



Addlestone Hebrew Academy
1:1 iPad Policies and Procedures
2020 – 2021

Policies and Procedures for
1:1 iPad Program
Addlestone Hebrew Academy

Addlestone Hebrew Academy is proud to offer our AHA students Apple iPad devices for use at school. The 1:1 iPad Program, which provides mobile computing and wireless technology to AHA, has been designed to enhance delivery and individualization of instruction.

For students and parents/guardians, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving an iPad.

- Students will receive instruction from school staff on the proper use of the iPad.
- Students will only be able to take the iPad home during the school year upon parent or teacher request (Grades 6-8) releasing AHA from all responsibilities when in parent care.
- Students are expected to treat the iPad as a valuable piece of equipment.
- Students must take all precautions to prevent theft and damage, for example, do not leave the iPad where there is danger of encountering moisture or excessive heat.
- The iPad comes with preloaded apps which must not be removed. Students will not be able to load additional apps onto the machine while following the guidelines of Acceptable Use Policy.
- Students are to use iPad access only for educational appropriate materials and websites.
- Students must not use the iPad to purchase goods and services via the Internet. (Parents/students are charged with full responsibility for any financial obligations incurred from the inappropriate use of the iPad.)
- Students are to use iPad in accordance with AHA Acceptable Use Regulations and to maintain the iPad in accordance with this policy and procedure, and additional directions from AHA staff.
- Students are expected to adhere to any requirements set forth from the classroom teacher.
- iPads are the property of Addlestone Hebrew Academy and must be returned at the end of the academic year, upon withdrawal from AHA, or at the request of a teacher or administrator. Willful failure to return the iPad in accordance with the stated conditions will result in criminal prosecution.
- Since the iPads are the property of Addlestone Hebrew Academy, officials of the school have the right to review all material stored on or accessed by any iPad. School officials may revoke a student's iPad privileges for misuse or violation of policies.

The 1:1 iPad initiative, which has been adopted by Addlestone Hebrew Academy, will enhance learning for our students using 21st Century Skills. Learning results from continuous dynamic interaction among students, educators, parents, and the extended community. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

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1. Receiving Your iPad & Check-In

1.1 Receiving Your iPad

iPads will be distributed each fall. Parents and students must attend either a yearly Information Session or view an online session at the website: Netsmartz.org. Before receiving an iPad, students and parents must sign and return copies of the following documents:

- iPad Usage Fee page 12
- Student Pledge for iPad Use, page 13
- Acceptable Use Policy (part of the School Handbook)

1.2 iPad Check-in

iPads will be returned during the final week of school during student checkout, so they can be examined for serviceability. If a student transfers out of Addlestone Hebrew Academy during the school year, their iPad will be returned at that time.

1.3 Check-In Fines

Individual school iPads and accessories must be returned to Addlestone Hebrew Academy at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at AHA for any other reason must return their iPad on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student's parent or guardian will pay the cost of the iPad. Failure to return the iPad will result in a theft report being filed with the Charleston County Sheriff Department.

2. Taking Care of your iPad

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the IT office for an evaluation of the equipment.

2.1 General Precautions

- The iPad is school property and all users will follow the policy and the Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen, use no cleaners of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads and cases must remain free of any writing, drawing, stickers, or labels that are not the property of AHA.
- iPads must never be left in an unattended or unsupervised area.
- Students are responsible for keeping their iPad's battery charged. Students are to return their iPad to the charging cart at the end of each day. Charging carts are provided all day long.

- Student must keep their iPad in the protective case, provided by the school at all times.

2.2 Carrying iPads

The protective keyboard case provided with the iPads has sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. Guidelines below should be followed:

- iPads must always be within the protective case.
- **Limit the number of items carried within a backpack with the iPad to limit the amount of pressure applied to the iPad screen.**
- Avoid bumping the iPad against any surface.
- It is advised to carry the device by walking and using 2 hands.

2.3 Screen Care

The iPad screens can be damaged if subjected to rough treatment.

The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad at any time.
- Do not place anything near the iPad that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of any cleaning chemicals is prohibited as they WILL damage the screen.

3. Using Your iPad at School

iPads are intended for use in the classroom at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher. The iPad is the property of Addlestone Hebrew Academy, therefore, school staff and administration have the right to check any material stored on a student's iPad at any time. iPads are not to be used in the hallway during transition time, brought outside to the playground during recess or into the restroom.

