

Weld Re-5J School District

Student and Parent/Guardian Responsible Use Agreement for iPads

Overview:

The following guidelines and procedures are necessary for each student and parent/guardian to understand in order to help make the iPad implementation a success. Please carefully read each section and sign the required documents.

A. Terms of Loan

The Weld RE-5J School District will issue an iPad to students upon compliance with the following:

1. Submission of signed Student and Parent/Guardian Responsible Use Agreement (page 6).
 2. Submission of signed Opt In/ Opt Out Form (page 7).
 3. Submission of a student and parent signed Technology Acceptable Use Policy (AUP).
 4. Apple ID created by student and/or parent (optional)
- Weld RE-5J School District retains ownership of the issued iPads.
 - Students shall use the iPad for school purposes only in accordance with the provisions in this Agreement and the guidelines set forth in the AUP. Students may be subject to loss of privilege, disciplinary action, and legal action, and be held financially responsible for the replacement cost of the iPad, in the event of intentional damage and/or violation of this Agreement and the AUP.
 - A student's possession of the iPad terminates no later than the last day of school, unless there is a reason for earlier termination as determined by the principal.
 - iPads must be returned when a student withdraws from his or her school.

B. Damage, Loss, or Theft

The student and parent/guardian agree to the following fee schedule in case of a damaged iPad:

- *1st Incident: \$50.00 Fee before the iPad is returned to the user and meeting with school administrator*
- *2nd Incident: \$125.00 Fee before the iPad is returned to the user and meeting with school administrator*
- *3rd Incident: \$250.00 Fee before the iPad is returned to the user and meeting with school administrator*
- *4th Incident: Student will lose usage rights for the iPad for the remainder of the academic year.*

The Weld RE-5J School District warranty covers manufacturer defects. The warranty does not cover loss, theft, neglect, or abuse of the iPad and accessories. For example, throwing the iPad or using the iPad as an umbrella would be considered examples of neglect and abuse. If an iPad needs to be replaced due to loss, theft, neglect, or abuse, it is the family's financial responsibility to replace the iPad at the District's current replacement cost.

The student or parent/ guardian is required to immediately notify a member of the building administration in all cases of stolen or lost iPads. The technology support team and administration may be able to assist in relocating the iPad if they are notified immediately.

- *Parents/Guardians are responsible for filing a police report.*
- *Parents/Guardians are responsible for the replacement cost of a lost or stolen iPad*
- *Students are advised to use iCloud to back up their data and the "Find My iPad" application to locate their iPad in the event it is lost or stolen.*

Loss of the charging cord or brick are the responsibility of the student. Replacement cost is \$10 for the cord and \$19 for the brick. In the first instance of damage to the cord, it may be replaced for no charge. For any other instances of damage to the cord, replacement cost is \$10 before cord is replaced.

C. Repossession

Weld RE-5J School District reserves the right to repossess the iPad at any time if the student does not comply with the terms of this Agreement.

D. Appropriation

Failure to return the property (iPad and accessories) in a timely manner will be referred to law enforcement and unless and until the iPad is returned or paid for, will result in a hold being placed on the student's records. Replacement item price lists are available from the technology support team.

E. Modification to the Program

Weld RE-5J School District reserves the right to modify the program or the terms this use at any time.

F. iPad Cases

District will issue each student a District-approved iPad case, which the Student will return to the District upon return of the iPad in accordance with this Agreement. Students or their parents/guardians may elect to purchase their own iPad cases rather than use the District-issued case provided such cases are District-approved. District approved cases will have:

- A cover to protect the glass
- A back to prevent scratches
- Protection for the corners of the iPad
- Enough padding to protect the iPad if other objects are placed on top of the iPad.

Failure to use the approved case will result in the iPad not being covered by insurance. Any incidents of breakage will default to the \$125 fee.

