

## Students Instruction for iPad

- 1) Keep all of your credentials current
  - a. Campus email
  - b. eTextbook
  - c. Dropbox
  - d. Canvas
  - e. PassVault
- 2) Store all your credentials and the appropriate web addresses (URLs) in PassVault
  - a. So you can remember them
  - b. Set one master password that you can remember.
  - c. If you forget, we have to nuke the app and you have to start over
  - d. We do not have a backdoor to your PassVault.
- 3) Do NOT set a passcode on the school-owned iPad
  - a. iPads may be collected at any time by teachers or administration
  - b. Do not put things on the iPad you are not willing for others to see
  - c. Do not store personal information openly on the iPad
- 4) The school-owned iPads are Wi-Fi service only:
  - a. The “BJA Pilot” is the right Wi-Fi and the password is: “TestPilot”
    - i. Your iPad should already be set up on the BJA Pilot
    - ii. This is the one you should stay on while at school
    - iii. Do not share this with anyone else
  - b. You must set up your home Wi-Fi yourself
  - c. The BJU-Campus Wi-Fi credentials are your email address (before the @ only) and your email password.
  - d. This is not a 3G or 4G device and cannot be converted to one
  - e. Do not take it to Verizon or any other cellular carrier and attempt to upgrade it.
- 5) K9 Internet Browser
  - a. This will be your only internet browser
  - b. It is a filtered browser.
- 6) Your BJA e-mail address has been setup on the iPad
  - a. The password will expire about every 90 days
  - b. Keep the password updated in the PassVault
  - c. If your email password changes, you can change your password on the other systems to match, or just document it and keep the others.
- 7) Mobile Device Management Software
  - a. All apps are for educational purposes only
  - b. Do not try to hack into the restrictions
    - i. It is electronically monitored

- ii. We get reports if you attempt to bypass our safety settings.
    - iii. There will be disciplinary actions
  - c. Device is configured so you cannot add or delete applications accidentally
  - d. Occasionally you will see apps pushed to your App Catalog, they need to be accepted and downloaded.
  - e. They were requested by the teachers and will be used in classes.
- 8) Locations Services are active
  - a. In case you misplace your iPad, it can be located through GPS
  - b. Location Services can only tell where the device is, not what it is doing or who is on it
  - c. We cannot turn the camera on or monitor remotely
- 9) Acceptable use policy – School owned device
  - a. Provides guidelines and rules to follow to keep you and our equipment safe
  - b. You and your parents have signed it, please abide by its guidelines
- 10) Care of iPad
  - a. Needs to be charged at home with a minimum 50% battery life for school
  - b. Bring to class everyday
  - c. If you lose/break the iPad you must report it to School Official immediately
    - i. Depending on circumstances there could be financial consequences
    - ii. Handle the device with care, it is your responsibility
  - d. iPad is not yours but the school's property
    - i. They are being given as a tool (not a toy) for you to learn
    - ii. The main reason for the device is to help in learning
    - iii. Again, we may need to collect them at certain times for maintenance purposes, so do NOT set a restriction (unlock) code
  - e. NO stickers or personalization of the device or the case is allowed
  - f. Keep screen clean using only the cloth's provided in classroom
    - i. Do not use soap and water on the iPad or the case
    - ii. Use an approved cleaner or a microfiber cloth