



2018-2019 MVC iPad/Electronics Device Acceptable Use Policy (AUP)

Introduction

Monte Vista Christian School provides network and technology resources to empower students to achieve their highest potential through Christ-centered educational excellence. We use technology in ways that honor Christ, pursue His truth, and restore this world to how it should be -- for His sake. Electronic devices are to be used in ways that align with and actuate our values of Christ-centered relationships, character, and understanding. The general rules and principles of MVC apply as a basis for good decision making with regard to technology. It is the student's responsibility to treat technology and all fellow users with care and respect.

In 2018-2019, MVC has transitioned to a Bring Your Own iPad (BYOI) 1:1 program and students will need to bring their own iPad to school. The list of models that are required can be found on this [web page](#).

The following are common questions and answers concerning iPads, followed by a note to parents and a glossary of terms for your convenience.

Accounts and Passwords

Do I need to password protect my iPad?

You should password protect your iPad since your personal information is stored on the device. Both the student and their parents should know the password and be able to access the iPad at all times. Do not share your passcode with friends.

Do I need an Apple ID?

Yes, an Apple ID is needed to get apps from the App Store. It is also tied to other services and features you will want to use, such as the option to backup Pages, Keynote, and Numbers files automatically to iCloud Drive. This way, files created in

those programs will not be lost if you lose or damage your iPad. Also, you will be able to turn on Find My iPad—this option will allow you to possibly find your iPad if it gets lost or stolen. Finally, enabling the iCloud Backup feature will allow for an easy restore of all your data should you get a new iPad or need to borrow a loaner.

[Do I need to use my school assigned email?](#)

Yes. All school communication needs to come from and will go to your @students.mvcs.org account. Do not email your teachers or MVC staff from a personal email address.

Standard Operating Procedures

[When do I need to bring my iPad to School?](#)

You will need to bring your iPad every day and to every class. You will be using it in many different capacities, so you must always be prepared and have it fully charged at the start of each day.

[What happens if I've forgotten my iPad at home?](#)

Go to the Help Desk located in the ARC before school, during break, or at lunch to receive a loaner iPad. The availability of loaner iPads is limited and they will be issued on a first come, first served basis and need to be returned at the end of the school day.

[How do I avoid using up all the local storage on my iPad?](#)

Most of your media should be stored in the cloud by using a service such as iCloud Drive, Dropbox, Box, or Google Drive. This way, you can access your classwork at any time and from any location and/or device. It also adds an extra layer of protection for your files. You should install the app for one or more of these onto your iPad. These apps are free and come with various limited amounts of free cloud storage, although your school issued Google Drive does come with unlimited storage. You are responsible for keeping/having enough local storage available to complete your school work.

[How should I backup my iPad?](#)

It is highly recommended that you use iCloud Backup to back up your iPad. You can find this setting under Settings-->Apple ID (the topmost option that shows the name used for your Apple ID)-->iCloud-->iCloud Backup.

[What do I do if my iPad isn't working correctly?](#)

Bring it to the Help Desk located in the ARC. The ARC is often aware of current and common issues, and may be able to help whether or not the device belongs to MVC. However, we can only offer first-line support to family-owned devices. Any repairs and/or replacements are the responsibility of the family.

What if my iPad is stolen?

First, you should contact the Police and report the theft. In order to avoid a disruption in school work, you may report to the ARC for a loaner iPad while yours gets replaced.

What if I lose my iPad?

Log into iCloud.com from any machine and click on Find iPhone. You can also log into the Find iPhone app from any iPad or iPhone. This will hopefully show you where your iPad can be found on a map.

Am I responsible for the content on the iPad?

Yes. Apps that the school has installed on your iPad may not be deleted. Also, any apps which the school has required you to install on your iPad must be present.

The use of media on electronics devices including your personal iPad is subject to school policies as stated in the Parent/Student Handbook. Electronic devices, including the iPad, may not be used in the following manner.

- To threaten, harass, ridicule, provoke, humiliate, bully, cyberbully, sext, and possess and/or distribute pornography. This may result in suspension or expulsion from school (see [MVCS Code of Conduct](#)).
- To access apps that use profane, sexually inappropriate or malicious media, as well as apps that promote violence, drugs and gangs.

Students may be asked to remove any app on a personal device if it is deemed inappropriate or becomes a distraction/disruption of the learning environment.

Can a MVC staff member check my iPad at any time?

Yes. A MVC staff member can, with reasonable cause, check your iPad.

What happens if I am using my iPad in class for non-academic purposes without permission (for example gaming, personal email, music and social media).

First offense -- referral; **second offense** -- referral, parent contact and a detention; **third offense** -- referral, parent contact and a three hour Friday detention assigned.

Any and all further offenses -- Student may be assigned an in-house suspension and placed on a Discipline Probation Contract after a parent, student, and administrator conference.

