

# Beechwood School



# iPad Manual



Beechwood Elementary School  
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# Overview

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A spiral-bound notebook with a white page and a dark blue cover. The spiral binding is visible at the top. The text is centered on the page.

# iPad Initiative

The focus of the iPad program at Beechwood School is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for high school, college and future careers.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. 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 Beechwood School including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

# iPad Distribution and Return

## **iPad Distribution**

Beechwood's iPads will be distributed during iPad Orientation. Parents and students must sign and return the iPad Acceptable Use Policy and Handbook Pledge documents before Beechwood iPads will be issued to the student.

## **iPad Return**

Beechwood's iPads will be returned by on a designated day in May so they can be checked for functionality. Students who promote early, withdraw, are suspended or separated from the school for any reason must return their iPad on the date of termination.

## **Return Fines**

Individual school iPads, power adapters, and lightning to USB cables must be returned at the end of each school year. If a student fails to return the iPad and accessories at the end of the school year or upon separation from the School, that student is subject to pay for the replacement of the iPad and/or accessories.

iPad: \$400

Power Adapter: \$19

Lightning to USB Cable: \$19

## **Damage**

The student will be responsible for any damage to the iPad (including repair costs), consistent with the School's iPad Acceptable Use Policy and must return the iPad and accessories in satisfactory condition. (The cost to repair a cracked screen is \$100).

# iPad Care

## **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
- Fullerton School District Asset Tag on the back case
- School-appropriate lock screen image with name

## **General Precautions**

Beechwood iPads are school property and all users will follow this policy and the Beechwood Acceptable Use Policy for technology:

- iPads should always be within a protective case and report malfunctions, damage or loss of device to a teacher.
- 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
- iPads must never be left in an unauthorized or unsafe area
- iPads should be promptly delivered to the next class before PE, nutrition, lunch or any other breaks

# iPad Care

## **General Usage**

iPads are intended for school related activities each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad. Students are responsible for bringing their iPad to all classes everyday.

## **Storing iPads**

Students are expected to take their iPads home every day after school, regardless of whether or not they are needed. iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening.

## **Passcodes**

Passcodes are prohibited on their iPads. If a passcode is used the only remedy will be to restore the iPad to factory defaults, thereby erasing data.

## **iPad Undergoing Repair**

Loaner iPads may be issued to students when iPads are being repaired. There may be a delay in getting an iPad should the school not have a loaner iPad available.

## **Home Access**

Students may utilize their home wireless networks or public networks on their iPads. They may not synchronize their iPad with any computer at home.

# Organization and Responsibility

## **Three Strikes Policy**

In an effort to support student organization and transition to the iPad program, Beechwood School will institute the Three Strikes Policy. Students who violate any policy described below three times will be required to check in and check out their iPad for a period of three days and students will receive an infraction notice. Additional violations will result in the loss of iPad privileges for one week and an administrative referral.

## **The following are examples of violations that may earn a student a strike:**

- ***iPad Storage:*** *If an iPad is found in an unauthorized area, it will be taken to the Front Office.*
- ***iPads Left at Home:*** *If students leave their Beechwood iPad at home, they are responsible for getting the coursework completed as if they had their iPad present.*
- ***iPad Battery:*** *Beechwood iPads must be brought to school each day in fully charged condition. Students need to charge their iPads each evening.*
- ***iPad Behavior:*** *iPads are to be used as an instructional tool. Students who violate classroom/ instructor rules may receive a strike. Appropriate and kind digital citizenship is expected at all times.*

***Accidents happen,*** however, students who break their iPad more than once, will no longer be able to take their iPad home. They will need to check their iPad in and out with their 7th period teacher.

# Managing Files and Saving Work

## **Saving to the iPad/Home Directory**

It is recommended that students save their work and documents to a storage location in the cloud. Storage space will be available on the iPad, BUT it will NOT be backed up in case of re-imaging. It is important to ensure sufficient storage for efficient use. 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.

## **Network Connectivity**

In the case that the network is down, Beechwood School will not be responsible for lost or missing data.

## **iPad Apps**

The software/apps installed by Beechwood School must remain on the Beechwood 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. Periodic checks of iPads will be made to ensure that students have the required apps.

Unless otherwise specified, students are not allowed to install additional software/apps on the Beechwood iPads. Beechwood will ensure the iPads contain the necessary apps for schoolwork. Students are NOT allowed to synchronize iPads or add apps to their school-owned Beechwood iPad.

If technical difficulties occur, illegal software or non-Beechwood installed apps are discovered, the Beechwood iPad will be restored to factory defaults. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and/or re-image.



# iPad Acceptable Use Policy

The use of the Beechwood School's technology resources is a privilege, not a right. 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 the User Terms and Conditions named in this policy, or as determined by Beechwood School, privileges may be terminated, access to the school technology resources may be denied, and the appropriate disciplinary action shall be applied.

Beechwood School reserves the right to review, monitor, and restrict information stored on or transmitted via Beechwood School owned equipment and to investigate inappropriate use of resources.

Use of any information obtained via Beechwood School's designated Internet System is at your own risk. Beechwood School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

# iPad Acceptable Use Policy

## **Students are Responsible for:**

- Using computers/devices in a responsible, appropriate and ethical manner
- Obeying general school rules concerning behavior and communication that apply to Beechwood iPad/computer use
- Helping Beechwood School protect the computer system/device by contacting an administrator about any security problems encountered
- Monitoring all activity on own account(s)
- Turning off and securing iPad to protect work and information
- Any inappropriate email should be reported to advisor and include a printed copy for records
- Returning iPad to Beechwood at the end of each school year

## **Student Activities Strictly Prohibited:**

- Modifying the operating system outside of Apple released software (i.e. jail breaking) and use of email, IM, chat rooms or forums without school permission
- Bypassing the Beechwood web filter through a web proxy or personal hotspot
- Illegal installation or transmission of copyrighted materials
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening or obscene materials, including cyber-bullying
- Obtaining any form of plagiarism such as, but not limited to sites selling term papers and other forms of student work
- Downloading and installing apps, unless otherwise specified
- Gaining access to other student's accounts, files, and/or data

- Use of anonymous and/or misrepresenting identify
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data including but not limited to, uploading or creating viruses/software) of school equipment
- Participation in any form of illegal behavior (i.e. credit card fraud, electronic forgery but not limited to)
- Any action that violates existing School policy or public law
- Audio, video recording or photos of others without express permission

Student Signature

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Parent Signature

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