



*Carroll Consolidated School Corporation*  
**Student iPad Initiative**  
**Expectations and Responsibilities**



## **STANDARDS FOR PROPER iPad CARE**

You are expected to follow specified guidelines listed in this document and take any additional common sense precautions to protect your assigned iPad.

Loss or damage resulting in failure to abide by the details below may result in your full-financial responsibility. Following the standards below will lead to an iPad that will run smoothly and serve as a reliable, useful, and enjoyable tool.

### **Your Responsibilities**

- Treat this equipment with as much care as if it were your own property.  
Center your iPad on the desk or table; do not place near an edge  
Lock your iPad when not in use by pressing the Sleep Button  
Take your iPad when you leave the room, never leave it unattended  
Store or carry your iPad in the approved CCSC case
- **Bring the iPad with a charged battery to school every school day.**  
Charge your iPad fully each night  
The case and charger should remain with the iPad
- iPads are not to be used DURING LUNCH PERIODS IN THE CAFETERIA unless prior approval has been given
- **You will be responsible for keeping your iPad with you or in a secure location at all times. This could be locked in your locker or other secure place others do not have access to. Do not leave it in any car, unless it is locked in the trunk, secured in the CCSC assigned case. If you lose your iPad the replacement cost is \$100.**

**A minimal damage fee of \$59 will be charged to the student when the damage is determined to be accidental and not negligence.**

- Avoid use in situations that are conducive to loss or damage. For example, never leave iPads in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen.
- **Loss or damage that occurs when anyone else is using your assigned iPad will be your full responsibility to pay the \$100 replacement cost if it can't be fixed easily.**
- Adhere to CCSC School's iPad procedures at all times and in all locations. When in doubt about acceptable use, please ask school personnel.
- Back-up your data. You will be provided Cloud storage for document storage. Critical files should be saved to this location and not only on your iPad which is not backed-up except through iCloud.
- Read and follow general maintenance alerts from school administration and technology personnel.

## General Care

- Do not attempt to remove or change the physical structure of the iPad, including screen, buttons, or casing. Doing so will void the warranty, and you will be responsible for repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the iPad.
- Do not do anything to the iPad that will permanently alter it in any way.
- Keep the equipment clean.

## Carrying the iPad

- Maintain a firm grip and use two hands when possible even for short distances while walking with the iPad. Sleep mode is sufficient – there is little reason to actually shut-down the iPad during the school day; however shutting down and turning back on is always the first step in fixing any problem your iPad may encounter.
- Always store the iPad in an approved CCSC certified case.
- Place iPad into sleep mode when not in use to preserve battery life

## Screen Care

- The iPad screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.
- Do not touch the iPad screen with anything other than your finger or an approved device.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.
- Never leave any object on the screen.

## Battery Life and Charging

- **Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your iPad charging overnight.**
- Avoid using the charger in any situation where you or anyone else is likely to trip over the cord.
- Use of power adapters for charging in the classroom, due to not charging at home, is prohibited.
- Lowering the screen brightness will conserve battery power.
- Don't let the battery drain below 5%. Save your work and immediately shutdown if you are unable to connect to the charger.

## How to Handle Problems

- Always REBOOT your iPad while at school first to see if the problem repeats itself.
- Promptly report any problems to the classroom teacher or school Media Center.
- Don't attempt to fix hardware issues yourself. When in doubt, ask for help.
- Do not go outside of CCSC for repairs.

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**Procedures**

**Equipment:**

- **Ownership:** CCSC retains sole right of possession of the iPad and grants permission to the Student to use the iPad according to the guidelines set forth in this document. The iPad is the property of CCSC and must be returned at the end of each school year. Moreover, CCSC administrative staff retains the right to collect and/or inspect the iPad at any time and for any reason, including via electronic remote access; and to alter, add or remove installed software or hardware. CCSC will not utilize remote desktop connection to access the iPad webcam.
- **Equipment Provided:** Efforts are made to keep all iPad configurations the same within each school. All systems include ample RAM, hard-disk space, software, wireless network capability and a protective case. CCSC will retain records of the serial numbers of provided equipment and software where applicable.
- **Substitution of Equipment:** In the event the iPad becomes inoperable, CCSC has a limited number of spares for use while the iPad is repaired or replaced. This agreement remains in effect for any such substitute equipment. The Student may NOT opt to keep a substitute loaner iPad or avoid using the substitute loaner due to loss or damage of the original. Students will charge their iPads at home each night. If a student's assigned equipment no longer functions, the student should report it to the building media center.
- **Responsibility for Electronic Data:** It is the sole responsibility of the Student to backup necessary data. CCSC will provide Cloud storage accessible within the network and with an Internet connection.
- **Responsibility for Installed Software:** The Student may not install or uninstall any software on the iPad without prior approval from the classroom teacher or district administration.