G. General Care of the iPad

- Do not do anything to the iPad that will permanently alter it in any way. This includes “jail breaking” and engraving.
- Student iPads in need of repair must be reported to the building principal. The technology support team will determine whether the iPad can be repaired on-site.
- General guidelines to follow:
 - Minimizing the number of photos and movies on the iPad will increase performance.
 - Clean and back up your iPad files on a regular basis.
 - Do not write, draw, paint, place stickers or labels or otherwise deface your iPad or case. Remember, the iPad is the property of Weld RE-5J School District.
 - Never put weight, such as a pile of books, on an iPad.
 - Liquids, food and other debris can damage the iPad. Avoid eating or drinking while using the iPad.
 - Take care when inserting and removing cords to avoid damage to the ports and cables.
 - When charging the iPad, first plug your power supply into the electrical outlet. Second, plug your power cord into your iPad. When disconnecting, reverse this process.
 - Do not expose your iPad to extreme temperatures, direct sunlight, or ultraviolet light for long or extended periods of time. Extreme heat or cold may cause damage to the iPad and/or battery. If your iPad has been in a cold or hot environment for a long period of time, let it reach room temperature before using it.
 - NEVER leave your iPad in a vehicle!

H. Cleaning Your iPad

Routine maintenance on the iPads will be completed by the Weld RE-5J School District technology support team. Students are encouraged to perform simple cleaning procedures as outlined below:

- Clean the screen with a soft, dry, anti-static or micro-fiber cloth. Do not use any type of liquid or water to clean the screen or other parts of the iPad.
- Wash your hands often to avoid any oil or debris build-up on the glass.

I. General Use of the iPad

1. All students can have an Apple ID, this is optional. Students who are under the age of 13 or who are unable to create their own Apple ID will need to have a parent create the account for them. Instructions for creating your Apple ID are on page 8 of this document. *Parents may keep the password for the Apple ID from the student and require the download of all apps at home with the student’s parent/guardian’s permission.*
2. Students are required to bring the iPad to school each day with a fully charged battery. Students who do not have the assigned iPad at school, will still be responsible for turning in the day’s assignments. The student’s teacher will determine an alternate way to turn in the assignment.
3. The student is fully responsible for the contents on the iPad.
4. Do not delete any profiles, folders, files or apps that you did not create or that

you do not recognize. Deletion of files could result in iPad failure and may interfere with your ability to complete classwork. Deletion of files and profiles will lead to the iPad being re-imaged by the technology support team and may result in the loss of all installed media and any school assignments that the student did not back up.

5. Student iPads are subject to routine monitoring by teachers, administrators and members of the technology support team. Users shall have no expectation of privacy while using the school's electronic information resources or district-owned equipment.

J. General Security

1. Never leave the iPad unsecured. iPads should be locked in a designated area or secured in locker when not in use.
2. Students are expected to maintain the security of the iPad even during after-school activities. Unsupervised iPads will be confiscated by staff, and disciplinary actions may be taken.
3. Each iPad has several identifying labels. The Weld RE-5J School District engraving, the district identification label (also known as the asset tag), and the student name. Under no circumstances are you to modify, remove or destroy these labels.

K. End of the Year Collection Procedure

The iPads, cords, charges and cases will be returned on the date designated by the principal and the technology support team. If a student is leaving Weld RE-5J School District, he/she will return the iPad by an approved date. iPads do not transfer out of the district.

L. Email

1. Email transmissions and transmitted data shall not be considered confidential and may be monitored at any time by the administration or the technology support team to ensure appropriate use.
2. Students will abide by all email guidelines as outlined in the Weld RE-5J School District Acceptable Use Policy.

M. Internet Access/Filtering in School

1. District-wide networks are equipped with a technology protection measure to help ensure students are protected as reasonably possible from inappropriate online content while they are at school.
2. The school cannot guarantee that access to all inappropriate sites will be blocked. Students may accidentally or purposefully circumvent these precautions and restrictions.
3. Any iPad application that accesses the Internet poses a risk, though small, of exposure to graphic, highly controversial, or potentially dangerous content.

N. Internet Access/Filtering at Home (If parents choose to Opt In, see page 7)

1. Weld RE-5J School District will not provide internet access at the student's home.
2. To promote internet safety for students at locations outside of the school, the district-issued device includes internet protection measures that are designed to

block sites deemed inappropriate by the district. However, the school cannot guarantee that these measures will effectively block access to all inappropriate sites. Therefore, parents assume responsibility for monitoring student use of the device at all times from any location away from the school.

