



Best Practices for School-Issued iPad Usage

Purpose:

Eanes ISD uses Instructional Technology as one way of enhancing the mission to prepare and inspire all students for life-long success by teaching the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. Excellence in education requires that technology is seamlessly integrated throughout the education program. In an effort to increase access to those 21st century skills, EISD has made it a goal to offer students 24/7 accessibility to their learning. The individual use of technology is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

An important component will be education about digital citizenship and appropriate online behaviors. We will review cyber-safety rules with students frequently throughout the school year, and will offer reminders and reinforcement about safe online behaviors.

All students and parents/guardians must adhere to the Student Code of Conduct, Student Handbook, Responsible Use Guidelines, Board policies, and federal/state laws. In addition to those policies, we also recommend you review this document with your child.

Student Responsibilities for School-issued iPad:

Your iPad is an important learning tool and is for educational purposes only. In order to take your iPad home each day, you must be willing to accept the following responsibilities:

- My iPad is my responsibility and I will not leave it in unsupervised areas.
- When I'm first issued an iPad, I will be responsible for checking and reporting any damages within 7 days of issuance for a replacement iPad; including, touch screen issues, LCD color distortion or flickering, iPad crashes, can't connect to Wi-Fi, home button, power button, or volume button issues. I understand the possibility of replacement due to cosmetic dents and scratches through normal wear and tear will not be considered.
- I will honor my family's values when using the iPad.
- I will bring the iPad to school every day with a fully-charged battery.
- I will treat the iPad appropriately and will report any mechanical, physical, or technical issues/damages to the school as soon as possible and will backup my data prior to turning in my iPad for repair or turning in my iPad prior to graduation.
- **I understand that it is my responsibility to perform regular backups of my iPad to the iCloud and to back-up saved documents either by emailing them to myself or by saving them in Google Drive, to help protect against the loss of data due to damage or collection of the iPad.**
- I will care for the equipment on a daily basis and ensure that it is kept in a safe environment.

- I will ensure that the Eanes ISD-owned iPad is not damaged, lost, or stolen while it is issued to me.
- I will not remove or modify the identification and inventory labels that have been placed on the iPad.
- I will not add stickers, labels, tags, or markings to the iPad, keyboard ClamCase, or charging accessories, unless otherwise directed by Eanes ISD technology dept. Note: The optional carrying bag that may be purchased is not district property and it is encouraged that students personalize the bag to make it unique and their own.
- I agree to use the iPad only for appropriate, legitimate, and responsible communications.
- I will keep my accounts and passwords secure and will not share these with any other students.
 - I will not attempt to add, delete, access, or modify other user accounts on the iPad.
 - I will not modify the iOS operating system or “Jailbreak” my iPad.
 - I will not remove or alter in any way profiles on the iPad set by the district.
 - I will take no action that could interfere with the district’s network.
 - I will return the iPad, charger, charging cord, and ClamCase in good working order when requested or upon my graduation, expulsion, or withdrawal from school.
 - I must perform regular requested and mandatory updates of the iPad Operating System ONLY when directed by the Technology Services Dept.
 - I will update assigned Apps and maintain them at all times.
 - I will keep my iPad protected with a case at all times.
- Upon returning the iPad, I will “Erase All Content and Settings” and sign out of my Apple ID accounts.

Go to: <Settings><General><Reset><Erase All Content and Settings> follow prompt

Parent/Guardian Responsibilities:

Your son/daughter has been issued an iPad, charger, charging cord, and ClamCase as part of this program to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this device:

- I will supervise my son's/daughter's use of the iPad at home.
- I will discuss our family's values and expectations regarding the use of the Internet, email, apps, and photos. I will ensure that my son/daughter reports any mechanical, physical, or technical issues/damages to the school in a timely manner.
- I will ensure that my son/daughter understands the Student Responsibilities outlined in this Loan Agreement.
- I agree that the iPad, charger, charging cord, and ClamCase will be returned to the school when requested and upon my son's/daughter's graduation, expulsion, or withdrawal from school.
- I understand that my son/daughter may bring his/her personal iPad to school in lieu of using a district-owned iPad after submitting the ‘Bring Your Own iPad’ agreement form.

Note: EISD recommends that students or parents/guardians enable the “Find My iPad” application within their iPad settings. This application may aid in locating a lost or stolen iPad outside of the EISD district network if connected to WiFi.