

Keystone School



iPad Policies and Procedures



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Introduction

In the pages that follow, we introduce you to your student's new iPad, explain how to care for it, answer some questions you and your student may have, and list the most important rules for using it safely.

iPad Check Out/ Check In

Receiving Your iPad

All middle and lower school students will be in a 1:1 device learning environment and will be issued an iPad. All middle school students will receive an iPad on the first day of school. Before a student receives his or her iPad, a parent(s) and student must sign the [Keystone School Agreement for Use of Student iPad](#).

Returning Your iPad

Students will return their iPad and charger before the end of the last day of school each school year. If a student is no longer enrolled at Keystone, the iPad must be returned before the student's last day at Keystone.

iPad Basics

The iPad is a small computer with a glass screen. iPads are useful and sturdy -- when cared for properly. We have a lot to tell you about using and taking care of the iPad. Please read the pages that follow and be sure to contact your school with any questions you might have.

Taking Care of Your iPad

Carefully transport your iPad to school every day. Avoid placing weight on the iPad. Never throw or slide an iPad. Never expose an iPad to long-term temperature extremes or direct sunlight. Food and liquids can damage your iPad. Please do not eat or drink while using your iPad. An automobile is not a good place to store an iPad.

iPad Case

Your iPad comes with a school issued case. The purpose of the case is to protect the iPad, especially while the iPad is being transported. The iPad must remain in the school issued protective case at all times. Don't remove any school-provided stickers or labels on your iPad or its case.

iPad Battery

The iPad should be charged using the provided wall charger, and brought to school ready to use each day. Fully charged iPad batteries will typically last 7-10 hours of use. It is the student's responsibility to charge the iPad at home and ensure it is ready.

iPad Screen

The iPad is an electronic device; handle it with care. While the iPad is scratch resistant and has a screen protector, it is not scratch proof or unbreakable. Avoid using any sharp object(s) on the iPad. The iPad screen is glass and is vulnerable to cracking. Never place heavy objects on top of the iPad and never drop your iPad. You should not put an iPad in a backpack with heavy objects on top of it.

To protect the screen while you are moving through the halls at school, carry the iPad in front of your body and avoid bumping into other students.

If the screen is cracked, notify the Tech Team immediately.

Cleaning Your iPad

To clean the screen use a soft, lint-free cloth -- like a clean, dry dish towel -- to wipe off the iPad. Never use window cleaners, household chemicals or cleaners, ammonia, alcohol or alcohol-based products, or other abrasives to clean your iPad. They could remove the special coating and/or scratch the screen. Also, do not use compressed air to clean ports (the little openings on the edges of the iPad where cords are plugged in).

iPad at Home

Any electronic device (iPads, cell phones, etc.) can be a distraction and disrupt the sleep cycle if used right before bedtime. To discourage late-night, unmonitored use of the iPad, experts suggest that families store it and other electronic devices in a common room of the home. Identify a central location in your home where students should store and/or charge their device.

iPad Content

Downloading Content

Students will not be allowed to download apps from the App store. The App store and the iTunes store will not be available on the student's iPads. Students will also not be able to connect their iPad to computers at home to sync content. Although these iPads are the students' to use both at home and school, they are instructional devices and therefore will contain content approved and issued by Keystone School.

Memory and Storage

Students must maintain sufficient storage to accommodate all school-required activities. Apps and content will periodically be added to the iPads. This will be done remotely and through the iPad's wireless Internet connection.

Personal Content

Personal content (e.g. photos, and videos) are permitted as space allows. Students may be required to remove/offload personal content if space is required to accommodate required apps and content.

Inappropriate media may not be stored on the iPad at any time. Inappropriate media includes but is not limited to the presence of weapons, pornographic materials, inappropriate language, and references to tobacco, alcohol, drugs, and violence.

Backing Up and Saving Content

Students will use Google Drive to store their work. Students will use Canvas LMS to turn in work. It is important that students periodically back up their work to the cloud.

Use of the iPad at School

iPads are intended for use at school every day. Students must bring their iPad, *fully charged* each day, unless specifically instructed not to do so by their teacher.

iPads Left at Home

Not having an iPad or not having a working iPad will not be an excuse for not participating in class or not completing assignments. If a student leaves his or her iPad at home, he or she is still held responsible for getting the course work completed on time.

