



Delaware Valley Regional High School  
iPad Handbook  
2022-2023

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## **Use of iPads**

iPads are distributed to Delaware Valley Regional High School pupils for educational purposes, innovation, and creativity. The use of the school district technology resources is a privilege, not a right. Pupils are expected to use their iPads responsibly and in accordance with all of the provisions of this Acceptable Use of Computer Network/Computers and Resources Policy. Pupils are also expected to fully participate with their iPads in all classroom activities as directed by their teachers.

iPads will be distributed to pupils upon return of a signed iPad Assignment Form, Acceptable Use Form, iPad Protection Plan and Student Pledge for iPad Use that are distributed with this handbook. Students must abide by all requirements stated in on these forms and included in this iPad Handbook.

## **Review of Board Policy 2361: Acceptable Use of Computer Networks/Computers and Resources**

Any individual using an iPad issued by the Board of Education shall be expected to abide by the following requirements and any other requirements stated in Policy 2361 and shall be subject to disciplinary and/or legal action in accordance with this Policy for failure to do so:

1. iPad users may not, under any circumstances, log on under or use another User's account or iPad.
2. Users may not share passwords.
3. All messages or postings to any Internet site on or off campus at any time (notes, email, newsgroups, bulletin boards, wikis, or other interactive forms of communication such as Instant Messaging) shall be educationally purposeful and appropriate. Hate mail, harassment, discriminatory remarks, vulgarity, swearwords, other inappropriate behaviors, chain letters, and threats of any kind are prohibited.
4. Users are responsible for all activities conducted when using their iPads.
5. Users shall respect copyright laws and licensing agreements pertaining to materials entered and obtained via the Internet or other electronic sources.
6. Use of the Internet and/or other resources for personal gain, profit, commercial advertising, or political lobbying is prohibited.
7. Use of an iPad must be in support of curriculum and research and consistent with the purposes and Mission Statement of Delaware Valley Regional High School.
8. Use of an iPad to purposefully access pornographic material, inappropriate text files, information advocating violence or files harmful to the integrity of Delaware Valley Regional High School is prohibited.
9. Also prohibited is access to information on, but not limited to, gambling, illegal drugs, alcohol use, online merchandising, hate speeches, criminal skills, alternative journals, and chat rooms.
10. Users are not allowed to download or transfer programs, pictures, music files, or data onto any iPad without first receiving permission from a Technology Department member.
11. Software or hardware may not be installed on any iPad without the approval of, and under the supervision of an administrator and/or the Information Technology Manager.
12. Pupils may not give their real name, address, phone number, school name or any personal information to anyone on the Internet unless doing so under the supervision of a teacher, administrator, or member of the Technology Department.
13. All iPads must be securely stored in a locked locker after school while pupils are practicing sports and/or involved in any after-school activity or club when it is impractical for pupils to carry the iPad on their person.

14. Delaware Valley Regional High School, under the direction of an administrator or the Information Technology Manager, reserves the right to access all incoming/ outgoing data accessed by pupils, faculty, and staff.
15. Users may not use any means to access restricted sites.
16. Users may not post images of students, teachers, staff or other personnel on the Internet without receiving permission from the individual(s) involved.
17. Users may not alter the configuration of any iPad.
18. Pupils may not use the cameras on their iPads unless given permission by and under the direct supervision of a teacher, administrator, and/or Technology Department member during school hours. Parents may restrict the use of the camera at any other time by setting the Parental Controls on the iPad.

## **Consequences of Inappropriate Behavior**

The person operating the iPad shall accept personal responsibility for any information obtained via the Internet or other electronic sources. The person operating the iPad shall accept personal responsibility for actions on the Internet.

Any User who does not comply with this Policy may have his or her iPad confiscated for a period of time and may be subject to one or more of the consequences stated in the “Violations” section of this Policy.

## **Violations**

Individuals violating this policy shall be subject to the consequences as indicated in Regulation No. 2361 and other appropriate discipline which includes but are not limited to:

1. Use of the network only under direct supervision
2. Suspension of network privileges
3. Revocation of network privileges
4. Suspension of computer privileges
5. Revocation of computer privileges
6. Suspension from school
7. Expulsion from school
8. Legal action and prosecution by the authorities



