Student Expectations & Responsible iPad Use Policy

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Student Expectations

1. General Information
   The primary purpose of iPad use at Forest Lake Academy is to facilitate and enhance student learning. Any other use is secondary.

2. Care of the iPad
   Students are responsible for the care and safe-keeping of the iPad entrusted to them at the beginning of the school year. School-owned iPads that are damaged or fail to work properly must be taken immediately to the Technology Office (Ddlit Building). See Section 2.3 for what you should do in case of damage or theft.

   2.1. General Care
   2.1.1. Cords and cables must be inserted and removed carefully to prevent undue wear and damage.
   2.1.2. Care should be taken to prevent the iPad, cables, and accessories from getting wet. This includes accidental food and beverage spills, excess humidity and precipitation.
   2.1.3. Avoid exposure to long-term temperature extremes.
   2.1.4. School-owned iPads should remain free of personalizing stickers, labels or markings and should be returned in good working condition no later than the last official class day of the school year.

   2.2. Screen Care
   The screen of the iPad can be damaged if not properly cared for. The screens are particularly susceptible to damage from excessive pressure on the screen.
   2.2.1. Use only a clean, soft cloth to wipe the screen. Do not use cleansers of any type.
   2.2.2. Do not lean on or place anything heavy against the screen.
   2.2.3. If carrying an iPad in a backpack, take care that it is placed flat against other items and that it does not receive extreme or uneven pressure against the screen.

   2.3. Protective Cases and In-Case-Of-Damage Procedure
   Families are responsible for furnishing the student with a protective case for the iPad, and students must keep the iPad in this protective case at all times. When choosing a case, consider the level of protection that is appropriate for the student, rather than basing this decision on style alone. Some cases include an external keyboard. A firm case that protects the corners of the iPad is required.

   In the event of any damage or theft to the iPad, report this immediately to the Technology Department (fla-service@forestlake.org) and complete the iPad Incident/Repair Form. Submit
this form along with the damaged iPad to the Technology Department. Each break/damage incident is $50 payable to the Business Office before the device can be sent out. Student may be given a loaner during the iPad’s repair period but the student is still responsible for timely submission of assigned work.

2.4. Security and Identification

iPads are highly portable and subject to theft. Students must take care to keep the device secured at all times and take precautions to prevent “crimes of opportunity.”

2.4.1. iPads must be secured in the student’s locker when not in the student’s possession during the school day and should be taken home each night.

2.4.2. iPads should not be stored in a vehicle and should never be left in view inside a vehicle, locked or unlocked.

2.4.3. Students must set up the automatic passcode lock on the iPad. Students should share this passcode with their parents and no one else unless required to do so by school personnel.

3. Content Management

3.1. Downloading Content

All content, including required apps and books, should already be downloaded to the iPad. Check your school e-mail account for instructions on redeeming apps you will be asked to use. Further, the student is prohibited from participating in gaming, downloading of movies or any other bandwidth-heavy activities on any FLA campus unless explicitly directed by a faculty member.

3.2. Memory and Storage

Students must maintain sufficient storage on the iPad to accommodate all school-required content. From time to time, a teacher may add content/apps for use in a particular course.

3.2.1. Required apps and books must remain on the iPad in usable condition and be easily accessible at all times. Periodic checks of iPads may be made to ensure the student has not removed the school-issued apps.

3.3. Personal Media

3.3.1. Inappropriate media may not be stored on the iPad at any time. Inappropriate media includes but is not limited to the presence of weapons, pornographic materials, inappropriate language, and references to tobacco, alcohol, drugs, and violence. Possession of pornographic materials associated with minors is governed by both school policy and by state and federal law. Students are advised that any infractions of this policy may be dealt with as a criminal offense.
3.4. Software and App Updates
Students should conduct regular updates of required apps. All updates must be uploaded at home or elsewhere, never over the school network.

3.5. Device Backup and Data Security
Students must conduct regular backups of the iPad using iCloud or iTunes. Current backups are essential to maintaining the integrity of student data. In the event of device failure or loss, student data can be restored from backup. Students will receive instruction regarding file storage options, and it is the responsibility of the student to maintain a current backup of all school assignments and related digital content.

4. Use of the iPad at School
Students are required to bring the iPad to school each day. Students must bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

4.1. Charging the iPad’s Battery
iPads must be brought to school each day fully charged. Students must charge the iPads at home each evening. Students may not charge iPads on campus.

4.2. iPads Left at Home
Not having an iPad or not having a working iPad will not be an excuse for not participating in class or not completing assignments.

4.2.1. Each class may have individual consequences for students who do not bring their iPad.

4.2.2. If students leave their iPad at home, they are still held responsible for getting the course work completed on time.

