

FOOTHILL CHRISTIAN SCHOOL'S

# Purchase and User Agreement Policies

## For 1-to-1 iPad Program

Foothill Christian School recognizes the value of technology resources to enhance the educational experience of its students, therefore FCS has adopted a 1:1 iPad program for all middle school students. It is critical that the students have the necessary tools to engage in a tech-rich learning environment enabling them to research, learn, collaborate, create, and publish.

### PURCHASE AGREEMENT

Families must purchase the iPad, the protective case and key board, and the extended warranty through the school's purchasing program. There are no "opt out" provisions. The cost of the iPad and ancillary products will be added to your account. Parents have a variety of payment options. **Students, upon graduation, become the official owners of the iPad.** Any student who moves away after the first year or withdraws from FCS may take their iPad with them, as long as all purchase payments have been made.

Parents must sign the iPad Purchase and User Agreement upon enrollment.

#### iPad Costs

Apple Education Pricing Total = **\$752**

*Includes generation 10 iPad, a Logitech rugged keyboard and case, and the extended Apple Care warranty.*

This is a one-time purchase, with the option to be paid over the course of one school year.

### ACCESSORIES

#### REQUIRED: Earbuds

Students must provide their own **wired** earbuds or headphones. Wireless earbuds are not recommended due to Bluetooth interference in a group setting. The generation 10 iPad requires a "USB-C to 3.5" headphone jack adaptor.

#### OPTIONAL: Apple Pencils

Students may choose to purchase Apple pencils for use with their iPads.

### iPAD DISTRIBUTION AND USE

#### Distribution

iPads will be issued to students at the beginning of the school year. iPads are intended for use on campus. Students who need to check-out an iPad for home must obtain prior approval from administration. Students will pick up their iPads in their homeroom class each morning and are responsible to bring their iPad to all classes throughout the course of the school day.

#### iPAD CARE

Students are responsible for the general care of the iPad they have been issued.

1. Only use a clean, soft microfiber cloth to clean the screen, no cleansers or liquids of any type.
2. Cords and cables must be inserted carefully into the iPad to prevent damage.
3. Do not lean on or place anything on top of the iPad when it is closed.

4. Do not place anything in the carrying case that will press against the cover.
5. Keep food and beverages away from the iPad.
6. Do not place your iPad into your backpack with any liquids or items that can cause damage.
7. iPads must remain free of any writing, drawing, stickers, or labels.
8. iPads should always remain in their protective case.
9. Students should not share their iPads. If the iPad is damaged due to sharing, costs for repair/replacement will be the responsibility of the student who was issued the iPad.

### **Charging iPads**

Students must plug in their iPad at the end of each school day. Charging stations are located in homeroom classes.

### **Uncharged iPads**

Students who do not have their iPad in class, or it is not properly charged, will be responsible for completing missed classwork.

### **iPads Undergoing Repair**

If available, a loaner iPad will be issued to students when their iPads are being repaired. Loaner iPads are provided with the same procedures, terms, conditions, and responsibilities mentioned in this policy.

### **Screensavers/Background Photos**

FCS will create and lock the screensaver and background photos. Students are not permitted to change these photos.

### **Passcodes**

Students will create their own passcodes with guidance from the teachers. Students should not share passcodes with other students or anyone outside of school. The school will document passcodes to all accounts.

### **Camera/Video Usage**

The iPad's camera/video may only be used for approved school assignments. Students may not take pictures or videos of individuals without prior consent.

### **Sound, Music, Games, or Programs**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students should provide their own wired earbuds or headphones. (Wireless earbuds are not recommended due to Bluetooth interference in a group setting.) iPad space is limited and is intended for school related data. Students may not load music or games.

## **APPS/SOFTWARE**

### **Installation**

Necessary software/apps will be installed by Foothill Christian School.

### **Additional Software**

Students are not allowed to load additional software/apps on their iPads.

### **Inspection**

Students may be selected at random to submit their iPad for inspection. Staff members may inspect or confiscate any iPad at any time for any purpose.

## ACCEPTABLE USE

The use of the Foothill Christian School's technology resources is a privilege, not a right. The privilege of using technology resources provided by Foothill Christian School is non-transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in Foothill Christian School. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the user terms and conditions named in this policy, privileges may be terminated, access to the school technology resources may be denied, and the appropriate disciplinary action shall be applied. FCS behavior policies shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension or expulsion for students. When applicable, law enforcement agencies may be involved.

### School Responsibilities

1. Provide robust security filters of inappropriate content on school networks.
2. Manage all iPads with MDM (Mobile Device Management) software.
3. Faculty and staff immediately report any inappropriate digital content to the Vice Principal.
4. Provide guidance to aid students in use of the device and help assure student compliance of the acceptable use policy.
5. FCS reserves the right to review, monitor, and restrict information stored on or transmitted via school owned equipment and to investigate inappropriate use of resources.