## iPad Accidental Protection Plan Declarations Page

<p style="text-align: center;"><b>Program Fee/Coverage</b></p> <ul style="list-style-type: none"> <li>• \$40 non-refundable fee per school year.</li> <li>• Limit of Liability: \$399</li> <li>• Coverage: Repair/Replacement of school issued iPad.</li> </ul>	<p style="text-align: center;"><b>Effective Coverage/Expiration Dates</b></p> <ul style="list-style-type: none"> <li>• <b>Effective Date:</b> Based on the receipt of signed agreement.</li> <li>• <b>Expiration Date:</b> Last day of school for the 2022- 2023 school year or date of unenrollment.</li> </ul>
<p style="text-align: center;"><b>Coverage</b></p> <ul style="list-style-type: none"> <li>• <b>Accidental Damage:</b> Pays for accidental damage caused by liquid spills, drops, or any other unintentional event.</li> <li>• <b>Theft:</b> Pays for loss or damage due to theft; the claim requires a police report to be filed.</li> <li>• <b>Fire:</b> Pays for loss or damage of the iPad due to fire; the claim must be accompanied by an official fire report from the investigating authority.</li> <li>• <b>Electrical Surge:</b> Pays for damage to the device due to an electrical surge.</li> <li>• <b>Natural Disasters:</b> Pays for loss or damage caused by natural disasters.</li> </ul> <p>iPads that are not in their protective case and thus damaged will not be covered.</p>	<p style="text-align: center;"><b>Exclusions</b></p> <ul style="list-style-type: none"> <li>• <b>Dishonest, Fraudulent, Intentional, Negligent or Criminal Acts:</b> Will not pay if damage or loss occurs in conjunction with a dishonest, fraudulent, intentional, negligent or criminal act. The student/parent will be responsible for the full amount of the repair/replacement.</li> <li>• Consumables: Including but not limited to the case, charger, and software.</li> <li>• iPads that are not in their school issued protective case or in one equivalent will not be covered if damaged.</li> <li>• Cosmetic damage that does not affect the functionality of the device. This includes but is not limited to scratches, dents, and broken plastic ports or port covers.</li> <li>• “Jailbreaking” or otherwise voiding the manufacturer’s warranty by altering the software.</li> <li>• DVRHS is not liable for the loss, damage (including incidental, consequential, or punitive damages) for expense caused directly or indirectly by the equipment.</li> </ul>

**\*\*If a student is un-enrolled from Delaware Valley Regional High School for any reason, this insurance agreement becomes null and void on that date. There are no refunds once this agreement becomes active on the date the iPad is issued.**

## Check-in and Check-out

1. To receive your iPad, you and a parent or guardian must carefully read this Student iPad Handbook and sign the Student Pledge document. All proper paperwork and fees must be submitted for the iPad to leave school property.
2. You are required to enroll in the iPad Protection Plan before taking the iPad home. If you choose not to purchase the Protection Plan, you must check an iPad in and out before and after school each day in the Technology Office, Room C103.
3. Devices checked out for daily use may be reported as stolen if removed from school property.
4. Your iPad, case, sync cable and charging brick must be returned in good working condition, either at the end of each school year if requested by the Information Technology Director, or upon graduation. If enrollment at Delaware Valley Regional High School (DVRHS) is terminated for any reason (i.e. transfer, early graduation, etc.), you must return these items on the date of termination. Failure to return the iPad will result in the student's name being placed on the obligation list. Grades are withheld until all student obligations are met.
5. All iPads, cases, sync cable and charging bricks must be checked back in when requested, or upon graduation. If an iPad is not returned, the student's name will appear on the end of the year obligation list. Grades will not be released until all student obligations are met.
6. All iPads remain the property of Delaware Valley Regional High School. DVRHS reserves the right to collect and/or inspect your device at any time and to delete any material or applications deemed inappropriate.
7. Devices not returned within 7 days of student withdrawal from the district will be reported as stolen and will become a student obligation. Grades will be withheld until all student obligations are met.

## Forms that need to be signed and returned:

- iPad Assignment Form
- Acceptable Use of Technology
- Student Pledge for iPad Use

## Payment that needs to be returned:

- No Insurance: **\$399 Deposit for Grades 9, 10, 11, 12**
- Personal Insurance: **Proof of Insurance**
- School District Insurance: **\$40 Protection Payment**

## **iPad Case and Screen Care**

1. You are required to keep the iPad in the district supplied case or a district-approved case.
2. Failure to return the provided ruggedized case will result in a \$20 replacement fee for cases issued to the Class of 2023. Ruggedized keyboard cases issued to the Classes of 2024, 2025, and 2026 require a \$95 replacement fee.
3. You must protect your screen while transporting your iPad.
4. Excessive pressure on the iPad screen may cause damage. Therefore, avoid leaning on top of the iPad or placing heavy items on top of the iPad. Placing too many items in a carrying case or backpack could put too much pressure on the screen.
5. Do not bump or drop the iPad against hard surfaces.
6. Avoid touching the screen with anything other than your finger or a stylus.
7. Clean the screen with a soft, dry, clean cloth. Do not use cleansers of any kind.
8. Insert cords carefully into your iPad.
9. iPads and district issued cases must remain free of any writing, drawing, stickers, or labels that are not the property of DVRHS.
10. Take additional care around food and drink.
11. Keep your iPad out of extreme temperatures, away from hot or cold surfaces, and away from water or dampness.
12. The iPad is provided for the sole use of the student to which it is assigned.
13. Avoid leaving your iPad in a vehicle. If you must, make sure it is hidden.
14. Keep your iPad off the floor where it could be stepped on or tripped over.