3.1 iPads Left at home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present.

3.2 iPads Undergoing Repair

Loaner iPads may be issued to students when they leave their iPads for repair in the office. There may be a delay in getting an iPad should the school not have enough to loan.

3.3 Charging your iPad's Battery

iPads and keyboards will be fully charged each morning. Students need to charge their iPads each at the end of the school day. Only charge your iPad with the provided charger.

3.4 Screensavers and Backgrounds

- Inappropriate media may not be used as a screensaver or background photo.
- Each device comes with its own screensaver that includes the Addlestone name as well as the student's name.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in disciplinary actions.
- Passwords are preloaded

3.5 Sounds, Music, Games, or Programs

- Sounds must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on iPad and can be used at the discretion of the teacher.
- Internet games are not allowed on iPads.
- All software/apps provided by AHA must remain on the iPad. Data storage will be through apps on the iPad and email to a server location.

3.6 Printing

Printing will not be available from the iPad. If students need to print anything from their iPad, they will need to email the document to themselves or their teachers to print from email.

3.7 Home Internet Access

Students are allowed to set up wireless networks on the iPads. This will assist them with iPad use while at home. Printing at home will require the student to follow the same steps as printing at school.

3.8 Apple ID Password:

Occasionally the Apple ID password will need to be entered.
The Apple ID password is: ***Password1639 for grades K-4th.***

4. Managing Your Files & Saving Your Work

4.1 Saving Your Work

Students may save work to the Google Drive. It is recommended that students email documents to themselves. Storage space will be available on the iPad – but it will not be backed up in case of re-imaging. It is the student’s responsibility to ensure work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not acceptable excuses for not submitting work.

4.2 Network Connectivity

Addlestone Hebrew Academy makes no guarantee that the network will be up and running 100% of the time. In the rare case the network is down, the school will not be responsible for lost or missing data.

5. Software on iPads

5.1 Originally Installed Software

The software/apps originally installed by Addlestone Hebrew Academy must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from iPads at the completion of the course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

5.2 Inspection

Students may be selected at random to provide their iPad for inspection. These inspections may include an inspection of all material saved on the iPad.

5.3 Procedure for Re-loading Software

If technical difficulties occur or illegal software or non-AHA installed apps are discovered, the iPad will be restored from backup to its original state. The school does not accept responsibility for the loss of any software or documents deleted due to reformat and re-image.

5.4 Software Upgrades

Upgraded versions of licensed software/apps are available from time to time. Students will be required to check in their iPads for periodic updates and syncing.

5.5 Self Service App

This app is the Addlestone App Store. Students will receive new apps via Self Service. Login information is as follows: Username: First initial of first name and last name. Password: password

Ex: Username: hjohnson
Password: password

5.6 Google Apps

All students are assigned an @addlestone.org email address.
Format first initial last name aha graduation year@addlestone .org.
Password: AHA1234!

Ex: Username: hjohnsonaha2025@addlestone.org
Password: AHA1234!

Teachers will use the students Gmail address for communication and Google classrooms.

6. Acceptable Use Policy

The use of Addlestone Hebrew Academy technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled at Addlestone Hebrew Academy. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User terms and Conditions named in this policy, privileges may be terminated, access to the school technology resources may be denied, and the appropriate disciplinary action shall be applied.

Violations may result in disciplinary actions up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Should you want your student to opt out of having an iPad, you will need to sign a letter indicating this, stating the reason(s) why, and understand that your student is still responsible for meeting the course requirements.

6.2 School Responsibilities

- School will provide Internet and email access to its students.
- School will provide Internet blocking of inappropriate materials as able.
- School will provide network data storage areas.
- These will be treated similar to school lockers. Addlestone Hebrew Academy

reserves the right to review, monitor, and restrict information stored on or transmitted via school owned equipment and to investigate inappropriate use of resources.

- School will provide training on how to appropriately use the iPad.
- School will provide staff guidance to aid students in doing research and help assure student compliance with iPad policies and procedures.

