



Paddock Elementary School iPad Policy & Agreement

The policies, procedures, and information within this document apply to all Milan Area Schools iPads used by students, staff, or guests including any other device considered by the Administration to fall under this policy. Teachers may set additional requirements for iPad use in their classroom.

Receiving Your iPad:

iPads at Paddock typically remain in classroom carts. However, if needed, we are prepared to send the classroom iPads home in an effort to provide Distance Learning to your child.

Tech Support:

If during Distance Learning times, iPads that are broken or fail to work properly must have a parent submit a support request through the MAS Family Technology Support Form located at www.milanareaschools.org/familytechsupport. Otherwise, a classroom teacher will submit an internal Helpdesk ticket.

Taking Care Of Your iPad:

Parents, please remind your child that they are responsible for the general care of the iPad that they have been issued by the school, while they are at school or while using them at home.

Return: (if during Distance Learning)

Student iPads and chargers will be collected at the end of the school year. Each iPad & charger that was distributed has been assigned to a student and will be expected to be returned from that student or that student's family. Please keep the ziplock bag, with the device# on the outside, for when it is time to return them.

Any student who transfers out of MAS will be required to return their iPad and charger before leaving the district. If the iPad and charger are not returned, the parent/guardian will be held responsible for the full replacement cost of the device. If payment is not received within 60 days the parent/guardian will be turned over to the Milan Police Department.

General Precautions & Reminders to discuss with your child:

- The iPad is school property and all users will follow this policy
- Only use a clean, soft cloth to clean the screen, do not use 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 Milan Area Schools
- Students are responsible for keeping their iPad's battery charged for the day.
- Student must use school issued iPad cases
- No food or drink is allowed next to your iPad.



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Carrying the iPad

The iPad should be carried in the school provided case at all times. **No exceptions.**

The school provided case will provide basic protection from everyday use, but will not prevent damage from abusive handling. Carrying the iPad in a backpack or bookbag is acceptable provided the backpack or bookbag is handled with care. For example, you shouldn't toss the bag or drop the bag if your iPad is inside. Again, the school-provided protective case must remain on the iPad at all times. **No Exceptions.**

Screen Care

The iPad screen 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 top of the iPad
- Do not place anything near the iPad that could put pressure on the screen.
- Do not poke the screen.
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth.

Using Your iPad

The school issued iPad is a privilege and made available to you as a tool for learning.

Students need to charge their iPads regularly.

Printing Printing will not be available with the iPad.

Managing Your Files and Saving Your Work:

Students will create and save documents in Google Drive. **Google Drive** is a cloud storage service that allows students to store their documents, photos, videos, and more online in one place. From **Drive**, students can also access **Google Docs**, where they can create, share, and collaborate on documents, spreadsheets, presentations, and more from anywhere while online. You can learn more about Google Drive at this address: <http://goo.gl/7uM7SX>

Personalizing the iPad

- iPads must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Milan Area Schools labels.
- Students may add appropriate music, photos, and videos to their iPad. Personalized media are subject to inspection and must be appropriate and follow the Milan Area Schools Acceptable Use Policy.

Software on iPads

- **Originally Installed Software**
The software/Apps originally installed by Milan Area Schools will be locked down and unable to be removed. From time to time the school may add software applications for use in a particular course or class.
- **Additional Software**
Students are not allowed to load extra software/Apps on their iPads. This feature is blocked. Milan Area Schools will synchronize the iPads so that they contain the necessary apps for school work.



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Internet Rules and Expectations

- Any inappropriate Internet or email activity can result in loss of the iPad privilege and be revoked remotely.
- If you unintentionally link to an inappropriate website, report it to your teacher immediately so that district officials can remove access to the site.
- All activity conducted on Milan Area Schools devices is monitored and can be tracked/traced, even at home. All use of the Internet/Network should be to further the student's education and enrich the student's educational resources.

Parent Information

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- The iPad is meant for student use only. It is not meant to be a family device or to be used by siblings in any way that would compromise access by the student.
- Parents should monitor the use of the iPad at home to ensure that its primary function is academic and that students are completing assigned school work rather than excessive gaming, chatting, etc.
- Use of Internet resources - including online curriculum content purchased by the district - will be an integral part of the learning activities in your child's classes. If you have reservations or objections about your child having access to the Internet while at school, please contact your school administration to discuss the matter.

Family Pledge for iPad Use

1. I will take good care of my iPad.
2. I will never leave the iPad unattended.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will charge my iPad's battery daily.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will protect my iPad by only carrying it while in the case provided.
9. I will use my iPad in ways that are appropriate.
10. I will not place decorations (such as stickers, markers, etc.) on the iPad
11. I understand that my iPad is subject to inspection at any time without notice and remains the property of the Milan Area School District.
12. I will file a police report in case of theft, vandalism, and fire.
13. I will honor myself and others by communicating in a respectful manner in all electronic communication.
14. I agree to return the District iPad, case and power cords in good working condition.
15. I will follow the policies outlined in the *Paddock Elementary School iPad Policy*



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I agree to the stipulations set forth in the Paddock Elementary School iPad Policy and Family Pledge for iPad Use.

Student Name (Please Print): _____ Grade Level: _____

Student Number (if you have it): _____ Teacher Name: _____

Parent Name (Please Print): _____

Parent / Guardian Signature: _____ Date: ____ / ____ / ____

For Office Use Only:

Asset Tag: _____

Date Received: _____

Initials: _____

Entered in PS