



iPad User Agreement

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Grace Christian Academy iPad Program

The focus of the iPad program at Grace Christian Academy is to provide tools and resources to the 21st Century Learner so that students may maximize learning by fully integrating relevant technology into the academic arena. At all times students will be expected to use their iPads respectfully, maturely, and professionally. Excellence in education requires that technology is 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 college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anywhere.

The policies, procedures, and information laid out within this document apply to all iPads used at Grace Christian Academy, and they also extend to include any other technological devices considered by the Administration to come under this policy. Teachers may set additional requirements for use in the classroom, and it is each student's responsibility to become familiar with each of the teacher's specific policies.

1. Using Your iPad at School

iPads are intended for academic use while at school each day. Playing games, watching YouTube videos, etc. is prohibited between the hours of 8:00 AM – 3:00 PM. iPads may be used in the classroom, at appropriate times, to check school messages, announcements, calendars, schedules, and grade books. Students are responsible for bringing their iPad to class every day. iPads should not be left unattended/unsecured. In a backpack hanging on a hook in the hallway is not considered secure. Disciplinary consequences include, but are not limited to: warnings, detentions, participation grade deduction, suspension, loss of iPad privileges, and parent phone calls and/or meetings.

1.1 iPads Left at Home

- If students leave their iPad at home, they are responsible for getting the coursework completed as if they had their iPad present. Leaving an iPad at home is not an acceptable excuse for not having homework, projects, supplies, etc. turned in on time. Students can and will receive zeros if their homework is missing as a result of iPads left at home. If a student repeatedly (three or more times in a class) leaves the iPad at home, the student will become subject to the disciplinary consequences decided.

1.2 iPad Undergoing Repair

- All repairs will be handled through the iPad Administrator. Students with iPads undergoing repair are responsible for preparing for class and completing all assignments. If a student has an iPad that is in repair, it is the student's responsibility to inform teachers of any issues due to the lack of having the iPad.

1.3 Charging Your iPad

- iPads must be brought to school each day adequately charged. Students are expected to charge their iPads every evening. The teacher reserves full discretion if a student comes to class in need of charging the iPad. In the case that an iPad battery no longer has charging ability, the student must turn in the iPad for repair. If it is discovered that a student has lied about a broken charger in order to be able to charge the iPad, the student will be appropriately disciplined at the discretion of the principal.

1.4 Screensavers/Photos/Passwords

- Screensavers/Lock Screen photos are not to be changed or altered.
- Inappropriate media and/or photos should not be present on any Grace iPad. Presence or suggestion of inappropriate symbols, pictures and/or language will result in disciplinary actions.
- Passwords are not allowed.

1.5 Sounds, Music, Media, and Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones or ear buds may be used by students at the teacher's discretion.
- Students will not be allowed to download music to their iPad. They may submit a request for specific apps to be downloaded at the discretion of the iPad administrator.

1.6 Printing

- Students will need to set up a Dropbox account in order to print work at school that is on the iPad. Students should have all work printed out and prepared prior to the start time of class. Students may not disrupt classes in session in order to use the printers.
- Students are expected to come with all materials necessary for class. Should students need to use a school printer they should go to the computer lab before school, during school, or after school. Students may not use school printers during instructional time.

1.7 Appropriate Use in the Classroom

- Students are expected to use their iPads appropriately and for educational purposes at all times.
- Students may use their iPad calculators during quizzes or tests at the teacher's discretion.
- Students may not use notes on their iPads during open note tests and quizzes; students must come with the necessary material printed off.
- Students are expected to close all applications on their iPads before each class period.
- Students may not take pictures or record any other students or teachers unknowingly.
- Students may not take pictures during school time unless otherwise instructed by their teacher.
- Students may not play on the Internet or on apps during class time unless otherwise instructed to do so by the teacher.

2. Managing Your Files and Saving Your Work

2.1 Saving to the iPad

- Students should save documents, photos, etc. to their Dropbox account. Files and photos will not be backed up.

2.2 Backing Up Work

- Backing up files is highly recommended, as it is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. It is recommended that students back up their work by emailing themselves documents, saving files on flash drives, or using apps such as Dropbox. iPad malfunctions are not an acceptable excuse for not submitting work and/or being unprepared for class.

