

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

# **iPad (7<sup>th</sup> Generation) Contract**



## **2021 - 2022**



## GREATER MIAMI ADVENTIST ACADEMY

# iPad Initiative

Greater Miami Adventist Academy, in support of its educational mission, has acquired internet-connected computing devices for every student in grades kindergarten through twelfth grade. These devices will be used to support learning activities in the classroom. For grades kindergarten through three, the school has purchased Apple iPad (7<sup>th</sup> Generation) devices.

### Ownership

Just like any library book, every student iPad is owned and managed by Greater Miami Adventist Academy. Students and families who agree to the terms of this contract will be permitted to use a device for the duration of the 2021-2022 school year. Students are permitted to take their devices home in order to complete learning activities using the device. This device and all charging cables should be returned in good condition at the end of the school year.

### Device Protection

To help prevent accidental damage, students are required to provide a protective case for their school iPad. This case should always remain on the device during the school year. **Please note:** There are many choices in terms of cases available online from Amazon. To ensure proper fit and functionality, please make sure that the case you purchase is for a 7<sup>th</sup> generation iPad. Each new iteration is slightly different, and a case purchased for the wrong version may not work properly. Also, consider the way in which your child treats their device. Spending a little bit more now on a case that provides more protection may be a worthwhile investment rather than having to pay for repair costs. Look particularly for cases that provide adequate protection for the corners of the device, as this is often where cases can fail.

### Due Care and Damage Policy

Students are to exercise due care with the school's iPad. Devices should not be left unsecured, and heavy items should not be placed on top of the device. If a student damages a device, such damage should be immediately reported to the GMAA IT Department. The device will be left with the IT Department and repair will be initiated. The fees for device repairs are as follows:

First Incident	\$55
Second Incident	\$105
Third Incident or a Lost Device	Full Replacement Cost (currently \$400)

Student Name (please print)

Grade

Parent Name (please print)

Student Signature

Date

Parent Signature

Date



## GREATER MIAMI ADVENTIST ACADEMY

# iPad Use Agreement

**I will be responsible for the care of GMAA's iPad.**

1. I will bring GMAA's iPad to school every day *fully charged*.
2. I will not charge or download on GMAA campus unless it is during scheduled update sessions.
3. I will never leave GMAA's iPad unattended and will always know where it is.
4. I will never loan GMAA's iPad to others nor borrow an iPad from another.
5. I will not share passwords, usernames, or passcodes with another person, nor will I attempt to change passcodes on another iPad.
6. I will do nothing on the iPad to bypass GMAA security and filtering settings.
7. I will not disassemble any part of GMAA's iPad or attempt repairs.
8. I will not "jailbreak" (make changes to the OS operating system) or delete the management profile on GMAA's iPad.
9. I will protect GMAA's iPad by not stacking anything on top of it.
10. I will not take photos or record class lectures/discussion without explicit permission from the instructor or student.
11. I will use GMAA's iPad in ways that are always appropriate and respectful of others.
12. I will not deface the serial number on GMAA's iPad.
13. I will manage GMAA's iPad's storage capacity and not allow my personal non-school related content to interfere with school-related iPad capacity needs.
14. I will not store or download inappropriate media or content on GMAA's iPad. I understand that the iPad will be re-imaged if found with non-standard apps. My account will be charged \$55 for second offense and \$105 for third offense. I also understand that I may lose the privilege of having a device due to repeated violations of this policy.
15. I understand that I must pay \$55 for the first damage incident, \$105 for the second incident, and **full replacement cost** for the third incident. I will immediately report loss of my iPad to school personnel. I understand that I will be charged the full cost of the iPad if it is lost through negligence.
16. I agree to return the iPad and charging cable in good working condition at the end of the school year. ***If I don't, I will be responsible for paying the replacement cost of the iPad and/or charging cable, which will be charged to my school account.***
17. I understand that iPad use is governed by the school's *Computer/Technology Policy* found in the GMAA website.
18. I will not remove the case from my iPad at any time.
19. I have read, understand, and agree to follow the *Student Expectations and Responsible iPad Use Policy*.

Student Name (please print)

Grade

Parent Name (please print)

Student Signature

Date

Parent Signature

Date



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## GREATER MIAMI ADVENTIST ACADEMY

# Parent Guidelines and Agreement

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We appreciate your parental support of our iPad Initiative at GMAA. While the iPad can be a very engaging personal device, its primary purpose is schoolwork and student learning. We encourage parents to help students to adopt healthy technology habits when using the iPad outside of school and to place limits at home as necessary.

1. Parents are encouraged to monitor their student's internet use and time management in relation to the iPad and other technology devices, and social interactions via these devices. Excessive use can lead to ineffective habits and loss of productivity. Further, students should demonstrate good digital citizenship practices in their interactions with others online.
2. Parents are encouraged to limit overnight access to the iPad and other technology devices. Charging stations should be in a central family location such as the kitchen. Family routines and guidelines regarding this are helpful.
3. We encourage the use of iPad, phones, laptops, and computers in open locations conducive to monitoring and supervision rather than use behind closed doors such as students' bedrooms.
4. We encourage parents to model healthy technology use practices.

