



Regency Christian Academy

A Ministry of South Orlando Baptist Church

Student & Parent/Guardian iPad Guide

Student Use of the iPad

1. The iPad is the property of Regency Christian Academy(RCA) and as a result may be seized and inspected at any time. Passwords will be set up by RCA/IT personnel if passwords for iPads are used. The student should have NO expectations of privacy of materials found on an iPad or a school supplied or supported email service.
2. The Regency Christian Academy iPad is the only approved personal computer device allowed. All other computers and wireless devices are not allowed to connect to the school network and are subject to seizure.
3. The RCA iPad comes equipped with both front and rear-facing camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group. RCA retains the rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain permission to publish a photograph or video of any school related activity. Unauthorized recordings are subject to disciplinary action in accordance with School Board Policy.
4. Students are responsible for bringing their iPad fully charged to school every day unless otherwise directed by a staff member. Failure to bring an iPad or any other class material(s) does not release the students from their responsibility to turn in their homework assignments nor does it excuse them from their assigned class work. If students repeatedly fail to bring materials to their classes, including the iPad, students will be subject to disciplinary action or the classroom consequences associated with not being prepared for class.
5. Screensavers, wallpapers, and protective covers are added to the iPad by the appropriate RCA personnel only. Inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and are subject to disciplinary action.
6. iPads must remain free of any writing, drawing, stickers, or labels that are not the property of RCA.
7. The adding or deleting of an "app" is by school approval only. Failure to comply may result in restricted access to the iPad and/or a substantial reimage cost to the student.

Parent Initials _____

Growing a Godly Generation, One Child at a Time

8. Games, music, videos, and sound use will be at the discretion of the classroom teachers and the RCA Administration. Teachers may set additional requirements for use in their classrooms. Unless permission is obtained, sound must be muted at all times.

9. The iPad affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space. It is recommended students e-mail documents to themselves for storage using alternative methods. It is the student's responsibility to ensure that work is not lost due to mechanical failure, accidental deletion, or re-imaging. Back ups may be required.

10. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone number of others.

11. When appropriate, RCA students will be required to take their iPad home at night for class work and recharging. All of the rules and regulations that are in effect during the school day extend to the use of the iPad at home.

12. RCA makes no guarantee, written or implied, that materials on the iPad, including student work, will be safe from deletion or corruption, accident or otherwise. Students will need to back up their homework assignments or projects.

Parent Initials_____

A Parent/Guardian Guide to Student Use

RCA recognizes that with new technologies come new challenges to both teachers and parents. Below is a list of suggestions that may aid you, the parent, in effectively guiding your child's use of the iPad. RCA is not responsible for the use of the iPad once students have left the RCA Campus. **Parent Initials**_____

1. **Take extra steps to protect your child.** Encourage your child to use and store the iPad in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.

Parent Initials_____

2. **Go where your child goes online.** Monitor the places that your child visits. Let your child know that you're there, and help teach him/her to act in a way that is appropriate as he/she works and socializes online.

Parent Initials_____

3. **Review your child's friends list.** You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.

4. **Understand sites' privacy policies.** Internet sites should spell out your rights to review and delete your child's information.

Parent Initials_____

5. **Report unwelcome or malicious online threats.** Report any online interactions that can be considered threatening to the proper authorities in a timely fashion to the school.

Parent Initials_____

6. **Help your child develop a routine.** Many parents have found success by creating and monitoring a routine for their child's appropriate use and care of the iPad.

Parent Initials_____

7. **Take a look at the apps or programs.** It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the iPad.

Parent Initials_____

8. **Read and share the RCA iPad Care and Maintenance Policy with your child.** By reading and discussing the care and maintenance policies, you can create a clear set of expectations and limitations for your child.

Parent Initials_____

9. **Protective carrying bags.** RCA strongly suggests students utilize a protective carrying bag to help prevent accidental dropping of the device.

