



Genesis Prep iPad Acceptable Usage Policy (AUP), 2013-14

Accounts and Passwords

Do I need to password-protect my iPad?

Yes. You should password-protect your iPad, because your personal information is stored on the device. Both student and parents should know the password and be able to access the iPad at all times.

Do I need an Apple ID (a.k.a. an iTunes account)?

Yes. If your parents will not allow you to have an Apple ID, please have them contact the school so that a solution can be found.

Do I need an iCloud account?

Yes, because an iCloud account backs up all **Pages**, **Keynote**, and **Numbers** files automatically to a virtual server. This way, your work is constantly backed-up, just in case something happens to the iPad. Also, an iCloud account will allow families to turn on the “Find my iPad” option—this option will allow families to find a lost iPad. Finally, enabling the “backup to iCloud” feature will allow an easy restore should you need to be issued a new iPad. (An iCloud account is also an Apple ID, so if you don’t already have an Apple ID, creating an iCloud account is a great way to start! If you already have an Apple ID, you can use it to create an iCloud account.)

Standard Operating Procedures

When do I need to bring my iPad to School?

You will bring your iPad to every class every day. You will be using it in many different capacities, and so you must always be prepared.

What happens if I’ve forgotten my iPad at home?

Genesis Prep will attempt to have a few loaner iPads in case students forgot their iPad at home. Students could receive an unprepared violation for the classes that they do not have their iPad.

What happens if I use up all the storage space on my iPad?

All of your media needs to be stored in a virtual storage space, such as **iCloud**, **Dropbox**, **Box.net** or **Sugarsync**, so that you can access your classwork at any time, from any location and/or device. You should download the Application for one (or more) of these onto your iPad, using your Apple ID. These Applications are free. iCloud, however, is not an App—it comes with the iPad.

Why shouldn’t I sync my iPad to my computer?

It is safer and simpler to sync it to iCloud.

What do I do if my iPad isn’t working correctly?

Bring it to the Administration Office.

What do I do if my iPad is damaged?

Back up your data, such as notes and pictures. Fill out the Genesis Prep Damage Report, located on our website or in the office. After filling out the Genesis Prep Damage Report, bring the completed form to the Administrative Office before school, during break, or at lunch, **but** not during class time. You will be given another iPad. Your family will be charged the deductible. See the warranty and contract for further details.



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What if my iPad is stolen?

First, contact the local Police, where the theft occurred, and report the theft. You will need a Police Report to use the warranty. Second, fill out the GENESIS PREP Theft Report located on our website. This form can also be found at the school office. Bring the completed form to the Administrative Office before school, during break, or at lunch, **but** not during class time.

What if I lose my iPad?

First, log into iCloud and click on "Find my iPad". If you are unable to recover the iPad, you will be responsible for replacing it. The school will bill your family for the cost of the iPad.

Am I responsible for the content on the iPad?

Yes. Applications that the school has installed on each iPad should not be deleted. The nature of any media on your iPad is subject to regular school policies. Profanity, indecency, or malicious media, for example, will not be tolerated, nor practices that glorify such things such as violence, drugs, and gangs.

May a Genesis Prep staff member check my iPad at any time, without warning?

Yes. If you refuse to give a Genesis Prep staff member necessary password(s) to gain access to the iPad, or you don't remember your password(s), the iPad will be confiscated and given to the Principal, where it will be wiped clean, and the parents will be contacted. Please remember that the iPad is the property of Genesis Prep, and is on loan to you for the school year. The same policy exists for student-owned iPads, while on school property.

When am I allowed to play games? Social Media? Or anything that is non-academic in nature?

These activities may take place when you are not in class. During class time, non-academic activities are not permitted, unless specifically permitted by your teacher.

What happens if I am caught doing something non-academic during class time, without permission?

You will get a violation. These actions apply to all iPad usage infractions.

Can I turn Location Services, in Settings, off?

No. Never! This is to protect YOU from losses. If your iPad is lost, you can attempt to find it using iCloud's "Find My iPad" service, but your Location Services need to be turned on.

Software and Media

Can I put my own media on my iPad?

Yes, in accordance with school policy with respect to content as noted above (i.e., no profanity, etc.).

What Apps do I need to purchase?

