



# PEARL HARBOR CHRISTIAN ACADEMY

## iPad Usage Rules and Policies Effective July 2025 (PreK – 2nd Grade)

Pearl Harbor Christian Academy (PHCA) only authorizes the use of its iPads in a manner consistent with established instructional, research, and administrative objectives of the school. Students are still subject to all handbook policies, Internet use policies, as well as the following iPad Usage Rules and Policies (iURP).

### **OWNERSHIP**

iPads issued through PHCA are the property of PHCA. Students have no ownership, interest, or right to title in the iPads. On occasion, PHCA may offer PreK-2nd grade students the option to own one of their classroom set iPads (as is) with the case (as is). There is a buyout/transfer fee and ownership transfers to the student for home use only.

### **GENERAL PRECAUTIONS**

- PreK-2nd grade all have a classroom set of iPads that are generally used only at school. In the event iPads go home, parents are expected to help guide and monitor iPad use at home as described in the **DAILY ACCEPTABLE USE AND RESPONSIBILITIES** on the next page.
- **2ND GRADE:** Students take home their iPads in 4th quarter to practice responsibility for using in 3rd Grade.
- Students must always handle all iPads with care – this includes the iPad issued to them, as well as iPads issued to other students. Damage caused by intentional, reckless or careless actions will not be covered by insurance and students will be charged accordingly.
- Open lid drinks or liquids are not allowed next to your iPad 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 iPad from moisture and liquids. Do not use the device in the rain or near water activities, as **water damage is not covered** and will not be considered “accidental”.
- iPad 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.
- iPads 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 iPads:**

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

**Screen Care:** The iPad 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 iPad.
- 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, 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. "iPad" should also be inserted along with the word "computer" whenever "computer" is stated in any handbook or Internet use policy.
- B. Parents should make sure students are responsible for the care and security of the iPad assigned to them. Parents/guardians should assist with instruction and help students so they can use it independently, responsibly & safely at home or at school.
- C. Parents should assist students to be responsible for keeping their iPad battery charged when they are taken home and bringing it back fully charged so that it can be used at school.
- D. Our Mobile Device Management (MDM) system is designed so that appointed staff can add programs to the iPad. No one should not attempt to override, hack, etc. the system to install any applications onto the iPad that are not authorized by PHCA.
- E. Apple ID's for PHCA iPads are determined, issued & owned by PHCA. Only the PHCA-issued Apple ID should be used for PHCA devices to allow our Systems Administrator to monitor and manage these device as needed.
- F. Parents should know their student's passwords/passcodes for their PHCA Email & iPad. Passwords/passcodes should be kept confidential from other persons and classmates. iPad passcode is not changed at these grade levels unless iPads are sent home on a weekly basis. If that is the case, see "PASSCODE" on page (3) of this iURP.
- G. Student or parent may not reset their iPads and must not intentionally modify network configuration files, MDM software or otherwise interfere with the functioning of the PHCA iPads. **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 iPad is changed.**
- H. Students or parents must not modify, upgrade, or attempt to repair iPads issued by the school. This will void insurance & student will be charged for full purchase price of the iPad.
- I. Damage, defects or reduced functioning must be reported **immediately** to be considered a covered incident.
- J. There will be a fee for lost or damaged adaptors, cables, and cases.
- K. iPads or apps must not be used in any manner other than that for which intended.
- L. Students must be in the app 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 and turned off/silent during lecture/teacher-directed times.
- N. Students should not download Social Media on their iPads or access any Social Media on their iPads 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. iPads 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 iPads.
- P. Decorations, stickers, drawings, etc. on the iPad or the case is NOT allowed.
- Q. Students are responsible for all material sent to and/or stored on their school-issued iPad. Students and Parents accept responsibility for keeping their iPads from all inappropriate material, inappropriate files, or files dangerous to the integrity of PHCA's network, equipment, software or reputation of the school.

## Damaged iPads

***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. For iPads taken home, if the iPad is damaged to the point that it is non-functional or operates with reduced functionality, 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 iPad while it is being used in normal operating conditions, the student is responsible for an ***insurance deductible of \$50.00*** for 1st occurrence, which will be automatically billed to the student's account.
- C. Thereafter, the charge will be \$300.00, 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 device.
  - 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 iPads 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, services and iPads. 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 iPads may contain information, data, or other intellectual property that belongs to another person. PHCA cannot guarantee that content stored on the iPads 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 set by PHCA is 1234. Parents may request in writing to change "Passcode" if iPad goes home on a weekly basis. Requests are approved if new Passcode is provided to the school office prior to change, the parent assists student with change and student memorizes the new passcode. If the student does not know Passcode and/or it does not match the passcode on file, student will be charged an iPad reset fee of \$25.00.

## DISCIPLINARY MEASURES

Appropriate iPad use is expected. The consequences of inappropriate iPad use may include but are not limited to:

- Limits on the use of the iPad for a specific period of time
- Suspended use of the iPad for a specific period of time.
- Removal of the iPad 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

## DISTRIBUTION AND RETURN OF IPADS **K-1st iPads distributed for home use only as needed.**

- A. Parents/student must read and sign iURP form in the event of needed distribution.
- B. If issued for home-use, iPad must be returned upon student's withdrawal, administration request, for general maintenance and/or updates as necessary or when home-use is no longer needed. Students will be charged full price for iPads that are not returned.
- C. iPads, cases & cables will be inspected upon return. Students will be expected to pay for damages determined to be beyond normal "wear and tear."

*We have read, understand and will abide by the iURP which is disclosed. As parents/guardians, we will discuss and go over care and appropriate use of the iPad with our child AND we will assist our child in remembering and keeping any passwords. We have an electronic copy of the fees listed below for any items that need to be replaced as well as service fees if iPads need to be restored or reset for school use. **Any replacement or service fees will be automatically charged to our student's FACTS account.***

Replacement and Service Fees					
Item #	Description	Cost	Item #	Description	Cost
1	Apple USB Power Adaptor Block	\$20.00	5	iPad Case	\$40.00
2	Apple iPad Cable	\$20.00	6	Reset PHCA iPad: 1 <sup>st</sup> or 2 <sup>nd</sup> incident (includes reset for forgot password)	\$25.00
3	Water Damage - Cost of Repair Plus iPad Replacement Cost	TBD	7	Reset PHCA iPad (3 <sup>rd</sup> or more times)	\$40.00
4	iPad Replacement (1 <sup>st</sup> covered incident)	\$50.00	8	PHCA iPad Replacement (lost, stolen, 2 <sup>nd</sup> /or non-covered incident)	\$300.00*

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

\_\_\_\_\_  
Father Signature Date

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Mother Signature Date

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STUDENT PRINT NAME/ CURRENT GRADE