

## **BCHS Acceptable Use Policy and Guidelines**

What follows are the policies and guidelines related to the use of iPads at Berean Christian High School. Please note that these policies and guidelines, at the discretion of the administration, are subject to modification throughout the school year.

### **When do I need to bring my iPad to School?**

Every day, to every class. You will be using it in many different capacities, and so you must always be prepared.

### **What happens if I've forgotten my iPad at home?**

Go to the Help Desk, located in the student center, to receive a temporary loaner, which you will have to return at the end of the day; but be aware that we will be keeping track of how many times this happens, and if it happens too frequently, we will have to talk with you and your parents about coming to class prepared. You will need to store your school work in the cloud so that you can access your work from any device at any time.

### **What happens if I use up all my memory?**

You are not to use the iPad for permanent memory of your media, but rather as a temporary storage space for whatever projects you're working on at the time. All of your media needs to be stored in a cloud-based virtual memory space. We recommend Google Drive, which gives you 15 gigabytes of free storage.

### **Can I sync my iPad to my computer?**

No. This will erase all the programs the school has put on the machine. You should use iCloud to keep track of all your apps and media.

### **Can I put my own media on my iPad?**

Yes, with parental permission.

### **Do I have to have an AppleID account?**

Yes. You are required to have a separate AppleID (you may not share with your parents, siblings or friends). You can have an AppleID/iTunes account that does not require a credit card. We will provide instructions on how to do so. If you already have an iTunes account you may use it.

### **Do I have to have a Gmail account?**

Yes. It is required that you have a gmail account with an email address of lastnamefirstname.bchs@gmail.com in order for teachers to communicate with you and share resources.

### **What Apps do I have to have on my iPad, on my AppleID account?**

The school will provide you with vouchers to pay for textbooks. Apps that are part of the curriculum will be provided and paid for by the school. Apps that increase a

student's productivity may be suggested by teachers. Students are responsible to purchase such apps and they become the property of the student. Wherever possible, the use of free apps will be suggested.

**What happens if my battery is low, or dead?**

The Help Desk, in the student center, has multiple powering stations. Drop your iPad off there for a recharge; however, you are responsible for keeping your iPad powered up; so the Help Desk should be only for emergencies. Please also be aware that the number of available spares is limited. So if your iPad needs charging there may not always be an available spare to use in the meantime.

**Should I charge my iPad every night?**

It is a good policy to charge your iPad whenever it is below 50% charged. This will insure that you will have enough battery power for the entire school day.

**Do I have to use the provided case?**

We are providing an Otterbox case with each iPad. You are required to use the provided case. You may customize the case as long as it can eventually be removed. Nothing is allowed to block the clear circle on the back of the case that gives us access to the barcode. Please note: no case will completely protect the iPad from damage. It must be handled with care at all times.

**What do I do if my iPad isn't working correctly?**

Bring it to the Help Desk to assess the problem.

**What do I do if my iPad gets damaged?**

First, if possible, transfer all of your personal data off of the iPad. Then, bring the iPad to the Help Desk where you will fill out a breakage form. You will be given a temporary loaner while your iPad is repaired. The amount of the repair will be added to your student account.

**What if my iPad gets stolen?**

First, you need to contact the Police. Then come to the Help Desk and fill out a lost/stolen report form. A new iPad will be provided and the cost added to your student account.

**What if I lose my iPad?**

Sadly, you will be responsible for replacing it, and the Business Office will bill your family for the cost.

**Do I have to password protect my iPad?**

Yes. You should password protect your iPad, because your personal information is stored on the device.

**Am I responsible for what's on the iPad?**

Yes. Not only do you have to have the applications that the school has installed,

and the applications that have been requested that you install, but the nature of any media on your iPad is subject to the regular school policies. Profanity, indecency, or malicious media, for example, will not be tolerated. Glorifying practices that are not consistent with a Christian world view, such as violence, drugs and gangs will also not be allowed.

