



PLEASE PRINT ALL INFORMATION

Forms/fees due by student iPad orientation date

GENEVA COUNTY SCHOOLS iAchieve Technology Initiative

STUDENT/PARENT iPad USE AGREEMENT

Student Name:

Last First Grade

Parent Name:

Last First

Student Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Parent/Guardian Email Address _____

User Fees

Initial _____ I agree to pay a non-refundable annual technology use fee of \$30.00 for grades 6-12 or optional \$20.00 fee for Grades K-5 before taking possession of the digital device and its accessories (i.e., protective case, cable, and charger). Also, I agree to pay applicable damage fees outlined in the iAchieve policies and procedures.

Acceptable Use Policy Agreement

I have read and agree to comply at all times with the Geneva County Schools Student Handbook/Code of Conduct, Internet Acceptable Use Policy, and iAchieve Policies and Procedures. Any failure to comply may terminate my rights of possession, effective immediately, and the school system may repossess the digital device and its accessories. I agree to practice digital citizenship and responsible social networking. I understand that my digital device will be monitored online and/or physically inspected at any time without notice.

Terms of Agreement

Title: Legal title to the digital device and its accessories is in the name of Geneva County Schools and shall at all times remain so. My right of possession and use is limited to and conditioned upon my full and complete compliance with this iPad Device Use Agreement and the Internet Use Policy for technology resources.

Repossession: If I do not timely and fully comply with all terms of this Agreement, including the return of the digital device and its accessories on time, the school system or law enforcement shall be entitled to declare me in default and come to my place of residence, or other location of the digital device and its accessories, to take possession of the digital device and its accessories. Failure to return the digital device will result in a theft report being filed with the Local Police Department.

SIGNATURES:

Parent or Guardian Signature Student Signature Date

Office Use:
User Fee _____ Notes:

Geneva County Schools

iAchieve

1-1 iPad Technology Initiative

POLICIES AND PROCEDURES

1. USING YOUR DEVICE AT SCHOOL The Geneva County School supplied digital device (device) is intended for use at school each day. In addition to teacher expectations for device in-class use, textbooks, schools messages, announcements, planners, calendars, and schedules may be accessed using the device. Students are responsible for bringing their device, **fully charged**, to all classes unless specifically instructed not to do so by their teacher.

1.1 Devices left at home If the student leaves a checked out device at home, the student is responsible for completing all course work as if the device were present.

1.2 Devices undergoing repair Loaner or replacement devices may be issued to students when their assigned devices have been sent for repair and the damage fee has been paid (if applicable).

1.3 Charging your device's battery Devices must be brought to school each day in a fully charged condition. *Warning: It may take up to five (5) hours to fully charge the device. Replacement chargers are available for purchase on campus, other chargers will not be satisfactory when we collect in May.

1.4 Device and Email Passwords Devices and email accounts will be password protected. During orientation, each student will choose a unique password or the student may be assigned a password for the device and email access. Students are prohibited from sharing their unique passwords with anyone else except their parents/guardians.

1.5 Photos Photo/Image storage on the device shall be given priority for school projects. All videos, photos, and images that are taken or reside on the device must be appropriate and are subject to inspection by district staff at any time. All copyright laws shall be adhered to. The ability to download media does not make it legal to use.

1.6 Sound/Music Music is to be used to enhance educational video productions and/or class projects. Sound must be muted while in class unless permission is obtained from the teacher for instructional purposes.

1.7 Printing at School Printing will not be available with devices. Printing at home will require a wireless printer, proper settings on the device, and possibly the correct app.

1.8 Screensavers/Background Photos Any screensaver must be school appropriate.

- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in disciplinary actions.

1.9 Technology User Fee Students and parents of **6-12th grades shall be responsible to pay the \$30.00 user fee.** It is requested that the students and parents of **K-5 grades will pay the optional \$20.00**

technology user fee. The maximum number of user fees per family is 3 students.*Please note on each student's form.

