



iPad Initiative @GMAA

Student Expectations & Responsible iPad Use Policy

Student Expectations

1. General Information

The primary purpose of iPad use at Greater Miami Adventist Academy is to facilitate and enhance student learning. Any other use is secondary.

2. Care of the iPad

Students are responsible for the care and safe-keeping of the iPad entrusted to them at the beginning of the school year. School-owned iPads that are damaged or fail to work properly must be taken immediately to the Computer Teacher. See Section 2.3 and 2.4 for what you should do in case of damage or theft.

2.1. General Care

- 2.1.1. Cords and cables must be inserted and removed carefully to prevent undue wear and damage.
- 2.1.2. Care should be taken to prevent the iPad, cables, and accessories from getting wet. This includes accidental food and beverage spills, excess humidity and precipitation.
- 2.1.3. Avoid exposure to long-term temperature extremes.
- 2.1.4. School-owned iPads should remain free of personalizing stickers, labels or markings and should be returned in good working condition no later than the last official class day of the school year.

2.2. Screen Care

The screen of the iPad can be damaged if not properly cared for. The screens are particularly susceptible to damage from excessive pressure on the screen.

- 2.2.1. Use only a clean, soft cloth to wipe the screen. Do not use cleansers of any type.
- 2.2.2. Do not lean on or place anything heavy against the screen.
- 2.2.3. If carrying an iPad in a backpack, take care that it is placed flat against other items and that it does not receive extreme or uneven pressure against the screen.

2.3. Protective Cases and In-Case-Of-Damage Procedure

Families are responsible for furnishing the student with a protective case for the iPad, and students must keep the iPad in this protective case at all times. When choosing a case, consider the level of protection that is appropriate for the student, rather than basing this decision on style alone. Some cases include an external keyboard. A firm case with a protective flap over the screen and solid, enclosed corner protections around all corners of the iPad is required. In the event of any damage or theft to the iPad, report this immediately to the Technology Department and/or its@gma.edu.

Student Initials _____

Parent Initials _____

First incident of a break/damage is \$50 payable to Business Office. Student will be given a loaner during the iPad's repair period but the student is responsible for timely submission of assigned work. Second incident of breakage is \$100; third incident is \$150.

2.4. Security, Theft, and Identification

iPads are highly portable and subject to theft. Students must take care to keep the device secured at all times and take precautions to prevent "crimes of opportunity."

- 2.4.1. iPads must be in the student's possession at all times during the school day and should be taken home each night.
- 2.4.2. iPads should not be stored in a vehicle and should never be left in view inside a vehicle, locked or unlocked.
- 2.4.3. Students must set up the automatic passcode lock on the iPad. Students should share this passcode with their parents and no one else unless required to do so by school personnel.
- 2.4.4. In the event of a lost iPad through negligence, the student will be issued a replacement iPad. Inform any school personnel of the iPad's disappearance immediately. The full cost of the iPad will be charged to the student's account. If there is evidence of an iPad being stolen by force and malicious intent, a police report should be filed within 36 hours of the theft. A copy of the police report should be submitted to the Technology Department. A claim will be submitted on the student's behalf. Should the claim be denied, the full cost of the iPad will be charged to the student's account.

3. Content Management

3.1. Downloading Content

All content, including required apps and books, should already be downloaded to the iPad. Further, the student is prohibited from participating in gaming, downloading of movies or any other bandwidth-heavy activities on GMAA campus unless explicitly directed by a faculty member. First offense for a non-standard app: iPad will be re-imaged. Second offense: \$50 charged to account. Third offense: \$100 charged to account.

3.2. Memory and Storage

Students must maintain sufficient storage on the iPad to accommodate all school-required content. From time to time, a teacher may add content/apps for use in a particular course.

- 3.2.1. Required apps and books must remain on the iPad in usable condition and be easily accessible at all times. Periodic checks of iPads may be made to ensure the student has not removed the school-issued apps.

3.3. Personal Media

- 3.3.1. Inappropriate media may not be stored on the iPad at any time. Inappropriate media includes but is not limited to the presence of weapons, pornographic materials, inappropriate language, and references to tobacco, alcohol, drugs, and violence.

Possession of pornographic materials associated with minors is governed by both school policy and by state and federal law. Students are advised that any infractions of this policy may be dealt with as a criminal offense.

3.4. Software and App Updates

Students should conduct regular updates of required apps during school-scheduled update sessions.