**Can I have music on my iPad?**

Yes. With parental permission. However, during class time, unless specified otherwise by your teacher, your iPad is to be on mute.

**Can I have games on my iPad?**

With parental permission, you may install games on your iPad. Games are not to be played during class hours.

**What happens if I am caught playing a game when I am not suppose to?**

Your iPad will be taken from you and turned in to the Deans for disciplinary action.

**Can I text message on my iPad?**

Text messaging apps and the use of iMessage is not allowed on your iPad during school hours.

**What happens if I am caught texting/messaging?**

Your iPad will be taken from you and turned in to the Deans for disciplinary action.

**May a staff member check my iPad at any time, without warning?**

Yes. If you refuse to give the staff member any necessary passwords while inspecting your iPad, or you don't remember any passwords, it will be given to the Help Desk, where it will be wiped clean. Please remember that the iPads are school property, loaned to you for the school year.

**When am I allowed to use social media and personal email?**

Social media is blocked by our web filters so it cannot be accessed on campus. However, checking email is essential. The school will want to communicate with you via email from time to time. Therefore, email may be checked outside of class time. In fact, you should make a habit of checking your email before school, during break and lunch, and after school. In addition, teachers may specifically request that email be used for instructional purposes.

**Am I responsible for the maintenance of cover/case, iPad, and charger?**

Yes.

**Can I change the name of my iPad?**

No.

**Can I turn Location Services, in Settings, off?**

No. Never! This is to protect YOU from losses. If your iPad is lost, we can find it using iCloud's find my device service, but your Location Services need to be turned on!

**Can I use peripheral devices with my iPad?**

Yes, you can use approved peripheral devices, such as keyboards, with your iPad. If you're not sure whether the peripheral device is approved, ask at the Help Desk.

**Can I jailbreak my iPad?**

No. Never. If you do so, you are liable to replace the iPad, or return it to its original condition.

**Can I use a MiFi or other personal wireless network?**

No. MiFis, mobile hotspots and cell phone networks are strictly forbidden while on campus.

**Can I "hack" my iPad?**

Absolutely not! Any attempt to defeat the wifi filters, infiltrate the network or "crack" restrictions code will be referred to the Deans.

**Can I play around with another person's iPad?**

Messing with someone else's iPad, such as putting a passcode on it or locking it out by repeatedly entering a bogus password is considered hazing and will be referred to the Deans.

**What about updates?**

You are not to update your iPad unless you receive an email from the Help Desk instructing you to do so.

**GUIDELINES**

Your iPad needs to be in your possession at all times or in a locker. During P.E. iPads must remain in either your gym locker or book locker properly protected by a padlock.

At any time a student may leave their iPad with the Help Desk to protect it.

In case of an athletic event a student must leave their iPad in either a locker or check it in with the Help Desk. The Help Desk will be open on school days as posted on the door.

iPads are not to be left unattended at any time. We exercise a "Brother's Keeper" policy. If you find an iPad unattended, it is your responsibility to pick it up and immediately submit it to the Help Desk.

If you are missing your iPad check with the Help Desk.

Recommended accessories include:

Headphones or earbuds (required)

Keyboard (blue tooth)

Stylus

No iPads will be permitted at All School Retreat or any other required school function unless otherwise specified. This includes assemblies, pep rallies, class meetings, etc.

iPads will not be permitted in Chapel. You may leave your iPad in your backpack

locked in your second period classroom during chapel. Otherwise, if you are late to chapel you must stop and secure your iPad in your locker prior to attending chapel.

The use of other personal electronic devices in the classroom, including but not limited to: cell phones, iPods, digital recorders, or digital cameras, are under the discretion of the individual teacher. In other words, when in the classroom, in a limited manner, the teacher has discretion to override the general school policy regarding the use of such devices for a specific classroom event.

Recording in the classroom (either audio, video or still photos) without teacher permission is strictly forbidden. Such activity will be referred to the Deans.

The use of student owned laptop computers is not allowed on campus at Berean. The only exceptions are to accommodate students with special needs and requires approval from the administration.