2. MANAGING FILES and SAVING WORK

2.1 Saving work It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work; therefore, students should save and backup all work often.

2.2 Storage Space Storage space on the device and provided in the Cloud is limited. Any non-required songs, videos, pictures, books, or files will be subject to removal to preserve storage space.

2.3 Network Connectivity GCS makes no guarantee that the school wireless network will be up and running 100% of the time. In the case of network failure, the district will not be responsible for lost or missing data.

3. TAKING CARE OF YOUR DEVICE

Students are responsible for the general care of the device they have been issued. Devices that are broken or fail to work properly must be forwarded to the media center for an evaluation of the equipment as quickly as possible.

3.1 General Precautions The device is school property and all users will follow the *GCS iAchieve Policies & Procedures* and the Internet Acceptable Use Policy.

- Power cords must be inserted carefully into the device to prevent damage.
- Devices must remain free of any writing, drawing, stickers, or labels that are not the property of GCS.
- Devices must never be left in an unlocked locker, vehicle, school cubbie, or any unsupervised area.
- Students may not use "skins" to "personalize" their devices.
- Device cases are not waterproof.

3.2 Device Cases The protective case provided with the device has sufficient padding to protect the device for normal treatment, and it provides a suitable means for carrying the device. Students are expected to avoid placing too much pressure and/or weight (such as folders, workbooks, textbooks, etc.) on the screen. **The device is not to be removed from the case. An additional charge of \$75 will be charged to the user for any damages incurred while the device is out of the case. If for any reason the case needs to be removed, it should be taken to the media center help desk.**

3.3 Screen Care The screen is particularly sensitive to damage from excessive pressure and/or excessive heat and cold temperatures. Also, if subjected to mistreatment, the screen can be damaged. The screen should be cleaned with a soft, dry cloth or anti-static cloth. No cleaners of any type should be used. The following tips should be followed:

- Do not place anything near the device that could put pressure on the screen/cover
- Do not "bump" the device against lockers, walls, car doors, floor, etc. as it will eventually break the screen.

3.4 Device Identification Devices will be identified in the following ways: Serial number, GCS label with barcode number, GPS tracking number, and in any other identification procedure deemed reasonable

and necessary by GCS IT staff. Attempting to modify and/or delete such identifying marks and/or labels is a criminal act and may result in filing criminal claims with the appropriate local law enforcement agency.

3.5 Storing your device When storing the digital device please place the iPad in a secure location where it will not be knocked over.

- Nothing should be placed on top of the device.
- Devices should not be stored in automobiles.
- Do not stretch the charging cord across walkways to a power outlet.

3.6 Devices left in unsupervised areas Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include school buses, school grounds and campus, gym, lunchroom, computer lab, library, unlocked classrooms, and hallways. Any device left in these areas is in danger of being stolen. If a device is found in an unsupervised area, it will be taken to a designated area for check-in. Note: A device that has been returned due to not being supervised will result in disciplinary action.

4. SOFTWARE ON DEVICES

4.1 Originally installed software GCS will synchronize all GCS devices to contain the necessary apps for school work. Students may not synchronize devices through personal accounts.

- GCS owned devices may be inspected by district staff at any time.
- GCS staff maintains the right to delete any app, song, video, picture, book, or file that is not deemed school appropriate.
- Device apps and storage will be remotely managed by GCS staff and may be removed at any time without prior notification.
- Altering the device or its operating system in any way to disable remote management or removing mandatory apps will result in disciplinary action.

4.2 Restoring of Device If technical difficulties occur or non-authorized software/apps are discovered, the device may need to be restored. GCS does not accept responsibility for the loss of any software or documents deleted due to a reformat and re-image.

4.3 Content Approval An iAchieve application committee shall be established to approve appropriate apps to be allowed on the digital device. Apps without any educational value shall not be allowed on the digital devices.

4.4 Inspection Students may be selected at random to provide their device for inspection. Failure to submit a device for inspection will result in disciplinary action.

