The focus of the iPad program at Boyne City High School is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of these twenty-first century students is the iPad computer. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all iPads used at Boyne City High School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

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Boyne City High School iPad Procedure

1. RECEIVING YOUR iPad & iPad CHECK-IN

1.1 Receiving Your iPad
iPads will be distributed each fall during “iPad Loan Orientation.” Parents & students must sign and return the iPad Loan Agreement and Acceptable Use Agreement documents before the iPad can be issued to their child.

1.2 iPad Check-in
iPads will be returned during final week of school so they can be checked for serviceability. If a student transfers out of the Boyne City School District during the school year, the iPad will be returned at that time.

1.3 Check-in Fines
Individual school iPads and accessories must be returned to the BCHS Media Center at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at BCHS for any other reason must return their individual school iPad on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at BCHS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad, or, if applicable, any insurance deductible. Failure to return the iPad will result in a theft report being filed with the Boyne City 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 computer and accessories to the BCHS Media Center in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

2. TAKING CARE OF YOUR iPad
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 Media Center for an evaluation of the equipment.

2.1 General Precautions
• The iPad is school property and all users will follow this policy and the BCHS acceptable use policy for technology.
• Only use a clean, soft cloth to clean the screen, no cleansers of any type.
• Cords and cables must be inserted carefully into the iPad to prevent damage.
• iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the Boyne City School District.
• iPads must 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 when carried.
• Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad 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.
- Do not place anything near the iPad that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “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 computer. 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. If a student repeatedly (3 or more times as determined by any staff member) leaves their iPad at home, they will be required to “check out” their iPad from the media center for 3 weeks.

3.2 iPad Undergoing Repair
Loaner iPads may be issued to students when they leave their iPads for repair in the Media Center. 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. Repeat violations (minimum of 3 days-not consecutively) of this policy will result in students being required to “check out” their iPad from the help desk for 3 weeks.

3.4 Screensavers/Background photos
- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Passwords are encouraged, but students are required to clear when requested from a staff member.

3.5 Sound, Music or Programs
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the iPad and can be used at the discretion of the teacher
- iPads are to be used as an Educational Tool.
- All software/Apps must be district provided. Data Storage will be through apps on the iPad and email to a server location. Students are not to add Apps or programs to school issued iPad.

3.6 Printing
Printing will be available with the iPad. Students should talk to their teachers about which printer to print to. Students will be given information and instruction on printing with the iPad at school.
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. Printing at home will require a wireless printer, proper settings on the iPad and the correct app.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the iPad/Home Directory
Students may save work to the home directory on the iPad. It is recommended students e-mail documents to themselves for storage on a flash drive or District server. 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.

4.2 Network Connectivity
The Boyne City School District makes no guarantee that their 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. SOFTWARE ON IPADS

5.1 Originally Installed Software
The software/Apps originally installed by BCHS 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 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. BCHS 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, to include home synching accounts.

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

5.4 Procedure for re-loading software
If technical difficulties occur or illegal software, non BCHS 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.
7. PROTECTING & STORING YOUR IPAD COMPUTER

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
- BCHS Label

7.2 Storing Your iPad
When students are not using their iPads, they should be stored in their lockers. The Boyne City School District recommends the students use the lock provided by the BCHS. Nothing should be placed on top of the iPad, when stored in the locker. 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 student’s vehicle at school or at home. If a student needs a secure place to store their iPad, they may check it in for storage with the Media Center.

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 lunchroom, computer lab, locker rooms, Media Center, unlocked classrooms, Performing Arts Center and hallways. Any iPad left in these areas is in danger of being stolen. If a iPad is found in an unsupervised area, it will be taken to the Media Center or the office. A student will be charged $10.00 to retrieve their iPad that has been turned into the Media Center or the office due to not being supervised.
One Apple iPad, charger and case are being lent to the Student and are in good working order. It is the Student's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and at all times remains, the Property of Boyne City Public Schools and is herewith lent to the student for educational purposes only for the Academic School Year. The student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing their right to use the iPad. The equipment will be returned when requested by Boyne City Public Schools, or if the student withdraws from Boyne City Public Schools prior to the end of the school year.

The District Property may be used by the Student only for non-commercial purposes, in accordance with the District's policies and rules, the District Acceptable Use Policy, as well as local, state, and federal statutes.

Student may not install or use any software other than software owned or approved by the District and made available to the Student in accordance with this Receipt and Agreement.

One user with specific privileges and capabilities has been set up on the iPad for the exclusive use of the Student to which it has been assigned. The Student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The student may not make any attempt to add, delete access, or modify other users accounts on the iPad or on any school owned computer.

The iPad does have identification on it indicating that it is the property of Boyne City Public Schools. This identification should not be altered, removed, or modified in any way.

Student agrees to use best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Student's possession.

The Student acknowledges and agrees that the Student's use of the District Property is a privilege and that by the Student's agreement to the terms hereof, the Student acknowledges the Student's responsibility to protect and safeguard the District Property and to return the same in good condition.