Student Initials _____

Parent Initials _____

3.5. Device Backup and Data Security

Students must conduct regular backups of the iPad using Google Drive. Current backups are essential to maintaining the integrity of student data. In the event of device failure or loss, student data can be restored from backup. It is the responsibility of the student to maintain a current backup of all school assignments and related digital content.

4. Use of the iPad at School

Students are required to bring the iPad to school each day. Students must bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

4.1. Charging the iPad's Battery

iPads must be brought to school each day fully charged. Students must charge the iPads at home each evening. Students may not charge iPads on campus.

4.2. iPads Left at Home

Not having an iPad or not having a working iPad will not be an excuse for not participating in class or not completing assignments.

- 4.2.1. Each class may have individual consequences for students who do not bring their iPad.
- 4.2.2. If students leave their iPad at home, they are still held responsible for getting the course work completed on time.
- 4.2.3. Coursework not complete due to not having the iPad in class will be subject to the same consequences as other incomplete work.

4.3. iPads Left in Unsupervised Areas

The iPad is the sole responsibility of the student. Under no circumstances should iPads be left in an unlocked or unsupervised area. Unsupervised areas include the school grounds, lunchroom, computer labs, locker rooms, libraries, unlocked classrooms, dressing rooms and hallways. Any iPad left unattended is at risk of being stolen or damaged. If an iPad is found and is unclaimed, it will be taken to the Technology Department.

4.4. Sound, Music, Games and Headphone Use

- 4.4.1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- 4.4.2. Students may not wear headphones to listen to music or other media on the iPad or other device unless it is directly related to the classroom instruction and directed by the teacher.
- 4.4.3. Students may not play non-instructional games on the iPad at any time. Instructional games may be used under the direction of the teacher.

4.5. Internet Access

- 4.5.1. Students will have access to only the wireless networks on campus.

Student Initials _____

Parent Initials _____

- 4.5.2. The student will do nothing to bypass GMAA security and filtering systems on any device or machine.
- 4.5.3. The use of a hotspot using a student phone, app, or any other means is prohibited.

4.6. Appropriate Use

- 4.6.1. Students are responsible for the safety, maintenance and activity of the GMAA iPad. Students must never loan the device to another student for any reason.
- 4.6.2. Any activities not directly related to teacher-directed classroom activities are considered inappropriate use. These activities include but are not limited to texting, FaceTime and social networking (such as FaceBook), and are not permitted during class time.
- 4.6.3. “Jailbroken” devices—that is, devices that have had changes made to the iOS operating system—may not be used at GMAA. Attempts to jailbreak a school-owned device will be treated as vandalism. Personal devices that have been “jailbroken” are not permitted on the school network.
- 4.6.4. Changing another’s passcode or wallpaper, or any unauthorized access to another’s iPad or accounts, will be treated as theft or hacking and will be handled according to the Greater Miami Adventist Academy Disciplinary process located in the GMAA Student Handbook.
- 4.6.5. Copyright laws, plagiarism and computer hacking are punishable by state and federal law. If a student is in doubt about how to properly give credit for digital content or how to avoid breaking privacy or proprietary laws while using the iPad or any other electronic device, it is the student’s responsibility to seek guidance from a teacher, Library personnel, or Administrator.

4.7. Audio/Video Recording and Photos

Common courtesy dictates asking permission to take a person’s photo or make an audio or video recording of them.

- 4.7.1. Students may record audio or use the camera to record still or video photos in a classroom or at a school outing or event only with the prior consent of the teacher, coach, or responsible faculty member.
- 4.7.2. At all times, students are responsible for ensuring that all individuals or groups are aware and agree to the recording or photo.
- 4.7.3. Students must not share any audio, video or photographic likenesses without express consent from all parties involved.
- 4.7.4. Bathrooms and locker rooms are considered private areas. Recording or photo equipment is not to be used in these areas at any time.
- 4.7.5. Use of recording and photo equipment is governed by both school policy and by state and federal law. Students are advised that any infractions of this policy may be dealt with as a criminal offense.

Student Initials _____
Parent Initials _____

4.8. Managing Files and Saving Student Work

Students should save work to the required digital submission app for safekeeping and storage capacity management. Students will receive instruction in how to manage and save files. It is always advisable to have good backups—to Google Drive, DropBox, etc.

4.9. Privacy

Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

We have read and understood all guidelines and policies outlined in this document.

Student's Printed Name

Grade

Student Signature

Date

Parent Signature



Greater Miami Adventist Academy For Students iPad Use Agreement



I will be responsible for the care of GMAA's iPad.

