



iPad/MacBook Usage Rules and Policies Effective July 2025 (3rd-12th Grade)

Pearl Harbor Christian Academy (PHCA) only authorizes the use of its iPads/MacBooks (hereafter referenced as "device/devices") in a manner consistent with established instructional, research, and administrative objectives of the school. Students are still subject to all Parent-Student Handbook (PSH) policies, Internet use policies, as well as the following Device Usage Rules and Policies (URP).

OWNERSHIP

Devices issued through PHCA are the property of PHCA. Students have no ownership, interest, or right to title in the iPads. Students in 8th Grade who use a school-issued iPad for three consecutive years* or in 12th Grade who use a MacBook for four consecutive years* will have the option to own the device at the end of the three-year or four-year period. There is a buyout/transfer fee and ownership transfers to the student for home use only.

**Students leaving prior to having the device for each prescribed time period (iPad-three years / MacBook-four years) may request a purchase option which will be at a higher buyout rate determined by the school.*

GENERAL PRECAUTIONS

- Students must always handle all devices with care – this includes the device issued to them, as well as devices issued to other students. Damage caused by intentional, reckless or careless actions will not be covered by insurance and students are charged accordingly.
- Open lid drinks or liquids are not allowed next to your device while it is in use on school property or any school related events. The same care should be practiced at home. Take special care to protect your device from moisture and liquids. Do not use in the rain or near water activities, as **water damage is not covered** and will not be considered "accidental".
- Device cables must be inserted/removed carefully. Cables must be wound carefully and stored in a way where they are not smashed, kinked or exposed to liquids. Do not coil the cable while it is still attached to its charging block, as this may kink the connecting end of the cable.
- Device must never be left in a car for prolonged times or unsupervised areas - not only to protect against theft, but damage from freezing or extreme heat.

Transporting/Carrying Devices:

- Device should always be kept securely in the protective case that was provided with the it. The case will only provide basic protection from scuffing and scratching.
- The device should be closed (for cases that close) in the protective case when carried or stored.
- The device should be shut down when not in use for prolonged periods of time in order to conserve battery life.

Screen Care: The device screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not sit, lean or put excessive pressure on screen or any other part of the the device.
- Do not place anything near the iPad that could put pressure or fall on the screen.
- **Do not place anything in the carrying case between the screen that presses against it, including paper.**
- Other than using your fingers to interact with the touch screen (iPad), use stylus pens or Apple Pencil made specifically for iPad use and avoid using other objects to interact with the touch screen. Ensure your stylus tip is not damaged or dirty.
- For Screen Care go to: <http://support.apple.com/en-us/ht3226>
- Do NOT use window cleaner, household cleaners, compressed air, aerosol sprays, solvents, ammonia, abrasives, or cleaners containing hydrogen peroxide to clean iPad.

DAILY ACCEPTABLE USE AND RESPONSIBILITIES:

