

# iPad Policy and User Agreement

The policies, procedures, and information contained in this document apply to all iPads issued by Bedford Public Schools (BPS, the District) and Bedford High School (BHS) and extend to any other electronic devices the administration deems necessary to be governed by BHS. Teachers may set additional requirements for the use of electronic devices in their classrooms.

## 1. Assignments

iPads are distributed in August during iPad Orientation. Each student is assigned an iPad and is expected to maintain it in good working order for the duration of their enrollment at BHS. District-owned iPads are controlled by a mobile device management (MDM) system, and iPads are continuously verified for device name and associated serial numbers.

Parents & students must sign and return the iPad Protection Agreement (“family obligation”) and Student Pledge for iPad Use documents before an iPad will be issued. The iPad Protection Agreement explains the options that are available for families to protect the District’s investment.

The iPad Protection Agreement can be found at <https://goo.gl/9o9Uwe>.

The Student Pledge for iPad Use can be found at <https://goo.gl/jNvtEQ>.

### 1.1 Accessories

Students are issued an iPad, a protective case, a charging block, and a syncing cord at the start of their enrollment period. Students are responsible for all equipment and accessories issued to them. Students must return the iPad and accessories at the end of their enrollment period.

NOTE: Students will be charged for lost, stolen, and damaged equipment.

### 1.2 Collection

iPads and accessories must be returned to BHS at the end of a student’s enrollment period. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment in Bedford Public Schools for any reason must return their assigned iPad on the date of termination.

NOTE: This does not include summer breaks as students keep their assigned iPads over the summer, unless otherwise notified.

### 1.3 Collection Fines

Any student who fails to return their assigned iPad at the end of their enrollment period at BHS may be subject to criminal prosecution and/or civil liability

NOTE: Failure to return the iPad will result in a theft report being filed with the Bedford Police Department.

Furthermore, the student will be responsible for any damage to the iPad consistent with the District's iPad Protection plan and must return the device and accessories in satisfactory condition. The student will be charged a fee for any needed repairs not to exceed the replacement cost of the iPad and accessories.

## 2. Protection

Students are responsible for the general care of their assigned iPad. Devices that are broken or fail to work properly must be reported to the technology department immediately.

Remember:

- iPads are required to be in a case at all times.
- If you carry your iPad in a backpack, do not drop the backpack on the floor when you take it off.
- Never place objects on the iPad, even with the cover closed.
- Avoid storing iPads in a heavy backpack, on the floor, or in other areas with a high probability of accidents.
- Keep liquids away from the iPad.

### 2.1 Cases

The cases provided by Bedford Public Schools offer sufficient protection from normal use and provide a suitable means for transporting the device to and from school; however, students provide the best protection against accidental damage. Treat the iPad as if it were your own.

### 2.2 Screen Care

iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure. Clean the screen with a soft, dry cloth or anti-static cloth. Never use liquid or chemical cleaners to clean an iPad.

### 2.3 General Care

Students will be held responsible for maintaining their assigned iPads in good working order.

- iPads must remain free of any writing, drawing, stickers, or labels that were not applied by BPS.
- Do not expose your iPad to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. If your iPad has been in a cold environment for a long period of time (e.g. travelling to/from school in the winter), let it warm up before using it.
- Cables must be inserted carefully into the iPad to prevent damage.

#### 2.4 Repairs

Malfunctioning or damaged iPads must be reported to the technology department immediately. BPS is responsible for arranging iPad repairs. iPads damaged by misuse, neglect, or other accidental damage will be repaired with the costs being paid by the student.

See Section 8. Repairs and Replacement for more information.

#### 2.5 Theft

Stolen iPads must be reported immediately to the school office, technology department, and the Bedford Police Department.

### 3. General Use

iPads are expected to be used at school each day. In addition to classroom uses for the iPad, school messages, announcements, calendars, and schedules are accessed using the iPad. Students will be responsible for bringing their iPad to all classes, unless specifically instructed not to do so by their teacher.

#### 3.1 Charging

iPads should be brought to school each day in a fully charged condition. If students leave their iPads at home or bring them to class uncharged, they are responsible for completing the course work as if they had their iPad. Grades will be impacted if students come to class without their iPad or the iPad is not charged.

NOTE: BHS does not loan extra chargers.

#### 3.2 Screensavers and Background Images

Inappropriate media may not be used as a screensaver or background image. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols, or other offensive content will result in disciplinary actions.

### 3.3 Sound, Music, and Video

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students are not allowed to use the iPad for personal entertainment while on the school network (BHS or Public) at any time. Personal entertainment includes video, music, and games that are not part of a class curriculum.

Music and videos downloaded at home are allowed on the iPad and can be used at the discretion of the teacher.

Students are allowed to install non-academic apps on the iPad; however, this privilege may be revoked at any time by a parent or a principal (or their designee) as result of poor academic standing or failure to maintain good citizenship within the school community.

### 3.4 Home Internet Access

Students are allowed to connect to home wireless networks on their iPads.

### 3.5 Passcodes

The MDM requires that iPads be secured with a passcode at all times. Students are advised not to share their passcode with other students; however, upon the request of a faculty member, the student must enter their passcode so a faculty member can access the iPad.

## 4. File Management

Students are responsible for managing the data on their iPads and ensuring that everything is backed up regularly.

### 4.1 Saving Files

Students may save files on the iPad. As a safety precaution, students are encouraged to email important documents to themselves or use an online storage option (e.g. Google Drive or Dropbox).