### Student Responsibilities

1. Charge iPad every afternoon in their homeroom. If a student is unable to participate in class due to a dead battery or lack of an iPad, their grade may be affected.
2. Use the iPad in a responsible and ethical manner.
3. Obey general school rules concerning behavior and communication that apply to iPad/computer use.
4. Handle the iPad carefully and respectfully.
5. Never leave the iPad in an unsupervised/unsafe area.
6. Use technology resources in an appropriate manner so as to not damage the device. FCS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
7. Obey iPad rules established by classroom teachers.
8. Students should always secure their iPad (e.g. - close Google classroom and other sites) after they are finished working, to protect their work information and device.
9. Students who receive inappropriate digital content should immediately notify an adult.
10. Students who withdraw or are expelled must return their individual school iPad on/before the date of termination.
11. Only access apps or content appropriate to class.
12. Keep the iPad in its protective case at all times.
13. Refrain from using the iPad to text, email, or message friends during class unless authorized by the teacher. Do not send inappropriate messages/content at any time.

### Student Activities Strictly Prohibited

1. Do not remove or alter any physical or software restrictions imposed by the manufacturer.
2. Illegal installation or transmission of copyrighted materials.
3. Any action that violates school policy or public law.
4. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
5. Changing of iPad settings (Exceptions include personal settings such as font size, brightness, etc.)
6. Spamming/Sending mass or inappropriate emails.
7. Gaining access to other student's accounts, files, and/or data.
8. Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity.
9. Use of anonymous and/or false communications.
10. Using the iPad to make audio recordings of another student or faculty member without their permission.

11. Using the iPad camera to take photographs or videos of another student or faculty member without their permission.
12. Using the iPad camera to take any inappropriate photographs/videos.
13. Students are not allowed to give out personal information over the Internet—with the exception of teacher-directed instances.
14. Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
15. 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.
16. Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, demean, or bully recipients.
17. Bypassing Foothill Christian School's web filter through a web proxy.
18. Students are not allowed to use any Hotspots at any time on campus.
19. No method of connecting to the internet on campus other than FCS-Student WiFi is acceptable.
20. Loan the iPad out to another individual.
21. Sharing the iPad password or Google Classroom password information to another individual except for the IT Director or administrator.
22. Disassembly of the iPad or attempting any repairs.
23. Using any other mobile devices in class including phones, personal iPads, tablets and computers.
24. Any off-campus activity that violates our acceptable use policy and causes disruption at school will be subject to school disciplinary action. This would include, but is not limited to, internet profanity, hate mail, cyber-bullying, and inappropriate or obscene postings.

### **Legal Obligations**

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent. Plagiarism is illegal and a violation of school policy. This includes all forms of media on the Internet. Cite all sources used.

## **RULES AND PROCEDURES**

### **Off Task Behavior/Violation**

Students are required to use the iPad exclusively for work associated with class. If a student is found perusing the internet, utilizing any form of social media, checking email, engaging unrelated media, or doing anything that is not directly related to class, the iPad may be confiscated and disciplinary action will be taken.

- First Offense - Verbal warning
- Second Offense - Teacher will notify the parents. The teacher may collect the iPad for that period.
- Third Offense - Detention or office referral
- Fourth and subsequent offenses - Referral to the Vice Principal, who may assign additional consequences up to and including suspension or expulsion.

More serious violations may result in loss of use at the discretion of the teacher/administrator; alternative work may be substituted. When applicable, law enforcement agencies may be involved as per the California Education Code or the California Penal Code.

## **PROTECTING & STORING YOUR iPad**

### **iPad Identification**

Student iPads will be labeled in the manner specified by the school. Labels may not be removed or altered in any way.

iPads will be identified in the following ways:

1. Serial number
2. Find My iPad is installed on each iPad and can be used to help track the location of any iPad. All students must display their name and graduation year visibly and easily found on the interior or exterior of their case.
3. Your iPad must be named in the settings at all times with first name last name. Settings > General > About > Name: (ex. "John Smith's iPad")

### **iPads Left in Unsupervised Areas**

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunch patio, gym, computer lab, locker rooms, library, and hallways.

## **REPAIRING OR REPLACING YOUR IPAD**

### **Lost Policy**

If your iPad is lost or stolen, let a teacher/administrator know immediately. FCS can conduct a "Find My iPad" search. If the lost iPad cannot be recovered, parents will be responsible for full replacement costs.

## **DIGITAL CITIZENSHIP**

It is the desire of Foothill Christian to promote ethical and responsible use of all technology. All users of FCS computers and networks are expected to abide by the generally accepted rules of network etiquette. Examples include:

1. Treat others with honor and respect (Imago Dei).
2. We lead by example (Jesus' example).
3. Do not share personal or private information including address, birth date, etc.
4. Using wisdom/discernment online. (We can't control what other people post, but we can control how we act on the internet.)
5. Recognize that what is posted on the internet doesn't disappear.
6. If you find yourself on an inappropriate site, seeing an image in a search that isn't good, being cyberbullied, or you receive an email or message from someone you don't know please notify an adult immediately.

## **RELEASE OF LIABILITY**

Each student and his or her parent or legal guardian agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends Foothill Christian School, as well as their respective employees, personnel, staff, volunteers, agents, directors, affiliates, and representatives, from any and all liability, losses, damages, claims, actions, and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use of the iPad furnished by Foothill Christian School to the student.