***Purpose:***

To define policies for teacher’s use of corporate ipads.

***General Policies***

* Tiger Academy assigned ipads are to be used for the sole purpose of supporting education within the school. Ipads are not to be used as a personal device at home, loaned to family, or friends in any manner.
* No personal pictures, videos or music are to be loaded onto the ipad. Music and videos produced by artists require compliance through the Digital Millennium Copyright Act. Licenses are not transferrable and will put both the school and YMCA in violation.
* Be mindful of space used for classroom and training pictures/videos. The ipads have limited storage capacity. Remove old and unnecessary files regularly.
* Teachers are prohibited from downloading personal apps not related to school training. For example, games, financial etc. like - angry birds.
* No personal email accounts are to be loaded onto the ipads. Corporate email through activesync is required and shall not be removed.

***Technical Support:***

Technical support for corporate ipads will follow the standard IT support hours and will not override emergency or other high priority requests. If the problem cannot be resolved remotely, a scheduled visit will be made for the following day.

***Scope:***

Applicable to administrative staff and teachers who have been assigned YMCA corporate ipads.

***Installing Apps***

1. Teachers will be provided with the ability to download applications specific for use in lessons for the classroom or to support the overall education of the students.
2. Apps marked as “Free” from the Apple Store are allowed to be installed by the teachers without approval, providing they are used for educational purposes only. Apps that require payment of any amount will require authorization from the Principal who will pay for the software through school funds. *See process below on how to request access to a paid app.*

***Purchasing Paid Apps***

1. To purchase a “Paid” app from the Apple Store, email the principal with the request and include the name, price and brief description of the app.
2. If approved, the principal will purchase the app using a school funded Pcard.
3. After approval, please create an IT Support request through <http://itsupport> so that the app can be added to the Y’s software catalog.

Note: Teachers are prohibited from purchasing a paid app through their own finances.

***Security Requirements***

1. Lock screen required. Teachers are required to have a four digit lock screen code applied to their device at all times.
2. No rooting the operating system will be allowed on any device. For example on Apple products, termed “Jailbreak”. Your device will be revoked and appropriate actions will be taken by the human resources department.
3. Teachers are obligated to review what applications are currently installed onto their devices frequently as well as the ones being downloaded for classroom lessons. Manual screening of applications may be initiated by the IT Department.
4. Teachers are prohibited from storing personal financial and medical data on the ipad.

**NOTE: The IT Department reserves the right to wipe (clear the data) from the device if it becomes necessary to protect the network from harm do to malicious software or if the device has been stolen. Please contact the IT Department immediately if the device is lost or stolen. It will be reviewed for tracking and decided whether the device will need to be wiped.**

***Care and Handling***

1. Keep the iPad away from areas where food items are used, such as coffee and other liquids.
2. The screen should be kept clean by using a soft cloth or towel.
3. iPads have been deployed with an OtterBox case to protect them from damage and should be kept in the case at all times.
4. Do not store the iPad in a vehicle and leave unattended.