



EST. 1931

CHAPIN SCHOOL

PRINCETON

1:1 iPad Policies and Procedures

Lower School

2018-2019

The policies, procedures, and information within this document apply to all iPads/computers used at Chapin School. Teachers may set additional requirements for use in their classroom.

**Policies and Procedures for
1:1 iPad Program
Chapin School
Lower School**

Chapin School is proud to offer our 3rd and 4th grade students Apple iPad devices for use at school only. The 1:1 iPad Program, which provides mobile computing and wireless technology to Chapin School students, is designed to enhance the delivery and individualization of instruction.

The 1:1 iPad initiative, which has been adopted by Chapin School, will enhance learning for our students using 21st Century Skills. Learning results from continuous dynamic interaction among students, educators, parents, and the extended community. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

For students and parents/guardians, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving an iPad.

TABLE OF CONTENTS

1. RECEIVING YOUR iPad	6
1.1 Receiving Your iPad and iPad Check-In	6
1.2 iPad Check-In.....	6
1.3 Check-in Fines	6
2. TAKING CARE OF YOUR iPad.....	6
2.1 General Precautions.....	6
2.2 Carrying iPads.....	7
2.3 Screen Care	7
3. USING YOUR iPad AT SCHOOL.....	7
3.1 Lost or Stolen iPads.....	7
3.2 iPad undergoing repair.....	7
3.3 Charging Your iPad Battery.....	8
3.4 Screen Backgrounds / Lock Screen Photos.....	8
3.5 Sound, Music, and Games.....	8
3.6 Printing.....	8
4. MANAGING YOUR FILES & SAVING YOUR WORK.....	8
4.1 Saving to iPad / Cloud Storage.....	8

5. SOFTWARE ON iPADS.....	8
5.1 Originally Installed Software.....	8
5.2 Additional Software.....	8
5.3 Inspection.....	9
5.4 Procedure for Re-loading Software.....	9
6. ACCEPTABLE USE.....	9
6.1 Parent/Guardian Responsibility.....	9
6.2 School Responsibilities.....	9
6.3 Student Responsibilities.....	9
6.4 Student Activities Strictly Prohibited.....	10
6.5 Legal Propriety.....	10
7. PROTECTING & STORING YOUR IPAD COMPUTER.....	11
7.1 iPad Identification.....	11
7.2 Storing Your iPad.....	11
7.3 iPads Left in Unsupervised Areas.....	11
8. REPAIRING OR REPLACING YOUR IPAD COMPUTER.....	11
8.1 Usage Fees.....	11
8.2 Accident Damage.....	12
8.3 Personal Home/Homeowners Insurance.....	12
8.4 Cost of Replacement/Repair.....	12
8.5 Warranty Repairs.....	12

1.1 Receiving Your iPad

iPads will be distributed at the beginning of each school year during the first or second week of school. All iPads will be returned to the school at the end of the school year. In order for this endeavor to be successful, it will take a combined effort among the students, staff and parents to ensure the success of this program.

1.2 iPad Check-in

iPads will be returned during the final week of school, so they can be checked for serviceability. The iPads will be stored at the school for the summer break. If a student transfers out of Chapin School during the school year, the iPad will be returned at the time of checkout.

1.3 Check-in Fines

The student will be responsible for any damage to the iPad, consistent with the school's iPad Protection plan and must return the iPad and accessories to the school technology department in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad, and for the cost to replace any accessories with Apple certified parts. 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 Technology Office for an evaluation of the equipment.

2.1 General Precautions

- a. The iPad is school property and all users will follow this policy and the acceptable use policy for technology.
- b. Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- c. Cords and cables must be inserted carefully into the iPad to prevent damage.
- d. iPads must remain free of any writing, drawing, stickers, or labels.
- e. Chapin students are responsible for keeping their iPad battery charged for school each day.
- f. Students will have the same iPad for the life of the iPad.

2.2 Carrying iPads

A protective case/cover for the iPad is provided to help protect the iPad and provide a suitable means for carrying the device throughout the day. iPads should always be within the protective case when carried. Students should always transport the iPad responsibly, in a manner that will mitigate the danger of bumps, falls and drops.

2.3 Screen Care

- a. The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- b. Do not put unnecessary pressure on the top of the iPad.
- c. Do not place anything near the iPad that could put pressure on the screen.
- d. Do not place anything in a carrying case that will press against the screen.
- e. Clean the screen with a soft, dry cloth or anti-static cloth.

- f. Do not “bump” the iPad against lockers, walls, floors, etc. as it may crack or break the screen.

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 their iPad to classes as instructed by their teacher. When not being carried to class, the iPad should be stored in a homeroom charging station. They should always be placed in the charging station overnight.

3.1 Lost or Stolen iPads

Students are required to enable and leave on the “find my iPad” feature upon receipt of the device. This feature will prove very valuable in finding a lost iPad.

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 start each school day in a fully charged condition. Students need to charge their iPads each evening by placing it the charging station in their homeroom and plugging it in.

3.4 Books, Sound, Music, Games, and Apps

- a. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- b. Music is allowed on the iPad and can be used at the discretion of the teacher.
- c. No videos are allowed unless created or used at the direction of a teacher.
- d. All software/apps/games must be school provided.

