



ARCHIMEDEAN SCHOOLS

iPad Project

**Addendum to the Parent Student Handbook
2020-2021**



Students enrolled at Archimedean (the School) will be provided with an Apple iPad for the purposes of facilitating education. The School is leasing the iPad devices on behalf of its students from Apple for a four-year term.

The iPad and accessories must be returned upon a student withdrawing or graduating from the school. The School retains all ownership rights of the iPad; the School may inspect the iPad and all stored information at any time with or without notice, and the student should not have an expectation of privacy as to anything stored on, sent by, or received through it. At the end of that term, students will return the iPad to the school, and all personal data will be deleted. While the vast majority of our students take exceptional care of their School-issued computers and equipment, this document is necessary to reinforce the School's expectations with the iPad program. Avoiding violations of the acceptable use agreement is essential if the iPad program is to be financially sustainable and educationally successful. We are confident that this is an attainable goal.

A digital pen, required for the instructional purpose of implementation of the project and full use of the iPad, is not included in the package. It is the responsibility of the family to acquire a digital pen, which will belong to the student. We recommend the following digital pens:

1. [Apple Pencil 1st Generation](#)
2. [Wacom Bamboo Alpha Stylus Gen. 2](#)

Student Use of the Equipment:

iPad devices are to be used solely for school-related work. All school apps must be on the iPad each day and any apps required by a teacher during the school year must be added as well. Students MAY NOT add, modify or delete files, applications, filters or system preferences on school equipment unless directed to do so by a School teacher or staff member. It is the responsibility of each student to ensure that any student-loaded files and applications do not consume device memory needed for instructional or educational requirements. iPad devices must be brought to school, fully-charged, every day of the school week.

The Student must comply with the School's Computer and Internet Acceptable Use Policy and Regulations when using the iPad. In addition, by signing the iPad Loan agreement, the Parent agrees to reasonably supervise the Student's use of the iPad at home to ensure the student does not visit inappropriate websites or engage in any other inappropriate conduct in violation of said Policy or Regulations. Specifically, the following uses are prohibited:

- Inappropriate, obscene, or vulgar content;
- Downloading, uploading, sending, or importing inappropriate content;
- Illegal use or transfer of copyrighted materials to a school owned computer;
- Sharing of any passwords for any reason, other than with a teacher or staff member;
- Students may not remove any filters, parental controls or monitoring applications installed on the iPad;
- All software or peripherals installed or provided for use with the equipment shall be used only in conjunction with the use of equipment as authorized in this Contract, and Student/Parent agree that they will not uninstall, copy or transfer such software or peripherals or use them for any other purpose.

Student's and Parent's Responsibility for the Equipment:

- It is the Student's responsibility to make sure that the equipment is taken care of properly, both at school and at home.
- Treat the equipment with as much care as if it were your own property.
- Use iPad devices in a responsible and ethical manner.

- Keep the iPad device either secured (i.e., locked in your locker, classroom or other secure place where others do not have access) or attended (with you or within your sight) at all times. For example, during athletic events, games, practices and trips, store the device in your school classroom and arrange to return to school to retrieve it after the activity. Devices left unattended may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen (even at school) will be your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave the device in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the device in a car other than in a locked trunk.
- For those Students who take the iPad home, the Parent will be responsible for reasonably supervising the use of the iPad at home in accordance with the District's Acceptable Use Policy and Regulations and the requirements contained in this contract.
- Any damage, theft or loss of or to the iPad must be reported to the School immediately. The Student/Parent will be responsible for the full cost of repair or replacement, unless (a) a valid and substantiated claim for such damage, theft or loss is timely filed under the School's applicable insurance policy and (b) such damage, theft or loss is approved for coverage under said policy, in which case the Student/Parent will be responsible to pay the cost of the School's applicable insurance deductible.
- The iPad will be used only for school related work and activities.
- The Student will use the equipment in a good and careful manner and only for the purpose for which it was designed.
- The equipment may not be loaned or assigned by Student/Parent.
- It is the Student/Parent's responsibility to return equipment on the specified date in the same condition issued, normal wear and tear accepted.
- The full replacement cost of the equipment will be charged if the instrument is not returned within 30 days of the due date.
- Breach of the above rules may result in removal of access to the iPad.
- Do not remove or interfere with the serial number or any identification placed on the device.
- Do not do anything to the device or accessories that will permanently alter it in any way.
- The device must remain on (awake or sleep mode) at school at all times, with no exceptions.