6.3 Student Responsibilities

- Students will use iPads/computers in a responsible and ethical manner.
- Students will obey general school rules concerning behavior and communication that apply to iPad/computer use.
- Students will use all technology resources in an appropriate manner so as not to damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via Addlestone Hebrew Academy’s designated internet system is at your own risk. Addlestone Hebrew Academy specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Students will help Addlestone Hebrew Academy protect its computer system/devices by contacting an administrator about any security problems they may encounter.
- Students will monitor all activity on their account(s).
- Students should always turn off and secure their iPad after they are done working to protect their work and information.
- If a student should receive an email containing inappropriate or abusive language or if the subject matter is questionable, he or she is asked to print a copy and turn it to the administration.
- Students will return their iPad to the office at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at Addlestone Hebrew Academy for any other reason must return their individual school iPad on the date of termination.

6.4 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyright materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Messaging services (i.e. MSN Messenger, ICQ, etc.).
- Internet/computer games.
- Use of outside data disks or external attachments without prior approval from

the administration.

- Changing of iPad setting (exceptions include personal setting such as font size, brightness, etc.).
- Spamming – sending mass or inappropriate emails.
- Gaining access to another student’s accounts, files, and/or data.
- 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 such as MSM Messenger, Yahoo Messenger.
- 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 will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- Use of the iPad camera to take and/or distribute inappropriate or unethical material.
- Committing some of the acts described in this section is punishable under South Carolina and Federal law.

6.5 iPad Care

Students will be held responsible for maintaining their individual iPads and keeping them in good working order. Students will be responsible for damages to their iPads.

- iPad batteries/keyboards must be charged and ready for school each day.
- Only labels or stickers applied by Addlestone Hebrew Academy may be applied to the iPad
- iPad cases furnished by the school must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee.
- iPads that malfunction or are damaged must be turned into Coach B. The school will be responsible for repairing iPads that malfunction. iPads that have been intentionally damaged from student misuse or neglect will be repaired with the cost being borne by the student. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally or be responsible for full replacement cost.

- iPads that are stolen or lost must be reported immediately to the office and to the police.

6.6 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 viewed as a form of cheating, this is a violation of Addlestone Hebrew Academy policy. Give credit to all sources used, whether quoted 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 disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the school.

6.7 Student Discipline

If a student violates any part of the above policy, he or she will be subject to consequences as listed below.

INFRACTIONS AND CONSEQUENCES

If a student does not meet behavior expectations and responsible use, they may be moved up a level of operation. Operational levels are also based on overall student performance. Considerations include completion of assignments, classroom behavior, meeting expectations, and referrals. The administration reserves the right to deny students access to iPads at their discretion both inside and outside of school. **T = Completed by Teacher A = Completed by Administration**

	INFRACTION	DESCRIPTION OF OFFENSE	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
T	Using the iPad at inappropriate times	Use of iPad during instruction other than assigned classwork.	T: Verbal Reminder	Loss if iPad until end of class period.	Parent Contact.
T	Accessing inappropriate applications (not approved by the teacher)	(YouTube, Facebook, non-approved games, social media sites or apps)	T: Verbal Reminder	Loss if iPad until end of class	T: Parent Contact. iPad not returned until parent contact.
T	Camera Misuse	Taking images without teacher permission (of classmates or classroom)	T: Verbal Reminder	Loss if iPad until end of class	T: Parent Contact
T	Unauthorized Communication	Communicating via text and/or instant messaging without teacher approval.	T: Verbal Reminder/Reteaching/Optional Parent Contact	T: Parent Contact/Minor	T: Parent Contact/ Second Minor A: Full use of or complete access to apps on the iPad will not be reinstated until signed parent form is returned.

LEVEL	INFRACTION	DESCRIPTION OF OFFENSE	1 ST OCCURRENCE	2 nd OCCURRENCE
A	Camera Misuse (Gross/Blatant)	Taking inappropriate images (vulgar/graphic). Taking compromising images of classmates. Taking ANY image of faculty/staff without permission.	T: Sequester iPad and give to Admin. A: Automatic meeting with parent and student	T: Sequester iPad and give to Admin. A: Meeting with parent and student. Loss of iPad privileges until further notice.
A	Inappropriate Content (Gross/Blatant)	Accessing vulgar and/or explicit materials (photos/videos) on the iPad.	T: Sequester iPad and give to Admin. A: Automatic meeting with parent and student.	T: Sequester iPad and give to Admin. A: Meeting with parent and student. Loss of iPad privileges until further notice.
T	Accidental Property Damage	Damaging the iPad due to an accident (fall/trip).	T: Sequester iPad, fill out technology request. TECH: Handles repair	
T	Property Damage due to Mishandling	Having food or beverage near the iPad, cracking the iPad due to sitting on it, placing an iPad in an unsafe area, running/horse playing around the iPad, removing the iPad from school issued case.	T: Sequester iPad, fill out technology request. TECH: Order repair/replacement of iPad.	
A	Gross/Intentional Property Damage	Intentionally damaging the Pad (Throwing, smashing, etc.)	T: Sequester iPad, fill out technology request. A: Refer to admin.	

