

# BJA Parent and Student End-User Agreement

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Bob Jones Academy reserves the right to modify the terms of its programs at any time.

In order for students to experience the full benefit of this program, BJA encourages parents to share the student's excitement about this opportunity for learning and to learn along with the student in the use of this new instructional tool.

## General Use

1. Students are required to bring their iPads to school each day with a fully charged battery. A loaner iPad may not be available if the iPad is left at home. A student leaving the iPad at home may be required to complete assignments using alternate means and/or may not receive credit. A parent may also be contacted to bring the iPad to school if a student forgets it.
2. iPad sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds are provided if necessary.
3. Folders or files that were not created by the student should not be deleted. Deletion of files could result in iPad failure and will interfere with ability to complete classwork.
4. School-owned iPads will be subject to routine monitoring by teachers, administrators and technology staff. Users shall have no expectation of privacy while using BJA's electronic information resources, including the contents of computer files or communication undertaken by way of the computers and/or network. Teachers and/or administrators may conduct an individual search of a school-owned iPad—including files, music, video, BJA email or other related items—if there is valid suspicion that BJA's policies or guidelines have been violated. During an inspection BJA will make every attempt to protect the personal privacy of students.
5. Student-owned iPads will be subject to routine monitoring by teachers, administrators and technology staff. A user's privacy will be respected, but BJA reserves the right to ensure that the device is being used for educational purposes and in accordance with the BJA Handbook.
6. Teachers may take a student's iPad during class if the student is misusing the iPad.
7. So forgotten usernames and passwords do not slow classroom instruction, teachers will maintain a list of these for programs that the student needs to access in class (e.g., Canvas, Dropbox).
8. When using a power cord, the cord should not be left in areas that may create a tripping hazard.
9. Each student is responsible for his individual accounts and should take all reasonable precautions to prevent others from being able to use them.
10. School-owned iPads may not be loaned to anyone; no one may use a student's school-owned iPad unless the student is present and authorizing it for educational purposes. The student is responsible for the actions of others who use the school-owned iPad.
11. A student should notify a teacher immediately if he suspects problems with a school-owned iPad, including a breach of security.

## Care

1. Students should never tamper with, reconfigure or attempt to repair a school-owned iPad. If an iPad needs repair, the student should report it to the teacher. Technical support will be available during school hours and will determine whether or not the iPad can be repaired on campus.
2. Dimming the LCD brightness of the screen will extend the battery run-time.
3. Both the iPad and the iPad case are the property of BJA and should not be defaced in any way (e.g., with writing, drawing or painting or by using stickers or labels).

4. Weight should not be placed on an iPad.
5. Liquids, food and other debris can damage the iPad. Students should avoid eating or drinking while using the iPad. Food or drink should not be in a book bag containing an iPad.
6. Students should take care when inserting cords, cables and other removable storage devices into iPad ports. When charging the iPad, the power supply should first be plugged into the electrical outlet, then the power cord into the iPad; when disconnecting, the process should be reversed.
7. The iPad should not be exposed to extreme temperatures, direct sunlight or ultraviolet light for extended periods of time. An iPad that has been in a very cold environment for a long period of time should be allowed to warm up before use.
8. Students are encouraged to clean the screen with a soft, dry antistatic or microfiber cloth. Liquids (including water) should not be used to clean the iPad.
9. Students should wash hands frequently when using the iPad to avoid buildup on the screen.

### Security, Damage, Loss and Theft

1. To prevent loss or damage to the school-owned iPad, the iPad should never be left unattended or used in ways or in areas which may lead to damage or theft.
2. During after-school activities, the student is expected to maintain the security of the iPad.
3. Each iPad has several identifying labels (e.g., BJU's asset tag). Under no circumstances should these labels be modified, removed or destroyed.
4. BJA iPads location services will be activated in order to locate the iPad in case of loss or theft.
5. The student or parent/guardian must immediately notify the school office if the iPad is lost or stolen. If after a reasonable search at home and school it is believed to have been stolen, a police report should be filed immediately and a copy of the police report submitted to the school office.
6. School-owned iPads are covered with Apple Care; however, a student who loses (or irresponsibly allows theft) or damages an iPad or the accessories may be charged replacement or repair costs.
7. For personally owned iPads, BJA recommends that parents purchase an insurance plan (e.g., Apple Care) to cover repair or replacement of iPads for most accidental damage—including spills, drops, breakage and surges.

### Collection of School-Owned iPad and Accessories

1. BJA reserves the right to repossess the school-owned iPad at any time if the student does not fully comply with all terms of this agreement, the BJA Acceptable Use Policy and the BJA Handbook.
2. The iPad, power cable, charger and iPad case must be returned to the teacher immediately when a student withdraws from the class or leaves school. All iPads will be collected on or before the last day of final exams at the end of the 2013–14 school year.
3. Failure to return the school-owned iPad, power cable, charger and iPad case in a timely manner and/or the continued use of the iPad in violation of school policies will result in a charge on the student's account.

### Internet Access and Filtering

1. Parents should monitor the student's Internet use and adherence to Internet guidelines when using the iPad. Parents should ensure that their student adheres to Internet guidelines established at home and at school. BJA does not provide Internet access or filtering for home use.
2. Access to the Internet on school-owned iPads is available only through K9, a filtered browser.
3. In compliance with federal guidelines, BJA has installed and maintains a filtering device on its network that is monitored on a regular basis. Students may not bypass the filter. Access to the

Internet is not a right, but a privilege; and any student who violates these policies will lose access privileges and may be subject to disciplinary action.

4. In spite of the precautions (including the browser filter and network filter), BJA cannot guarantee that access to all inappropriate sites will be blocked. The user is responsible for following guidelines for appropriate use of the school network and the Internet.
5. BJA will not be responsible for problems suffered while on the network or Internet. Use of any information obtained through the Internet is at the user's own risk.
6. Personal information (such as a home address, home phone number, or information about family members or personal interests) should not be published on a publicly accessible website or the publicly accessible area of a website.
7. BJA email transmissions and transmitted data shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use. Students must abide by all email guidelines as outlined in BJA's policies.
8. Students should promptly report to a teacher or other school employee any message received that is inappropriate or makes the student uncomfortable.

### Technology Usage Guidelines

1. While in class, teachers will supervise and monitor iPad use and Internet access as any other classroom activity.
2. During the school day email access for students is for classroom-related use only. Email is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to authorities.
3. All copyright laws regarding software, information and attributions of authorship must be respected. If unsure whether or not to use a specific item, permission should be requested from the copyright owner. The unauthorized copying or transfer of copyrighted material may result in the loss of network privileges.
4. Abusive, vulgar, profane, lewd or inflammatory language should not be used in email messages.
5. Students should not:
  - Download extremely large files or send huge mailings.
  - Vandalize iPads, computers or network devices or alter software.
  - Deliberately spread computer viruses.
  - Intentionally search for, view and/or distribute inappropriate materials.
  - Make comments that are sexually suggestive, humiliating or threatening.
  - Email or post messages which include insulting words or expressions which intend to injure, intimidate, bully or harass others.
  - Send or share inappropriate files.
  - Use the camera to create inappropriate pictures/movies.
  - Video or audio record on school property without permission.
6. School-provided iPads should be used in the same manner at home as is required at school.