How to Handle Problems

- Promptly report any problems to a teacher or tech team member.
- Don't force anything (e.g., connections, charging cables, etc.). Seek help instead.
- When in doubt, ask for help.
- Do not go outside The OFFICIAL APPLE STORE for repairs.
- It is the responsibility of the Parent/Guardian to take a damaged iPad to the Apple Store for repairs. Each iPad has AppleCare+ attached to it, and can be taken in for repair by the family that each iPad is assigned to.
- For Details on the AppleCare+ please click [HERE](#)
- While your iPad is being repaired the school has a limited number of devices to spare for a limited time frame. Due to quantity limitations the replacement distribution will be first in first served.

Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, obscene, or sexually explicit materials.
- Inappropriate usage of group or individual messaging
- Spamming (sending mass or inappropriate emails).
- Gaining access to other students' accounts, files, and/or data.
- Exchanging iPad devices and/or switching iPad identification labels to conceal fault of damage.
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications through Message/Messenger apps or other anonymous messaging service or app.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of Archimedean Schools' Code of Conduct. Give credit to all sources used, whether quotes or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Use or possession of hacking software is strictly prohibited and violators will be subject to Acceptable Use Policy and Code of Student Conduct. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the School.

Intentional damage

Students/parents are responsible for full payment of intentional damages to their own issued iPad devices or accessories, or intentional damage to the iPad or accessories of others. The School District iPad Protection Plan DOES NOT cover intentional damage to the iPad or accessories. This includes any damage to the iPad while the case is not appropriately on the iPad, or while in a case that itself is damaged and not offering full protection to the device.

Internet Rules and Expectations

Archimedean Schools' Acceptable Internet Use Agreement must be followed at all times.

Any inappropriate web or email activity can result in loss of the iPad privilege. The use of proxy servers is strictly forbidden and is a violation of the school network policy.

If you unintentionally link to an inappropriate web site, report it to your teacher immediately so that school officials can remove access to the site.

All activity conducted on the Archimedean Schools' Internet/Network is monitored and can be tracked/traced. All use of the Internet/Network should be to further the student's education and enrich the student's educational resources.

iPad and iPad Accessory Care

Please review the following items with your child:

- Under no circumstances should iPad devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, media center, unlocked classrooms, gymnasiums, auditorium, and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the main office.
- Leave the School-provided iPad protective case at all times. If the School-provided iPad protective case is removed, the insurance will be void and the family account will be charged for any damage.
- Carefully transport your iPad to school every day. Avoid placing weight on the iPad, which can easily happen in a backpack.
- Never throw or slide an iPad.
- Never expose an iPad to long-term temperature extremes or direct sunlight. An automobile is not a good place to store an iPad.
- The iPad and School-provided iPad protective case must remain free of stickers, writing, painting, markers, or any other forms of adornment.
- Do not eat or drink near the Apple iPad. There should never be any food or drink around the iPad. Damage due to spilled substances will not be covered by insurance and student will be responsible for full repair cost.
- Make sure hands are clean before using the iPad – the glass screen should be regularly wiped clean with a dry clean soft cloth – microfiber cloth is recommended but any soft cotton fabric will work.
- Do not insert foreign objects (paperclips, pens, etc.) into the ports (openings) of the Apple iPad.
- Be aware your iPad comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories.
- When charging cable needs to be connected, be sure to line it up correctly when inserting and removing. Students are responsible for damage to the charger port or connector pin resulting from mishandling.
- School-issued iPad accessories are the responsibility of the student to whom they are issued.
- Do not lend your iPad to another person, even when not in your possession the iPad is ALWAYS your responsibility.
- The iPad can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad.
- If you have problems with your iPad, stop using the device and ask your Tech Coordinator or a teacher for help.
- The device screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.
- Do not touch the device screen with anything (e.g., pen, pencil, etc.).



- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.
- Always check to make sure no objects such as pencils, pens or head phone plugs have been left on the keyboard prior to closing the device. Closing the device with an object on the keyboard can damage the screen.
- Don't let the battery completely drain. Charge when the battery reaches 10% capacity. Immediately shutdown if you are unable to connect to the charger.

Parent Guide

The iPad is meant for student use only. It is not meant to be a family computer or to be used by siblings in any way that would compromise access by the student.