4.2.3. Coursework not complete due to not having the iPad in class will be subject to the same consequences as other incomplete work.

4.3. iPads Left in Unsupervised Areas
The iPad is the sole responsibility of the student. Under no circumstances should iPads be left in an unlocked or unsupervised area. Unsupervised areas include the school grounds, lunchroom, computer labs, locker rooms, libraries, unlocked classrooms, dressing rooms and hallways. Any iPad left unattended is at risk of being stolen or damaged. If an iPad is found and is unclaimed, it will be taken to the Technology Office (DDLIT Building).

4.4. Sound, Music, Games and Headphone Use

4.4.1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
4.4.2. Students may not wear headphones to listen to music or other media on the iPad or other device unless it is directly related to the classroom instruction and directed by the teacher.

4.4.3. Students may not play non-instructional games on the iPad at any time. Instructional games may be used under the direction of the teacher.

4.5. Printing
Many assignments will be distributed, collected and filed electronically with the iPad. This will reduce the need for some printing. Students have been given individual printer codes. Each student will be given a 50-print and copy page limit each semester. Student printing is permitted in the Library, Computer Lab, and student dorms (but only during supervised open hours).

4.6. Internet Access
4.6.1. Students will be instructed regarding the setup of wireless networks on campus.
4.6.2. The student will do nothing to bypass FLA security and filtering systems on any device or machine while on Forest Lake Academy property.
4.6.3. Students are permitted to set up additional wireless networks on their iPads for off-campus use but only with a parent or guardian’s permission.

4.7. Appropriate Use
4.7.1. Students are responsible for the safety, maintenance and activity of the FLA iPad. Students must never loan the device to another student for any reason.
4.7.2. Any activities not directly related to teacher-directed classroom activities are considered inappropriate use. These activities include but are not limited to texting, FaceTime and social networking (such as FaceBook), and are not permitted during class time.
4.7.3. “Jailbroken” devices—that is, devices that have had changes made to the iOS operating system—may not be used in the FLA iPad initiative. Attempts to jailbreak a school-owned device will be treated as vandalism. Personal devices that have been “jailbroken” are not permitted on the school network.
4.7.4. Changing another’s passcode or wallpaper, or any unauthorized access to another’s iPad or accounts, will be treated as theft or hacking and will be handled according to the Forest Lake Academy Honor Code and Disciplinary process located in the FLA Student Handbook.
4.7.5. Copyright laws, plagiarism and computer hacking are punishable by state and federal law. If a student is in doubt about how to properly give credit for digital content or how to avoid breaking privacy or proprietary laws while using the iPad or any other electronic device, it is the student’s responsibility to seek guidance from a teacher, Library personnel, or Administrator.
4.8. Audio/Video Recording and Photos

Common courtesy dictates asking permission to take a person’s photo or make an audio or video recording of them.

4.8.1. Students may record audio or use the camera to record still or video photos in a classroom or at a school outing or event only with the prior consent of the teacher, coach, or responsible faculty member.

4.8.2. At all times, students are responsible for ensuring that all individuals or groups are aware and agree to the recording or photo.

4.8.3. Students must not share any audio, video or photographic likenesses without express consent from all parties involved.

4.8.4. Bathrooms and locker rooms are considered private areas. Recording or photo equipment is not to be used in these areas at any time.

4.8.5. Use of recording and photo equipment is governed by both school policy and by state and federal law. Students are advised that any infractions of this policy may be dealt with as a criminal offense.

4.9. Managing Files and Saving Student Work

Students should save work to the required digital submission app for safekeeping and storage capacity management. Students will receive instruction in how to manage and save files. It is always advisable to have good backups—to Google Drive, DropBox, etc.

4.10. Privacy

Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.
1. I will be responsible for the care of FLA’s iPad.
2. I will bring FLA’s iPad to school every day fully charged.
3. I will not charge or download on FLA campus.
4. I will never leave FLA’s iPad unattended and will know where it is at all times.
5. I will never loan FLA’s iPad to others nor borrow someone else’s iPad.
6. I will not share passwords, usernames or passcodes with others.
7. I will do nothing on the iPad to bypass FLA security and filtering settings.
8. I will not disassemble any part of FLA’s iPad or attempt repairs.
9. I will not “jailbreak” (make changes to the iOS operating system) FLA’s iPad.
10. I will protect FLA’s iPad by carrying it in a case and not stacking anything on top of it.
11. I will not take photos or record class lectures/discussion without explicit permission from the instructor.
12. I will use FLA’s iPad in ways that are appropriate and respectful of others at all times.
13. I will not deface the serial number on FLA’s iPad.
14. I will manage FLA’s iPad capacity and not allow my personal non-school related content to interfere with school-related iPad capacity needs.
15. I will not store or download inappropriate media or content on FLA’s iPad.
16. I understand that I have to pay $50 per damage/theft incident of the iPad.
17. I agree to return the iPad and cords in good working condition at the end of the school year.
18. I understand that iPad use is governed by the school’s Computer/Technology Policy found in the FLA Student Handbook.
19. I have read, understand and agree to follow the Student Expectations and Responsible iPad Use Agreement.
We appreciate your parental support of our iPad Initiative. While the iPad is a very engaging personal device, its primary purpose is schoolwork and student learning. We encourage parents to help students to adopt healthy habits when using the iPad outside of school and to place limits, as necessary, at home.