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I understand that my student is required to bring the iPad to school fully charged every day.

I agree that the iPad and charging cable will be returned in good working condition at the end of the school year. ***If it is not, I will be responsible for paying the replacement cost of the iPad and/or charging cable, which will be charged to my school account. I also understand that our school account balance must be paid in full in order to receive transcript/records.***

I have read, understand, and agree to the *Parent Guidelines and Agreement* and the *Student Expectations and Responsible iPad Use Policy*.

Student Name (please print)

Grade

Parent Name (please print)

Parent Signature

Date



## GREATER MIAMI ADVENTIST ACADEMY

# Student Expectations and Responsible Device Use Policy

## Student Expectations

### 1. General Information

The primary purpose of iPad use at Greater Miami Adventist Academy is to facilitate and enhance student learning. Any other use is secondary.

### 2. Care of the iPad

Students are responsible for the care and safe keeping of the iPad entrusted to them at the beginning of the school year. School-owned iPad's that are damaged or fail to work properly must be taken immediately to the IT Department. See Sections 2.3 and 2.4 for what to do in case of damage or theft.

#### 2.1. General Care

- 2.1.1. Cords and cables must be inserted and removed carefully to prevent undue wear and damage.
- 2.1.2. Care should be taken to prevent the iPad, cables, and accessories from getting wet. This includes accidental food and beverage spills as well as excess humidity and precipitation.
- 2.1.3. Avoid long-term exposure to extreme temperatures.
- 2.1.4. School-owned iPads and accessories should remain free of personalizing stickers, labels or markings and should be returned in good working condition according to the return schedule posted by GMAA.

#### 2.2. Screen Care

The screen of the iPad can be damaged if not properly cared for. The screens are particularly susceptible to damage from excessive pressure on the screen.

- 2.2.1. Use only a clean, soft cloth to wipe the screen. Do not use cleansers of any type.
- 2.2.2. Do not lean on or place anything heavy against the screen.
- 2.2.3. If carrying a iPad in a backpack or school bag, take care that it is placed flat against other items and that it does not receive extreme or uneven pressure against the screen.

Student Initials

Parent Initials

### **2.3. Protective Case and In-Case-Of-Damage Procedure**

- 2.3.1 Students will be receiving an iPad and charging cable. Students will provide a case for the iPad and must always keep the iPad in that protective case. In the event of any damage to or theft of the iPad, a report must be filed immediately with the IT Department ([its@gma.edu](mailto:its@gma.edu)). For the first incident of damage or breakage, a \$55 fee is payable to Business Office. For a second incident of damage or breakage, a \$105 fee is payable to the Business Office. Should a third incident of damage or breakage occur, the full replacement cost of the device will be payable to the Business Office. In addition, a student might lose the privilege of using a school-owned device.

### **2.4. Security, Theft, and Identification**

iPad devices are highly portable and subject to theft. Students must always take care to keep the device secured and take precautions to prevent “crimes of opportunity.”

- 2.4.1. iPad devices must always be in the student’s possession during the school day and should be taken home each night or secured in the appropriate storage location inside the classroom.
- 2.4.2. iPad devices should not be stored in a vehicle and should never be left in view inside a vehicle, whether the vehicle is locked or unlocked.
- 2.4.3. Students should share their username and password with their parents only unless required to do so by school personnel.
- 2.4.4. In the event of a lost iPad through negligence, the student will be issued a replacement iPad. Inform any school personnel of the iPad’s disappearance immediately. The full cost of the iPad will be charged to the student’s account. If there is evidence of an iPad being stolen by force and malicious intent, a police report should be filed within 36 hours of the theft. A copy of the police report should be submitted to the IT Department. A claim will be submitted on the student’s behalf. Should the claim be denied due to a determination of negligence, the full cost of the iPad will be charged to the student’s account.

## **3. Content Management**

### **3.1. Downloading Content**

All content, including required apps and books, will be downloaded automatically to the iPad. Further, students are prohibited from participating in gaming, downloading of movies or any other bandwidth-heavy activities on GMAA campus unless explicitly directed by a faculty member. If a non-standard app is discovered on the device, the iPad will be re-imaged. For the second incident, the device will be re-imaged, and a \$55 fee charged to the student account. For the third incident, the device will be re-imaged, and a \$105 fee charged to the student account. In addition, a student might lose the privilege of using school-owned device.

### **3.2. Memory and Storage**

Students must maintain enough storage on the iPad to accommodate all school-required content. From time to time, a teacher may add content/apps for use in a course. The student may purchase a flash drive if necessary to increase storage capacity. The use of cloud storage can also help to effectively manage storage space while also providing a valuable back-up copy of student data.

- 3.2.1. Required apps and books must remain on the iPad in usable condition and be easily accessible. Periodic checks of iPad’s may be made to ensure the student has not removed the school-issued apps.

Student Initials

Parent Initials

### 3.3. Personal Media

- 3.3.1. Inappropriate media may not be stored on the iPad at any time. Inappropriate media, as stated in the **Student Handbook**, includes but is not limited to the presence of weapons, pornographic materials, inappropriate language, and references to tobacco, alcohol, drugs, and violence.

