No, my child must leave the device with the classroom teacher at the end of each school day.

**ADDITIONAL INFORMATION**: In cases of theft, vandalism and other criminal acts, a police/fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal’s office.

**INTENTIONAL DAMAGE**: Students/Parents are responsible for full payment of intentional damages to iPads. Warranty, Accidental Damage Protection, or School iPad Protection **DOES NOT** cover intentional damage of the iPads.

**Salem Lutheran School**

**Student Pledge for iPad Use**

**Student Pledge for iPad Use**

* I will take excellent care of my iPad.
* I will never leave the iPad unattended.
* I will not take my iPad into the restrooms or locker rooms.
* I will never loan out my iPad to other individuals.
* I will charge my iPad's battery daily.
* I will keep food and beverages away from my iPad since they may cause damage to the device.
* I will not disassemble any part of my iPad or attempt any repairs.
* I will protect my iPad by only carrying it while in the case provided.
* I will use my iPad in ways that are educational, appropriate and meet Salem School expectations.
* I will not place decorations (such as stickers, markers, etc.) on the iPad or deface the serial number.
* I understand that my iPad is subject to inspection at any time without notice and remains the property of the Salem Lutheran School. (Student purchased devices are owned by individual students, but are still subject to a search.)
* I will follow the policies outlined in the iPad portion of this handbook and applicable Salem technology policies while at school, as well as outside the school day.
* I will not load extra software/apps on to my iPad. (Sections 5.2 and 6.4 of Salem Lutheran School iPad Program)
* I will be responsible for all damage or loss caused by neglect or abuse.
* I agree to return the School iPad, case, and power cords in good working condition.
* I will notify school officials in case of theft, vandalism, and other acts covered by insurance.
* I understand that a police report will be filed by the school if necessary.

**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.**

Student Name (Please Print):

Student Signature: Date:

Parent Name (Please Print):

Parent Signature: Date:

**Individual school iPad computers and accessories must be returned at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Salem for any other reason must return their individual school iPad computer on the date of termination.**