

Riverdale Baptist High School

# iPad Handbook & Usage Agreement

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*Riverdale*  
BAPTIST SCHOOL

“A great place to be!”

Proverbs 3:5-6

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# GENERAL INFORMATION

## RIVERDALE BAPTIST SCHOOL IPAD PROGRAM

The focus of the iPad program at Riverdale Baptist School (“RBS”) is to provide tools and resources to today’s learner. Excellence in education requires that technology be seamlessly integrated throughout the academic program. The individual use of iPads is one way to empower students in their learning as they prepare for college. Technology immersion does not diminish the vital role of the teacher. To the contrary, it enlarges the role of the teacher to include the directing and facilitating of learning.

## IMPLEMENTATION OVERVIEW

The 1:1 technology initiative at RBS requires the disbursement of a single iPad to every high school student. Each student will receive one iPad and iPad case. The devices will be required for all core classes and electives. iPads will be distributed at the beginning of the school year and collected at the end of the school year for summer maintenance.

## GOALS OVERVIEW

### GOALS

- Equip students with the skills to use technology that will benefit the church and Christ.
- Teach students discernment and the ethical use of technology.
- Improve the quality of students’ learning and academic achievement as they develop knowledge and skills for their future mission and calling.
- Provide greater access to educational opportunities, formative assessments, and differentiated instruction.
- Improve communication and widen our sense of community by expanding the way teachers, students, and parents are able to interact with each other.

# RECEIVING YOUR IPAD

## RECEIVING YOUR IPAD

iPads will be distributed at the beginning of the school year. **Parents and students must sign and return the RBS iPad Usage Agreement before the iPad can be issued to the student.**

## IPAD CHECK-IN

iPads will be returned at the end of the school year so that they can be serviced. If a student leaves RBS during the school year, the iPad will be returned at that time.

## CHECK-IN FINES

iPads and cases must be returned to RBS at the end of each school year. Students who withdraw or terminate enrollment at RBS for any reason must return their iPad on the date of withdrawal or termination. If a student fails to return the iPad at the end of the school year or upon withdrawal/termination of enrollment at RBS, the student will pay a \$500 replacement cost of the iPad and iPad case.

## APPLE ID

All students will be provided an Apple ID that is unique each individual student. Students are permitted and encouraged to create a unique password for their Apple ID. The purpose of the Apple ID is to ensure proper downloading of all apps and eBooks, as well as provide reasonable security for the iPad. This information should never be shared with anyone else and should be strictly kept confidential.

## SELF SERVICE, APP STORE, APPS, AND EBOOKS

The School will purchase all required apps, and eBooks for the students and place them in a download store called Self Service. Students are **only permitted** to install apps from Self Service. Using Apple App Store or installing apps off the internet is against RBS iPad policy and could result in the student losing their iPad privileges. All apps and eBooks on the iPad are the property of RBS.

## SPECIFIC WEBSITE STUDENT ACCOUNTS

Some teachers in various classes may require students to set up accounts on various websites from time to time in order to fully integrate the iPad technology into the classroom. The teacher is expected to make each parent fully aware of these accounts when they are created. If possible, the teachers will be expected to set up these accounts. Parents' help may also be needed to assist with an account setup. Both parents and teachers will be expected to help maintain and oversee these accounts to ensure that they are used properly.

# TAKING CARE OF YOUR IPAD

Students are responsible for the general care of their iPad. iPads that are broken or fail to work properly must be immediately given to the technology department for evaluation and servicing.

## GENERAL PRECAUTIONS

- The iPad is school property and all users will follow the RBS acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of RBS.
- iPads must never be left in any unsupervised area. Students are responsible for the care of the iPads at all times!
- Students are responsible for keeping their iPad's battery charged for school each day.

## CARRYING IPADS

The protective cases provided with iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. iPads should always be within their protective case.

## SCREEN CARE

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

# USING YOUR IPAD AT SCHOOL

iPads are intended for use at school each day. In addition to teacher expectations for iPad use; school messages, announcements, calendars and schedules may be accessed using the iPad. Students are responsible to bring their iPad to all classes.

## IPADS LEFT AT HOME

If a student leaves their iPad at home, the student is responsible for getting the course work completed as if they had their iPad present. If a student repeatedly (3 or more times as determined by any staff member) leaves their iPad at home, they will lose the privilege of taking the iPad home and will be required to “check out” their assigned iPad from the technology department.

## IPAD UNDERGOING REPAIR

Loaner iPads may be issued to students when they leave their iPads for repair at RBS. There may be a delay in getting an iPad should the school not have enough to loan.

## CHARGING YOUR IPAD’S BATTERY

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Repeat violations (minimum of 3 days-not consecutively) of this policy will result in students losing the privilege to take the iPad home and they will be required to “check out” their iPad from the technology department. Charging stations will be placed in the Crusader Café so that students can charge their iPads during lunch time if needed.

## SCREENSAVERS/BACKGROUND PHOTOS

Inappropriate media may not be used as a screensaver or background photo. Presence of inappropriate language, alcohol, drugs, or any improper or explicit pictures and/or videos will result in immediate disciplinary actions.

## SOUND FOR MUSIC, GAMES, OR PROGRAMS

Sound must be muted during school hours unless permission is obtained from the teacher for instructional purposes. Students are expected to follow the RBS Student Handbook as it pertains to appropriate music.

## HOME INTERNET ACCESS

Students are welcome to connect their iPad to their home wireless networks. This will assist them with iPad use while at home.

