MS iPad Acceptable Use Policy (AUP) 2016-2017

Monte Vista provides network and technology resources to enrich the academic experience of students, faculty and staff. Our 1:1 iPad program is a natural extension of our mission to be a premiere private school in Northern California, offering students the opportunity to utilize cutting edge technologies in order to give them a greater advantage in their future career choices.

By loaning each student an iPad, we no longer will have to deal with the cumbersome process of checking iPads in and out, or clearing each iPad between users. We are currently working to make this device central to all school operations so that your child's back-pack load should not consist of much more than gym clothes and an iPad.

Use of the iPad comes under the school's values and requires students to accept the ethical responsibilities found in all the other areas of Monte Vista school life. The general rules and principles of Monte Vista still apply as a basis for good decision making with regard to technology. It is the student's responsibility to treat the technology and all fellow users with the proper care and respect. (*Adapted from Nueva AUP, 2009-2010*)

The following are common questions and answers concerning iPads, followed by a glossary of terms for your convenience and a short note to parents.

Accounts and Passwords

Do I need to password-protect my iPad?

Yes. You should password-protect your iPad, because your personal information is stored on the device. Both the student and parents should know the password and be able to access the iPad at all times.

Do I need an Apple ID (a.k.a. an iTunes account)?

Yes.

Do I need an iCloud account?

Yes. Because an iCloud account backs up all **Pages**, **Keynote**, and **Numbers** files automatically to a virtual server. This way, your work is constantly backed-up, just in case something happens to the iPad. Also, an iCloud account will allow families to turn on the "Find my iPad" option—this option will allow families to find a lost iPad. Finally, enabling the "backup to iCloud" feature will allow an easy restore should you need to be issued a new iPad.

Do I need to use my school assigned email?

Yes. All school communication will go to your students.mvcs.org account.

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Standard Operating Procedures

When do I need to bring my iPad to School?

You will bring your iPad to every class every day. You will be using it in many different capacities, so you must always be prepared.

What happens if I've forgotten my iPad at home?

Go to the Help Desk located in the ARC before school, during break, *or* at lunch, **but** not during class time--to receive a temporary loaner iPad, which you will have to return at the end of the day.

What happens if I use up all the storage space on my iPad?

All of your media needs to be stored in a storage space, such as iCloud, **Dropbox, box.net** or **Sugarsync**, so that you can access your classwork at any time, from any location and/or device. You should download the App for one (or more) of these onto your iPad using your iTunes account**.** These Apps are free. iCloud, however, is not an App as it comes with the iPad,

Why shouldn't I sync my iPad to my computer?

It is safer and simpler to sync it to iCloud. This will be explained in your training.

What do I do if my iPad isn't working correctly?

Bring it to the Help Desk located in the ARC.

What do I do if my iPad is damaged?

Back up your data, such as notes and pictures. Fill out the MVCS Damage Report, located on our website. This form can also be found at the ARC.

After filling out the MVCS Damage Report, bring the completed form to the Help Desk at the ARC--before school, during break or at lunch, but not during class time. You will be given a replacement iPad. If it is determined that the damage to your iPad is **not** covered by insurance, then your family will be notified of the cost of a replacement iPad and case. (See the iPad contract for specific details)

What if my iPad is stolen?

First, you need to contact the Police and report the theft. You will need a Police Report to file an insurance claim. Second, fill out the MVCS Theft Report found on the website. This form can also be found at the ARC. Bring the completed form to the Help Desk, at the ARC- before school, during break or at lunch, but not during class time.

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What if I lose my iPad?

First, log into iCloud and click on find my iPad. The Business Office will bill your family for the cost of the iPad and its case if it is not recovered.

Am I responsible for the content on the iPad?

Yes. Apps that the school has installed on your iPad may not be deleted; also Apps that the school has required you to install on your iPad must be present. The nature of any media on your iPad is subject to regular school policies as stated in the Parent/Student Handbook. Profanity, indecency, or malicious media, for example, will not be tolerated as well as practices that glorify violence, drugs and gangs*.*

May a Monte Vista Staff Member check my iPad at any time?

