



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 in a technology-rich instructional environment to become efficient users and communicators of information to function in an increasingly technological society. Understanding and adhering to the following guidelines and procedures are necessary for the success of this program.

A. Terms of Loan

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 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.

- c. Signed intent to accept the School Insurance Plan or self-insure the device with the following provisions:

- i. **School Insurance plan (A)**

1. Devices may be loaned under the School Insurance Plan
2. Cost of the School Insurance Plan is \$50.00/year.
3. The School Insurance Plan provides the following protections and options:
4. Protective case provided free of charge
5. Two free repairs – liquid immersion or damage excluded
6. Free device upgrade upon promotion to upper school within the district
7. Student owns the device upon graduation

- ii. **Self-Insurance Plan (B)**

1. Devices may be loaned under an agreement to self-insure the devices.
2. There is no cost for self-insurance.
3. Under self-insurance, the student and parent assume all costs for protection, repair, and replacement of the devices
4. Repairs must be made by the CSD Technology Department to ensure mandated safety measures are maintained
5. Devices remain property of the school



6. Calhan School District iPad warranty covers manufacturer defects.

d. Calhan School District retains ownership of the issued iPads during the student's academic career. Devices covered under the School Insurance Plan become the property of the student upon graduation from CHS.

e. 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.)

f. An underclass 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.

g. iPads must be returned when a student withdraws from District RJ-1.

h. Students that have maintained enrollment at Calhan High School throughout all four years of high school will retain ownership of their device upon graduation from CHS.

B. Damages, Loss, or Theft

a. Insurance does not cover loss, theft, negligence, abuse of iPad and accessories. For example,

i. Throwing the iPad or using the iPad as an umbrella would be considered examples of neglect and abuse.

ii. If an iPad needs to be replaced due to loss, theft, neglect, or abuse, it is the family's financial

iii. Responsibility to replace the iPad at the District's current replacement cost.

B. The student or parent/guardian is required to immediately notify a school administrator in all cases of stolen or lost iPads. School administrators may be able to assist in relocating the iPad if notified immediately.

C. Parents/Guardians are responsible for filing a police report

D. Parents/Guardians are responsible for the replacement cost of lost or stolen iPad

E. Students must use iCloud *Find My iPad* service (This topic will be covered at orientation night.)

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) on time and/or the continued use 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-issued 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

- A. Do not do anything to the iPad that will permanently alter it in any way. This includes adding stickers to it or the case.
- B. Student iPads in need of repair must be reported to the Technology Office.
- C. The IT Department will determine whether the iPad can be repaired on-site.
- D. General guidelines to follow:
 - i. Minimizing the number of photos/movies on the iPad will increase performance. Clean your iPad files regularly.
 - ii. Do not write, draw, paint, place stickers/labels, or otherwise deface your iPad or case. Remember, the iPad is the property of Calhan School District.
 - iii. Never put weight, such as a pile of books, on an iPad.
 - iv. Liquids, food, and other debris can damage the iPad. Avoid eating or drinking while using the iPad.
 - v. 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.
 - vi. Do not expose your iPad to extreme temperatures, direct sunlight or ultraviolet light for extended periods. Extreme heat or cold may cause damage to the iPad. If your iPad has been in a freezing environment for a long time, let it warm up before using it.
 - vii. **NEVER** leave your iPad in a vehicle.

H. Cleaning Your iPad

- A. 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:
 - i. 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.
 - ii. Wash hands frequently when using the iPad to avoid build-up on the glass touchpad.

I. General Use of the iPad

- A. All students will be using managed Apple IDs provided by the school. All Apps will be provided by the district.
- B. 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.)

- C. The student is fully responsible for the contents on the iPad.
- D. 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.
- E. Student iPads are subject to routine monitoring by teachers, administrators, and the technical support team members. Users shall not expect privacy while using the school's electronic information resources or district-owned equipment.

J. General Security

- A. Never leave your iPad unsecured. iPads should be locked in a designated storage facility or a secure locker when not in use.
- B. 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.
- C. 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

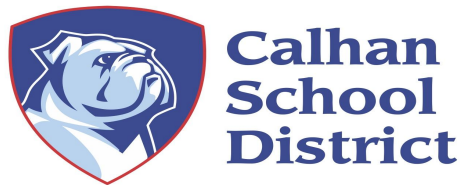
- A. Return the equipment on the date designated by the District or upon leaving the District.
- B. "Equipment" consists of an iPad, power cable, charger, and iPad case.

L. Email

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

M. Internet Access/Filtering

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

- A. Calhan School District RJ-1 will ask parents/guardians to choose whether or not their child may bring an iPad home.
- B. By opting in, 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.
- C. By opting out, parents/guardians choose not to grant permission for their child to bring the iPad home.

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.

P. End User License Agreement

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

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