1:1 Episcopal iPad Handbook

1. **iPad General Information**
    1.1. Before receiving the iPad, students and parents must follow the policies in the Responsible Use Policy (RUP) and iPad Handbook, ensuring that there is a clear understanding of responsibilities associated with the iPad.
    1.2. A signature on the School's Enrollment Contract indicates that the signed party has read the terms and conditions of use, understands their significance, and agrees to abide by the terms of the RUP and the iPad Handbook.

2. **iPad Collection & Distribution**
    2.1. Fourth through eighth grade students will be issued an iPad for school-related activities.
    2.2. Individual school iPad and accessories, including but not limited to the charger, that are taken home during the year must be returned to the Help Desk at the end of each school year.
    2.3. Students who withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their school iPad and accessories in good condition on the date of termination. If a student fails to return the iPad at the end of the school year or upon the termination of enrollment, the school will withhold grades and transcripts until the property is returned. If the iPad is not returned, the student's family must pay the full replacement cost of the iPad.

3. **iPad Care**
    3.1. Students are responsible for the general care of the iPad they have been issued by the school. iPad devices that are broken or fail to work properly must be taken to the Help Desk office for an evaluation of the equipment. Here are the general precautions:
        - The iPad is school property, and all users will follow the *Responsible Use Policy* for technology.
        - Students are responsible for keeping their iPad fully charged for school each day.
        - Cords and cables must be inserted carefully into the iPad to prevent damage.
        - Do not remove the iPad from the protective case and only use a clean, dry, soft cloth to clean the screen; no cleansers of any type, not even water, are appropriate.
        - iPad must remain free of any writing, drawing, stickers, or labels.
        - iPad must never be left unattended in an unlocked locker, a car, on the ground, or any unsupervised area.
        - iPad must not be exposed to extreme temperatures, fire, or ultraviolet light.
        - Do not take iPad near pools of water or out in inclement weather
        - Do not place anything on the iPad that could put irregular pressure on the device.
        - The protective case provided with iPads has sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school.
            - If placed in a backpack, the backpack should be placed in an area to minimize potential damage.
    3.2. If an iPad needs to be repaired, a student should follow these guidelines:
        - Email helpdesk@ehsbr.org or come to the Help Desk office located in the Aldrich Library
        - A student may be issued a spare if the iPad has to be sent away for repairs
        - If possible the student should ensure the device has been backed up to iCloud before requesting repair
    3.3. Students will be held responsible for all damage to their iPad including, but not limited to broken screens, cracked plastic pieces, inoperability from jail-breaking, etc.

3.4. Episcopal has purchased AppleCare+ insurance for each iPad issued to students. For the first two incidents of accidental damage covered by AppleCare+, students will be charged $55.00. Students will be charged the full price of repairs for any incident not covered by the Apple care policy or for any incident occurring after the initial two incidents covered by the AppleCare+ policy. AppleCare+ policy information can be found by visiting
http://images.apple.com/legal/sales-support/applecare/docs/applecareplusforipadenglish.pdf

3.5. Students will be charged full-price for replacement of chargers, iPad covers or any other peripheral device provided by the school for student use.

4. iPad Usage

4.1. Students who do not have their iPad for class will not be provided a spare and may face disciplinary consequences.

    4.1.1. The student's responsibilities include, but are not limited to,
- Setting a lock screen password
- Turning in any email containing inappropriate or abusive language or questionable subject matter to the school office.

    They are also prohibited from the following:
- Downloading unauthorized apps for non-educational use
- Changing settings on the iPad to circumvent monitoring or management
- Using the camera function without authorized permission
- Unmuting sound on the iPad without authorized permission
- Using the iPad for entertainment purposes during class without authorized permission

4.2. From time to time, the school may add apps for use in a particular course. Periodic checks of the iPad will be made to ensure that students have not removed required apps or changed installed software including changes to the iPadOS. All apps will be distributed through a secure Mobile Device Management system. Students are not permitted to connect their iPad to any computers and/or synchronize their iPad to any personal iTunes or iCloud accounts for any purpose.

4.3. Upgrade versions of licensed software/apps are available from time to time. Students should keep their iPad operating system and apps up to date unless specifically advised not to by the Technology team. Updates will be centrally managed by the Help Desk, and students are responsible for installing the updates in a timely manner at home so that class time is not interrupted.

4.4. If technical difficulties occur or illegal software (non-Episcopal installed apps & jailbreaking) is discovered, the iPad will be erased. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and reimage. In addition, this may result in confiscation of the iPad with usage allowed only during the school day if due to usage of illegal software or jailbreaking.

5. DEVICE BACKUP

5.1. Episcopal uses two cloud solutions for backing up and saving work. Both accounts are provided and managed by Episcopal, but students are responsible for managing their own data.

    5.1.1. iCloud saves most items from the iPad, including native apps. The student must be logged into the iPad with their Apple ID.

    5.1.2. Google Drive is recommended for workflow, collaboration and backup purposes.