

**iTUNES STORE USE****A. iTunes Store****1. Division Staff iTunes Store Use**

Under the model by which the IT Department has deployed iPads to Division staff, iPads contain a core suite of apps licensed to a Division-owned Apple Account.

Teachers are also provided the flexibility to download/purchase additional content from the iTunes Store, App Store and iBookstore (Apple) to their assigned iPad. However, teachers choosing to download paid apps, and other paid content from Apple do so with the understanding that they will not be reimbursed by the School Division for these downloads.

Teachers are not permitted, however, to purchase and install paid apps on student iPads without prior approval of the Director of Technology.

Any additional content downloaded to the iPad must also adhere to the Acceptable Use Policy of the School Division GBEF Employee Use of Technology and Electronic Communication and Regulation GBEF-R.

**2. Board Office Senior Administrative Staff, School Administrators and Coordinators iTunes Store Use**

Board Office Administrative Staff, School Administrators and Coordinators wishing to purchase business-related apps/content from Apple, outside of the apps that are licensed by the Division, are free to do so using their personal Apple ID and submitting a reimbursement voucher for the apps/content in question.

**B. iTunes Gift Cards****1. iTunes Gift Cards - Division Staff Use**

iTunes Gift Cards are available in varying denominations from Apple and other retailers however Division schools are not permitted to purchase iTunes gift cards for staff using school funds.

Gift cards can be redeemed to an Apple Account to acquire content from the iTunes Store, App Store, iBookstore, or Mac App Store. Content from these

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stores include, but is not limited to, music, movies, TV shows, apps, games and books.

It is important to note that content downloaded from Apple using a redeemed iTunes Gift Card is licensed to the owner of the Apple account to which the Gift Card was redeemed and ownership of the license cannot be transferred to another Apple Account.

Given that individual staff members will be managing the content on their iPad beyond the standard suite of apps that the Division provides, the use of Division purchased iTunes Gift Cards for redemption by staff would result in the ownership of all purchased content residing with the staff member, not the School Division. For this reason, schools are not permitted to purchase iTunes Gift Cards from school funds for use by staff.

## **2. Permitted Division Board Office Use of iTunes Gift Cards**

The purchase of iTunes Gift Cards is permitted only for the use of Resource or Special Needs staff who are managing one or more designated iPads in their school for which a division-owned Apple ID has been assigned. In this instance, Gift Cards will be redeemed to the Division-owned Apple ID assigned to the iPad in question and said funds are to be used only for the purchase of educational/business related content.

All iTunes Gift Cards for this purpose must be ordered through the Board Office and will be redeemed to a specified Apple Account at time of purchase by Board Office Staff.

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