



iPad Policies

Receiving Your iPad and Check-In

Receiving Your iPad

iPads will be distributed each fall during iPad Orientation. Parents and students must agree to the iPad Permission Form and Responsible Use Policy before the iPad can be issued.

iPad Check-In

If a student transfers out of Brownell Talbot School during the school year, their iPad will be returned at that time.

Check-In Fines

Students who withdraw or terminate enrollment at Brownell Talbot for any reason must return their iPad on their exit date. If a student fails to return the iPad at the end of the school year upon exit or withdrawal from Brownell Talbot, that student will be subject to repayment of the cost of the iPad and accessories. Furthermore, the student will be responsible for any damage to the iPad, consistent with the Brownell Talbot's fee schedule and must return the iPad and all accessories in satisfactory condition. The student will be subject to fees as required by the fee schedule; fees not to exceed the replacement cost of the iPad as outlined by the fee table.

Taking Care of Your iPad

Students are responsible for the general care of the iPad they have been issued by Brownell Talbot. iPads that are broken or fail to work properly must be taken to the technology assistant's office for an evaluation of the device. Students will be held responsible for maintaining their individual iPads and keeping them in good working order. Students will be responsible for damages to their iPads.

- iPad batteries must be charged and ready for school each day.
- iPad cases furnished by Brownell Talbot must be returned with only normal wear and no alterations to avoid paying a replacement fee.



- Brownell Talbot School iPad case may not be removed or altered.
- iPads that malfunction or are damaged must be reported to the technology assistant. The school will be responsible for repairing iPads that malfunction. iPads that have been intentionally damaged from student misuse or neglect will be repaired with the cost being borne by the student. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally or be responsible for full replacement cost.
- iPads that are stolen or lost must be reported immediately to their school head.

General Precautions

- The iPad is school property and all users will follow this policy and the Responsible Use Policy (RUP) 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.
- iPad and case must remain free of any writing, drawing, stickers, or labels that are not the property of Brownell Talbot.
- 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.
- Students must keep their iPad in the protective case, provided by the school, at all times.

Carrying iPads

The protective cases provided with the 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 must always be within the protective case.
- Some carrying cases (e.g. backpacks) 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.

Screen Care

The iPad screens can be damaged if subjected to rough treatment. The **screen and device corners are particularly sensitive to damage** from excessive pressure.

- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.



- Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it will potentially break the screen and/ or damage the shell.
- Do not place the iPad near the edge of a desk; falling from a desk could potentially break the screen and/ or damage the shell.

Using your iPad at School

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, Veracross information may be accessed using the iPad. Students are responsible for bringing their iPad to all academic classes.

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. A loaner iPad will not be issued for forgetting their iPad at home.

iPad Undergoing Repair

Loaner iPads may be issued to students when they leave their iPads for repair in the Technology Assistant's Office.

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. In cases where use of the iPad has caused batteries to become discharged, students **may** be able to connect their iPads to a power outlet in class.

Screensavers

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, adult materials, inappropriate language, alcohol, drug, tobacco, and other school deemed inappropriate images are not allowed per Brownell Talbot's RUP and school handbook.



Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is to be used at the discretion of the teacher.
- Game playing on iPads is not allowed unless deemed educationally appropriate by the teacher.
- All required apps will be provided by Brownell Talbot.
- Data storage will be through eBackpack on the iPad and email.

Printing

Printing directly from iPads will not be available at school.

Home Internet Access

Students are allowed to set up wireless networks on their iPads. This will assist them with iPad use while at home.

Managing Your Files and Saving Your Work

Saving Documents

eBackpack is available as storage and dropbox location for courses. eBackpack is a cloud storage application. Limited storage space does exist on the iPad; however, it is NOT 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. It is recommended that all necessary documents be uploaded to eBackpack. iPad malfunctions are not an acceptable excuse for not submitting work.

Network Connectivity

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



Apps on iPads

Originally Installed Apps

The apps originally installed by Brownell Talbot must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add apps for use in a particular course. Licenses for apps may require that the apps be deleted from iPads at the completion of a course.

Additional Apps

Brownell Talbot will continue to push out apps to the iPads so that they contain the necessary apps for coursework.

Procedure for Re-loading Apps

If technical difficulties occur the iPad will be restored from an original image. The school does not accept responsibility for the loss of any apps or documents deleted due to a re-format and reimage.

App Upgrades

Upgrade versions of licensed apps are available from time to time. App upgrades will be pushed out to students, as periodic updates are available.

Responsible Use Policy (RUP)

The use of Brownell Talbot technology resources is a privilege, not a right. The privilege of using technology resources provided by Brownell Talbot is not transferable or extendible by students to people or groups outside Brownell Talbot and terminates when a student is no longer enrolled in Brownell Talbot. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in Brownell Talbot's RUP, privileges may be terminated, access to Brownell Talbot's technology resources may be denied, and the appropriate disciplinary action shall be applied. The Brownell Talbot's RUP as well as the Student/Parent Handbook shall be applied to student infractions.

Should expectations not be met consequences for violating the outlined parameters are:



- The iPad will be taken away until the end of the school day. These will be turned in to the Head of Middle School and the student will pick it up there.
- A second offense will warrant the parents needing to pick up the device from the Head of Middle School's office.
- If there is a third offense, there will be a conference with the Head of Middle School, the Director of Technology (if the situation warrants), and parents.

Protecting and Storing Your iPad

iPad Identification

Student iPads will be labeled in the manner specified by Brownell Talbot. iPads can be identified in the following ways:

- Record of serial number and correlated asset tag.
- Brownell Talbot label.

Storing Your iPad

When students are not using their iPads, they should be stored in their lockers. Brownell Talbot recommends the students use the lock provided on their school-issued lockers to secure and store their iPads. Nothing should be placed on top of the iPad when stored in their 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.

Do NOT leave your iPad in a place that is experiencing extreme hot or cold conditions (e.g. in the car). Extreme heat will damage the unit itself. Extreme cold will cause severe screen damage.

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, library, unlocked classrooms, dressing rooms, and hallways. Any iPad left in these areas are in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to a school head's or technology assistant's office.



Repairing or Replacing Your iPad

The fee table represents the most common issues experienced and does not include all possible circumstances that require repair and/or replacement. Intentional damage to iPad and/or iPad accessories is not covered as part of the break/fix coverage.

Fee Table

| Issue | Normal Usage | Intentional/Neglect |
|-------------------------------------|---------------------|----------------------------|
| Broken screen | \$0 | \$200 |
| Lost/stolen iPad | \$600 | \$600 |
| Missing/damaged thunderbolt adapter | \$50 | \$50 |
| iPad case damaged/missing | \$70 | \$70 |

*Intentional destruction entails loss of iPad (or accessory) functionality due to deliberate student destruction of iPad device or Brownell Talbot-issued accessories (determined on a case-by-case basis).

Theft or Loss Claims

All claims for accidental damage and maintenance must be reported to the technology assistant. In cases of theft or loss, students or parents must notify their head of school before an iPad can be replaced.

**If students or parents wish to carry their own additional personal insurance to protect the iPad in cases of theft, or loss, they should consult their insurance agent for details about their personal coverage of the iPad.