Parent Initials_____

The Care and Maintenance of the iPad

1. The care of your iPad is your responsibility. **Student Initials** _____
2. Never leave an iPad unattended. When not in your personal possession, the iPad should be in a secure, locked environment. Unattended iPads will be collected and stored in the school's office. **Student Initials** _____
3. Because the iPad is intended for daily use, iPads must be charged nightly so it is ready for use every day. Do not leave your iPad in your locker overnight. **Student Initials** _____
4. Your iPad comes with a protective case to help minimize damage. The iPad must remain in the protective case at all times. The iPad and the iPad cover must remain free of stickers, writing, painting, or any other forms of decoration. **Student Initials** _____
5. Do not lend your iPad to another person. Each iPad is assigned to an individual student and the responsibility for the care of the iPad solely rests with that student. **Student Initials** _____
6. The iPad is an electronic device and care must be exercised when handling the iPad. Never throw or slide the iPad or a book bag that contains an iPad. Never place an iPad in a book bag that contains food, liquids, heavy, or sharp objects. Avoid placing weight on the iPad. **Student Initials** _____
7. Avoid applying liquids to the iPad. The iPad can be cleaned with a soft, slightly water dampened, lint-free cloth. Avoid getting moisture in the openings. Do not use windowcleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad. Use of unapproved cleaners may remove the protective film covering the face of the iPad. **Student Initials** _____
8. While the iPad is scratch resistant, the iPad will scratch. Avoid contact with sharp objects. Commercially produced screen protectors can be purchased to protect the screen. **Student Initials** _____
9. Never expose an iPad to long-term extremes in temperature or direct sunlight. Do not store your iPad in your car. **Student Initials** _____
10. Your iPad comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student-issued iPad accessories are the responsibility of the student. **Student Initials** _____
11. Each iPad has a unique serial number and identification sticker. At no time should these numbers or stickers be modified or removed. **Student Initials** _____

12. Each iPad has the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the acceptable use policy and grounds for disciplinary action. **Parent Initials**_____

13. Do not attempt to access the internal electronics or repair your iPad. If your iPad fails to work or is damaged, report the problem to the Student Support Center as soon as possible. iPad repair/replacement options will be determined by the appropriate staff. **Parent Initials**_____

Costs, Repair, and Replacement of the iPad

1. Each RCA Middle School Student is being provided with an iPad2 package in order to download and utilize the Middle School Curriculum that is necessary for his/her education. This package includes an iPad2, protective case, charging cord and appropriate, preinstalled educational applications. A \$30.00 user/maintenance fee is required for each student to receive an iPad. **Parent Initials**_____

2. RCA may be providing insurance to insure against loss, theft, or accidental damage.

3. In the event that an iPad is damaged, lost, or stolen, the student will be assessed a \$50.00 deductible for the repair or replacement of the iPad for the first occurrence per device. The student will be charged the full cost (up to \$500.00) plus any reformatting costs for each subsequent repair or replacement. **Parent Initials**_____

4. Families may wish to purchase their own personal insurance to protect the iPad in cases of loss, theft, or accidental damage.

5. Should an iPad be damaged, lost, or stolen the student and parent/guardian should immediately notify the school administration. If stolen, the filing of a police report by the parent/guardian will be required. **Parent Initials**_____

6. In the event of a lost or stolen iPad, RCA may deploy location software, which may aid in recovering the iPad.

7. Students who leave RCA during the school year must return the iPad, along with any other accessories, at the time they leave the school. The iPad and all accessories must be returned to the appropriate building office. **Parent Initials**_____

8. Attendance at the iPad orientation is mandatory.

Acceptable Use Policy for Electronic Resources

RCA students are responsible for their actions and activities involving the school district's computers, electronic devices, network and Internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of school computers and other electronic devices and provide examples of prohibited uses. The rules and guidelines detail acceptable use of electronic information resources under which students, staff, and all members of RCA herein referred to as "users," will be held accountable. The rules do not attempt to describe every possible prohibited activity. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact an RCA Administrator. These rules apply to all school computers, all school-provided electronic devices wherever used, all uses of school servers, and Internet access and networks regardless of how they are accessed.

Acceptable Use

1. School computers, network and Internet services, and electronic resources are provided for educational purposes and research consistent with RCA's educational mission, curriculum and instructional goals.
2. Users must comply with all school board policies, the student handbook, and school rules and expectations concerning conduct and communications when using school computers or school-issued electronic resources, whether on or off school property.
3. Students also must comply with all specific instructions from school staff.

Prohibited Uses

Unacceptable uses of school electronic resources include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials – Users may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. Illegal Activities – Users may not use RCA's computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. RCA and its employees and agents assume no responsibility for illegal activities of students while using school computers or school-issued electronic resources.

Parent Initials_____

Student Initials_____

3. Violating Copyrights or Software Licenses – Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

4. Plagiarism – Users may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When using other sources, credit must be given to the copyright holder.

5. Use for Non-School-Related Purposes – RCA’s computers, electronic devices, networks and Internet services are provided for purposes related to educational programs, classroom operations, and performance of classwork/homework responsibilities. Incidental personal use of school devices is not permitted. Email may be allowed to the teaching staff only, so that homework assignments can be emailed directly to the teacher.

