



Student and Parent/Guardian Responsible Use Agreement for iPads

Overview:

Calhan School District RJ-1 is committed to preparing students to be literate and responsible citizens in a global economy. The iPad implementation will immerse our students into a technology-rich instructional environment to become efficient users and communicators of information in order to function in an increasingly technological society. Understanding and adhering to the following guidelines and procedures is necessary for the success of this program.

A. Terms of Loan

1. Calhan School District will issue an iPad to students upon compliance with the following:
 - a. Submission of signed Student and Parent/Guardian iPad Agreement
 - b. Submission of signed iPad Agreement Form.
 - c. Submission of a student-signed Information Technology Acceptable Use Policy (AUP.) This is part of the handbook that will be signed online at www.chs.calhanschool.org for high school students and www.cms.calhanschool.org for middle school students.
 - d. Payment of **Annual non-refundable** \$50.00 insurance fee.
2. Calhan School District retains ownership of the issued iPads.
3. Students may be subject to loss of privilege, disciplinary action, legal action and/or financially responsible for the replacement cost of the iPad in the event of intentional damage and/or violation of policies and guidelines as outlined in the Student and Parent/Guardian Agreement as well as Calhan School District's Information Technology Acceptable Use Policy (AUP.)
4. A student's possession of the iPad terminates no later than the last day of school or when deemed appropriate by the school, unless there is a reason for earlier termination determined by the principal.
5. iPads must be returned when a student withdraws from District RJ-1.
6. Students that have maintained enrollment at Calhan High School throughout one full academic year of high school will retain ownership of their device upon graduation from CHS.

B. Damages, Loss, or Theft

1. Calhan School District RJ-1 requires an **annual** \$50.00 non-refundable insurance fee for each iPad issued to students. The \$50 fee is the financial responsibility of the student's family. The insurance fee covers accidental damage, including but not limited to liquid spills, power surges, drops, falls, collisions, vandalism, flood, fire, and smoke, as well as damage to batteries and ac adapters. If an iPad is damaged, the IT Department will work with the student and Apple to determine if it is a warranty or insurance claim.
2. Students who qualify for Free & Reduced Meals will have altered insurance fees (Free Meals qualifies for no insurance fee and Reduced Meals qualifies for a \$25 insurance fee.) **Students who do not pay the full**



insurance fee on a yearly basis will be ineligible to receive the iPad upon graduation from Calhan High School.

3. The user agrees to the following fee schedule in the case of a damaged iPad:
 - * 1st Incident: No Charge – Insurance fee will be used.
 - * 2nd Incident: \$50 deductible before the iPad is returned to the user
 - * 3rd Incident: \$110 deductible before the iPad is returned to the user and mandatory meeting with Principal
 - * 4th Incident: \$225 deductible and student loses iPad usage rights for remainder of the year.
4. Calhan School District iPad warranty covers manufacturer defects.
5. Insurance does not cover loss, theft, negligence, abuse of 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.
6. **The student or parent/guardian are required to immediately notify a school administrator in all cases of stolen or lost iPads.** School administrators may be able to assist in locating the iPad if notified immediately.
 - Parents/Guardians are responsible for filing a police report
 - Parents/Guardians are responsible for replacement cost of lost or stolen iPad
 - Students are required to use iCloud *Find My iPad* service

C. Repossession

Calhan School District RJ-1 reserves the right to repossess the iPad at any time if the student does not fully comply with all terms of this agreement.

D. Appropriation

Failure to return the property (iPad and accessories) in a timely manner and/or the continued use of it for non-related school purposes will be referred to law enforcement. Replacement item price lists are available on the District Website.

E. Modification to the Program

Calhan School District reserves the right to modify the program or the terms of use at any time.

F. iPad Cases

The student must keep the iPad in a district-approved case at all times. Cases will be provided for all students. These cases must be returned upon return of the iPad.

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 adding stickers to it.

