

# 1:1 iPad Program Responsible Use Policy

## General Expectations

- **The iPads are the property of Valley Christian Schools.**
- iPads are issued to students to support and enhance the educational mission of the school.
- iPad activity is subject to monitoring by Valley Christian staff, who can inspect and/or confiscate any iPad at any time without prior notice. This includes the right to alter, add or delete applications and data deemed inappropriate.
- Using the camera or microphone to photograph or record anyone without his/her express permission is prohibited.
- Accessing or distributing any material that is inappropriate, disrespectful or obscene is prohibited.
- Students are responsible for the safekeeping of their iPads. Any damage must be reported to the IT Department immediately. Students should visit the IT office or email [studentsupport@valleychristianaz.org](mailto:studentsupport@valleychristianaz.org) to report damage and receive a claim form.
- Students must return the tablet, the original iPad power adapter and cable, or any other loaned equipment when requested.
- The iPads are checked out at the beginning of each school year and returned at the end. Students must return the iPad, the original power adapter and cable, and any other loaned equipment to the school at this time. Equipment will be checked for damages or lost items at that time.
- If the student withdraws from the school, all equipment must be returned to the school--and in good condition--when designated by the school, or the student's family will be charged for the repair or replacement of that equipment. Equipment that is in good condition but defaced by writing or stickers cannot be reissued and therefore the family will be charged to replace the equipment.

## iPad Care

- Your iPad should remain in the Valley issued protective case at all times. If your iPad case contains a keyboard, the keyboard must remain attached.
- Use care when using cases and cords to prevent damage.
- iPads should not be left unattended (an unlocked car, a friend's house, etc.).
- Only clean the iPad with a soft, dry cloth.
- Do not expose the iPad to extreme heat or cold.
- Take care not to crush your iPad when carried in a backpack or sports bag.

## iPad Use

- Students are responsible for bringing their fully-charged iPad to school each day unless explicitly directed to do otherwise. Failure to bring a charged iPad to class will be treated as coming to class unprepared. Only use the school issued Apple cord and chargers that are specifically designed for use with iPads. Anything other than the school issued charges can cause damage to the iPad.
- During class students should only use their iPads as directed by the teacher.
- Students will be expected to abide by all applicable in-school policies in the use of their iPads outside of school.

## Lost or Damaged Items

- All iPads have school issued insurance that cover accidental damages to the iPad, case, power adapter, and cable. It does not cover items that are lost, damaged by neglect, or damages that appear intentional (ex. cases that have been pried apart and broken, iPads damaged because they were removed from the case or parts of the case were removed, etc.) Stolen items will only be covered when accompanied by a police report.
- School issued insurance will cover one damage claim per year with a processing fee of \$50. For additional claims, families are responsible for the full cost of the repair. All repairs will be handled by Valley Christian's IT department.
- Replacement costs for lost or stolen items depend on the generation of the iPad. Current generation costs are as follows: iPad = \$330, Case = \$140, Power Adapter = \$20, Cable = \$20.
- In the case of a damaged or stolen iPad the student may be issued a "loaner" until the iPad can be repaired or replaced.

## Student & Parent Agreement

Signing this agreement confirms that I have read and understand the iPad Responsible Use Agreement and agree to follow the school's policies and guidelines. I understand that failure to comply could result in disciplinary consequences.

Printed Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_