6. Misuse of Passwords/Unauthorized Access – Users may not share passwords; use other users’ passwords; access or use other users’ accounts; or attempt to circumvent network security systems.

7. Malicious Use/Vandalism – Users may not engage in any malicious use, disruption or harm to the school’s computers, electronic devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

8. Avoiding School Filters – Users may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.

9. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Users may not access blogs, social networking sites, etc. prohibited by RCA Administration. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.

10. Wasting System Resources - Users shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or building administrator.

11. Unauthorized Equipment - Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the school network without permission from the RCA Administration. **Student Initials_____**

12. All information services and features contained on the RCA Network Resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.

Parent Initials _____

Compensation for Losses, Costs and/or Damages

Users may be responsible for compensating the school for any losses, costs or damages incurred for violations of RCA Board policies/procedures and school rules, including the cost of investigating such violations. The school assumes no responsibility for any unauthorized charges or costs incurred by users while using RCA's computers, devices, or the school network.

Student Security

1. Users may not reveal personal information, including a home address and phone number, about themselves or another individual on any unsecured electronic medium, such as web sites, blogs, podcasts, videos, wikis, or social networking sites. If users encounter dangerous or inappropriate information or messages, they shall notify the school administration immediately.

2. Staff may post student pictures on school/classroom "public" websites as long as the student's name or other identifying information is not included and the parents have not indicated differently on the student's directory information form. Students' grades, test results, or identifying pictures may be stored only on school-approved secure sites that require a username and password for authorized individuals to access.

3. RCA is a closed campus. RCA retains all rights concerning any recording and/or publishing of any student's work(s) or image(s). Students must obtain permission from an RCA staff member to publish a photograph or video of any school-related activity. It is best practice and common courtesy to ask permission before recording an individual or groups.

4. The use of cameras or any type of electronic device is strictly prohibited in locker rooms and restrooms.

5. The RCA Staff will maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act(FERPA).

Parent Initials _____

Student Initials _____

Technology Privacy

All computers, telephone systems, voice mail systems, electronic mail, and electronic communication systems are the school's property. The school retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with RCA's computer system, telephone system, electronic mail system, and voice mail system. Students and staff should have no expectation that any information contained on such systems is confidential or private.

System Security

Any user who identifies a security problem must notify his/her teacher or building administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material. All users shall immediately report any potential security breaches to the RCA Technology Department.

Personal Devices

All users are prohibited from using privately-owned electronic devices in school unless explicitly authorized by the RCA Administration. **Student Initials**_____

Additional Rules for Laptops, iPads, or other Electronic Devices Issued

1. Electronic devices loaned or leased to students or staff shall be used only for educational purposes that directly relate to a school project or assignment, unless otherwise explicitly authorized by building administration.
2. Users are responsible for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device.
3. Users must report a lost or stolen device to the RCA Administration immediately. If a device is stolen, a report also should be made immediately with the local police.
4. The policy and rules apply to the use of the electronic device at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of devices issued by school staff.
5. Violation of policies or rules governing the use of electronic devices or any careless use of the device may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of RCA School Board policies/procedures or school rules.

Student initials_____

6. Parents are responsible for supervising their child's use of the device when not in school.

7. The device configuration shall not be altered in any way by users. No software applications shall be installed, removed, or altered on the device unless permission is explicitly given by the teacher or RCA Administrator.

8. The device is to be used only by the student or staff member to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device.

9. The device and accessories must be returned in acceptable working order by the last day of each school year, upon withdrawal or exit date from the school, and whenever requested by school staff.

Parent Initials_____

Terms of Use

RCA reserves the right to deny, revoke or suspend specific user privileges and/or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy. Additionally, all RCA Handbook regulations apply to the use of the RCA network, Internet, and electronic resources. All property rights to a product using RCA Technology are assigned to RCA. If a student changes their membership in the campus community their account will be reviewed by the network administrator and terminated.

Parent Initials_____

Disclaimer – RCA of South Orlando Baptist Church, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the network, Internet access, and electronic resources it is providing. Furthermore, RCA is not responsible for:

1. The accuracy, nature, quality, or privacy of information stored on local servers or devices or information gathered through Internet access.

2. Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal computers or other devices.