**Parent Responsibilities**

Your son/daughter has been issued an iPad to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer,

- I will supervise my child's use of the iPad at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home.
- I will supervise my child's use of the Internet and email.
- I will not attempt to repair the iPad, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report, to the school, any problems with the iPad.
- I will not load or delete any software from the iPad.
- I will make sure my child recharges the iPad battery nightly.
- I will make sure my child brings the iPad to school every day.
- I understand that if my child comes to school without the iPad, I may be called to bring it to school.
- I will make sure my child has a good bag or backpack to transport the iPad to and from school.
- I agree to return the iPad to school when requested and upon my child's withdrawal from Boyne City Public Schools.
**Student Responsibilities**

Your iPad is an important learning tool and is to be used for educational purposes only. In order to take your iPad home each day, you must be willing to accept the following responsibilities:

- When using the iPad at home, at school, and anywhere else I may take it, I will follow the policies of Boyne City Public Schools, especially the Student Code of Conduct and Acceptable Use Policy, and abide by all local, state, and federal laws.
- I will treat the iPad with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not lend the iPad to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not load any software onto the iPad.
- I will not use my iPad with personal email accounts other than those assigned by school.
- I will not remove programs or files from the iPad.
- I will honor my family's values when using the iPad.
- I will not give personal information when using the iPad.
- I will bring the iPad to school everyday.
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will not attempt to repair the iPad.
- I will recharge the iPad battery each night.
- I will return the iPad when requested and upon my withdrawal from Boyne City Public Schools.
- I will keep the iPad in its protective case at all times.
- I will carry the iPad to and from school in a secure bag and will not remove it from the bag on the school bus.

The Boyne City Public School system has developed a cost effective insurance program for our families to prevent the cost of total iPad replacement in the event of damage. We are able to offer insurance to all families for only $15 for each iPad! In the event that the iPad is damaged, lost or stolen under this plan, restitution will be expected as follows: If the total damage to the iPad is less than $300, we will ask for restitution of $50. If the iPad is lost, stolen, or sustains significant damage in excess of $300, we will ask for restitution of $100. It is important to remember that the school has the ability to track the location of each iPad and remotely control access to each device. In the event of loss or theft, it is very important to notify school personnel quickly. The school district will treat a lost iPad as stolen and will support the authorities in tracking the device with our remote access.

Student Signature_________________________________________ Date__________________

Parent Signature_________________________________________ Date__________________
Acceptable Use Agreement

The purpose of the Boyne City Public School District's Technology, Computer and Network Acceptable Use Agreement is to help learners use technology in school and at home to facilitate learning on a 24/7 basis.

The Acceptable Use Agreement (AUA) provides guidelines for using computer hardware and software on individual computers/devices, on local area networks, wide area networks, wireless networks, the Internet and companion technological equipment (i.e. printers, servers, whiteboards, projectors, etc.). The guidelines establish rights and responsibilities for all users. All users of the network and technological devices are expected to follow the guidelines or risk loss of computer privileges.

The signatures on the Letter of Agreement (located at the end of this document) are binding and indicate that the parties who signed have read the terms and conditions and understand their meaning.

Users who knowingly access prohibited information or who disregard guidelines will be subject to disciplinary action.

I acknowledge that I am responsible for my actions on my device and for following the specific rules established for the use of the hardware, software, labs, and networks throughout the district. I understand that failure to do so could result in a loss of technological privileges.

☐ I agree

I will not share my password or account with anyone and will have full responsibility for the use of my account. I will not use another’s account or represent myself as someone else.

☐ I agree

I will not engage in illegal activities on the network, computer and technological devices (i.e. plagiarism, bullying, harassment, tampering with hardware, software or documents; vandalism; unauthorized entry or destruction of files; or deliberate introduction of computer viruses).

☐ I agree

I will obey procedural safeguards to maintain the performance of the network, computer and technological devices.

☐ I agree

I will respect the rights of others, use appropriate language and avoid offensive or inflammatory material. I will bring incidents of offensive or inflammatory material directed to myself or others to the attention of a BCPS staff member.

☐ I agree

I will not share, make, or post online personally identifying information about any members of the BCPS community without permission (addresses, phone numbers, email addresses, photos, videos, etc.).

☐ I agree

I will access only those resources that are appropriate for school and those District network resources for which I have specific authorization.

☐ I agree
I will obey copyright laws and license agreements. Text material, music, software, and other media are protected by law.
☐ I agree

I will not install software on the network, computer or technological devices without permission of the system administrators.
☐ I agree

I understand that system administrators and teachers may access my files during system maintenance or as a directed action.
☐ I agree

Staff and students who are issued school own tablets are responsible for their care. Charges related to repair and replacement caused by abuse, misuse, negligence or loss as determined by school administration will be the responsibility of staff member or student.
☐ I agree

I accept full responsibility for supervision when my child is using his/her iPad at home or in other nonschool settings. I understand that there may be fees or costs incurred which are not covered by the warranty due to abuse, negligence, loss or multiple incidences of misuse of the iPad by my child.
☐ I agree

Violation of this Acceptable Use Agreement may result in:
- Loss of school provided technology and network privileges
- BCPS sanctions as prescribed by the student handbook
- Monetary reimbursement to BCPS or other appropriate sources
- Prosecution under applicable civil or criminal laws.

As a student at BCPS, I acknowledge that I have read through and agree to the BCPS Acceptable Use Agreement.

Signature___________________________________________ Date ____________

I acknowledge that my son/daughter and I have read through and agree to the BCPS Acceptable Use Agreement. I will instruct my child regarding the importance of following all the guidelines included in this agreement.

Signature___________________________________________ Date ____________