



ESUSD Technology Contract and User Agreement

2019-2020

****After reading this contract and agreement, please complete the form online: [ESUSD Technology Contract and User Agreement](#)**

Students will NOT receive an iPad unless all of the parts of the Technology Contract and User Agreement are completed.

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Mission Statement

The El Segundo Unified School District **Individualized Technology Initiative (ITI)** seeks to increase student engagement and provide relevance through access to worldwide content, enabling students to make an impact in the world with innovative digital tools. **ITI** supports district goals to provide high quality opportunities for inquiry, communication, collaboration, creativity and critical thinking.

Student iPad User Agreement



iPad Lease Contract

Students enrolled in El Segundo Unified School District (ESUSD) will be provided with an Apple iPad for the purposes of facilitating education. The school is leasing the iPads on behalf of its students from Apple; the iPad must be returned upon a student withdrawing, graduating from the school, or at the end of each school year. The school retains all ownership rights of the iPad; the school may inspect the iPad and all stored information at any time with or without notice, and the student should not have an expectation of privacy as to anything stored on, sent by, or received through it.

Customization

Any preference settings, such as wallpaper, screen brightness, or location services, may be changed by the student. Students will not be able to purchase applications. Applications are reviewed and selected by ESUSD prior to being installed by ESUSD technicians. Hacking or jail-breaking an iPad is not allowed; if a student's iPad is found to be hacked/jail-broken or if it is deemed that the iPad is being used inappropriately in any manner, the student will be subject to disciplinary action and possible financial penalties associated with harming the device.

Damage

Students must report any damage or loss to the school site designee, who will determine the course of action.

All manufacturer defects are covered by a warranty. The warranty does not cover loss, negligence, and abuse. For example, carelessly dropping the iPad, or throwing the iPad would be considered examples of neglect and abuse. See Financial Responsibility section, for further details.

Standards for iPad Care and Use - Student Responsibilities

- Bring the fully-charged iPad and charging unit to school every day.
- Keep the iPad with you or within your sight at all times.
- Secure iPad in the provided, protective case.
- Other than parents or guardians, do not allow anyone else to use the iPad.
- Adhere to the Acceptable Use of Electronic Resources Policy at all times (Refer to Student Handbook).
- Report any problems, damage or theft immediately to school site designee.
- Any applications or data stored on the iPad must be consistent with school policy and the mission and spirit of the school.

General Care

- Do not do anything to the iPad that will permanently alter it in any way.
- Do not remove any serial numbers or identification placed on the iPad.
- Keep the equipment clean. For example, do not eat or drink while using the iPad.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only. Do not use paper towels, which may scratch the screen.

Personal Health & Safety

- Take frequent breaks when using the iPad for long periods of time. Look away from the iPad approximately every 15 minutes and focus on a distant object to prevent eye strain. Keep track of how long you spend using the iPad.
- Do not provide your personal information to anyone over the Internet.
- Do not share your passwords with anyone.

Financial Responsibility

The District will cover standard maintenance and repairs. In the event of abuse, destruction or loss of an iPad, the student will be billed for the full amount of the iPad, \$499, unless you choose to purchase insurance from a third party vendor. One option available is through <https://www.worthavegroup.com/portal/elsegundoca>. Please note that this company is not affiliated with ESUSD, and the link is being provided as a courtesy for those seeking additional protection in the event of damage.

ITEM	COST WITHOUT INSURANCE	COST WITH INSURANCE
iPad	\$499 (Full cost)	\$50 (Deductible)
iPad cover	\$49.95	\$49.95
iPad charger (power block)	\$19	\$19
iPad charger (USB cable)	\$19	\$19

Agreement & Signatures

By signing below you are in agreement that you have read and understand the terms above. If you have questions regarding this agreement you may contact the principal at your assigned school site:
El Segundo High School Principal – Dr. Melissa Gooden
El Segundo Middle School Principal – Nicole Duquette

Student name

Date

Parent / Guardian name

Date

Student, Parent and Teacher Expectations

We need everyone’s support – students, parents and teachers in this technology movement. Below are the expectations and roles for each stakeholder within the ESUSD family. It is vital to have full participation from all stakeholders to maximize success in the classroom.

In order for our students to be successful...