Possession of pornographic materials depicting minors is governed by both school policy and by state and federal law. Visual depictions of any minor in any undressed state may qualify for this definition. Students are advised that any infractions of this policy may be dealt with as a criminal offense.

### 3.4. Software and App Updates

Students should conduct regular updates of required apps during school-scheduled update sessions.

### 3.5. Device Backup and Data Security

Students must conduct regular back-ups of the iPad using Google Drive and/or OneDrive. Current backups are essential to maintaining the integrity of student data. In the event of device failure or loss, student data can be restored from a back-up. It is the responsibility of the student to maintain a current back-up of all school assignments and related digital content.

## 4. Use of the iPad at School

Students are required to bring the iPad to school each day. Students must bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

### 4.1. Charging the iPad Battery

- 4.1.1 iPad must be brought to school each day fully charged. Students must charge the iPad at home each evening. Students should not charge the iPad at school.

### 4.2. iPad Left at Home

Not having an iPad or not having a working iPad will not be an excuse for not participating in class or not completing assignments.

- 4.2.1. Each class may have individual consequences for students who do not bring their iPad.
- 4.2.2. If students leave their iPad at home, they are still held responsible for getting the course work completed on time.
- 4.2.3. Coursework not complete due to not having the iPad in class will be subject to the same consequences as other incomplete work.

### 4.3. iPad Left in Unsupervised Areas

- 4.3.1 The iPad is the sole responsibility of the student. Under no circumstances should iPad be left in an unlocked or unsupervised area. Unsupervised areas include the school grounds, lunchroom, computer labs, locker rooms, libraries, unlocked classrooms, locker rooms and hallways. Any iPad left unattended is at risk of being stolen or damaged. If an iPad is found and is unclaimed, it will be taken to the IT Department.

Student Initials

Parent Initials

#### **4.4. Sound, Music, Games and Headphone Use**

- 4.4.1. Sound must always be muted unless permission is obtained from the teacher for instructional purposes.
- 4.4.2. Students may not wear headphones to listen to music or other media on the iPad or another device unless it is directly related to the classroom instruction and directed by the teacher.
- 4.4.3. Students may not play non-instructional games on the iPad at any time. Instructional games may be used under the direction of the teacher.

#### **4.5. Internet Access**

- 4.5.1. Students will only have access to the wireless networks on campus.
- 4.5.2. The student will do nothing to bypass GMAA security and filtering systems on any device or machine.
- 4.5.3. The use of a hotspot using a student phone, app, or any other means is prohibited.

#### **4.6. Appropriate Use**

- 4.6.1. Students are responsible for the safety, maintenance, and activity of the GMAA iPad. Students must never loan the device to another student for any reason.
- 4.6.2. Any activities not directly related to teacher-directed classroom activities are considered inappropriate use. These activities include, but are not limited to, texting, social networking (such as Instagram), or content streaming (such as Netflix or TikTok) and are not permitted during class time.
- 4.6.3. “Jailbroken” devices—that is, devices that have had changes made to the OS operating system—may not be used at GMAA. Attempts to jailbreak a school-owned device will be treated as vandalism. Personal devices that have been “jailbroken” are not permitted on the school network.
- 4.6.4. Changing another’s passcode or wallpaper, or any unauthorized access to another’s iPad or accounts, will be treated as theft or hacking and will be handled according to the Greater Miami Adventist Academy Disciplinary process located in the GMAA Student Handbook.
- 4.6.5. Copyright laws, plagiarism and computer hacking are punishable by state and federal law. If a student is in doubt about how to properly give credit for digital content or how to avoid breaking privacy or proprietary laws while using the iPad or any other electronic device, it is the student’s responsibility to seek guidance from a teacher, Library personnel, or Administrator.
- 4.6.6. Browsing any inappropriate websites at home or at school is not permitted at any time.

#### **4.7. Audio/Video Recording and Photos**

Common courtesy dictates asking permission to take a person’s photo or make an audio or video recording of them.

- 4.7.1. Students may record audio or use the camera to record still or video photos in a classroom or at a school outing or event only with the prior consent of the teacher, coach, or responsible faculty member.
- 4.7.2. At all times, students are responsible for ensuring that all individuals or groups are aware of and agree to the recording or photo.
- 4.7.3. Students must not share any audio, video, or photographic likenesses without express consent from all parties involved.
- 4.7.4. Bathrooms and locker rooms are considered private areas. Recording or photo equipment is not to be used in these areas at any time.
- 4.7.5. Use of recording and photo equipment is governed by both school policy and by state and federal law. Students are advised that any infractions of this policy may be dealt with as a criminal offense.

Student Initials

Parent Initials



#### 4.8. Managing Files and Saving Student Work

Students should save work to the required digital submission app for safekeeping and storage capacity management. Students will receive instruction in how to manage and save files. It is always advisable to have good back-ups—to Google Drive, Dropbox, or Microsoft OneDrive.

#### 4.9. Privacy

Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

**We have read and understood all guidelines and policies outlined in this document.**

Student Name (please print)

Grade

Parent Name (please print)

Student Signature

Date

Parent Signature

Date