- A. Students are still subject to all Handbook and Internet use policies. The word "iPad" or "MacBook" should be inserted along with the word "computer" whenever "computer" is stated in any handbook or Internet use policy.
- B. Students are responsible for the care and security of the device assigned to them. The intended/authorized user is the student that was issued the device. Parents/guardians may assist with instruction to make sure their device is used safely at home or at school; however student should always be the end user.
- C. Students are responsible for keeping their device charged and it must be available for use at school everyday for the full school day.
- D. Our Mobile Device Management (MDM) system is designed so that appointed staff can add programs to the device. Students should not attempt to override, hack, etc. the system to install any applications onto the device that are not authorized by PHCA.
- E. Apple ID's for PHCA devices are determined, issued & owned by PHCA and must be used for PHCA devices to allow PHCA to monitor/manage these device as needed.
- F. Parents should know their student's passwords/passcodes for the PHCA Email & device. Passwords/passcodes should be kept confidential from other persons and classmates. Passcodes can be changed with parent permission as described under the section titled "PASSCODE" of this URP.
- G. Students may not reset their device. Students must not intentionally modify network configuration files, MDM software or otherwise interfere with the functioning of the PHCA devices. **Apple ID's and Student PHCA Emails issued may not be changed. There is a "reset" fee charged if your Apple ID or PHCA Email associated with your device is changed.**
- H. Students must not modify, upgrade, or attempt to repair devices issued by the school. This will void insurance & student will be charged for full purchase price of the device.
- I. Any damage, defects or reduced functioning must be reported ***immediately*** or it will not be a covered incident.
- J. There is a fee for lost or damaged adaptors, cables, and cases.
- K. Devices, or applications loaded on them, must not be used in any manner other than that for which intended.
- L. Students must be in the application or program directed by instructor while in class.
- M. Communication features, such as but not limited to iMessage, FaceTime, Google Chat, etc. should not be used during school or in Before/After Care unless directed to by staff.
- N. Students should not download or access any social media during school and Before/After Care Hours, while on campus during school events or at any school related activity unless specifically given permission to do so by staff for each specific event.
- O. Devices will be treated in a similar manner as other school-owned educational tools such as textbooks. Therefore all PHCA policies, rules, handbooks, contracts, and directives, including disciplinary measures, apply to the use of devices as well.
- P. Decorations, stickers, drawings, etc. on the device or the case is NOT allowed.

- Q. Students are responsible for all material sent to and/or stored on their school-issued device. Students accept responsibility for keeping their device from all inappropriate material, inappropriate files, or files dangerous to the integrity of PHCA's network, equipment, software or reputation of the school.

DAMAGED DEVICES

All repairs needs MUST be reported to and authorized by PHCA to be serviced by a Certified Apple Technician. Any repairs done on your own will void the Apple Care Warranty you will be charged for the full price of the iPad.

- A. If a device is damaged to the point that it is non-functional or operates with reduced function, the student should notify their homeroom teacher/technology teacher by the next school day.
- B. If the damage is the result of an accident to the device while it is being used in normal operating conditions, the student is responsible for an **insurance deductible of \$100.00 (iPads) / \$125.00 (MacBooks)** for 1st and 2nd occurrence, which will be automatically billed to the student's account.
- C. Thereafter, the charge will be **\$675.00 (iPad) / \$1350.00 (MacBook)**, regardless if damage is accidental or intentional.
- D. If it is determined that the damage was the result of the following events, the student will be responsible for full replacement value of the tablet.
 - a. Abuse, misuse or negligence (i.e. iPad is placed in an unsafe location or position)
 - b. Intentional, reckless, careless actions or the third incident.
 - c. Water Damage, Flood, fire, earthquake, natural disaster, power surge or other external cause (student's family is encouraged to seek damage/loss protection through homeowner's insurance policy).
 - d. iPad used outside the parameters established in the Internet Acceptable Use Policy.
 - e. iPads used in conditions deemed unsafe for the tablet.
 - f. iPad was given to unauthorized person for use and damaged.

Lost or Stolen iPads are not covered by insurance. Student is responsible for full replacement.

No Guaranteed Content Privacy

Although each user has individual email passwords to access PHCA's systems, the systems and devices belong to PHCA and the contents of e-mail, programs, and computer usage, including a person's access to, and use of, the Internet, are accessible at all times by appropriate management and supervisory personnel of PHCA. In other words, you should have no expectation of privacy while using PHCA electronic media/devices and services. PHCA may monitor usage patterns for e-mail, software and the Internet for any reason and if deemed necessary.

PHCA also reserves the right to monitor or access the information on any electronic device brought on campus if it suspects or is advised of possible breaches or security, harassment, or other violations of other school policies, rules, regulations, directives, or law, or evidence exists which demonstrates to the school that its devices may contain information, data, or other intellectual property that belongs to another person. PHCA cannot guarantee that content stored on the devices issued in accordance with this contract will be private. PHCA respects the rights of its students; however, the school is also responsible for servicing and protecting both students, staff and property. Content filtering services may and will be in use on PHCA devices. Attempts to disable or hack content filtering services will not be tolerated and disciplinary measures will be taken. The filtering service can record inappropriate Internet searches and sites visited to administration.