**Damage or Loss of Equipment:**

- **Warranty for Equipment Malfunction:** CCSC has purchased a manufacturer's warranty covering parts and labor. Whenever possible this warranty will be used for supported issues with the iPad. Families incur no additional charges for repairs covered by warranty.
- **Responsibility for Damage:** The Student is responsible for maintaining a 100% working iPad at all times. The Student shall use reasonable care to ensure that the iPad is not damaged. Refer to the *Standards for Proper Care* document, for a description of expected care.
  - In the event of damage not covered by the warranty, CCSC reserves the right to charge the Student or Parent the full cost for repair or replacement, including labor, when damage occurs due to negligence.
  - **A minimal damage fee of \$59 will be charged to the student when the damage is determined to be accidental and not negligence.**
  - Lost parts will be charged at the current CCSC replacement cost.

- **Actions Required in the Event of Loss or Damage:** Report the damage immediately to the school media center and administration will be notified. In the event of loss report the loss to the building administrator for investigation. If the iPad is stolen or vandalized while not at a CCSC facility the Parent shall file a police report. CCSC staff will file a police report if incident occurs in a CCSC facility.
- **Repair:** Occasionally, unexpected problems do occur with the iPads that are not the fault of the user (crashes, software errors, etc.). The media center is prepared to assist students with having these fixed. Always REBOOT the iPad before visiting the media center to verify if the problem continues. Any attempt to repair outside of CCSC may result in the Student and Parent being charged the full replacement cost.