5. HOME USE

5.1 Home Use 6-12 devices will only be allowed to go home once the fees are paid and documents are signed (*iAchieve iPad Use Agreement Form* and *Internet User Agreement-handbook*). K-5 classroom devices will stay on school grounds.

5.2 Internet Access While at home, students are allowed to set up wireless networks on their devices to assist them with digital device use. Students will not be allowed to use a “hot spot” or similar product with any device on school grounds.

5.3 Parents are responsible for monitoring device use at home.

5.4 The device is to be used for student educational purposes only. All other procedures/guidelines apply.

6. CHECK-IN/CHECK OUT PROCEDURES

6.1 Check Out Before the device can be assigned to the student from the school media center, the technology fee must be paid and parents/guardians and students must sign and return copies of the following documents: ***iAchieve Student/Parent iPad Use Agreement Form*** and ***Internet User Agreement (p.51 from handbook)***.

6.2 Check-In Checked out devices and accessories must be returned to GCS at the end of each school year. Students who withdraw, are expelled, or terminate enrollment at GCS for any other reason must return their checked out device on or before the date of termination. If any student fails to return the device, that student will be subject to the lost or stolen fee below and/or criminal prosecution or civil liability. The student will be responsible for any damage to the device, consistent with the district's policies and must return the device and accessories in satisfactory condition. The student will be charged a fee for any needed repairs and/or missing accessories, in accordance with the schedule below.

7. ALTERNATE DEVICES No outside device may be used to replace the GCS device.

8. LOST OR DAMAGED DEVICES GCS acknowledges that devices and their cases are not always in factory condition. An undamaged case is defined as one which protects the device's screen, four corners, and back surface. An undamaged device is defined as one which does not have a cracked screen, can be charged, powers on, functions through the school day, and runs required apps.

- All damaged, lost, or stolen devices must be reported immediately to the school's media specialist.
- The school will file a police report for each lost or stolen device.
- Intentional damage or abuse to the device will result in a police report being filed.
- **Unpaid fines will result in non-participation of extracurricular activities and/or graduation ceremonies.**

8.1 Replacement Accessories (charges applicable to staff and students)

Charging Block - \$5

Charging Cable - \$5

Screen Protector - \$16

Case - \$35

*Both a charging block and a charging cable are needed to charge an iPad.

8.2 Damage to Device (charges applicable to staff and students)

1st Damage - (\$50.00)

2nd Damage - (\$75.00)

3rd Damage - (\$100 plus Principal's discretion)

*\$75.00 additional negligence damage fee if iPad was not in complete school provided case

8.3 Lost or Stolen Devices (or replacement when damaged beyond repair)

1st Incident - (\$50.00)

2nd Incident - (\$100.00)

3rd Incident - (\$200.00 plus Principal's discretion) *Fees include case and device replacement

Statement of Responsibility

The use of the Geneva County Schools technology resources (hardware, software, etc.) is a privilege, not a right. The privilege of using the technology resources provided by the district is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the district. These guidelines are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the guidelines contained within this document, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action may be applied. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be contacted. Disciplinary action will follow district policy and the guidelines contained within the Geneva County Schools Code of Conduct, as well as the guidelines contained within each respective school's Student Handbook.

Parent/Guardian Responsibilities

- The parent/guardian will discuss with children the values and the standards children are expected to follow with regard to the use and care of the device, and the use of the Internet, just as you do on the use of all media information sources such as the television, cell phones, movies, and radio.
- The parent/guardian releases GCS and its personnel from any and all claims and damages of claims that may arise from the unauthorized use of the device to purchase products or services.
- The parent/guardian understands that it is impossible for GCS to restrict access to all controversial materials, will not hold the school responsible for materials accessed on the network, and agree to report any inappropriate device use to the respective administration.

