



PO Box 12001
205 Warrior Path
Calhoun, Georgia 30703
706-629-7366

Parent/Guardian Responsibilities

- The iPad is a tool for learning and should be treated as such.
- Digital citizenship courses will be offered to students. Parents/guardians should encourage students to adhere to the principles and expectations set forth in said lessons.
- A Gordon County Schools provided content filter is in place, but parents and guardians should monitor content and websites accessed at home any time the student is using the iPad.
- There will be a one-time iPad insurance fee of \$25 per student as insurance against damages to the iPad. This fee applies only to students choosing to take their device home. (If assistance is needed, you may fill out a scholarship application)
- While the iPad is covered by a limited warranty, parents and guardians may be responsible for damages caused by negligence, abuse, or careless treatment of the device. This could range anywhere up to total cost for replacement of the device and accessories.

The Parent/Guardian Responsibilities are subject to update. The most current Parent/Guardian Responsibilities can be found at <http://www.gcbe.org/?PN=Pages&SubP=Level1Page&L=2&DivisionID=14255&DepartmentID=15582&PageID=35625&ToggleSideNav=ShowAll>



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Student/Parent Acceptable Use Of iPads

Each student is responsible for the \$25 Technology Fee if they wish to take the iPad home. If assistance is needed for hardship or in the case of multiple students, please fill out a Technology Fee Scholarship Application provided by your school. Each student must adhere to the following acceptable use agreement.

Students

1. The student will take care of their assigned iPad and never leave it unattended.
2. The student will not lend their iPad to other individuals.
3. The student will make sure their iPad is charged and ready for school each day.
4. The student will keep the iPad away from any food or liquids.
5. The student will keep the iPad inside the protective case at all times.
6. The student will not attempt to disassemble or repair the iPad at any time; all repairs will go through the technology department.
7. The student will not place stickers or decals on the iPad.
8. The student will not search for or access inappropriate sites.
9. The student will not view or transmit any racist, sexist, pornographic, obscene, or threatening material.
10. The student will adhere to the principles of digital citizenship as presented by Gordon County Schools.
11. The student will use their email account, Apple ID, and network login for educational related activities only.
12. The student will not share their passwords or login information with anyone.
13. The student will not download any materials that are not related to course work.
14. Use of the camera, video, and sound recording tools are meant for academic use only. Any inappropriate use of such tools will result in disciplinary action.

Parents/Guardians

1. Parents are to ensure that the iPad is used as an educational tool.
2. Parents will monitor iPad use at home to ensure the student is following acceptable use guidelines.
3. Parents will ensure that the student keeps the iPad in clean working order.

4. Parents will ensure that the student charges the iPad each evening and have it ready for school the following day.
5. Parents/guardians will sign off on this form as well as the parent/guardian responsibilities form.