# MANAGING YOUR FILES AND SAVING YOUR WORK

## SAVING ASSIGNMENTS

It is recommended that all student's save their work to the One Drive. One drive is a cloud service that is fully accessible by each student. Storage space will be available on the iPad—**BUT it will NOT** be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

## IOS AND APPS ON THE IPADS

### ORIGINALLY INSTALLED SOFTWARE

The iOS/apps originally installed by RBS must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add applications for use in a particular course. These apps should be deleted from iPads at the completion of the course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

### PROCEDURE FOR RE-LOADING SOFTWARE

If technical difficulties occur or illegal software and/or apps are discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

### SOFTWARE UPGRADES

Upgrade versions of licensed iOS/apps are available from time to time. Students will be required to check their iPads for periodic updates.



# PROTECTING & STORING YOUR IPAD

## IPAD IDENTIFICATION

Student iPads will be labeled in the manner specified by the school. iPads can be identified by a record of the serial number located on the iPad.

## STORING YOUR IPAD

When students are not using their iPads, they should be stored on their desks or backpacks. Nothing should be placed on top of the iPad. Students are required to take their iPads home every day after school, regardless of whether or not they are needed.

## IPADS LEFT IN UNSUPERVISED AREAS

Under no circumstances should iPads be left in unsupervised areas. Any iPad left in these areas is in danger of being stolen, misplaced, or damaged, and the student responsible for the iPad will be held accountable.

## COST OF REPAIRS

Students will be held responsible for ALL damages to their iPads including, but not limited to: broken screens, cracked plastic pieces, water damage, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay the full replacement value of \$500.

## ACCEPTABLE USE

The use of Riverdale Baptist School technology resources is a privilege, not a right. The privilege of using the technology resources provided by RBS is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in Riverdale Baptist School. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of RBS technological resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to Riverdale Baptist School's technological resources may be denied, and the appropriate disciplinary action will be applied. The RBS Student Handbook will be applied to all student infractions.

**Violations may result in disciplinary action up to and including suspension/expulsion for students.**

## MONITORING AND SUPERVISION

- Each student is responsible for all uses of their assigned iPad.
- Use of the iPad by other family members is not allowed.
- Students should not allow other students to borrow their iPad.
- Teachers are permitted to periodically check a student's iPads in order to ensure proper use of the iPad

## INTERNET ACCESS AT HOME

- Students are welcome to access the Internet away from school using a wireless connection.
- While internet filters provide an important level of protection, no filter program provides 100% protection. Proper monitoring and supervision is still very important.
- Students are allowed to print from their iPads to a home printer if the printer is an AirPrint printer. iPad batteries must be charged and ready for school each day.

## STUDENT ACTIVITIES STRICTLY PROHIBITED

- Illegal installation or transmission of copyrighted materials
- Any action that violates public law
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Messaging services-for example: MSN Messenger, iMessage, etc
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc)
- Non RBS Social Media sites are prohibited. Students may only access RBS approved social media pages.
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications.
- Students are not allowed to give out personal information, for any reason.
- Participate in credit card fraud, electronic forgery, or other forms of illegal behavior

Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed

- Transmit or access materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypass the RBS web filter through a web proxy

- Possess hacking software
- Violate trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher, parent, or the technology department
- Plagiarism is a violation of RBS rules. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- “Jailbreak” of the iPad

## ONLINE BEHAVIOR

- **Be Kind.** Observe a Christian standard of behavior, etiquette, and sensitivity towards others. We are committed to honor the name of Jesus Christ and the dignity of others. In general, use God honoring language in all online communications. All incidents of cyber bullying, harassment, racist or sexist language, or other inappropriate use will result in immediate disciplinary action.
- **Be Aware.** Always assume the information you send or post may be viewed by people for whom it was not intended. Never assume your message, post, or photos will be private. Information lives on the Internet forever. If messages, photos or videos of you are posted by a fellow student without your permission, ask your teacher, Dean of Students, or Principal for help.
- **Be Safe.** Refuse to provide personal or confidential information, such as your address, phone number, or age to others over the Internet. Never agree to meet a person that you have met online. Notify your parent, teacher, Dean of Students, or Principal if a stranger attempt to meet or contact you.
- **Be Honorable.** Refuse to engage in any activity that violates school rules or local, state, or federal laws. This includes plagiarism, violation of copyright laws, illegal downloads of software, music or movies, unauthorized scanning of images or documents, etc. In addition, it is your responsibility to report any violation of this policy. Failure to do so may result in disciplinary action.

## STUDENT DISCIPLINE

Violations of any of the standards set forth in this handbook may result in the following consequences, depending upon the violation:

- Discussion about incident with student(s) involved.
- Meeting with Dean of Students, Principal, and/or Head of School on improving after a violation.
- Being required to leave your iPad at school for a period of time
- Disciplinary according to the guidelines in the RBS Handbook.
- Paying for damage to iPad.

# RIVERDALE BAPTIST HIGH SCHOOL IPAD USAGE AGREEMENT

**I agree to the stipulations set forth in the RBS Handbook and the RBS iPad Handbook and Usage Agreement.**

**The iPad and iPad case must be returned to RBS at the end of each school year. Students who withdraw or terminate enrollment at RBS for any reason must return their iPad and iPad case on the date of withdrawal or termination.**

**I acknowledge that failure to comply with the requirements outlined in the RBS iPad Handbook and Usage Agreement may result in a loss of iPad privileges and/or immediate disciplinary action as outlined in the RBS Handbook and the RBS iPad Handbook and Usage Agreement.**

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_