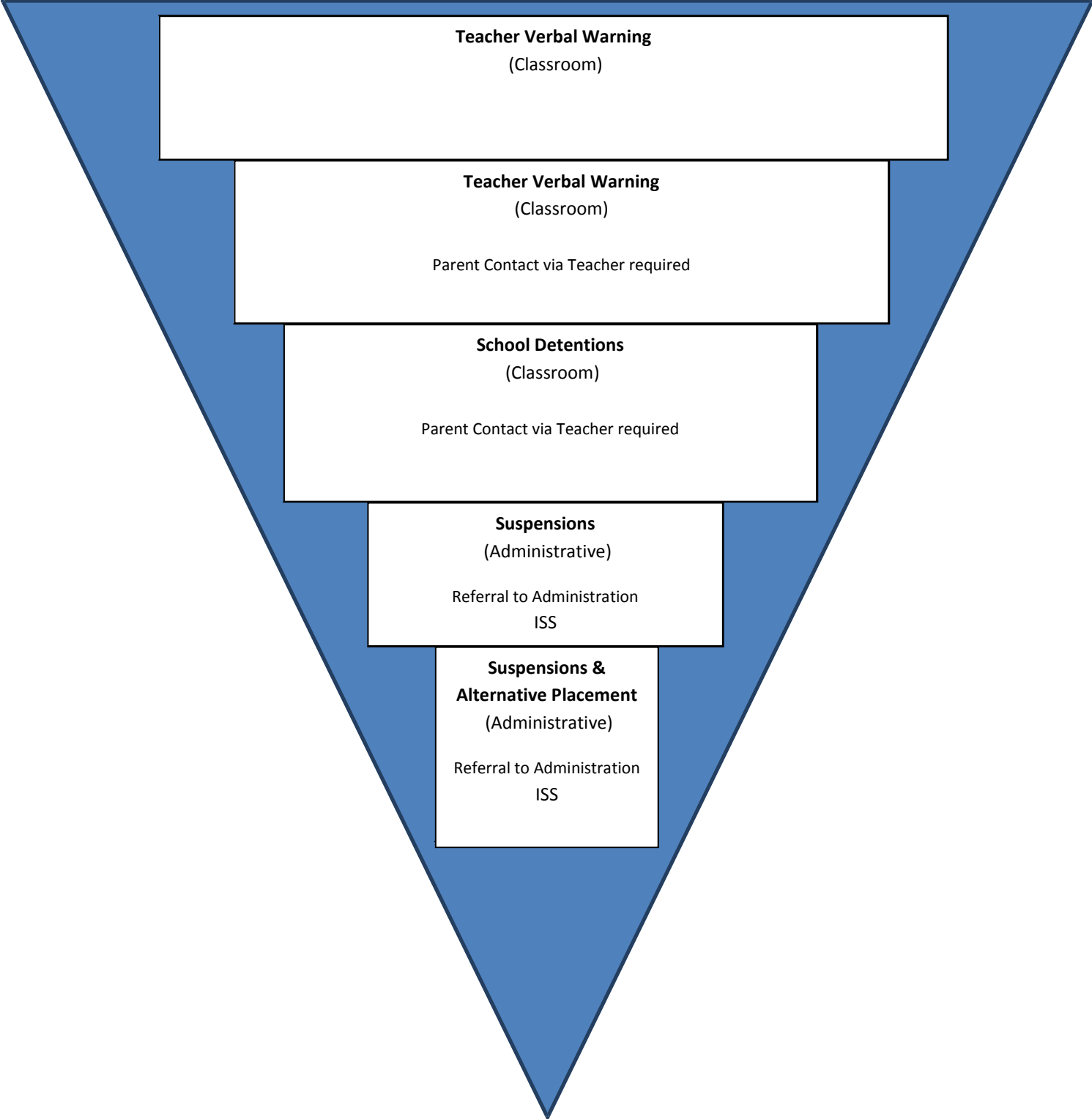
**Legal and Ethical Use Policies:**

- **Monitoring:** To assure compliance with CCSC's Network Acceptable Use Policy, technicians may monitor logins, Internet usage, and files as needed. CCSC does not and will never utilize remote connection to access the iPad webcam.
- **Legal and Ethical Use:** All aspects of CCSC's Network Acceptable Use Agreement will remain in effect. CCSC will provide content filtering within the CCSC network and outside of the network. However, CCSC does not have full control of the information on the Internet or incoming email from a non-CCSC email provider.
- **File-sharing and File-sharing Programs:** The installation and/or use of any Internet-based file-sharing tools are explicitly prohibited. Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Technology Director.
- **Customizations:** No stickers, tape, or markers should be used to "decorate" the iPad surfaces as these are often difficult to remove and may result in billable damage.
- If it isn't acceptable at school, then it isn't acceptable on the computer - ie. pictures of weapons, obscene language, tobacco/alcohol, gang related, or drugs.
- If you get a pop-up or accidentally go to an inappropriate site, notify your school media center. Include details such as date, time, and site address/URL. This will serve as future documentation.

# Pyramid of Natural Consequences



Having a district provided iPad comes with a new set of responsibilities and natural consequences. All consequences have a common structure district-wide. Discipline is progressive. Low-level, first-time infractions will have a lesser consequence than infractions that are repetitive or more serious in nature. Consequences might include parent contact, assignments that re-teach or reinforce correct behaviors, loss of classroom credit, office referrals, after-school detentions, and suspensions.



# Pyramid of iPad Damage Cost Summary



Having a district provided iPad comes with a set of responsibilities and proper care of school owned property. All damages of school owned technology have a common cost structure district-wide. Costs are progressive. Low-level, first-time infractions will have a lesser consequence than infractions that are repetitive or more serious in nature. Damage costs and consequences follow the structure below:

## **1<sup>st</sup> and 2<sup>nd</sup> non-neglected damage**

Student/Guardian pays cost of the repair.  
(\$59 minimal)

## **3<sup>rd</sup> damage**

Third damage will be considered neglect and Student/Parent will be responsible for paying for complete repair of the iPad.  
Complete repair cost could be up to a total of \$100 for a new iPad.

## **Intentional Damage and Vandalism**

In proven situations based upon witness of the event of Intentional acts of damage or Vandalism to the iPad OR proven based on reviewing of the damaged iPad a total replacement of the iPad will be issued to the Student/Parent in the form of \$100.

## **3<sup>rd</sup> damage, Intentional Damage, Vandalism –loss of iPad privilege**

While some classroom and homework activities and assignments will be made offline as an alternative for students who do not have an iPad, some activities and assignments will not have a replacement. The student will be unable to participate in and accomplish certain tasks. Alternate written tasks will be assigned.