2.3 Network Connectivity

- Grace Christian Academy makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, Grace Christian Academy will not be responsible for lost or missing data.
- Students should always come to school prepared for all their classes with all due homework and projects printed out. If a student's printer does not work at home she should email her teacher the assignment the night before or by 8:00 AM the morning of in anticipation that the school network may be down.

3. Software on iPads

3.1 Applications

- If technical difficulties occur, iPads may need to be restored. Students may not use iPad malfunction and loss of software or documents due to re-formatting as an excuse in the classroom.

4. Acceptable Use Agreement

Technology and Internet use at Grace Christian Academy, whether on a student-operated iPad or a school computer, is to be used for educational purposes that serve the school's mission. It is expected that all Grace students will use the iPads respectfully and for the sole purpose of deepening and enriching their educational experiences at Grace. The use of iPads in the classroom is a privilege, not a right. Students are expected to uphold the values and expectations set forth in the GRACE Vision and Mission Statements as these two documents extend to the electronic world.

The following Acceptable Use Policy is provided to make all users, including parents, aware of the additional responsibilities associated with efficient, ethical, and lawful use of technology. If a student violates any of the following terms and conditions, she may lose technology privileges and suffer disciplinary consequences.

- Unacceptable conduct and/or illegal interaction with the information service is strictly prohibited. This includes, but is not limited to:
 - Cyber bullying or anything that can be construed as cyber bullying, including sending or displaying offensive messages or pictures or harassing and violating others
 - Using the network for any illegal activity, including violation of copyright or other contracts
 - Vandalizing the data of another user
 - Wastefully using finite resources
 - Gaining unauthorized access to resources or entities
 - Accessing inappropriate matter on the Internet
 - Using technology capabilities for cheating
 - Using technology capabilities for communicating with other students during class
 - Disabling or attempting to disable school-installed software such as internet filtering and antivirus
 - Invading the privacy of individuals which includes but is not limited to accessing another person's account and/ or files and taking pictures or videos of a student or teacher unknowingly
 - Posting personal communications without the author's consent
 - Posting anonymous messages
 - Use of non-educational social media networks or apps which include but are not limited to Facebook, FormSpring, InstaGram, and Twitter
 - Placing unlawful information on a system
 - Using abusive or otherwise objectionable language
 - Sending messages that are likely to result in the loss of recipients' work or systems
 - Degrading the good name of Grace Christian Academy in any technological communication both within and outside of school
 - Sending chain letters, broadcast, chats, texts, or instant messages to a list of others
 - Use of the information services for commercial activities for profit or product advertising
 - Degrading or disrupting equipment or system performance
 - Political lobbying
 - Any other use which would violate the policies of Grace Christian Academy concerning proper student conduct and/or which would violate the teachings of the Bible.
 - Use of a non-Grace network during school hours.
- All members of the Grace community are expected to practice netiquette while using technology. Netiquette is defined as network etiquette and includes the following:
 - Politeness
 - Use of appropriate language
 - Privacy
 - Limited disruptions
- Students are personally responsible for their use of technology as well as for what happens to their personal technology tools. Students are responsible for everything posted on their social media networks regardless of whether or not they posted them as well as for comments they post on other people's accounts.
- If a Grace student is found to have a repetitive disciplinary issue due to the use of a specific app, the teacher may request the removal of the app from the student's iPad.

5. Suggestions in Caring for your iPad

Students are responsible for the general care of their iPad and for any and all damage that might occur. iPads that are broken or fail to work must be taken to the iPad Administrator to be evaluated immediately. A 2-year Apple Care Plan covers each iPad. There is no deductible for normal iPad maintenance. However, each incident of breakage (2 maximum in the 2-year period) will require a \$60 deductible to be paid by the student. Students who exceed the limit of 2 breakages in the 2-year period must repair or replace the iPad at their own expense. The Apple Care Plan does not cover lost or stolen iPads. Students, whose iPads are either lost or stolen, will be responsible for the cost of replacing the iPad and all related items (i.e. case & keyboard, Apple Care)

5.1 General Precautions

- Insert cords and cables carefully into iPads in order to prevent damage. Do not bend or crimp cord, as they may become damaged. Cords are not covered under Apple Care. Replacement of damaged cords/chargers is the responsibility of the student, if not covered under Apple Care or Warranty.
- Keep iPads in protective cases at all times. If the case is broken a \$60 replacement fee will be assessed.
- Do not leave iPads unattended or in unlocked lockers; know where your iPad is at all times.
- Grace Christian Academy is not responsible for the loss of an iPad. Students should keep their iPads in their possession at all times. If a student thinks an iPad was stolen, the student must immediately report it to the iPad Administrator.
- Do not let anyone use your iPad.