Students Learn and Excel

- Bring iPad charged daily and ready to use in class as an academic tool
- Have iPads set up for school use and use school email for work and assignments
- Use iPads for school purposes during school hours
- Be fully accountable for iPad usage based on your site specific Student Handbook

Parents Parent

- Attend the iPad Parent Meeting prior to the beginning of the school year
- Make sure that students have developed a charging strategy for charging iPads every night
- Assist your student in connecting their iPad to wireless networks at home and in the community
- Check PowerSchool and Haiku to monitor student success
 - o Parents and students need to have a conversation about the class before talking to teacher
- Discuss appropriate use of technology - when and when not to, what to use it for, use the technology
- Monitor student’s iPad use and be aware of how students manage their time on the device
- Communicate respectfully with faculty and staff in regards to iPad usage in the classroom, at home or in the community

Teachers Teach

- Communicate iPad use expectations openly and clearly with students, parents, community members and ESUSD administration
- Use iPad technology to enhance the learning experience for the students
- Post assignments online as a communication tool, not as a replacement for being in class
- Provide access to the content in the class
- Post office hours for student contact
- Provide guidance and training on iPad technology etiquette

What is Padiquette?

PADIQUETTE Do’s	PADIQUETTE Do Not’s
<ul style="list-style-type: none"> • Have iPad fully charged every morning • Walk into class with no apps running • Have all apps and links bookmarked for each teacher as directed • Have all accounts entered, logged on, backups set • Know your passwords 	<ul style="list-style-type: none"> • Leave your iPad unattended • Be off task or off app – be where you are supposed to be • Leave your iPad at home • Take photos or videos without permission

Technology Acceptable Use Policy & Consequences

iPads are to be used to assist in the learning process like any other tool in the classroom. Below are guidelines to help you learn to use the iPads as they are intended.

It is important to understand that school access to electronic devices and the internet is for **educational purposes only**. I recognize that the school has taken precautions in an attempt to eliminate student access to controversial materials on the Internet, but that it is impossible for the school to restrict access to all controversial materials. Thus, I will not hold teachers, staff, administrators, or the school board responsible for materials acquired on the school system. I accept responsibility for guiding my son or daughter in use of the iPad and the internet and for setting and conveying standards for my son or daughter to follow when selecting, sharing, or exploring information.

Student Expectations:

- iPad fully charged when arriving at school
- iPad configured with required apps and links easily accessible
- Apps exited when leaving class (so you don't waste time prepping for the next class)
- iPads in hand everyday for every class

Frequently Asked Questions...

- **CAN I DOWNLOAD FREE APPS?**
 - ESMS Students: No. The App Store will not be made available to students at the middle school.
 - ESHS students: Yes. Any apps that your teachers request you download that are free can be downloaded. There are consequences for being off task with regards to the Aps you put on your iPad.
- **CAN I SIGN OUT OF MY APPLE ID?** No. Students may NOT use their personal Apple IDs on the school issued iPad. Students MUST stay logged in with their @esusdstudents.org Apple IDs.
- **CAN I USE EARBUDS/HEADPHONES?** – Depending on teacher approval. There are consequences for not being on task. (The rule is one bud in and one out so that when it is time to move to the next activity that you are aware of the need for a transition.)
- **CAN I USE MY PHONE?** No. There is no need to use your phone at any time during class. Please keep them stowed or they will be confiscated. (See the electronics policy in the student handbook.)

iPad Misuse Consequences & Discipline

School access to information technology is a privilege, not a right, and students must agree to behave accordingly in order to maintain that right. I understand that access to technology and telecommunications is for educational purposes only.

Regardless of the class period each of the following offenses will be recorded with administration with appropriate disciplinary action:

- Playing games
- Browsing non-relevant information
- Completing other class' assignments
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	iPads	Other Electronic Devices
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First Offense	DETENTION	CONFISCATION – parent must pick up
Second Offense	DETENTION BY TEACHER REFERRAL TO ADMINISTRATION PARENT CONTACT	CONFISCATION – parent must pick up DETENTION – 7am
Third Offense	REFERRAL TO ADMINISTRATION SATURDAY SCHOOL	REFERRAL TO ADMINISTRATION Saturday School or item held till end of school year
*Serious Offense	REFERRAL TO ADMINISTRATION Suspension or Expulsion	
Other iPad Misuse Consequences	<u>Not Charging iPad</u> First Offense: Warning Second Offense: Warning & Parent Contact Third & Multiple Offenses: Detention	
	<u>Forgetting iPads</u> First Offense: Warning and Parent Contact Second Offense: Detention, Referral to Administration, Parent Contact Third Offense: Saturday School	

* Failure to not follow ESUSD Policies (site specific Student Handbook & Student iPad Use Agreement) will result in referral to administration and may result in up to and including Suspension or Expulsion.