Students and parents will be notified about required apps at the start of the 2013-14 school year. Genesis will work to keep costs down for required apps. Our hope is to have these costs to be no more than typical school supply costs (paper, pencils, markers etc.)

What if my home computer doesn't have Keynote and Pages? How can I work on my assignments?

Keynote allows exports and imports to **PowerPoint**, **Pages** allows exports and imports to **Word**. If you have a PC with **PowerPoint** and **Word**, you'll still be able to work on an assignment from different machines. **Keynote** and **Pages** also allow export and import of PDF format documents.

What about updates?

You are to make iOS updates when they become available—a notification will come in the form of a little red circle, with a “1” inside, appearing at the top right corner of the Settings App icon. You can update Apps that you have purchased yourself.



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. Remember that the iPads are on loan to you for the school year and we expect you to treat them with all the care you would as if you had purchased them yourself. Do not leave your iPad in a backpack that you know will be left in a place where the backpack can suffer impact. The school strongly recommends the purchase of a protective case.

What happens if my battery is low, or dead?

Students are responsible for keeping their iPad powered up. Genesis will attempt to have emergency charging stations on campus. **However, you are responsible for coming to school with a charged iPad, on a daily basis.**

Do I need to have a stylus?

No, but a stylus makes some activities easier. Regardless, your finger can always be used as a stylus.

What happens if I lose/damage my iPad charger?

You will have to pay for the replacement of the charger.

Can I take the barcode sticker off the back of my iPad?

No.

Can I use peripheral devices with my iPad?

Yes, you can use approved peripheral devices, such as keyboards, with your iPad. If you’re not sure whether the peripheral device is approved, ask at the school administration.

Can I jailbreak my iPad?

No. Never.



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Glossary

Term	Definition
App	Application: software that runs on an iPad or other Apple portable device, such as the iPhone and iPod Touch.
Apple ID	Also known as a mobileme membership, an iTunes account, or iCloud account. All of these are Apple IDs, and function in all of the Apple portals, including iTunes.
Backing up	Saving work to a storage space other than the iPad.
Exports	Transferring information out of an App.
Find my iPad	A service offered to iCloud users letting them log into iCloud on any computer, to have the location of their iPad shown on a map, based on its last connection to the internet.
iCloud	The virtual storage space that Apple offers to all users, with an initial amount of free space (currently 5 GB), and additional space available for an annual fee. iCloud backs up an iPad's content; it can be restored to a new device.
Imports	Transferring information into an App.
Ink on	The ability to physically write on a screen with a finger and/or stylus.
iOS	Mobile Device Operating System: this is what runs the iPad, and it also includes some built-in free Apps, such as Calendar, Maps, Mail, Safari, and others.
IOS or OS	The Operating System for a computer.
iTunes	Software for purchasing music from the iPad, or accessing all of Apple's IOS software available for purchase from a desktop computer. iTunes was also the primary way for managing an IOS device, though this has largely been supplanted by iCloud. Access to these features requires a free Apple ID. It is possible to limit spending through iTunes in two ways. First, it is possible to setup an Apple ID without a credit card. Second, a child may be given an automatic monthly "allowance" for exclusive use in the iTunes store.
Jailbreak	Changing the Apple iOS to allow for purchases outside of Apple's purchasing portals. This nullifies the Apple warranty and is forbidden.
Media	Apps, songs, pictures, videos, documents, slide shows, spreadsheets.
PDF	Portable Document Format: a "picture" of a page that is commonly used in communication. Because it is a picture, it is usually not a page that is meant to be edited. PDFs can be opened on virtually any computer.
Peripheral Device	Any iPad compatible accessory. Check with your local Apple representative.
Social Media	Sites, such as Facebook, Google Plus, and Twitter, which are used to augment social interactions between people through an electronic device.
Stylus	A "virtual" pen; i.e., a device that looks like a pen but is not, that is used to write on the iPad screen, electronically.
Sync	Matching what is on one machine with another machine, or a profile of a device on another machine.
Updates	Software patches, fixes, and improvements that software developers provide from time to time in order to improve software function.
Virtual Storage	Storage that is not local to a machine, but exists on some distant server, that the user can access at any time, from any computing device with internet access
Wi-Fi	Popular term for a wireless internet connection