Yes. A Monte Vista staff member may with reasonable cause check your iPad. If you refuse to give a Monte Vista staff member necessary password(s) to gain access to the iPad, or you don't remember your password(s), the iPad will be confiscated and given to an administrator. Please remember that the iPad is the property of Monte Vista and it is on loan to you for the school year.

What happens if I am using my iPad for non-academic purposes without permission (for example gaming, personal e-mail, music and social media).

First Offense – Referral
Second Offense- Referral and parent contact.
Third Offense- Referral, parent contact, detention assigned.
Fourth Offense- Referral, parent contact, Friday Detention assigned.
Any and all further offenses- Student may be suspended from school and placed on a Behavioral Contact after a parent, student, and Administrator conference.

The above actions apply to all iPad usage infractions.

Can I turn *Location Services*, in *Settings*, off?

No. Never! This is to protect YOU from losses. If your iPad is lost, you can attempt to find it using iCloud's "Find My iPad" service, but your Location Services need to be turned on.

<u>Software and Media</u>

Can I put my own media on my iPad?

Yes, in accordance with school policy with respect to the content as noted above. (i.e. no profanity, etc.) However, check the next question for new App guidelines.

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What Apps do I have to have on my iPad, on my iTunes account?

There are 4 processes Monte Vista wishes all students to be able to perform:
1. Note-taking
2. Document Creation
3. Presentation Creation
4. Video Creation
Monte Vista does not dictate software for these processes, however, we have suggestions for these 4 processes, which our help desk does support:
1. Note-taking: **Notability**
2. Document Creation: **Pages**
3. Presentation Creation: **Keynote**
4. Video Creation: **iMovie**

It is possible that Monte Vista will also install some Apps on your iPad that it has purchased. In addition, it is possible that throughout the school year, additional Apps may be downloaded as requested by your teacher. **However, while on school property, you are only permitted to have the Apps published on the Middle School App White List, which is posted on the MVCS website.** If you are using a different App from the above listed Apps to complete a process, please tell Mr. White immediately, so that he can add it to the White List: thomaswhite@mvcs.org.

What if I am using an App for school, and it is not on the White List?

Tell Mr. White immediately: thomaswhite@mvcs.org. He will check out the App and add it to the White List. Monte Vista Middle School would like to encourage students to add useful Apps to our White List.

What if my home computer doesn't have Keynote and Pages? How can I work on my assignments?

Keynote allows exports and imports to **PowerPoint. Pages** allows exports and imports to Word. If you have a PC, with **PowerPoint** and **Word**, you'll still be able to work on an assignment from different machines. In addition, iCloud accounts now offer access to web versions of Keynote and Pages. Therefore, you can log in to your iCloud account from any machine and have access to these web versions.

What about updates?

1. Please update the iPad operating system (iOS) without the school's permission.
2. In order to update school purchased Apps drop by the Help Desk located in the ARC. It should not take much longer than 5 to 10 minutes to do this

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3. You can update personally purchased Apps using your own iTunes account.

<u>Hardware</u>

How do I take care of my iPad?

The same way you care for anything of value to you: keep it out of harm's way; keep it safe from theft; keep it clean; protect it. Remember that the iPads are on loan to you for the school year and we expect you to treat them with all the care you would as if you had purchased them yourself. Do not leave your iPad in a backpack that you know will be left in a place where the backpack can suffer impact. Do not remove the cover of the iPad because you don't like it—we've drop tested the iPad in the cover and these covers protect them from accidental impact. If your iPad is damaged from impact and you have removed the cover, you will be held responsible.

What happens if my battery is low, or dead?

The Help Desk, located in the ARC, has multiple powering stations. Drop your iPad off for a re-charge, before school during break, or at lunch, but not during class time. You however, are responsible for keeping your iPad powered up; the ARC is for emergency re-charging only. There are a limited number of loaners and there may not be one available.

Do I need to have a stylus?

No, but a stylus make some activities easier, however your finger can always be used as a stylus.

What happens if I lose my charger?
You will have to pay for the replacement of the charger. (Details are in the contract)

Do I have to use the school issued case?

