



## Clarksville Academy Student iPad Mini Responsible Use Policy

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All members of the CA community are required to follow the Responsible Use Policy (RUP) when using technology and the network at CA or on CA issued iPads. The primary goal of this program is to enrich your learning experiences as a student both in and out of the classroom.

This iPad Responsible Use Policy is intended to promote responsible use and protect students and the school from liability resulting from any misuse of the school-issued iPad. Technology, on or off-campus, must be used in accordance with the mission and philosophy of Clarksville Academy.

The iPad is an academic learning tool. You have anytime, anywhere access to an array of apps and tools. We expect you to make responsible decisions and to use your laptop in a safe and respectful manner.

The actions listed below will result in disciplinary action or the loss of your iPad and Network privileges. The CA network and school issued iPad may NOT be used for including but not limited to:

illegal activity, accessing or transmitting offensive materials, hate mail, material advocating violence or discrimination, obtaining obscene or pornographic material, creating or forwarding inappropriate (mean-spirited, racist, pornographic, false, etc.) material using another user's account, with or without their permission, accessing or modifying other user's accounts, files, or passwords. Any actions that deliberately disrupt network service or damage equipment or data.

In order to ensure the safety and privacy of the community and its members, any member of the CA community who uses technology to degrade a member of the CA community or the reputation of the CA community is subject to disciplinary action.

Responsible

CA empowers our faculty to set boundaries within their classrooms. Individual teachers may set further restrictions for their classrooms. Anything downloaded on your school issued iPad is subject to review by the CA Technology iTeam.

In order to maintain a safe, effective and successful 1:1 iPad program, all students and guardians must acknowledge and agree to the following conditions of use:

### General Expectations

1. Students are responsible for understanding and adhering to all Responsible Use Policy.
2. Students are expected to have their fully charged iPads, messenger bags, and charger cables at school each day.
3. iPads must always be kept within the protective cases and messenger bags when being transported.

### Equipment & Care

1. The iPads issued to students are the property of Clarksville Academy and are made available as learning tools. CA retains sole right of possession of the laptop and related equipment. The Technology iTeam retains the right to collect and/or inspect the iPad at any time and to alter, add or delete installed apps.
2. In the event that the iPad is inoperable, CA has a very limited number of 'loaner' iPads, available at the Help Desk, for use while the iPad is repaired or replaced. This agreement remains in effect for the substitute.
3. Students are fully responsible for not leaving the iPad in a location where it can be damaged by cold, heat, or moisture and cleaning the screen with a soft, dry, anti-static cloth.

4. If the iPad is damaged or malfunctions, students must take the iPad to the Help Desk as soon as possible for evaluation. If a student damages the iPad (outside of reasonable wear and tear), the students/parents are responsible for the expense of repairing or replacing the device.
5. If the iPad is lost or stolen, the student must report the incident to the Help Desk as soon as possible. In the case of theft, the family must also file a police report.
6. iPads, iPad cases, and messenger bags must remain free of any writing, drawing, stickers or labels.

### **Apps, Files, Etc.**

1. During the school day, earphones may only be used at the direction of a classroom teacher for directed activities. Students should never move about campus with earbuds in their ears.
2. A student should have an identifying photo on the lock screen at all times for easy identification.
3. Educational Apps will be provided by the school and must remain on the iPad at all times.
4. A student may add music, photos, etc. to the iPad, but it must contain appropriate ratings and adhere to the mission and philosophy of Clarksville Academy. **CA is not responsible for the loss of any of this personal data.** CA retains the rights to view and remove any material that appears objectionable or inappropriate.
5. Chatting/texting on the iPad is strictly prohibited at all times during school hours unless directed for a classroom assignment under supervision of the teacher.

### **Prohibited Use**

1. The iPad camera may only be used when assigned by a teacher for educational purposes. When assigned, students may not distribute, publish, post, email or share images and/or videos of students, Clarksville Academy personnel or the campus beyond the scope of the assignment. Photos or video taken with the iPad for academic assignments must conform to the mission and philosophy of Clarksville Academy.
2. Students/parents are not permitted to repair, alter, modify or replace iPads.
3. Leaving the iPad unattended on the campus.
4. Exchanging iPads with another student.
5. Students may not remove or circumvent the management system installed on each iPad. Neither a student, guardian or anyone else should alter or remove the restrictive settings put in place by the CA Help Desk.
6. Using the iPad for any action that violates existing school rules or public law.
7. Creating, accessing or distributing offensive, profane, bullying/threatening, pornographic, obscene, rumors/gossip, sexually explicit or other content not aligned with the school's mission and philosophy.
8. Sending inappropriate emails.
9. Gaining access to other students' accounts, files, and/or data.
10. Sharing passwords, addresses, or other personal information on the Internet without the authorization of a parent or school representative.
11. Do not share personal passwords with anyone except guardians and the CA Help Desk, teachers and/or administration.
12. This iPad Responsible Use Policy applies to Clarksville Academy students at all times, whether or not the students are on campus or off campus.

**Warranty**

- Report all damage to the CA Help Desk at first opportunity. If necessary, a loaner iPad can be issued until student's iPad is recovered.
- All iPads are covered by a manufacturer's extended warranty (AppleCare). The AppleCare warranty covers manufacturer's defects.
- In addition, there is a \$40 fee paid once per school year to cover an Accidental insurance premium.
- If an iPad sustains damage not covered under AppleCare, there is a stepped deductible amount that must be paid.
- If an iPad is damaged, the Help Desk will work with the student, and Apple to determine if it is a warranty or accidental claim incident.

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Parent/Guardian Signature

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Student Signature