## **Usage Guidelines**

1. Students must abide by the school's Acceptable Use Policy and Student Pledge of Use at all times inside and outside of school hours.
2. Students must honor the school's restrictions of access to sites and apps that are not allowed at school.
3. You must secure your iPad whenever it is not in your direct possession. To prevent the risk of theft, never leave your iPad unattended, or in an unsupervised area such as the lunchroom, computer lab, locker room, library, unlocked classrooms, restrooms, or hallways.
4. All applications, books, and music on your iPad must be legitimately purchased and licensed.



5. You may not attempt to break security protocols. If an iPad is jailbroken (process of removing limitations imposed by the manufacturer), it voids the warranty. If you jailbreak your iPad, you are responsible for the cost of the device.
6. Do not attempt repairs yourself. The school will organize repairs through the Technology Office.
7. You are responsible for backing up personal data on your iPad to iCloud or Google Drive. The school accepts no responsibility for lost data.
8. If necessary, your iPad may need to be reset by a school technician. Resetting causes all programs and files on the device to be erased and the device to be returned to its original state. Backing up your device regularly will allow the restoration of all data.
9. No wireless or wired syncing to personal computers is allowed.
10. Network administrators may review your files and communications to ensure you are using the iPad appropriately. Do not expect that files stored on your iPad will always be private. This is a school-owned and issued device.
11. You are responsible for the appropriateness of all files, data, and Internet history on your iPad.
12. You may not take photos or video of other students or staff without their permission. The possession, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden.
13. You may not access another individual's materials, information, or files.
14. You must leave your iPad's identifying barcode and asset tags in place.

## **Personalization**

1. You may personalize your lock screen and home screen with appropriate media. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures are not permitted per school/district policies.
2. You are required to passcode protect your iPad.
3. You may not install apps at this time from your (or your guardians' or parents') personal iTunes account in accordance with the legal license agreements.
4. If illegal software/apps are discovered, the iPad will be restored from backup or reset to factory defaults. The school does not accept responsibility for the loss of any software or documents deleted due to a reset.

## Instructional Use

1. It is your responsibility to bring your iPad to school every day. If you do not have it, you must complete all work as if it were present.
2. To prevent classroom distractions, sound must be muted during school hours unless instructed otherwise. Ear buds may be used at instructors' discretion.
3. The software/apps originally installed by DVRHS must remain on the iPad.
4. Bring your iPad to school fully charged every day. It is your responsibility to have sufficient battery life for your expected use while at school.
5. Conserve resources by using print preview and obtain teacher permission before printing.
6. Updates to apps and the iPad software are released routinely. It is your responsibility to keep your device updated.
7. Plagiarism is a violation of the DVRHS Code of Conduct. Give credit to all sources used, whether quoted or in your own words. This includes all forms of media on the Internet, such as pictures, videos, music, and text.
8. Your iPad is intended for instructional and educational use only.



## Damage and Loss

1. When school is physically in-session, please take your iPad to the Technology Office, Room C103 if you experience any technical problems. If it cannot be fixed at that time, a loaner iPad will be issued to you. If an issue occurs with your iPad and you are unable to physically visit the Technology Office, please email [ipadhelp@dvrhs.k12.nj.us](mailto:ipadhelp@dvrhs.k12.nj.us) and include as many details of your issue as possible. The Technology Department monitors this email and will delegate your help request to a specialist who will assist you in a timely manner.
2. All iPad policy agreements remain in effect for the loaner iPad.
3. Intentional damage will not be covered under the iPad protection, and you will be liable for the cost of the device.
4. Complete an accident report immediately if your iPad is damaged.
5. The student or parent/guardian is required to immediately notify a school administrator and file a police report in all cases of stolen or lost iPads. After filing the police report, the student or parent/ guardian shall notify the school and submit a copy of the police report. Failure to report stolen property in a timely manner could result in you being liable for the entire cost of the iPad.
6. DVRHS iPads contain software that will be activated to track down the iPad in the case of loss or theft. DVRHS will also coordinate with law enforcement officials to alert area law enforcement agencies of lost or stolen iPads. As a proactive measure, the district will send a report of all models, asset, and serial numbers of student iPads to local law enforcement agencies.
7. You will be issued one case, lightning cable, and AC power adapter. You will be responsible for purchasing additional supplies if needed.



### **Delaware Valley Regional High School**

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