



Frenchtown Middle School
iPAD Handbook
2018-2019

Check in & 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 in order 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.
3. Devices checked out for daily-use may be reported as stolen if removed from school property.
4. Your iPad, case, and AC power adapter must be returned at the end of each school year in good working condition. If enrollment at Frenchtown Middle School (FES) is terminated for any reason (i.e.: relocation), 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 and/or transfer records may be withheld until all student obligations are met.
5. All iPads, cases, and power supplies must be checked back in prior to summer break. 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 FES. FES 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.

iPad Case and Screen Care

1. You are required to keep the iPad in the district-supplied case.
2. Failure to return the provided case will result in a \$50 replacement fee.
3. 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.
4. 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 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, labels that are not property of FES.
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. This includes putting the iPad on top of books that are on the floor.



Usage Guidelines

1. Students must abide by the school's Acceptable Use 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 rooms, 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 jail broken (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 all repairs needed.
7. You are responsible for backing up personal data on your iPad to the network drive, Google drive, or iCloud. The school accepts no responsibility for lost data.
8. If necessary, your iPad may need to be reset by a 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 in place.



Personalization

1. You may personalize your lock screen and home screen with appropriate media. The presence of guns, weapons, obscene 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 from your (or anyone else's) 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 FES 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 FES 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. All iPad policy agreements remain in effect for a loaner iPad.
2. Intentional damage will not be covered under the iPad protection, and you will be liable for the cost of the device.
3. Complete an accident report immediately if your iPad is damaged. 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.
4. FES iPads contain software that will be activated to track down the iPad in the case of loss or theft. FES will also coordinate with law enforcement officials to alert other area law enforcement agencies of lost or stolen iPads. As a proactive measure, the district will send a report of all model, asset, and serial numbers of student iPads to local law enforcement agencies.
5. You will be issued one case and AC power adapter. You will be responsible for purchasing additional supplies if needed.