Central Lee Community Schools
Standards for Proper iPad Care
2019-2020

This document is an important addendum to the Student iPad Program Acknowledgement Form. Read it carefully prior to signing. All iPad users are expected to follow all the specific guidelines listed in this document and take any additional common-sense precautions to protect your assigned iPad. **Loss or damage resulting in failure to abide by the details below may result in full financial responsibility.**

Read the electronic manual for the iPad at the following address:
Following Apple’s advice and the standards below will lead to an iPad that will run smoothly and serve as a reliable, useful and enjoyable tool.

**Your Responsibilities:**
- Treat this equipment with as much care as if it were your own property.
- Bring the iPad to School each day with the device charged and ready. If you forget to charge your device, substitute chargers will NOT be provided.
- Keep the iPad either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the iPad stored in a secure place (i.e., locked in the locker room or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the iPad in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. iPads left in bags and backpacks, or in unattended classrooms are considered "unattended" and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen – even at school – will be your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave the iPad in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. **Do not leave the iPad in environment with excessively hot or cold temperatures, such as in a locked car.**
- Do not let others use your iPad. Loss or damage that occurs when anyone else is using your assigned iPad will be your full responsibility.
- Adhere to CLCSD School’s Acceptable Use Policy at all times and in all locations. When in doubt about acceptable use, ask the Director of Technology or School Administrator.
- Back up your data. It is recommended to back-up your data to a Cloud service.
- Read and follow general maintenance alerts from school technology personnel.

**How to Handle Problems**
- Promptly report any problems to an instructor or the Director of Technology.
- When in doubt, ask for help.

**General Care**
- Do not attempt to remove or change the physical structure of the iPad, including the housing, glass screen, or aluminum case. Doing so will void the warranty and families will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number/asset tag or any identification placed on the iPad.
- Do not remove the school issued case. Only the school issued case may be used.
- Do not do anything to the iPad that will permanently alter it in any way. (ie - Markers, graffiti, or scratches.)
- Keep the equipment clean. i.e. – do not eat or drink while using the iPad. NO glitter!
Carrying the iPad

• Always store the iPad in the protective iPad case provided.
• We recommend that you carry the iPad bag inside your normal school pack. Do not overstuff your pack – extreme pressure on the iPad can cause permanent damage to the screen and other components.
• Do not slide, or toss the iPad in any way.
• Do not squeeze or strike the iPad, as this can damage the screen and other components.

Screen Care

• The iPad is an electronic device; handle it with care.
• The iPad screen can be easily damaged if proper care is not taken. Glass repair is $105, LCD is $130, Glass, LCD and Digitizer repair is $160. (Costs may increase due to inflation)
• Broken screens are NOT covered by warranty and can cost up to $160 to replace.
• Screens are particularly sensitive to damage from excessive pressure, striking or dropping.
• Never throw a book bag that contains an iPad. Never place an iPad in a book bag that contains food, liquids, heavy, or sharp objects. Too many books crammed into a book-bag can harm the iPad with excess weight / stress.
• While the iPad is scratch resistant, it is not scratch proof. Avoid using any sharp object(s) on the iPad. The iPad screen is glass and vulnerable to cracking. Never place heavy objects on top of the iPad and never drop your iPad.
• Careful placement in your backpack is important.

• Clean the screen with a soft, dry anti-static cloth. Do not use solvents unless provided by the technology department.
• iPads do not respond well to liquids. Avoid applying liquids to the iPad. The iPad can be clean, dry, soft, lint-free cloth. Do not use solvents or water, unless provided by the school technology department. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad. Use of unapproved cleaners may remove the protective film covering the face of the iPad.

Battery Life and Charging

• Arrive to school each day with an appropriately charged battery. Establish a routine at home whereby each evening you leave your iPad charging overnight.
• Avoid using the charger in any situation where you or another is likely to trip over the cord.
• The iPad should be charged using the provided wall charger, or any OEM Apple branded iPad charger. Fully charged iPad batteries will typically last 12 – 15 hours of use. Waiting to charge the iPad until the charge is low (less than 20% life or red indicator light) will extend the battery life.

Personal Health and Safety

• Avoid lengthy use involving repetitive tasks (such as long periods of typing or tapping in the same pattern). Take frequent breaks as well as alter your physical position to minimize discomfort.
• Read the safety warnings included in the Apple user guide.