



Carlisle Public Schools

83 School Street Carlisle, MA 01741 Phone: 978-369-6550 Fax: 978-371-2400

School-owned iPad Guidelines & Agreement

The protocols, procedures and information within this document apply to all school-owned iPads used in the Carlisle Public Schools, including any other device considered by the Administration to come under these guidelines. Teachers may set additional requirements for use in their classrooms.

1. iPad Distribution

Receiving an iPad: Prior to receiving iPads, students must sign and bring to school the Student Pledge as well as the iPad Loan Agreement signed by both student and parent. The iPad Loan Agreement outlines the family's responsibility to protect the school's iPad investment. iPads will be distributed on the first day of school during an "iPad Orientation" to those students who have returned the signed documentation.

Returning iPads: Students are required to return the iPads and the original chargers prior to the end of the school year or earlier, at the school's discretion. If a student transfers out of the Carlisle Public Schools during the school year, even temporarily, the iPad must be returned at that time.

If a student fails to return the iPad at the end of the school year or upon termination of enrollment in Carlisle, student report cards may be withheld. The student's family will be billed for the replacement cost of the iPad.

Furthermore, the student is responsible for any damage to the iPad, consistent with the iPad Loan Agreement, and must return the device and accessories in satisfactory condition. The student's family will be billed for any needed repairs or lost parts, not to exceed replacement costs.

2. iPad Care

Students are responsible for taking care of the iPads assigned to them.

General Care: The bulleted guidelines below should be followed.

- iPads must not be exposed to extreme temperatures, direct sunlight or ultraviolet light for extended periods of time, as extreme heat or cold may cause damage.
- To prevent damage, care must be taken when inserting and removing cords/cables.

- Do not use the iPad in busy places such as buses, gyms and playgrounds.
- Take care not to drop the iPad.

iPads Cases: The case issued with the iPad provides a suitable means for carrying the device and sufficient protection for normal use.

- iPads should remain in the cases at all times.
- iPads and their cases must remain free of any writing, drawings, marks, stickers or labels that are not the property of the Carlisle Public Schools.

Screen Care: iPad screens can be damaged if subjected to rough treatment. The glass is particularly susceptible to damage from excessive pressure.

- Do not sit or lean on the iPad.
- Do not place anything near the iPad that could put pressure on the screen.
- Use caution when inserting or removing iPads from backpacks.
- Take care not to bump the iPad against lockers, walls, car doors, floors, etc., as this action could crack the screen or render the iPad inoperable.
- Be sure to close the cover, when you have finished using the iPad.

Theft Prevention

- iPad Identification: Student iPads will be labeled in a manner specified by the school. School-owned iPads can be identified by their serial number and a Carlisle School property sticker. These labels are not to be removed or defaced.
- iPads Left Unattended: Any iPad left unattended is in danger of being stolen, misused or damaged. Under no circumstances should iPads be left unattended in areas such as the school grounds, dining room, gym and locker rooms, library, auditorium, classrooms and hallways or anywhere off campus. If an iPad is found, it should be taken to the main office immediately.

3. iPad Use at School

iPads are intended for educational use at school during selected classes. Students are responsible for bringing iPads to those classes, unless specifically instructed not to do so by their teacher.

Students are responsible for bringing the iPads to school each day in a fully charged condition. If students leave the iPads at home or bring them to class uncharged, they are responsible for completing the course work as if the iPad were present. Chronic abusers may find their grades impacted, and the privilege of taking iPads home may be revoked.

Saving to the iPad: Students may save work on the iPad. Storage space will be available on the iPad. However, any stored files may be erased if re-imaging is necessary. Therefore, it is recommended that students save them to their online account or email documents to themselves for backup purposes. 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.

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students are responsible for providing their own earbuds or headsets.

Students are not allowed to use the iPad for personal entertainment. This includes streaming video, downloading/playing music or playing games during school hours that are not part of a class curriculum.

Network Connectivity: The school makes no guarantee that its network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.

4. iPad Use at Home

Students are encouraged to configure the iPads to access the wireless networks in their homes. The school will provide instructions to this end.

Students are responsible for charging the iPad each day at home. The power adapter and USB cable should remain at home. Care should be taken when inserting and removing cables, as the ports can be easily damaged.

Students are strongly encouraged not to allow other people to use the iPad.

5. iPad Software

School-Provided Apps: Apps provided by the Carlisle Schools must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add or update software applications for use in a particular course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

Additional Software: Students are NOT allowed to install apps on the iPads.

Inspection: Students may be selected at random at any time to provide the iPads assigned to them for inspection.

Procedure for re-loading software: If technical difficulties occur, the iPad may be restored from a back-up, if available. The school does not assume responsibility for the loss of any documents/files deleted in the re-imaging process.

Software upgrades: Upgraded versions of licensed software/apps are available from time to time. Students may be required to turn in the iPads for periodic updates.

6. Acceptable Use

Acceptable Use of the iPad is governed by the school's Acceptable Use Policy, these iPad Guidelines and the Student Pledge.

Privacy: Users should not have an expectation of privacy or confidentiality in the context of electronic communications or of other files sent, received and/or stored on the school's network or iPads. The Carlisle Public Schools also reserves the right to examine all data sent, received and/or stored on the school's network and iPads. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver. Electronic communications may be archived.

Content: Unless specifically directed by a teacher to do so, students will not use the iPad for taking pictures of any students or staff. The presence of inappropriate images or language may result in disciplinary action.

Damage: Students are prohibited from damaging or defacing the hardware or accessories.

Jail-breaking: Students are prohibited from altering the operating system or attempting to circumvent the content filter and management system of the iPad.

Syncing: Students are not allowed to sync the iPad to any iTunes account or any computer.

Find my iPad: This tracking feature may be used by the school to locate lost or stolen iPads. It will not be used for any other purpose.

7. iPad Problems

Responsibility: Parents/Students are financially responsible for the replacement or repair costs of the iPad due to theft outside of school, loss, or damage.

Theft: iPads that are stolen must be reported immediately to the main office, and a police report must be filed.

Damage and Repair: iPads that malfunction or are damaged must be immediately reported to the technology office. The school will be responsible for repairing iPads that malfunction. If the school has a loaner iPad available, it may be issued while the damaged one is repaired.

Costs: Students will be held responsible for ALL damage to iPads, including, but not limited to: broken screens, cracked pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the full replacement value may be assessed. Students will also be charged for lost accessories.

iPad # _____



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Carlisle Public Schools iPad Loan Agreement

Should the iPad or accessories issued to my child be stolen, lost or damaged in any way, I will report it to the school immediately and, in the case of theft or suspected theft, I will file a police report as well.

I will not undertake any repair or replacement myself.

In each case of damage or loss, I agree to pay the portion of the repair or replacement cost, as determined by the Carlisle Public Schools.

STUDENT Name (please print) _____

STUDENT Signature _____

PARENT Name (please print) _____

PARENT Signature _____

Date _____

iPad # _____



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Student Pledge for iPad Use

I will use the iPad issued to me responsibly for school work and will take good care of it as described in this document.

1. I will never let other individuals use the iPad.
2. I will charge the iPad daily.
3. I will follow the policies outlined in the school's iPad Guidelines and Acceptable Use Policy both during school hours and outside the school day.
4. In the case of theft, I will make sure my family files a police report.
5. I know that my family is responsible for paying certain costs, to be determined by the school, associated with each incident of loss and/or damage.
6. I agree to return the iPad and all accessories in good working condition.

I agree to the stipulations set forth above as well as in the Acceptable Use Policy and in the iPad Guidelines.

Student Name (please print) _____

Student Signature _____

Date _____