PASSCODE

The initial iPad "Passcode" on file is set by PHCA as 1234. Parent's request in writing to change "Passcode" will be approved as long as the new Passcode is provided to the school office prior to change, the parent assists student with change and the student knows/memorizes the new passcode. If at any time the student does not know the Passcode and/or it does not match the passcode on file, the student will be charged an iPad reset fee of \$25.00.

DISCIPLINARY MEASURES

Misuse of devices will not be tolerated. The consequences of infractions of the device usage may include but are not limited to:

- Limits on the use of the device for a specific period of time
- Suspension of the use of the device for a specific period of time.
- Removal of the device from a student's possession requiring alternative instructional supplements which will be the responsibility of the student's parents.
- Payment of damages
- Detention
- Suspension and up to expulsion from school
- Involvement of law enforcement officers

FEES

We understand that any replacement or service fees will be automatically charged to our child's FACTS account.

<i>Replacement and Service Fees (iPad)</i>					
Item#	Description	Cost	Item#	Description	Cost
1	Apple USB-C Power Adaptor Block	\$20.00	5	iPad Case	\$79.00
2	Apple iPad Cable	\$20.00	6	Reset PHCA iPad: 1 st or 2 nd incident <i>includes forgot password/pass code</i>	\$25.00
3	Water Damage - Cost of Repair <i>Plus iPad Replacement Cost</i>	TBD	7	Reset PHCA iPad (3 rd or more times)	\$40.00
4	iPad Replacement (1 st or 2 nd covered incident)	\$100.00	8	PHCA iPad Replacement (lost, stolen, 3 rd /or non-covered incident)	\$675.00*
<i>Replacement and Service Fees (MacBook)</i>					
1	USB-C Power Adaptor	\$49.00	5	Laptop Case	\$75.00
2	USB-C Charge Cable	\$29.00	6	Reset PHCA Laptop: 1 st or 2 nd incident <i>(includes reset for forgot password)</i>	\$25.00
3	Water Damage - Cost of Repair <i>Plus Laptop Replacement Cost</i>	TBD	7	Reset PHCA Laptop (3 rd or more times or if caused intentionally)	\$40.00
4	Laptop Insurance Deductible (1 st or 2 nd covered incident)	\$125.00	8	PHCA Laptop Replacement (lost, stolen, 3 rd /or non-covered incident)	\$1350.00*

**Once a device is reset to be released to a student, it may no longer be returned to or used by PHCA.*

PARENT & STUDENT ACKNOWLEDGEMENT OF DEVICES USAGE RULES & POLICIES (URP)

****Please return this page to the school***

DISTRIBUTION AND RETURN OF DEVICES

- A. Parents/student must read and sign URP form before distribution.
- B. Parent/Student must attend orientation as required before device distribution.
- C. Device must be returned upon student's withdrawal, administration request, for general maintenance and/or updates as necessary or at the end of the school year. Students will be charged full price for devices or accessories that are not returned upon withdrawal, administration request or by stated due dates at the end of the school year.
- D. Devices, cases & cables will be inspected as needed, at the end of each year. Students will be charged for damages determined to be beyond normal "wear and tear."

We have read, understand and will abide by the URP, disclosed above. As parents/guardians, we will discuss and go over care and appropriate use of the device with our child AND we will assist our child in remembering and keeping their passwords. We have a copy of the fees listed below for any items that need to be replaced as well as service fees if devices or passwords need to be restored or reset for school use.

Father Signature

Date

Student Signature

Date

Mother Signature

Date

STUDENT PRINT NAME/ CURRENT GRADE