Digital safety is of the utmost importance. Intentional, frequent discussions with your child of any age, are necessary and allow you to be proactive in protecting your child and further educating him/her. Experts warn that children are most vulnerable to online dangers while at home. Please note the following suggestions, as they might be of assistance in further educating your child about appropriate use of technology including the iPad and home Internet use.

In alignment with the Archimedean Schools Acceptable Use Policy for Technology, beyond school, parents must take responsibility for the use of technology and the Internet. As a parent, you are responsible for monitoring your child's use of School-provided educational technology including School-issued email and cloud accounts as well as the Internet. This includes Internet use at home or any other remote location outside of school.

Filter Access: Filtering software is not built in to the iPad. While many potential dangers are filtered and blocked on the school's wireless network, children often have complete, unrestricted access to inappropriate sites at home. Experts strongly suggest installing software to filter and block inappropriate content on your wireless home network. Some possible filters to consider include [OpenDNS \(free version available\)](#) and [Net Nanny](#). Some of these products offer additional protection features such as cell phone filtering, text message and photo screening tools, and digital footprint/reputation monitoring. The easiest way to enable content filtering is to change your DNS settings at your own home wifi router by following [these instructions](#).

Set Expectations: Regularly share your expectations with your child about accessing only appropriate sites and content, as well as making good choices when online (even when parents aren't watching). Understand that your child's use of many technologies (such as computers, tablets, iPad devices, iPods, video game systems, and cell phones) likely gives your child the ability to connect to unfiltered public or other wireless networks (such as in a library, fast food restaurant or coffee shop, by picking up a neighbor's wireless signal, or connecting to the Internet through a cell service). Therefore, it is important to maintain regular, open dialog about Internet use and access. Discuss your expectation for appropriate use and behavior.

Monitor & Limit Screen Time: Experts suggest having teens surf the Internet in a central place at home, such as the kitchen or family room, rather than away from adult supervision or behind a closed door. Know what your child is doing with technology and how his or her time is being spent. Technology can be a great tool and resource, but also has the potential to be a big distractor. Help your child learn to focus on completing tasks or assignments prior to engaging in other Internet activities. Teaching today's children how to manage multiple sources of information and potential distractions is a critical life skill, one best learned before heading off to college or the workplace.

Put the iPad to Bed, But Not in the Bedroom: Parenting experts suggest parking all technology devices, from cell phones to iPad devices, in a common family room overnight to discourage late night, unmonitored use and sleep disruption. Don't allow your child to sleep with the iPad. Remember to model appropriate use and balance of technology in your own life as well.

Some additional things to review with your child:

- Anything they do or post online creates a digital record, often called a "Digital Footprint." Nothing online is totally private, even if it is intended to be. Once digitized, it can be saved, sent and reposted elsewhere.
- A good rule of thumb: If you don't want a parent, teacher, principal, future employer or college admissions office to know something, don't post it online. Set up some sort of test question to frequently ask your child, such as "Would Grandma approve?"
- "Friends" aren't always who they say they are. Encourage your child to only be friends online with friends they know in person. Never give access to personal information to people met online.
- Never post personally identifiable information online. This includes: full name, address, phone number, email, where you are meeting friends or where you hang out. Discuss with your child how easy it is for someone to find you based on what you post online.
- Regularly check your child's privacy settings on all commonly used sites and networks. Ignoring privacy settings on social networking sites such as Facebook or Twitter means your child's photos, contact information, interests, and possibly even cell phone GPS location could be shared with more than a half-billion people.
- Cyberbullying (threatening or harassing another individual through technology) is a growing concern for today's youth. It takes many forms, such as forwarding a private email, photo, or text message for others to see, starting a rumor, or sending a threatening or aggressive message, often anonymously. Talk with your child about not partaking in this behavior and encourage her/him to report incidents of cyberbullying to an adult



DEVICE IDENTIFICATION #: _____

This agreement is made effective upon receipt of an Archimedean electronic device between The Archimedean Schools, the student receiving the device ("Student"), and his/her parent(s) or legal guardian ("Parent"). This agreement is considered an addendum to the Archimedean School Parent/Student handbook and Student Acceptable Use Policy. The Student and Parent(s), in consideration of being provided with a the iPad device, including power adapter, charging cable, case and software ("accessories") for use while a student at Archimedean, hereby agree the following:

One Apple iPad, one charger, one charging cable, and one case are being lent to the student and are in good working order. This equipment is the property of Archimedean Schools and is being lent to the student for use during the academic school year for educational purposes only. The student's use of the iPad is a privilege, and it is the student's/family's responsibility to properly use and care for this device. Archimedean Schools reserve the right to reclaim the iPad at any time.