Best Practices

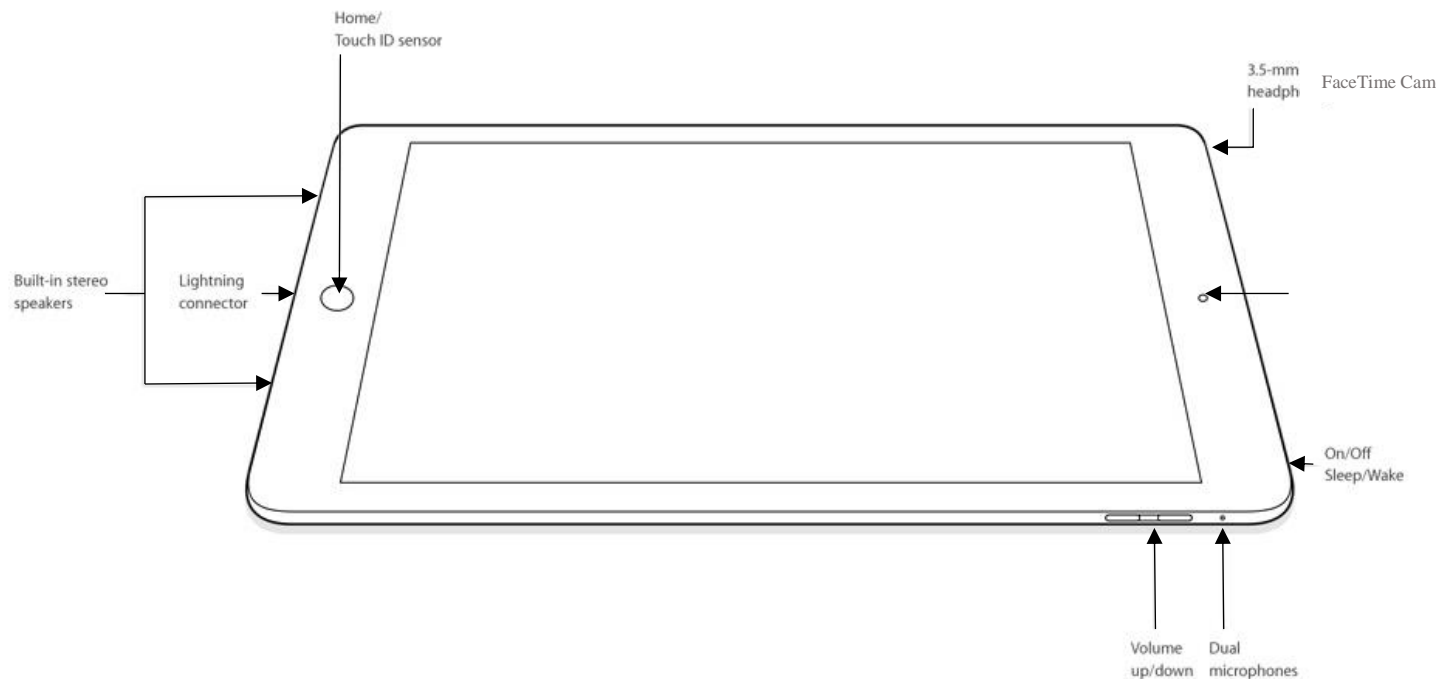
- **General Care**
 - Do not attempt to remove or change the physical structure of the iPad, including the screen cover or school provided case. Doing so will void the warranty, and you will be responsible for 100 percent of the repair or replacement cost.
 - The iPad must remain free of any writing, drawing, stickers, or labels that are not the property of Gordon County Schools.
 - Do not remove or interfere with the serial number or any identification placed on the iPad.
 - Do not do anything to the iPad or accessories that will permanently alter it in any way.
 - Keep the iPad away from water and extreme humidity.
 - The iPad should not be stored in heat above 95 F or in cold temperatures below 32 F.
 - Keep the equipment clean. For example, avoid eating or drinking while using the iPad.
 - Do not leave the iPad in any vehicle unattended.
- **Carrying the iPad**
 - The iPad should not be removed from its school provided protective case.
 - When moving the iPad, be sure to hold it securely with both hands.
- **Screen Care**
 - The iPad screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.
 - The iPad should never be dropped, tossed, or stepped on.
 - Clean the screen with a soft, dry cloth. No cleaning fluids are necessary.
 - Do not touch the iPad screen with anything (e.g., pen, pencil, etc.) other than approved iPad screen cleaners and input devices.
 - Never set any object on the device.
- **Battery Life and Charging**
 - Use care when inserting cords and cables into the iPad.
 - Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave the iPad charging overnight.
 - Avoid using the charger in any situation where you, or another person, is likely to trip over the cord.
 - Try not to let the battery completely drain. Charge when the battery reaches 10% capacity.
 - The iPad must remain on (awake or sleep mode) at school at all times, with no exceptions.
 - Close any unused apps if you do not intend to use them again in the near future.
- **Functions of the iPad**
 - When using any communication apps, keep in mind that the iPad is monitored by the county and communication should be limited to items pertinent to the educational process. (Do not use the iMessage, email app, etc. for personal communication.)
 - Use of the iPad must adhere to the Acceptable Use Guidelines set forth by Gordon County Schools

- Use of the camera, video, and sound recording tools are meant for academic use only. Any inappropriate use of such tools will result in disciplinary action.
- Other Things
 - For grades 3-12, if a student forgets their iPad, they are responsible for informing the proper faculty members to acquire a temporary replacement.
 - When software updates are available, they will be pushed out by the technology department.
 - Proper procedures must be followed when requesting applications.

The Acceptable Use Guidelines and best practices are subject to update. The most current Acceptable Use Guidelines and Best Practices can be found at <http://www.gcbe.org/?PN=Pages&SubP=Level1Page&L=2&DivisionID=14255&DepartmentID=15582&PageID=35625&ToggleSideNav=ShowAll>

Troubleshooting Guide/FAQs

Basic layout of the iPad



A great resource that can be downloaded directly to your iBooks app on the iPad itself is located here [iPad User Guide for iOS 10.3](#). Or simply search for iPad User Guide in iBooks.

FAQs

- Why won't my iPad turn on? Plug the iPad into a reliable power source to ensure that it is charged. Then, press the Sleep/Wake button for a few seconds.
- Why isn't my iPad connected to Wi-Fi? To connect to any Wi-Fi network open the settings app. Select the Wi-Fi option on the left pane and then tap on the network you wish to join.

- A specific app I am using has stalled or locked up, what do I do? Open the app manager by either double clicking the home button or sliding up on the iPad screen with four fingers. Close the stalled app by swiping up with one finger, then press the home button and restart the app.
- What do I do if my iPad has completely stalled or is frozen and the app manager will not pull up? Hold down the Sleep/Wake button for around 3 seconds, and allow it to power down. If that does not work, hold both the home button and the Sleep/Wake button at the same time for a hard reset (This is inadvisable unless all other options are not working).
- Why can't I connect to my Apple TV or the Apple Classroom app? Ensure that you are on the same Wi-Fi network and your Bluetooth is turned on.