

## ***iPad Care***

- ✓ Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the Media Center for an evaluation of the equipment.
- ✓ iPad batteries must be charged and ready for school each day. Charge them only by plugging the iPad into an electrical wall outlet.
- ✓ [Extending Your Battery Life](#)
- ✓ No labels or stickers may be applied to the iPad.
- ✓ iPad cases furnished by the school district must be kept on the iPad to avoid negligence if iPad is accidentally damaged.
- ✓ iPads that malfunction or are damaged must be reported to the Media Center. The school district will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse and/or neglect or will be repaired with cost being borne by the student/family. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally.
- ✓ iPads that are stolen must be reported immediately to the Principal's Office and the Police Department.

### ***General Precautions***

- ✓ The iPad is school property and all users will follow the acceptable use policy for technology within Prior Lake – Savage Area Schools.
- ✓ Only use a clean, soft cloth to clean the screen, no cleansers of any type (i.e. no clorox wipes).
- ✓ Cords and cables must be inserted carefully into the iPad to prevent damage.
- ✓ iPads must remain free of any writing, drawing, stickers, labels, or any other physical alterations that are not the property of PLSAS.
- ✓ iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- ✓ iPads must never be left in a location susceptible to extreme cold or hot weather.
- ✓ iPads should not come in contact with liquids of any kind to avoid damage.
- ✓ Students are responsible for keeping their iPad's battery charged for school each day.

### ***Carrying iPads***

- ✓ The protective cases provided with iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school.
- ✓ iPads should always be within the protective case provided by the District.

### ***Screen Care***

- ✓ The iPad screens can be damaged if subjected to rough treatment.
- ✓ The screens are particularly sensitive to damage from excessive pressure on the screen.
- ✓ Do not lean on the top of the iPad.
- ✓ Do not place anything near the iPad that could put pressure on the screen (keep this in mind when placing your iPad in your backpack).
- ✓ Clean the screen with a soft, dry cloth or anti-static cloth.

### ***Storing Your iPad***

When students are not using their iPads, they should be stored in their locked lockers. Nothing should be placed on top of the iPad, when stored in the locker. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. If a student needs a secure place to store their iPad, they may check it in for storage with the main office in their school.

### ***iPads Left in Unsupervised Areas***

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, media center, unlocked classrooms, gymnasiums, auditorium, and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the main office.