The student is responsible at all times for the care and appropriate use of technology. I understand if my child violates the guidelines agreed to in the Archimedean Student iPad device Use Agreement or Student Acceptable Use Policy, his/her privilege to use the technology may be restricted or removed and he/she may be subject to disciplinary action.

At the end of the school year or upon transfer from the school, parents and students agree to return the device and accessories to the school in the same condition it was issued to the student less reasonable wear.

You have been issued an iPad to enhance your learning. It is essential that the following guidelines be followed to ensure the safe, responsible, and ethical operation of this device. In order for you to take the iPad, you and your parent must be willing to accept the following responsibilities.

Please read and initial below:

AA AMC AUC
Required

			Student initial	Parent Initial
1	I agree to the stipulations set forth in this document including the Loan Agreement, the Archimedean Schools Acceptable Use Policy and expectations.	1		
2	I understand that The Apple iPad that you will be issued is the property of Archimedean Schools, and is made available to the student as a tool for learning.	2		
3	The use of an iPad is a privilege that can be revoked. Inappropriate use or neglect of an iPad can result in limits to or loss of use of the iPad.	3		
4	I will follow the Archimedean Schools' policies and rules, the Acceptable Use Policy, as well as local, state, and federal statutes.	4		
5	The iPad comes pre-loaded with all software you will need for your classes. Students are not allowed to uninstall or modify any application or the operating system in anyway.	5		
6	I will report to the school any problems with the iPad. I will not disassemble any part of my iPad or attempt to repair the iPad, nor will I attempt to clean it with anything other than a soft, dry cloth.	6		
7	I will never leave my iPad unattended.	7		
8	I will never loan out my iPad to other individuals.	8		
9	I will protect my iPad by keeping it in the School provided case at all times. I will not add stickers, labels, tags, or markings of any kind to the iPad. I will keep food and beverages away from my iPad since they may cause damage to the device resulting to a full repair or replacement cost to the family.	9		
10	I understand that Students are not permitted to sync the iPad with a personal computer or "jailbreak the device to alter the configuration or functionality that has been established by the School.	10		



			Student initial	Parent Initial
11	Installation of apps by students is not permitted but students may submit app download request to the Tech Coordinator. Approval will be determined on case-by-case basis. Any approved app that can be installed will be available through the Archimedean App Store installed in the iPad called self service	11		
12	The Tech Coordinator reserves the right to remove or disable any apps if they are judged to be inappropriate or interfere with the learning process.	12		
13	File sharing, including downloading music, or any other activity that violates copyright laws is not permitted. Any music or other commercial files installed on the iPad must be legally owned by the student user.	13		
14	I understand that my iPad is subject to inspection at any time without notice and remains the property of the Archimedean Schools.	14		
15	I will maintain the current privileges and capabilities of the iPad user account.	15		
16	I will charge the iPad battery nightly.	16		
17	I will bring the iPad to school every day adequately charged.	17		
18	I will not lend the iPad to anyone, not even my friends or family members; it will stay in my possession at all times.	18		
19	I agree to return the Archimedean Schools' iPad, and School provided case and accessories in good working condition no later than the date determined by my school.	19		
20	I will be responsible for all damage or loss caused by neglect or abuse.	20		
21	I understand that I am responsible for backing up my own files and important files should always be stored in an external device.	21		
22	I agree to pay the cost to replace the iPad or any accessories if it is lost, broken, or stolen. The actual cost to replace or repair the iPad will be determined at the price advertised by the Apple Store at the time of replacement.	22		
23	I understand that I will be responsible for a \$20.00 annual technology fee for the use and maintenance of the device. The amount will be charged to my family's account with the school.	23		
24	I understand that if my child is at 5th grade, or 8th grade or a senior that he/she may not be eligible to participate in end of year events and ceremonies if all iPad obligations are not taken care of by the end of the year.	24		
25	I understand that a \$5 per day fee will be assessed for every day that my child is late in turning his/her iPad in at the end of the year.	25		

Parent/Guardian Name (PRINT): _____

Parent/Guardian Signature: _____ Date: _____

Student Name (PRINT): _____

Student Signature: _____ Date: _____

Student Grade (2020-2021 School Year): _____



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