Yes, for the reasons stated above regarding impact.

Am I responsible for the maintenance of the case, iPad, and charger?

Yes. You must keep all iPad related items clean and free of damage, or you will be charged for damages when you return these items to the school at the end of the school year.

Can I take the barcode sticker off the back of my iPad?

No.

Can I use peripheral devices with my iPad?

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Yes, you can use approved peripheral devices, such as keyboards, with your iPad. If you're not sure whether the peripheral device is approved, ask at the Help Desk located in the ARC

Can I jailbreak my iPad?

No. Never.

Glossary

Term	Definition
ARC	Academic Research Center: the building located at the center of campus, behind the amphitheater.
App	Application: software that runs on an iPad or other Apple portable device, such as the iPhone and iPod Touch.
Apple ID	Also known as a mobileme membership, an iTunes account, or iCloud account. All of these are Apple IDs, and function in all of the Apple portals, including iTunes.
Backing up	Saving work to a storage space other than the iPad.
Exports	Transferring information out of an App.
Find my iPad	A service offered to iCloud users letting them log into iCloud on any computer, to have the location of their iPad shown on a map, based on its last connection to the internet.
Help Desk	The place to go for iPad troubles, damages, and inquiries, located in the ARC.
iCloud	The virtual storage space that Apple offers to all users, with an initial amount of free space (currently 5 GB), and additional space available for an annual fee. iCloud backs up an iPad's content; it can be restored to a new device.
Imports	Transferring information into an App.
Ink on	The ability to physically write on a screen with a finger and/or stylus.
iOS	Mobile Device Operating System: this is what runs the iPad, and it also includes some built-in free Apps, such as Calendar, Maps, Mail, Safari, and many others.
iTunes	Software for purchasing music from the iPad, or accessing all of Apple's IOS software available for purchase from a desktop computer. iTunes was also the primary way for managing an IOS device, though this has largely been supplanted by iCloud. Access to these features requires a free Apple ID. It is possible to limit spending through iTunes in two ways. First, it is possible to setup an Apple ID without a credit card. Second, a child may be given an automatic monthly "allowance" for exclusive use in the iTunes store.
Jailbreak	Changing the Apple iOS to allow for purchases outside of the iTunes portal. This nullifies the Apple warranty and is forbidden.

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Media	Apps, songs, pictures, videos, documents, slide-shows, spreadsheets.
pdf	Portable Document Format: a "picture" of a page that is commonly used in communication. Because it is a picture, it is usually not a page that is meant to be edited. PDFs can be opened on virtually any computer.
Peripheral Device	Any iPad compatible accessory. Check with your local Apple representative.
Social Media	Sites, such as Facebook, Google Plus and Twitter, which are used to augment social interactions between people through an electronic device.
Stylus	A "virtual" pen; i.e., a device that looks like a pen but is not, that is used to write on the iPad screen, electronically.
Sync	Matching what is on one machine with another machine, or a profile of a device on another machine.
Updates	Software patches, fixes and improvements that software developers provide from time to time in order to improve software function.
Virtual Storage	Storage that is not local to a machine, but exists on some distant server, that the user can access at any time, from any computing device with internet access
Wi-Fi	Popular term for a wireless internet connection

Parental Responsibilities

As a parent of a Monte Vista student, you are responsible for your child's actions and the use of all the resources Monte Vista provides your child. Please review this Acceptable Use Policy (AUP) carefully and discuss it with your child. Your signature and your child's signature at the bottom of this document indicates that together you have read and understand the policies stated in this document. This Acceptable Use Policy represents a living document, which is subject to annual review by the related shareholders: administrators, teachers, students, and parents. The purpose of this living document is to provide safe guidelines that support and protect students, while at the same time protecting Monte Vista's financial investment in the iPads. The iPad is only a tool; but it is a valuable tool, which we believe, when used in accordance with the Acceptable Use Policy (AUP), has the potential to maximize your child's experience while attending Monte Vista Christian School. **(When picking up your iPad, please only bring this last page.)**

Parent Signature_____ Date_____

Student Signature_____ Date_____

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