1. Student iPads in need of repair must be reported to the Media Center.
2. The IT Department will determine whether the iPad can be repaired on-site.



3. General guidelines to follow:

- Minimizing the number of photos/movies on the iPad will increase performance. Clean your iPad files on a regular basis.
- Do not write, draw, paint, place stickers/labels or otherwise deface your iPad. Remember, the iPad is the property of Calhan 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/removing cords, cables and other removable storage devices to avoid damage to ports, cables and cords. 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 extended periods of time. Extreme heat or cold may cause damage to the iPad. If your iPad has been in a very cold environment for a long period of time, let it warm up before using.
- **NEVER** leave your iPad in a vehicle.

H. Cleaning Your iPad

Routine maintenance on the iPads will be completed by the Calhan School District IT Department. However, 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 iPad.
- Wash hands frequently when using the iPad to avoid build-up on the glass touch pad.

I. General Use of the iPad

1. Certain grade levels may be required to have a personal Apple ID to install iPad applications and iCloud backup features. Students under the age of 13 are required to have an iTunes account that is under the Parents/Guardians name.
2. Students are required to bring their iPad to school each day with a fully charged battery. Students will not be given a loaner iPad if they leave their iPad at home. Students leaving their iPad at home will be required to complete assignments using alternate means (as determined by the teacher).
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 class work.
5. Student iPads are subject to routine monitoring by teachers, administrators, and members of the technology support team. Users shall have not expectation of privacy while using the school's electronic information resources or district owned equipment.

J. General Security

1. Never leave your iPad unsecured. iPads should be locked in a designated storage facility or a secure locker when not in use.
2. During after-school activities, you are expected to maintain the security of your iPad. Staff will confiscate unsupervised iPads and disciplinary actions may be taken.



3. Each iPad has several identifying labels, including the District identification label and the student name. Under no circumstances are you to modify, remove, or destroy these labels.

K. End of Year Collection Procedure

1. Return the equipment on the date designated by the District or upon leaving the District.
2. "Equipment" consists of iPad, power cable, charger, and iPad case.

L. Email

1. Email transmissions and transmitted data shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
2. Students will abide by all email guidelines as outlined in the Calhan School District Information Technology Acceptable Use Policy.

M. Internet Access/Filtering

1. Technology protection measures are installed on District devices to ensure students are as protected as reasonably possible from inappropriate online content at any location.
2. The District cannot guarantee that access to all inappropriate sites will be blocked. Students may accidentally or purposefully circumvent these precautions and restrictions.
3. iPad applications pose a risk, however small, of exposure to graphic, highly controversial, or potentially dangerous content.
4. ***Students must own their behavior and make wise choices when accessing online content.***
5. Calhan School District will not provide Internet access for home use.
Because many Calhan students are carrying a personal web-enabled device (such as a smartphone or iPod Touch), parent/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.

N. iPad Agreement

Calhan School District RJ-1 will ask parents/guardians to choose whether or not their child may bring an iPad home.

- Parents/guardians agree to grant permission for their child to bring the iPad home. Parents acknowledge students may circumvent the technology protection measure. Parents agree to assume responsibility for student use of the device from any location and at all times while away from the school.
- If the parents/guardians family chooses to not allow the student to bring the device home the student will have access to the device throughout the school day when it is deemed necessary for class.

O. Information Technology Acceptable Use Policy

Students have read, signed, and agreed to follow the Information Technology Acceptable Use Policy at all times. The Information Technology Acceptable Use Policy is available on the District website.



CALHAN SCHOOL DISTRICT



P. End User License Agreement

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

Q. Personal Devices

No personal devices will be allowed access to the School Districts Network (no wifi access.) This includes personal iPads, laptops, phones, etc...

R. Gmail

All students in 6th- 12th will have an email address through the school district that will allow them to have access to the many resources available through our new partnership with Google Education.

More information regarding the iPad program will be available on the iPad portion of the district website www.calhanschool.org.