1. I will bring GMAA's iPad to school every day fully charged.
2. I will not charge or download on GMAA campus unless it is during scheduled update sessions.
3. I will never leave GMAA's iPad unattended and will know where it is at all times.
4. I will never loan GMAA's iPad to others nor borrow someone else's iPad.
5. I will not share passwords, usernames or passcodes with others nor will I attempt to change passcodes on other iPad's.
6. I will do nothing on the iPad to bypass GMAA security and filtering settings.
7. I will not disassemble any part of GMAA's iPad or attempt repairs.
8. I will not "jailbreak" (make changes to the iOS operating system) or delete the management profile on GMAA's iPad.
9. I will protect GMAA's iPad by carrying it in a case and not stacking anything on top of it.
10. I will not take photos or record class lectures/discussion without explicit permission from the instructor or student.
11. I will use GMAA's iPad in ways that are appropriate and respectful of others at all times.
12. I will not deface the serial number on GMAA's iPad.
13. I will manage GMAA's iPad capacity and not allow my personal non-school related content to interfere with school-related iPad capacity needs.
14. I will not store or download inappropriate media or content on GMAA's iPad. I understand that my iPad will be re-imaged if found with non-standard apps. My account will be charged \$50 for second offense, \$100 for third offense, etc.
15. I understand that I have to pay \$50 for the first damage incident, \$100 for the second incident, \$150 for the third incident. I will immediately report loss of my iPad to school personnel. I understand that I will be charged the full cost of the iPad if it is lost through negligence.
16. I agree to return the iPad and cords in good working condition at the end of the school year. ***If I don't, I will be responsible for paying the difference in cost of the iPad, which is \$400.***
17. I understand that iPad use is governed by the school's *Computer/Technology Policy* found in our GMAA website.
18. I have read, understand and agree to follow the Student Expectations and Responsible iPad Use Agreement.

Printed Student Name: _____

Grade: _____

Student Signature: _____

Date: _____

Parent Signature: _____



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Parent Guidelines & Agreement

We appreciate your parental support of our iPad Program at GMAA. While the iPad is a very engaging personal device, its primary purpose is schoolwork and student learning. We encourage parents to help students to adopt healthy habits when using the iPad outside of school and to place limits, as necessary, at home.

1. Parents are encouraged to monitor their student's Internet use, time management in relation to the iPad and other technology devices, and social interactions via these devices. Over involvement can lead to ineffective habits and loss of productivity.
2. Parents are encouraged to limit overnight access to the iPad and other technology devices. Charging stations should be in a central family location such as the kitchen. Family routines and guidelines regarding this are helpful.
3. We encourage the use of iPads, phones, laptops and computers in open locations conducive to monitoring and supervision rather than use behind closed doors, such as students' bedrooms.
4. We encourage parents to model healthy technology use practices.
5. We suggest that parents monitor the purchase and downloading of apps.

I understand that my student is required to bring the iPad to school fully charged every day.

I have read, understand and agree to *the Parent Guidelines and Agreement* and the *Student Responsible iPad Use Policy*.

Printed Parent Name: _____

Date: _____

Parent Signature: _____

Printed Student Name: _____

Grade: _____



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Parent Permission Google Apps Account

Greater Miami Adventist Academy uses Google Apps for Education in the classroom. As required by Google, students under the age of 13 must have parental permission for a Google Apps Account. The following services are available to each student and hosted by Google as part of the iPad initiative:

Mail An individual student email account will be created for school use managed by GMAA. This account improves the efficiency of student submission of work electronically to the teacher, communication between teacher and student, and communication between students for collaborative schoolwork.

Calendar Students will have access to an individual calendar providing the ability to organize schedules, daily activities, and assignments.

Drive Google Drive will be utilized as a cloud-based file storage, sharing, and synchronization service. Students will be able to access their stored schoolwork from any computer, not just their home computer or GMAA iPad. If they are staying at a relative's home for the weekend, for example, they will be able to use a computer there and access their work in Google Drive, a tremendous convenience!

Student use of Google Apps is governed by the Student iPad Use Agreement, Student Handbook, and Technology Acceptable Use Policy. Parents, please familiarize yourselves with these documents posted on the GMAA website.

I hereby give permission for my child to create a Google Apps for Education Account at GMAA. I also agree to monitor my child's use of Google Apps outside of school hours to ensure the account is being used appropriately and responsibly for intended schoolwork.

Printed Parent Name: _____

Date: _____

Parent Signature: _____

Printed Student Name: _____

Grade: _____

iPad Air Contract



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