3. The district strongly encourages parents/ guardians to secure their home network.

Many of our students are carrying a personal web-enabled device, such as a smartphone or iPod Touch. Parents and guardians are probably aware of the risks. Access to the Internet, from anywhere in the world, comes with the possibility of retrieving inappropriate content; therefore, adults must do their best to educate children on the proper uses of technology.

O. Opt in/ Opt Out Policy

By election below, parents/ guardians may choose whether or not their child may bring an iPad home.

- **By opting in**, parents/ guardians agree to grant permission for their child to bring the iPad home. Parents acknowledge that students may be able to access undesirable content if not supervised. Parents agree to assume responsibility for student use of the device from any location and at all times while away from school.
- **By opting out**, parents/ guardians choose not to grant permission for their child to bring an iPad home.

Whether or not parents/ guardians decide to have their student bring the iPad home, students will benefit from exciting, interactive and rich learning experiences using the iPad at school. If your personal, family decision is to opt out of bringing the iPad home, students will check the iPad in at the end of the day and check out the same iPad when they return to school in the morning.

P. Technology Acceptable Use Policy (AUP)

Students and their parents/guardians have read, signed and agreed to follow the Technology Acceptable Use Policy at all times. The policy is available for review on the district website.

Q. End User License Agreement

The school district and parents/ guardians are considered to be the end users for all applications installed on the student iPad.

More information regarding the iPad program is available on the Weld RE-5J School District Website (www.weldre5j.k12.co.us)

Acknowledgement: The Weld RE-5J iPad Student Agreement is adopted from Conrad Ball Middle School in Thompson School District

Weld Re-5J School District

Student and Parent/Guardian Responsible Use Agreement for iPads

Please Print All Information I have read, understand and agree to follow all responsibilities as outlined in the iPad Responsible Use agreement.

Student's Full Name: _____

Student's Apple ID (optional): _____

Street Address: _____

City: _____ Zip: _____

Parent Email: _____

Home Phone: _____ Work phone: _____

Cell Phone: _____

Parent Signature: _____

Weld Re-5J School District Opt In / Opt Out Form

Please choose one of the two options, sign and return the form to school.

Opt In:

I want my child to have access to his/her school-issued iPad beyond normal school hours, and I grant my permission for my child to bring the iPad home.

- I acknowledge that my child, accidentally or purposely, might gain access to unfiltered, inappropriate, or non-educational material when using the iPad away from school.
- I take responsibility for my child's use of the iPad device while he/she is away from school.
- I have read and understand the Weld RE-5J School District iPad Responsible Use Agreement.
- I have read the information about creating an Apple ID and in-App purchases.

Student Name: _____

Parent Name: _____

Parent Signature: _____ Date: _____

Opt out:

- I do not grant permission for my child to bring an iPad home.
- I have read and understand the Weld RE-5J School District iPad Responsible Use Agreement.
- I have read the information about creating an Apple ID and in-App purchases.

Student Name: _____

Parent Name: _____

Parent Signature: _____ Date: _____

Creating an iTunes Store, App Store, iBookstore, and Mac App Store account without a credit card.

Source: http://support.apple.com/kb/HT2534?viewlocale=en_US&locale=en_US

Creating an Account on an iPhone, iPad and iPod touch

1. Open the App Store on your device
2. Find a Free application on the App Store
3. Important: Before proceeding to the next step, you must download and install the free application by tapping FREE followed by tapping INSTALL APP
4. Tap Create New Apple ID
5. Choose your country, and the tap Done
6. You'll need to read and agree to the iTunes Store Terms and Conditions. Tap Agree located at the bottom of the page to continue
7. Enter your email address, security questions, birthday, and create your password
8. You also can enter an optional rescue email address. If you frequently change email addresses, it is recommended that you add a rescue email address
9. Once you are satisfied with the information entered, tap Next
10. Select None as your payment option
11. Continue to fill out the required email, address, and phone number fields. Tap Next
12. You'll then see a screen that says "Verify your Account." Tap Done, and check your email for a verification email from the iTunes Store
13. Open the email, and click the link enclosed in the email to activate your account
14. Once you tap the link, the App Store should automatically open and prompt you to sign in with your account name and password
15. Tap Sign in, and you will see a thank you screen
16. You have set up your account successfully and you can start enjoying iTunes, iBooks, and the App Store on your iPhone, iPad and iPod touch