Am I allowed to use my iPad at breaks and lunch?

Yes. However, middle school students are only permitted to use the apps published on the [Middle School App White List](#). To request that an app be approved and added to the White List, please email stevekiebus@mvcs.org.

High school students may use the device as long as any usage, apps, and websites

align with our school values.

[Can I turn Location Services, in Settings, off?](#)

This is your decision, but if your iPad is lost, you can attempt to find it using “Find My iPad”. Location Services needs to be turned on in order to do this, though. You can find this setting under Settings-->Apple ID-->iCloud-->Find My iPad.

Location services will also add the convenience of automatically using your current location in many apps, but it can also show others exactly where to find you. Most apps will not share your exact location with others, but some do -- especially social media apps. You should go through the apps listed under Settings-->Privacy-->Location Services and consider if you really need to share your location with each of them. If you don't feel it's necessary for a particular app, you can turn it off for that one.

Software and Media

[What apps do I have to have on my iPad?](#)

There are four processes you will be required to perform with your iPad at MVC:

1. Note Taking
2. Document Creation
3. Presentation Creation
4. Video Creation.

MVC does not dictate software for these processes but we have suggested apps which our Help Desk does support:

1. Note Taking: Notability
2. Document Creation: Google Docs
3. Presentation Creation: Keynote
4. Video Creation: iMovie

MVC may install some apps on your iPad that it has purchased. It is also possible that throughout the school year, your teachers may instruct you to install additional apps.

[What if I can't access my iPad while at home?](#)

Many assignments and textbooks can be accessed on a PC or iMac. For example, Keynote allows exporting to PowerPoint format, Pages allows exporting and to Word's format, and Numbers allows exporting to Excel format. If you have a PC or iMac with PowerPoint, Word, and Excel, you will still be able to work on an assignment this way. G Suite (Slides, Docs etc.) can be accessed in a browser using your MVC issued Google account. In addition, iCloud accounts now offer access to web versions of

Keynote, Pages, and Numbers. Therefore, you can log in to your iCloud.com from any machine and access these web versions.

[What about updates?](#)

Updating is your responsibility. You will always be required to have the latest iOS version on your iPad since you may need to access the latest features for your schoolwork. Although, you may wait for an update to a major release, such as iOS 11, iOS 12, etc., since there can be bugs that can affect you until the next update.

Hardware

[How do I take care of my iPad?](#)

The same way you care for anything of value to you: keep it out of harm's way; keep it safe from theft; keep it clean; protect it. Do not leave your iPad in a backpack in a place where the backpack can suffer impact or be stolen. We highly recommend a protective case which can help protect it from accidental impact.

[What happens if my battery is low, or dead?](#)

The Help Desk, located in the ARC, has multiple charging stations. Drop your iPad off for a recharge before school, during break, or at lunch. You, however, are responsible for keeping your iPad charged for class. The ARC is to be used for emergency recharging only, and this should not be a regular thing.

[Should I bring a charger to school?](#)

Charging your iPad throughout the day, and possibly evening, may be necessary. Having your own charger with you is probably a good idea.

[Can I use peripheral devices with my iPad?](#)

Yes, you can use peripheral devices, such as keyboards, with your iPad.

Parental Responsibilities

As a parent of a MVC student, you are ultimately responsible for your child's actions and the use of all digital devices. Please review this Acceptable Use Policy (AUP) carefully and discuss it with your student. This Acceptable Use Policy represents a living document, which is subject to annual review by the related shareholders: administrators, teachers, students, and parents. The purpose of this living document is to provide safe guidelines that support and protect students, while at the same time protecting the financial investment in the iPad. The iPad is only a tool; but it is a valuable tool, which we believe, when used in accordance with the Acceptable Use

Policy (AUP), has the potential to maximize a student's experience while attending MVC.

Glossary

Term	Definition
Airdrop	A service in iOS and macOS which allows the direct transfer of data between two devices over Wifi or Bluetooth.
Cloud Storage	Storage that is not local to a device, which a user can access at any time, from any device with internet access.
Exporting	Transferring information out of an app.
iCloud	Cloud based storage that Apple offers to all users. The initial amount of free space is currently 5 GB. Additional space is available for an annual fee. iCloud backs up an iPad's content, which can be restored to a new device.
Importing	Transferring information into an App.
Inking or annotating	The ability to physically write on a screen with a finger and/or stylus.
iOS	This is the iPad's operating system: it is what runs the iPad and it also includes built-in free Apps, such as Calendar, Maps, Mail, Safari, and others.
PDF	Portable Document Format file: PDFs can be opened on virtually any computer.
Sync	Share information between devices.
Updates	Software patches, fixes and improvements that software developers provide from time to time in order to improve software function and/or eliminate bugs.