3. Unauthorized financial obligations resulting from the use of RCA's electronic resources.

Parent Initials_____



Regency Christian Academy
A Ministry of South Orlando Baptist Church
Student Pledge for iPad Use

1. I understand that the care of my iPad is my responsibility.
2. I will take good care of my iPad.
3. I will never leave my iPad unattended.
4. I will ensure that my iPad battery is charged nightly.
5. I will protect my iPad by keeping it in an approved case at all times.
6. I will not place decorations (such as stickers, markers, etc.) on my iPad.
7. I will never loan out my iPad to other individuals.
8. I will keep food and beverages away from my iPad.
9. I will keep my iPad away from liquids and will use proper care to keep it clean.
10. I will avoid using objects that may scratch the screen.
11. I will not expose my iPad to extreme temperatures and direct sunlight.
12. I will not deface the serial number on any iPad.
13. I will not delete any school installed applications or software.
14. I will not disassemble any part of my iPad or attempt any repairs.
15. I will use my iPad in ways that are educational and appropriate.
16. I will follow the RCA Acceptable Use Policy (AUP) at all times.
17. I understand that my iPad is subject to inspection at any time without notice.
18. I understand that my iPad remains the property of Regency Christian Academy.
19. I understand that my parents must file a police report in case of theft, vandalism, and other acts that may or may not be covered by insurance. **Parent Initials** _____
20. I will be responsible for all damage or loss caused by neglect or abuse.
21. I agree to return my iPad, case, power cords, and accessories in good working condition.
22. I will know where my iPad is at all times.

I agree to the stipulations set forth in the Student Pledge for iPad Use.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

iPads and accessories must be returned to Regency Christian Academy at the end of each school year. Students who graduate, withdraw, or terminate enrollment with RCA for any other reason must return their iPad on the date of withdrawal.



Regency Christian Academy
A Ministry of South Orlando Baptist Church
Parent iPad Agreement

I (Parent/Guardian) give permission for my child, _____ to use his/her assigned iPad in school and/or take the assigned iPad off of the Regency Christian Academy Campus. My child and I understand the following:

1. Students must bring the iPad to school each day fully charged for class.
2. Students have no expectation of privacy in regards to use of the iPad. School administration and teachers have the right to access all data and information on the iPad, including, but not limited to Internet browser history.
3. The iPad is the property of Regency Christian Academy. Parents and students agree that it will only be used in accordance with the RCA Acceptable Use Policy (AUP). Any damage or loss may result in financial liability in accordance with the RCA Costs, Repair and Replacement Policy.
4. Students involved in after school activities must store their iPad in designated areas.
5. Parents and students are responsible for making sure the iPad is kept in a safe place during home use.
6. Parents and students agree that all "apps" and content to be installed on the iPad must be pre-approved by school administration.
7. Students must keep the iPad in the protective case at all times.
8. Students leaving Regency Christian Academy must return the iPad and all accessories.
9. All iPads may be seized and inspected at any time without notice.
10. iPad content filtering is subject to the parent/guardian's home filtering.

By signing below, I agree to the expectations and procedures as detailed above and in the RCA Acceptable Use Policy.

Parent Name (print)

Parent Signature

Date

Apple iPad Serial # _____

Acceptable Use Policy Agreement (Read Carefully)

I HAVE read and understand all the terms of the Student/Parent iPad Agreement. I AGREE to allow my child to participate in the RCA iPad electronic learning project.

I HAVE discussed the Student/Parent iPad and RCA School Policy that include Technology Policy and Technology Usage Guidelines with my child and will ensure that he/she complies with all documented terms, including the acceptable and prohibited use provisions in the Handbook. I acknowledge and understand that my child may access the Internet and may be subject to the risks associated with Internet usage, including those associated with adult sites, chat rooms, social networking sites, and other unauthorized Web sites.

I AGREE that neither the RCA School Board nor its employees shall be liable for any harm resulting from the aforesaid risks.

I AGREE to allow my child to take the school-issued iPad home. I further agree that while at home the computing resources will be used as an educational tool.

Parent/Guardian Signature: _____

Student Signature: _____

Date: _____

Hold Harmless Agreement

This Hold Harmless Agreement is entered into on this ____ day of _____ 20_____. In consideration for being allowed to use an iPad for the purpose of enhancing delivery of instruction through advanced technology, I (parent/guardian – please print) _____ hereby agree to waive and to indemnify, defend, and hold harmless the RCA School Board, RCA/SOBC and its employees from and against all claims, demands, suits, liabilities, damages, losses, and expenses resulting from or arising out of the use of the property described in this agreement, which causes bodily injury, illness, death or other damage to persons or property.

Parent/Guardian Signature: _____

Student Signature: _____

Date: _____