Technology Related Behavior Violations:	Equivalent “traditional” Classroom Violations:
Failure to bring iPad to school	= Coming to class unprepared
Missing cover	= Not having required supplies
Email, texting, skyping, internet surfing, etc.	= Passing notes, reading unauthorized texts, gaming
Damaging or defacing to iPad	= Vandalism/Property damage
Using account belonging to another student	= Breaking into another student's locker/backpack
Accessing inappropriate material	= Bringing inappropriate content to school in print
Cyber-Bullying	= Bullying/Harassment
Using profanity, obscenity, racist terms	= Inappropriate language, harassment
Sending an assignment to another student to use as their own and/or copy	= Cheating, copying assignment, plagiarism
Violations unique to the Addlestone 1:1 Take Home Model:	
→ Not having iPad fully charged when brought to school → Attempts to defeat or bypass the school’s internet filter and/or security settings → Modifying the school’s browser settings or other techniques to avoid being blocked from inappropriate sites or to conceal inappropriate internet activity → Unauthorized downloading/installing of Apps or using personal Apple ID/Email	

7. Protecting and Storing Your iPad

7.1 iPad Identification

Student iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:

- Record of serial numbers and correlated asset tag.
- Addlestone Hebrew Academy label.

7.2 Storing Your iPad

When students are not using their iPads, they should be stored in their locker or kept with the student. Nothing should be placed on top of the iPad when stored in student lockers.

Do NOT leave your iPad in a place that is experiencing extreme hot or cold conditions. Extreme heat will damage the unit itself and extreme cold will cause severe screen damage.

7.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include school grounds, lunchroom, auditorium, unlocked classrooms, hallways, etc. any iPad left in these areas is in danger of being stolen or damaged. If an iPad is found in an unsupervised area, it will be taken to the office. Violations may result in loss of iPad privileges and/or other privileges.

8. Repairing or Replacing your iPad

Students will be responsible for damages to their iPads including, but not limited to, broken screens, cracked plastic pieces, inoperability, etc. depending on the damage and whether or not the damage was accidental or due to a malfunction of maintenance issue, the Addlestone Hebrew Academy Protection Plan would be used to determine the cost of the repairs. In the case of intentional damage and/or neglect, the student will pay for repair or replacement cost of the device.

8.1 Addlestone Hebrew Academy Usage Fee.

Addlestone Hebrew Academy requires a usage fee each school year. The cost of the fee for middle school students grades 5th-8th is \$35 per student annually. The fee for Kindergarten-4th grade is \$25 per student annually. Checks or cash are acceptable and must be made payable to Addlestone Hebrew Academy and a separate check must be written for each student. The usage fee covers one iPad per student per school year for any costs outside the manufacturer's warranty. The usage fee is required. The usage fee covers screen repairs. Refer to the following coverage table for repair costs without the usage fee.

Lost iPad		Full Replacement Cost
Destroyed iPad (total loss)		Full Replacement Cost
Stolen iPad (Police Report Required)		Full Replacement Cost
iPad Repairs – Less than \$100		Full Replacement Cost
iPad Repairs – More than \$100		Full Replacement Cost
*Power adapter, cover, or any school-owned accessories are not included. These items require a full replacement cost with the exact same item.		

Replacement Costs are as follows:

- iPad charging brick- \$49.00
- USB-Lightening Charge Cable \$29.00
- USB to Micro USB Cable- \$5.00
- Logitech keyboard case- \$95.00

8.2 Claims

All protection plan claims for accidental damage or maintenance must be reported and filed with the office. In cases of theft or loss, students or parents must file a police or fire report and bring a copy of the report to the office before an iPad can be replaced by the protection plan.

9. Student Internet, iPad, and Computer Access

Students are expected to use iPads, computers, and the internet as an educational resource. The following procedures and guidelines govern the use of iPads, computers, and internet at school.