5.2 Screen Care

- Do not place books or heavy objects on your iPad.
- Keep food and drinks away from your iPad. Do not eat over your iPad.
- Do not place anything in the carrying case that will apply pressure to the iPad.
- Only use a clean, soft cloth to clean the screen; do not use cleansers of any kind.

Student Contract **Grace Christian Academy** Serial Number _____

Student iPad User Agreement

Student Name: _____ Student Cell Number: _____

Parent Name: _____ Parent Cell Number: _____

____ I agree to comply at all times with Grace Christian Academy's iPad and Acceptable Use Policy.

____ I understand that any failure to comply with the above listed documents may terminate my rights to use an iPad at school and put me at risk of disciplinary consequences.

____ I understand that any inappropriate use of my iPad will result in disciplinary action.

____ I understand that my iPad is subject to inspection at any time without notice and can remain in the possession of Grace Christian Academy overnight should it be deemed necessary.

____ I understand that the school's network will monitor my digital activities.

____ I understand that I am fully responsible for my iPad including any theft and damage.

____ I understand that while at school I may only use my iPad for educational purposes; I may not play games or use any social media networks.

____ I understand that it is my duty to have my iPad in class every day fully charged in the morning.

____ I understand that iPad malfunctions are not excuses for being unprepared for class.

____ I understand the importance of backing up all of my information.

____ I understand that I must comply with teacher directions at all times and that my teacher has sole discretion as to what is deemed appropriate during class time.

____ I agree to practice digital citizenship, netiquette, and responsible social networking.

I understand and abide by the above rules and all other policies set forth in Grace Christian Academy's iPad and Acceptable Use Policy and Code of Conduct. I further understand that any violation is unethical and may result in disciplinary consequences. Disciplinary consequences include, but are not limited to: warnings, detentions, suspension, loss of iPad privileges, loss of iPad applications, parent phone calls and/or meetings, and/or expulsion.

Printed Student Name: _____

Student Signature: _____ Date: _____

Parent Contract **Grace Christian Academy** Serial Number _____

Parent iPad User Agreement

Student Name: _____ Student Cell Number: _____

Parent Name: _____ Parent Cell Number: _____

____ I agree to expect my child to comply at all times with Grace Christian Academy's iPad and Acceptable Use Policy and Code of Conduct.

____ I understand that my child's failure to comply with the above listed documents may terminate his/her rights to use an iPad at school and put him/her at risk of disciplinary consequences.

____ I understand that any inappropriate use of my child's iPad will result in disciplinary action.

____ I understand that my child's iPad is subject to inspection at any time without notice and can remain in the possession of Grace Christian Academy overnight should it be deemed necessary.

____ I understand that the school's network will monitor my child's digital activities.

____ I understand that my child is fully responsible for the iPad including any theft and damage.

____ I understand that while at school my child may only use the iPad for educational purposes; he/she may not play games or use any social media networks.

____ I understand that it is my child's duty to have the iPad in class every day fully charged in the morning.

____ I understand that iPad malfunctions are not excuses for my child being unprepared for class.

____ I understand the importance of having my child back up all of the information.

____ I understand that my child must comply with teacher directions at all times and that the teacher has sole discretion as to what is deemed appropriate during class time.

____ I agree to uphold the expectation that my child practice digital citizenship, netiquette, and responsible social networking.

I understand and abide by the above rules and all other policies set forth in Grace Christian Academy's iPad and Acceptable Use Policy and Code of Conduct. I further understand that any violation is unethical and may result in disciplinary consequences for my child. Disciplinary consequences include, but are not limited to: warnings, detentions, suspension, loss of iPad privileges, loss of iPad applications, parent phone calls and/or meetings, and/or expulsion.

Printed Parent Name: _____

Parent Signature: _____ Date: _____