

iPad Use Policy

Orlando Junior Academy



1. Device Requirements

OJA recommends Apple's iPad Air and above or iPad mini 2 and above to ensure compatibility with all recommended apps and with the school's network.

2. General Information

The primary purpose of iPad use at Orlando Junior Academy is to facilitate and enhance student learning. Any other use is secondary.

These policies may change without notice, for the latest version please visit our website at <http://www.discoveroja.com>

3. Care of the iPad

Students are responsible for the security and safety of their own device. OJA and it's staff are neither responsible for, nor will compensate for lost, stolen, or damaged devices, cases, or other personal gear. OJA is not responsible for any fees or unauthorized charges incurred on the device. OJA is not responsible for any content on any personally owned device.

School-owned iPads that are damaged or fail to work properly must be reported immediately to the class teacher.

3.1. General Care

- 3.1.1. Cords and cables must be inserted and removed carefully to prevent undue wear and damage.
- 3.1.2. Care should be taken to prevent the iPad, cables, and accessories from getting wet.
- 3.1.3. Avoid exposure to long-term temperature extremes.
- 3.1.4. School-owned iPads should remain free of personalizing stickers, labels or markings.
- 3.1.5. iPads should never be left on the floor.

3.2. Screen Care

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

3.3. Protective Cases

Families are responsible for supplying the student with a protective case for student-owned iPads, and students must keep the iPad in this protective case at all times. When choosing a case, consider the level of protection that is appropriate for the student, rather than basing this

decision on style alone. A firm case that protects the corners of the iPad is advisable. School-owned iPads already come with a protective case; students must not remove the case.

3.4. Security and Identification

iPads are highly portable and subject to theft. Students must take care to keep the device secured at all times and take precautions to prevent “crimes of opportunity.”

- 3.4.1. iPads must be secured in a teacher designated area when not in the student’s possession during the school day and student-owned iPads should be taken home each night.
- 3.4.2. Students must setup the automatic passcode lock on the iPad. Students must not share their codes with their peers.
- 3.4.3. Each student-owned iPad must be registered with the school, including the type and serial number.
- 3.4.4. Please make sure you enable your device’s location service and know how to access it.

4. Content Management

4.1. Downloading Content

All content, including required apps and books, must be downloaded by the student on student-owned iPads. Further, the student is prohibited from participating in gaming, downloading of movies, or any other bandwidth-heavy activities at OJA unless explicitly directed by a faculty member.

4.2. Memory and Storage

Students must maintain sufficient memory to accommodate all school-required content. From time to time, a teacher may add content/apps for use in a particular course. School provided apps/content must remain on the iPad and be easily accessible at all times.

4.3. Personal Media

- 4.3.1. Personal content, e.g. photos, videos, music and personal apps, are permitted as space allows. Students may be required to remove/offload personal content if space is required to accommodate required apps and content.
- 4.3.2. Inappropriate media may not be stored on the iPad at any time.

4.4. Software and App Updates

Students are encouraged to update their iPads at home.

4.5. Device Backup and Data Security

Students are encouraged to backup their iPads.

5. Use of the iPad at School

- 5.1. Students who agreed to bring their own iPads, must bring them to school each day, unless specifically instructed not to do so by their homeroom teacher.

- 5.2. iPads must be brought to school each day fully charged. We discourage students from bringing their chargers to school as the number of plugs in the classroom are very limited and they can be easily misplaced.
- 5.3. Not having an iPad at school will not prevent students from participating in class or completing assignments. If the student does not have one, we'll make every effort to provide him/her with a school-owned iPad.
- 5.4. Sound must be muted at all times and headphones used with permission from the teacher.
- 5.5. Students may print only with approval from their teacher.
- 5.6. During Enrichment and/or school sponsored events the same rules apply.

6. Appropriate Use

OJA personnel reserves the right to inspect, limit the use, and/or confiscate a personally owned device at their own discretion.

- 6.1. Students must never loan the device to another student. Students are responsible for all the activity on their assigned iPads.
- 6.2. "Jailbroken" devices (devices with an altered operating system) may not be used in the OJA iPad Project. 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.
- 6.3. Gaining access and/or changing settings without permission on someone else's device, will be treated as theft, vandalism or hacking.
- 6.4. Students may not share or play any personal content from their devices while at school without the expressed consent of staff members.
- 6.5. All devices brought to campus must be used under the direction of OJA personnel. Do not use your device without asking for permission first.

7. Audio/Video Recording and Photos

Common courtesy dictates one must always ask permission to take a person's photo or make an audio or video recording of them.

- 7.1. Students may record audio or use the camera to record photos or video in a classroom or at a school outing or event only with the prior consent and under the directions of OJA personnel.
- 7.2. Students may not post or transmit any information at any time to any online service, about the school, its staff, students or persons associated with OJA without the express permission of OJA personnel.
- 7.3. No recording equipment is allow in private areas at any time. (e.g. bathrooms, locker rooms, etc.)

8. Privacy

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

Thanks to Lake Highland Preparatory School's IT for allowing us to model their iPad initiative.

Parental Guidelines

We appreciate your support of our iPad Project. We encourage parents to help their children adopt healthy habits when using the iPad at home and to place necessary limits.

1. Parents are encouraged to monitor their student's Internet use, social interactions and time management in relation to the iPad. Excessive and/or poor use can lead to ineffective habits and loss of productivity.
2. Parents are encouraged to limit overnight access to iPads and other devices. Charging stations should be in a central family location such as the living room. Family routines and guidelines regarding this are helpful.
3. We encourage the use of iPads, 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.
5. We suggest that parents monitor the purchase and downloading of apps. All required and suggested apps will be communicated to you by the teacher.

Parents and students understand that bringing your own device is optional and by attending OJA you and your child accept all of OJA's iPad Use Policies and future revisions regardless of awareness or understanding of such policies.

For the latest version of our policies, please visit our website at: <http://www.discoveroja.com>