9.1 Student Expectations in the Use of the Internet

- Acceptable use
 - Students may use the internet to conduct research assigned by teachers.
 - Students may use the internet to conduct research for classroom projects.
 - Students may use the internet to gain access to information about current events.
 - Students may use the internet to conduct research for school-related activities.

- Students may use the internet for appropriate educational purposes.
- Unacceptable Use
 - Students shall not use the school computers or iPads to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
 - Students shall not engage in any illegal or inappropriate activities on school computers or iPads, including the downloading and copying of copyrighted material.
 - Students shall not use chat rooms, instant messaging, or other forms of direct electronic communications on school computers or iPads
 - Students shall not use school computers or iPads to participate in online auctions, online gaming, or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
 - Students shall not disclose personal information, such as their names, school addresses, or telephone numbers outside the school network.
 - Students shall not use school iPads and computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
 - Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
 - Students shall not share their passwords with fellow students, school volunteers, or any other individuals, and shall not use, or try to discover another user's password.
 - Students shall not copy, change, or transfer any software or documentation provided by the school, teachers, or another student without permission from the system administrator.
 - Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called but not limited to, a bug, virus, worm, or Trojan Horse.
 - Students shall not configure or troubleshoot computers, networks, printers, or other associated equipment, except as directed by a teacher or the system administrator.
 - Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
 - Students shall not forge electronic mail messages or web pages.

9.2 Enforcement

- Methods of Enforcement
 - The school monitors all internet communications, internet usage, and patterns of internet usage. Students have no right of privacy to any internet communications or other electronic files. The iPad and computer system are owned by the school. As with any school property, any electronic files on the system are subject to search and inspection at any time.
 - The school uses a technology protection measure that blocks access to some internet sites that are not in accordance with the policy of the school. Standard use of the internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
 - Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
 - The school staff will monitor students' use of the internet through direct supervision and by monitoring internet use history to ensure enforcement of policy.

10. iPad Usage Fee

K-4th grade \$25 per student

5th-8th grade \$35 per student

I, _____, agree that my student and I have read and will comply with all policies and procedures within the “1:1 iPad Policies and Procedures” document. I understand that the usage fee covers one (1) Apple iPad device that is the property of Addlestone Hebrew Academy described within for one student for one school year. I also understand that the usage fee will not cover anything after the first repair, we are responsible for any repair costs according to the coverage table contained in this handbook.

Parent/Guardian First and Last Name (Please PRINT): _____

Parent/Guardian Signature: _____ Date: _____

Student First and Last Name (Please PRINT): _____

Student Signature: _____ Date: _____

Student Grade: _____

Phone Number: _____

11. Student Pledge for iPad Use

- I will use my iPad in ways that are appropriate, meet Addlestone Hebrew Academy expectations, and are educational.
- I will use appropriate language when using emails, journals, wikis, blogs, or other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in activity that is harmful to other persons.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of Addlestone Hebrew Academy.
- I will follow the policies outlined in the iPad Policies and Procedures document while at school, as well as outside of the school day.
- I will take good care of my iPad.
- I will never leave my iPad unattended.
- I will never loan out my iPad to other individuals.
- I will know where my iPad is at all times.
- I will charge my iPad’s battery and keyboard daily, and arrive at school with my device charged.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will not use the iPad camera to take, or distribute inappropriate or unethical material.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will protect my iPad by only carrying it while in the case provided. I will not remove my iPad from the case provided by Addlestone Hebrew Academy.
- I will not place decorations (such as stickers, markers, etc.) on my iPad or provided case.

- I will not deface the serial number iPad sticker on any iPad.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance as well as report to the administration of Addlestone Hebrew Academy.
- I will be responsible for all damages or loss caused by neglect or abuse.
- I agree to return the iPad, case, and power cords in good working condition.

I agree to the stipulations set forth in the above documents including the 1:1 Policies and Procedures, the Acceptable Use Policy, the iPad Insurance Agreement Form, and the Student Pledge for iPad Use.

Student First and Last Name: (Please PRINT): _____

Student Signature: _____ Date: _____

Parent/Guardian First and Last Name: (Please PRINT): _____

Parent/Guardian Signature: _____ Date: _____

Please return the last 2 pages to Addlestone Hebrew Academy

- Filled out
- Signed
- iPad usage fee