School Responsibilities

GCS reserves the right to review, monitor and restrict information stored on or transmitted via district owned equipment and to investigate inappropriate use of resources. In addition, the district may at any time utilize tracking software/services in order to track a device if lost or stolen. The school agrees to provide:

- School internet access and email access to its students.
- Curricular apps and content.
- Internet blocking of inappropriate materials as able when connected to the school network.
- On campus device support.
- Staff guidance to aid students in doing research and help assure student compliance of the guidelines contained within this document and those within the district's Code of Conduct.

Student Responsibilities

- Use computer/device in a responsible and ethical manner.
- Follow the guidelines within this document.
- Report to a building administrator any email containing inappropriate or abusive language or questionable subject matter.
- Turn in device immediately for repair if the device is not working properly or is damaged.
- Return their device at the end of each school year following district procedures.
- Students who graduate early, withdraw, are expelled, or terminate enrollment at GCS for any other reason must return the district issued device and all additional items (case, charger and cable) by the date of termination.
- Submit devices for periodic inspection.
- Use school provided email address responsibly, according to the internet acceptable use policy.

- Conduct research via the Internet appropriately citing, giving credit to the original authors. Students are prohibited from accessing sites that promote plagiarism. These sites should be reported to school personnel.

Student Activities Strictly Prohibited

- Students are prohibited from plagiarizing (using as their own without citing the original creator) content including text or images from the internet.
- Using the device as the vehicle for plagiarism.
- Using the school network for illegal activities such as copyright and/or license violations.
- Accessing and/or using websites or materials that are not in direct support of the curriculum or are deemed inappropriate for school.
- Using objectionable language, photos, or other content (e.g. racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning, or slanderous).
- Participating in cyber-bullying of any person.
- Invading the privacy of individuals.
- Unauthorized downloading/removal of apps, jail-breaking of the device, or removal of device management software.
- Attempting to access or accessing websites blocked by the school's internet filter.
- Downloading apps, streaming media, or playing games without permission of a teacher or administrator.
- Vandalizing equipment and/or accessing the network inappropriately. Programs that are capable of hacking the network should not be possessed or used.
- Gaining unauthorized access anywhere on the network.
- Being a passive observer or active participant with any unauthorized network activity.
- Using and/or allowing use of another person's login/password to access the network.
- Obtaining, modifying, or using username/passwords of others.
- Modifying files belonging to another student.

Cyber-Bullying

The National Crime Prevention Council defines cyberbullying as "When the internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person."

- Cyber-Bullying will not be tolerated and is strictly forbidden.
- The user should remember that digital activities are monitored and retained.
- Report cyber-bullying immediately to school personnel

Student Discipline

If a student violates any part of the above guidelines and procedures, he or she will be subject to consequences as listed in the Geneva County Schools Code of Conduct and Board policy. **Disciplinary actions for offenses can be found in the GCS student handbook available at www.genevacountyschools.com.** Additional consequences may include: Device is on a daily check-out basis or loss of privileges for a pre-determined time frame.

Geneva County Schools Tentative iPad Rollout Dates 2016-2017

Round 1

<u>12th Grade</u>	<u>8th Grade</u>	<u>5th Grade</u>
Samson Oct 25	Samson Nov. 1	Samson Nov. 8
Hartford Oct. 26	Hartford Nov.2	Hartford Nov. 9
Slocomb Oct. 27	Slocomb Nov. 3	Slocomb Nov. 10

Round 2

	Monday Grades K & 1	Tuesday Grades 2 & 3	Wednesday Grades 4 & 6	Thursday Grades 7 & 9	Friday Grades 10 & 11
Week of Nov. 14-18	GCES	GCES	GCES & GCMS	GCMS & GCHS	GCHS
Week of Nov. 28- Dec. 2	Slocomb Elem.	Slocomb Elem.	Slocomb Elem./Middle	Slocomb Middle/High	Slocomb High
Week of Dec. 5-9	Samson Elem.	Samson Elem.	Samson Elem./Middle	Samson Middle/High	Samson High