

## MVCS HS iPad Acceptable Usage Policy (AUP), 2014-2015

### 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 student and parents should know the password and be able to access the iPad at all times. Do not share your passcode with friends, who may use that information to prank your iPad causing you to lose data.

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

Yes. If your parents will not allow you to have an Apple ID, please have them contact the school so that a solution can be found.

#### 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. (An iCloud account is also an Apple ID, so if you don’t already have an Apple ID, creating an iCloud account is a great way to start! If you already have an Apple ID, you can use it to create an iCloud account.)

#### Do I need to use my school assigned email?

Yes. All school communication will go to your [students.mvcs.org](mailto:students.mvcs.org) account. For example, if your name is John Smith, your school assigned email would look something like [johnsmith@students.mvcs.org](mailto:johnsmith@students.mvcs.org).

### 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, and 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, 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 virtual 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. The primary use of your iPad is for school-related work. If you run out of space, the first step would

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be to remove your personal media, like movies or music. Beyond that, you can store large documents with a cloud-based service, such as iCloud, **Dropbox**, **Box.net**, **Sugarsync** or the service of your choice. You should download the App for one (or more) of these onto your iPad, using your Apple ID. These Applications are free. iCloud, however, is not an App—it is a free service offered as part of your Apple ID.

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

It is safer and simpler to sync it to iCloud.

### 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?

Your iPad should be backed up to iCloud, so your data should be easy to restore. Fill out the MVCS Damage Report, located on our website. This form can also be found at the ARC.

[mvcs.org/ipadforms](http://mvcs.org/ipadforms)

After filling out the MVCS Damage Report, bring the completed form to the Help Desk in the ARC before school, during break or at lunch, but not during class time. You will be given another iPad once all of the paperwork is complete, including a new contract, and the fees have been paid. Your family will be charged the deductible. See the warranty and contract for further details.

### What if my iPad is stolen?

First, contact the local Police where the theft occurred, and report the theft. You will need a Police Report to use the warranty. Second, fill out the MVCS Theft Report located on our website ([mvcs.org/ipadforms](http://mvcs.org/ipadforms)). 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.

### What if I lose my iPad?

First, log into iCloud and click on "Find my iPad". If you are unable to recover the iPad, you will be responsible for replacing it. The Business Office will bill your family for the cost of the iPad and case.

### Am I responsible for the content on the iPad?

Yes. Applications that the school has installed on each iPad should not be deleted. The nature of any media on your iPad is subject to regular school policies. Profanity, indecency, or malicious media, for example, will not be tolerated, nor practices that glorify things such as violence, drugs, and gangs. In order to maintain appropriate behavior, the High School has restricted the use of certain social media applications/websites that do not promote healthy digital citizenship. Currently, these restricted apps/websites are **Instagram**, **Ask.FM**, and **Snapchat**.

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May a Monte Vista Staff Member check my iPad at any time, without warning?

Yes. If you refuse to give a Monte Vista Staff Member the necessary password(s) to gain access to the iPad, or you don't remember your password(s), the iPad will be confiscated and the Administration will be contacted. Please remember that the iPad is the property of Monte Vista, and is on loan to you for the school year. The same policy exists for student-owned iPads, while on school property. If you own your own iPad, your parents will be contacted before any data is deleted.

When am I allowed to play games? Social Media? Or anything that is non-academic in nature?

These activities may take place when you are not in class. During class time, non-academic activities are not permitted, unless specifically permitted by your teacher. In addition, as listed above, certain Apps/websites are not permitted at any time.

What happens if I am caught doing something non-academic during class time, without permission?

You will get a referral. These 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 Location Services need to be activated on the iPad.

Are there any rules specific to the use of the camera?

Yes. You are not permitted to record or take pictures of another person—student or staff—without that person's explicit permission.

### Software and Media

Can I put my own media on my iPad?

Yes, in accordance with school policy with respect to content as noted above (i.e., no profanity, etc.).

What Apps do I need to purchase?

You may use any apps you please, but The Help Desk will be able to offer assistance with these four default Apps:

1. Note taking: **Notability**.
2. Document creation: **Pages**.
3. Presentation creation: **Keynote**.
4. Video creation: **iMovie**.

In general, the policy is as follows: anything that is related to student productivity, and all free Apps, will be purchased by you. Any curriculum related Apps will be purchased by the school. For example, below are four productivity processes MVCS would like all students to be able to perform.

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1. Note taking: this includes typing, and inking (writing on the iPad screen with your finger or a stylus), importing PDFs, inking on PDFs, and exporting the inked-on PDFs.
2. Document creation: the ability to create high quality documents with text, tables, graphics, and pictures.
3. Presentation creation: the ability to create high quality presentations like, but not limited to, a slide show.
4. Video creation: the ability to create quality videos through the combination and editing of video, audio, and text assets.

These four general processes can be achieved by a variety of Apps. MVCS would like you to use the Apps that you like best to accomplish these processes. If, however, you do not have any preferences, or you do not know where to start, MVCS has set default Apps for each function.

[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. **Keynote** and **Pages** also allow export and import of PDF format documents.

[What about updates?](#)

You are expected to make iOS updates—a notification will come in the form of a little red circle, with a “1” inside, appearing at the top right corner of the Settings App icon. You need to go to the Help Desk to update school purchased Apps. You can update Apps that you have purchased yourself.



[How do I take care of my iPad?](#)

Please remember that you are borrowing the iPad from Monte Vista; treat it better than you would if you owned it. Do not throw it, toss it or leave it in a place where it could be stepped on or crushed. 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 accordingly. 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 any part of the cover, you will be held responsible for the full cost of replacement.

[May I remove or change my iPad's cover in any way?](#)

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No. This violates the warranty and your family will be responsible for the full replacement cost, should your iPad receive damage.

### What happens if my battery is low, or dead?

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

### Do I need to have a stylus?

No, but a stylus makes some activities easier. Regardless, your finger can always be used in place of a stylus.

### What happens if I lose/damage my iPad charger? Or my cover?

You will have to pay for the replacement of the charger and/or the cover.

### What happens if I am caught without a cover on my iPad?

You may receive a referral. If your iPad is damaged, your warranty is void and your family will be responsible for the replacement cost of the iPad.

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

No.

### Can I use peripheral devices with my iPad?

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. You may not change the school-issued cover.

### Can I jailbreak my iPad?

No. Never.

## Glossary

<b>Term</b>	<b>Definition</b>
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.

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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 others.
IOS or OS	The Operating System for a computer.
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 Apple's purchasing portals. This nullifies the Apple warranty and is forbidden.
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