1. Parents are encouraged to monitor their student’s Internet use, time management in relation to the iPad and other technology devices, and social interactions via these devices. Over involvement can lead to ineffective habits and loss of productivity.

2. Parents are encouraged to limit overnight access to the iPad and other technology devices. Charging stations should be in a central family location such as the kitchen. Family routines and guidelines regarding this are helpful.

3. Parents are advised that flash browsing apps that students may use to access some electronic textbooks may circumvent previously established “safe browsers” and parental controls.

4. We encourage the use of iPads, phones, laptops and computers in open locations conducive to monitoring and supervision rather than use behind closed doors, such as students’ bedrooms.

5. We encourage parents to model healthy technology use practices.

6. We suggest that parents monitor the purchase and downloading of apps.

I understand that my student is required to bring the iPad to school fully charged every day beginning the first official day of school.

I have read, understand and agree to the Parent Guidelines and Agreement and the Student Responsible iPad Use Policy.
Forest Lake Academy uses Google Apps for Education in the classroom. As required by Google, students under the age of 13 must have parental permission for a Google Apps Account. The following services are available to each student and hosted by Google as part of the iPad initiative:

**Mail**
An individual student email account will be created for school use managed by FLA. This account improves the efficiency of student submission of work electronically to the teacher, communication between teacher and student, and communication between students for collaborative schoolwork.

**Calendar**
Students will have access to an individual calendar providing the ability to organize schedules, daily activities, and assignments.

**Drive**
Google Drive and/or e-BackPack will be utilized as a cloud-based file storage, sharing, and synchronization service. Students will be able to access their stored school work from any computer, not just their home computer or FLA iPad. If they are staying at a relative’s home for the weekend, for example, they will be able to use a computer there and access their work in Google Drive or e-BackPack, a tremendous convenience!

Student use of Google Apps is governed by the Student iPad Use Agreement, Student Handbook, and Technology Acceptable Use Policy. Parents, please familiarize yourselves with these documents posted on the FLA website.

*I hereby give permission for my child to create a Google Apps for Education Account at FLA. I also agree to monitor my child’s use of Google Apps outside of school hours to ensure the account is being used appropriately and responsibly for intended schoolwork.*

_________________________  ________________________  ____________
Print Parent Name  Parent Signature  Date

_________________________
Print Student Name  Grade
Dear Parent or Guardian,

Our school has purchased a subscription to a leading online classroom product, eBackpack. eBackpack makes it easier to move files between the school and home and also lets your child turn in their homework electronically to their teachers. The teachers can review the work and send it back to your child.

Your child can access eBackpack free of charge anywhere that Internet access is available. Inside eBackpack, your child can only communicate with teachers and administrators and has their own, private “My Files” storage area. eBackpack has site-wide security features in place to provide peace of mind, and all the activities that are performed inside of eBackpack can be reviewed by the school.

We are excited about the benefits this program can bring to our students, and we encourage you to take advantage of this opportunity and be involved in your child’s use of eBackpack. Please feel free to contact eBackpack at questions@eBackpack.com or the school if you have any questions. You may also learn more about eBackpack at http://www.eBackpack.com.

Sincerely,

David Denton
Principal

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Using eBackpack from Home

eBackpack is completely web-based, which allows students to access the program from any computer with an Internet connection and a standard web browser. You may use eBackpack as much as you’d like for school purposes with our school subscription.

Follow the instructions below to use eBackpack:

1. Go to: https://forestlakeacademy.eBackpack.com
2. Enter your username and password and click “Sign In”
3. Now you can easily create folders, upload and download files, and submit files to your teachers.
4. When you are done with eBackpack, click “Log Out” to ensure that your information stays safe.

Each student has been furnished with a Getting Started Guide that goes through the various functions and icons within eBackpack. This getting started guide is also available inside of eBackpack on the “Home” screen.