There is very limited storage space available on the iPad, and files will not be saved if the iPad needs to be restored its original settings. It is the student's responsibility to ensure that coursework is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for failing to turn in coursework.

### 4.2 Network Connectivity

BPS makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

## 5. Apps and Settings

### 5.1 School Provided Apps

BPS provides some paid apps that are required to complete BHS coursework. Paid apps are assigned to students in MDM and are distributed through the App Store using individual Apple IDs. From time to time the school may add additional software applications for use in a particular course. Periodic reports from the MDM system may be run to ensure that students have not removed required apps.

### 5.2 Find My iPhone

Find My iPhone is a setting in iCloud that must remain turned on at all times. The setting can be accessed by opening the Settings app, then navigating to iCloud → Find My iPhone.

Students are required to remain logged in to iCloud using the Apple ID they created using their BHS email address. The disabling of the Find My iPhone setting will result in the loss of iPad privileges. The tracking feature in Find My iPhone can only be used by somebody with knowledge of the student's Apple ID and password.

NOTE: BPS does not have access to students' Apple IDs and passwords.

### 5.3 Additional Software

Students are allowed to load apps on their iPads. While connected to the school network, students may only download apps for classroom use.

### 5.4 Student Installed Apps

Non-academic apps are allowed to be installed on the iPad as long as they do not interfere with a student's ability to complete required coursework. All apps and data may be erased if the iPad ever requires repair or troubleshooting. Apps purchased with personal iTunes accounts can be reinstalled, but that process is beyond BHS's control and BPS assumes no responsibility for lost apps and data.

### 5.5 Software Restore

If technical difficulties occur, the iPad may be restored to factory settings or receive a new installation of the operating system. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

### 5.6 Software Upgrades

New versions of iOS and installed apps are made available in the App Store. Students are allowed to update installed apps; however, it is suggested that students wait for an official notice from the technology department before upgrading to a major version of iOS (e.g. iOS 8.x to iOS 9.x).

## 6. Acceptable Use

Use of the iPad is governed by the Bedford Acceptable Use Policy and the policies and procedures contained in the Bedford iPad Policy and User Agreement.

### 6.1 Privacy

Users should not have an expectation of privacy or confidentiality in the context of electronic communications or of other files sent, received, and/or stored on the District's network or iPads. BPS reserves the right to examine all data sent, received, and/or stored on the District's network and iPads. All communications, including text and images, may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.

### 6.2 Legal Propriety

Students must 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.

Plagiarism is a violation of the Bedford High School Code of Conduct. 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.

The use or possession of hacking software is strictly prohibited and violators will be subject to Bedford High School Code of Conduct. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

### 6.3 iOS Operating System

Students are prohibited from "jailbreaking" the iOS operating system of the iPad. Jailbreaking voids the manufacturer warranty and will result in disciplinary action.

### 6.4 Inspection

Students may be selected at random to provide their iPad for inspection.

## 7. Protection and Storage

### 7.1 Identification

Only BPS is allowed to place identifying marks on iPads and cases. Students are not allowed to alter the appearance of the iPad or case in any manner.

### 7.2 Storage

iPads should be stored in a locker when not in use. BPS recommends that students use the lock provided by the District or obtain a personal lock and provide the office with a key or combination to the personal lock. Nothing should be placed on top of the iPad. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a vehicle at any time other than during transportation. If a student needs a secure place to store their iPad, they may check it in for storage with the Student Office.

### 7.3 Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer labs, locker rooms, library, unlocked classrooms, dressing rooms, lobbies, 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 Student Office or Technology Department. Students may face disciplinary action for leaving an iPad unattended.

## 8. Repairs and Replacement

Students are financially responsible for the repair and/or replacement cost of the iPad due to damage, theft, or loss. Parents have multiple options for insuring the iPad. It is strongly recommended that you insure the iPad.

### 8.1 Optional Insurance Protection

Students and their parents may obtain an insurance policy that covers theft and damage. These policies are available from a number of companies and cover many types of damage including drops, cracked screens, theft, and vandalism. Information on these policies is available in the Student Office and through the Bedford High School Parents Association.

### 8.2 Homeowners Coverage

Students and their parents may wish to use their current homeowners 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. Most insurance companies require a rider for electronics and only provide limited coverage and a higher deductible.

### 8.3 No Insurance

Students and their parents may opt to pay any costs related to repair or replacement out-of-pocket rather than through an insurance policy.

### 8.4 Repair Process

Students are responsible for reporting a damaged or missing iPad to the Student Office or Technology Department. The Student Office will contact families if the iPad needs to be repaired or replaced. BPS uses an outside vendor to repair all iPads. All repairs are covered by a limited warranty.

Below is the repair process for an iPad covered by insurance:

1. Student reports lost or damaged iPad to the Student Office or Technology Department.
2. Student files an iPad Incident Report.
3. Student Office contacts the family via email with a statement of the damage or loss and an invoice.
4. If the iPad is covered by Worth Ave. Group insurance, the notification email will include a claim form.
5. Family completes the insurance form to include the cost of the repair or replacement and remittance to Bedford Public Schools.
6. Family submits the form to the information on the claim form.
7. Technology Department assigns a loaner iPad only after payment (personal check) or a statement of coverage (insurance) is received.
8. BHS sends the iPad for repair. iPads must be repaired by BPS.

NOTE: Students and their families are not authorized to repair and/or replace district-owned iPads and computer equipment at their discretion.