3.5 Printing

Limited printing services will be available with the iPad. Students should talk to their teachers about the need to print and printer availability. Students will be given information and instruction on printing with the iPad at school.

4.1 Saving to the iPad / Cloud Storage

Students may save work on their iPads. Limited storage space is available on the iPad. Any files stored on the iPad itself will not always be backed up. If it is necessary to re-image an iPad to repair it, those files may be lost. It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Teachers will instruct students on methods of managing workflow.

5.1 Originally Installed Software

The software/Apps originally installed by Chapin School 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. The licenses for this software require that the software be deleted from iPads at the completion of the school year. 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. Chapin School will synchronize the iPads so that they contain the necessary apps for schoolwork. Students will not synchronize iPads or add apps to their assigned iPad, including syncing to home or personal iTunes accounts.

5.3 Inspection

Since iPads are the property of Chapin School, a teacher or a staff member may request to inspect a student's iPad to check for inappropriate behavior or usage.

5.4 Technology Support

Technology support for iPads will be available during the normal business day at Chapin School between the hours of 7:45 am and 3:45 pm. After-hours support will not be available.

The use of the Chapin School's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in the school. These guidelines are 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, then privileges may be terminated, access to the school technology resources may be denied, and appropriate disciplinary action shall be applied. The Chapin School's Student Code of Conduct shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension and/or expulsion for students. Chapin's Acceptable Use Policy applies to all uses of the iPad. Some specific responsibilities are spelled out below.

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, electronic games, movies, and radio.

6.2 School Responsibilities are to:

- a. Provide Internet and email access to its students while on campus.
- b. Provide Internet filtering during the school day while students are utilizing the school's network.
- c. Chapin School reserves the right to review, monitor, and restrict information.

6.3 Students are responsible for:

- a. Using iPads/computers in a responsible and ethical manner.
- b. Using iPads in a manner consistent with their educational use as directed by the teaching staff. iPads will not be used during recess or lunch.
- c. iPads may not be used by Lower School students during ASP.
- d. Obeying general school rules concerning behavior and communication that applies to iPad/computer use.
- e. Using all technology resources in an appropriate manner so as to not damage school equipment or the school's integrity.
- f. Helping Chapin School protect our computer system/device by contacting an administrator about any security problems they may encounter.
- g. Monitoring all activity on their account(s).
- h. Physically securing their iPad after they are done working to protect their work and information.
- i. Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.
- j. Returning their iPad to the technology department at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at Chapin for any other reason must return their individual school iPad on the date of termination.

6.4 Student Activities Strictly Prohibited:

- a. Illegal installation or transmission of copyrighted materials
- b. Any action that violates existing school policy or public law
- c. Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc)
- d. Downloading apps
- e. Jailbreaking the iPad
- f. Spamming or sending mass or inappropriate emails
- g. Students are not allowed to give out personal information over the Internet—with the exception of teacher-directed instances.
- h. 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
- i. Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, demean, or bully recipients.

6.5 Student Discipline:

If a student violates any part of the above policy, board policy, or Chapin School handbook policy, or public law he/she may be subject to the following disciplinary steps: (Discipline will be determined based on severity of the issue by the appropriate teacher and administrator.)

- a. Warning for minor offenses
- b. Student(s) will check-in/check-out their iPads from the classroom for a determined amount of time
- c. Loss of iPad usage while being required to complete coursework for a determined amount of time
- d. Permanent loss of iPad usage for remainder of the year

7.1 iPad Identification:

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

- a. Record of serial number
- b. Chapin Label
- c. Find My iPad is installed on each iPad and can be used to track the location of any iPad

7.2 Storing Your iPad:

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

7.3 iPads Left in Unsupervised Areas:

Under no circumstances should iPads be left in unsupervised (unsecured) areas. Unsupervised areas include the school grounds and campus, commons area, the lunchroom, locker rooms, library, unlocked classrooms, gymnasiums 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 disciplinary action may be taken.

8.1 Accidental Damage/Defects

Students will be responsible for caring for their device and its case with its keyboard and will be expected to return them at the end of the year in good working condition. Students will be responsible for the deductible amount of \$50.00 for each time damage occurs in the event the device is accidentally damaged and needs to be repaired. Students are responsible for the full repair or replacement cost of the iPad should it not be covered under the iPad warranty or the accident insurance.

The student is responsible for ALL costs incurred due to negligence up to the entire amount of replacement .

The manufacturer's warranty will cover any defects in the iPad, but not damage that is accidentally or intentionally inflicted upon the device.

All students are required to return the iPad at the end of the school year in the same working condition with all accessories issued including the case and keyboard. If any of the accessories are lost during the school year, the student is responsible for replacement costs.

8.3 Cost of Replacement

Chapin reserves the right to charge the student and parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration.

Students must keep the iPad stored in their homeroom charging stations, or attended (with you or within your sight) at all times. iPads left in hallways are considered “unattended” and may be confiscated by faculty or staff as a protection against theft or damage. 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 signature acknowledging financial responsibility.

8.4 Warranty Repairs

Warranty repairs will be completed at no cost to the student. Loaners will be given out to students while warranty repair is being completed as available.

8.5 Vandalism and Theft

In cases of theft, vandalism and other criminal acts, a police report **MUST** be filed by the student or parent.