

**Spectrum Charter School
4369 Northern Pike
Monroeville, PA 15146**

Board of Trustees Policy 815.4

EMPLOYEE IPAD/ELECTRONIC TABLET POLICY

The Board of Trustees (“Board”) of the Spectrum Charter School (“Charter School”) believes in the advancement of student learning through the use of new and innovative technology. Consequently, the Board has approved employee usage of iPads and/or similar electronic tablets and directs that the following shall be observed:

All iPads and/or tablets are considered the property of the Charter School. The Charter School retains the right to collect and/or inspect the iPad or tablet at any time and to alter, add or delete installed software or hardware.

The Board charges each staff member, entrusted with, or in possession of any iPad or tablet, for any period of time, with responsibility for the proper care, maintenance and use of the iPad or tablet and any and all related applications, content and parts thereof.

All iPads, tablets and/or their content, parts and applications shall be maintained and used in accordance with manufacturer recommended specifications, administrative procedures and applicable federal and state laws and regulations. Refer to the iPad User Guide for appropriate care and maintenance of the device and for the personal health and safety of iPad Users.

All staff entrusted with iPads or tablets and their parts and applications must adhere to administrative procedures regarding the use, maintenance, storage and return of iPads or tablets and their content, parts and applications. No material shall be purchased, used, stored, retrieved, downloaded and/or maintained on or for iPads or tablets and no attempt shall be made to do so without the prior express consent of the Chief Executive Officer (“CEO”) or his/her designee.

Employees are responsible for any and all loss or damage in connection with the iPad or tablet and their content applications and/or parts and may be required to reimburse the Charter School for any associated damages, fines, or losses. The Charter School is not responsible for any claims, demands, damages, or awards sought against staff in connection with their use or attempted use of the iPad or tablet and/or their applications, content or parts.

Employees shall comply with all acceptable use and administrative policies and procedures. Employees should also adhere to state and federal copyright laws and regulations regarding the use and possession of iPads or tablets and their applications and parts as well as any content stored, shared or attempted to be stored, shared, and/or accessed on iPads. Please refer to the Charter School's Technology Acceptable Use Policy (Policy 815) for a comprehensive review of the provisions and guidelines governing the Charter School's use of technology, including iPads or tablets, for employees.

All iPads or tablets shall be used for school purposes only as expressly authorized by the CEO and in the manner and scope as directed by the CEO. Failure to adhere to reasonable administrative procedures, directions and guidelines regarding iPads or tablets may result in any or a combination of the following consequences: reports to appropriate authorities; consequences under the Charter School's Employee Manual, Handbook or policies (up to and including warnings, suspension and/or termination of employment depending upon the severity of the incident); and/or the imposition of fines and/or damages as may be deemed appropriate by CEO and Board and allowed by applicable federal and/or state laws and regulations.

The CEO shall develop procedures to implement this policy, which shall include: (1) rules for the safekeeping and accounting of iPads and tablets; (2) a report to the Board on occurrence of the incidence of vandalism and/or damage to iPads or tablets, which report shall include the number and kind of incident, the cost of vandalism or loss to the school, and related facts as the CEO deems appropriate.

The Charter School is not and shall not be responsible for the loss of data, delays, nondeliveries, misdeliveries, or service interruptions. The Charter School is not and shall not be responsible for any information that may be damaged or unavailable when using Charter School iPads or tablets. The Charter School is not and shall not be responsible for any damages incurred as the result of using Charter School iPads or tablets, including but not limited to, the loss of personal property used to access the iPad or tablet. Further, the Charter School is not and shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other commercial online services.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

ADOPTED this _____ day of _____, 20__

President

Secretary

Yearly Confirmation

To acknowledge that you have received, read, understand and agree to comply with the Spectrum Charter School Policy entitled, "Employee iPad/Electronic Tablet Policy" please sign below. Retain a copy for your personal file and return a copy to the CEO of the Spectrum Charter School:

Employee Name:

Date:

Other:

Date: