

NORTHWEST CHRISTIAN SCHOOL (NCS)

iPad Acceptable Use Policy

The policies, procedures, and information within this document apply to all NCS-owned iPads deployed by NCS.

Students who violate this Acceptable Use Policy may be subject to: disciplinary action, confiscation, or removal of content. Devices and passcode must be surrendered immediately upon request by any NCS staff member.

User Responsibilities

- **Charge it.** *Start each day at 100%.*
- **Keep the case on.** *Issued case protects the screen and device. Don't remove it.*
- **Handle with care.** *Do not spin or drop, put heavy objects, food, or drinks on top, or subject to extreme cold or heat - like inside your car.*
- **Don't lose it.** *Know where your iPad is located and set up Find My iPad in case it is misplaced.*
- **Don't lend it.** *You should be the only user of your iPad. Sign out from your accounts whenever using a shared device.*
- **Back it up.** *Follow iPad Setup Instructions to backup your work in Google Drive and/or iCloud.*
 - NCS is not responsible for work that is lost or corrupted on the iPad. Malfunctions or technical issues are not acceptable excuses for failing to complete school work.
- **Be responsible.** *Obtain permission before taking video or pictures of others, including teachers. Use your iPad as a tool during class and for entertainment when permitted.*
- **Troubleshoot.** *You will need to establish any internet connections off campus. Be resourceful and ask for help when needed. Seek tutorials on Canvas and the internet for assistance before contacting teachers and/or tech support.*

Lost, Damaged, or Stolen

iCloud services should be enabled to allow location tracking, including Find My iPad. If your iPad is misplaced or stolen, SoS or onlinetech@ncsaz.org should be contacted as soon as possible. Outside school hours, Find My iPad can be activated using the associated iCloud account on a second device.

iPad maintenance and repairs are monitored and authorized solely by the technology team. Do not attempt to repair or disassemble any part of the iPad or take it to be repaired by an outside agency. In the event that the iPad is damaged, promptly notify SoS or email onlinetech@ncsaz.org.

The following fee structure applies to any school-owned iPad that is either lost, damaged, or stolen:

1. Damaged iPads, if repairable, student will pay
 - \$100 fee (1st time)
 - Full price for all needed repairs (2nd time and thereafter)
2. Lost, stolen, or otherwise irreparable iPads, student will pay
 - Full replacement cost

NCS iPad Network and Internet Policy Prohibited Uses

All prohibited uses may result in disciplinary action up to and including expulsion.

- Accessing Inappropriate Materials – *Users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, disruptive, defamatory, abusive, profane, gang-related, racially offensive, illegal, or sexually explicit materials.*
- Inappropriate Activities – *Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity. iPad cannot be used as a hotspot or internet connection for non school uses.*
- Misuse of iPads – *Use of the camera to take inappropriate, illicit or sexually explicit photographs or videos, or to embarrass anyone in any way. Any use of a camera in restrooms or changing rooms, regardless of intent, is strictly prohibited. Taking pictures of other people without the permission of those in the photograph is strictly prohibited. Posting of images/videos in a public forum, without permission from those photographed, is strictly forbidden. Use of the microphone to record without consent from a teacher. Any user caught trying to gain access to another user's accounts, files, or data will be subject to disciplinary action. Any attempt to modify or destroy hardware/case, software, or data will be subject to disciplinary action.*

Parent/Guardian and Student Usage Agreement

We have read the Northwest Christian School iPad Acceptable Use Policy and have discussed the expectations. We understand and support the student's responsibility for abiding by the separate policies. We understand that access is being provided to the students for educational purposes and activity may be monitored. However, we also understand that it is impossible for the school to filter out all offensive and controversial materials. We will not hold NCS (or any of its employees, administrators, or officers) responsible for materials students may acquire or come in contact with while on the Internet. We agree to the replacement costs as outlined in the lost, damaged, or stolen section of the iPad Acceptable Use Policy. We agree that the iPad will be returned in good working condition with its original case when collected by NCS.

Student Name (print) _____ Grade _____

Signature _____ Date _____

Parent/Guardian Name (print) _____

Signature _____ Date _____