Unsupervised Areas

iPads should not be left in unsupervised areas. These areas include but are not limited to the:

- Locker room
- Cafeteria
- Gymnasium
- School grounds (outdoor tables, benches, sport court, etc.)

iPads should not be taken into the restrooms or gym locker rooms at any time.

Sound, Music, and Headphone Use

Sound must be muted at all times unless permission is obtained from the teacher.

Students may not wear headphones to listen to music or other media on the iPad or other devices unless it is directly related to the classroom instruction and directed by the teachers.

Printing

Many assignments will be distributed, collected, and filed electronically with the iPad. This will reduce the need for some printing. Students will be given instruction on how, when, and where to print content from the iPad at school.

Internet Access

At school, students will access the Internet through the Keystone wireless network. At home and other locations, students may connect to other wireless networks.

Appropriate Use

Students are responsible for the safety, maintenance and activity of their own devices. Students should never loan the device to another student.

During class time, any activity not related to classroom instruction will be considered inappropriate use. These activities include but are not limited to social texting and social networking.

Students in middle school may use a passcode to help keep it secured. However, students must remember their own passcode and forgetting this code may result in the iPad having to be completely wiped. Unauthorized access to another's iPad or account is not allowed.

Violating copyright laws, plagiarism, sending, accessing, uploading, downloading, or distributing threatening, pornographic, or sexually explicit materials and computer hacking are punishable by state and federal law and will not be tolerated at Keystone. If a student is in doubt about how to properly give credit for digital content or how to avoid breaking privacy or proprietary laws while using the iPad or any other electronic device the student is expected to seek guidance from a teacher or administrator.

Audio/Video Recording and Photos

Common courtesy dictates asking permission to take a person's photo or make an audio or video recording of them.

- Students may record audio or use the camera to record still or video photos in a classroom, at a school outing, or event only with the prior consent of the teacher, coach or responsible faculty member.
- Students are responsible for ensuring that all individuals or groups are aware and agree to the recording or photo.
- Students may not post media to social networking sites unless instructed by a teacher.
- Students must not share any audio, video, or photographic likenesses without express consent from all parties involved.
- Bathrooms and gym locker rooms are considered private areas. Recording or photo equipment is not to be used in these areas at any time.
- Use of recording and photo equipment is governed by both school policy and by state and federal law.

Privacy

Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

iPad Loaners

If a student loses, damages, or forgets his or her iPad, Keystone may issue a loaner iPad so that the student can continue with classroom instruction.

Technology Support

Tech support for iPads will be available on school days from 8:00am – 4:00pm. For questions, schedule troubleshooting sessions and other issues, students can contact our Tech Team at techsupport@keystoneschool.org or by bringing the iPad to the Technology Department office.

Parental/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 radios.

Set Expectations

Set and communicate clear expectations for your child's use of the iPad. The Common Sense Media Family Agreement provides an age-appropriate checklist that can be used to guide conversations with your child about responsible use of media and technology. This is available at [Common Sense Media](#).

Monitor and limit screen time

The iPad is a great tool for learning, but it also has the potential to be a distraction. Adult supervision and clear expectations for appropriate use are critical.

- Have your child use the device in a central location in your home, such as the kitchen or living room, so that you can easily monitor and supervise their use.
- Set expectations that your child is to complete assignments and tasks before they use the device to access the internet, play games, or listen to music. It is not recommended that you change restriction settings on the iPad as those are managed by the school and can result in students being unable to access needed content at school.

Acceptable Use

Students must follow all Acceptable Use guidelines that are listed in the Student Handbook under Network Acceptable Use Policy.

Insurance and Repairs

As part of the iPad program, Keystone is providing insurance for the devices. iPad insurance will cover damage, loss, repair, and replacement of the device. Parents do not have to pay a fee to enroll in the program but will be charged the following fees if they need to use the insurance.

- Lost, stolen, or broken beyond repair-\$250
- Broken requiring screen replacement-\$125
- Replacement charger-\$10
- Broken charging port-\$100
- Broken Case-\$20