

SCHOOL DISTRICT OF THORP

iPAD POLICY & USE AGREEMENT 2020-2021

PARENT/STUDENT HANDBOOK

Parents/Guardians must sign the form on the last page of this Handbook in order for students to receive an Ipad.

A digital copy of this handbook is also available on the School District of Thorp Website.

Use of Technology

This document provides students and their parents/guardians with information about the general use of technology, ownership of the devices, rights and responsibilities for possession of the device, educational use, care of the iPad and being a good digital citizen.

Students and their parents/guardians are reminded that use of School Technology is a privilege and not a right and that everything done on any school owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of School Technology can result in limited or banned tablet use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action as stated in the Student Code of Conduct. To understand the technology use expectations, students and their parents/guardians are responsible for reviewing the School District of Thorp Acceptable Use Policy.

Ownership of the iPad

The School District of Thorp retains sole right of possession of the iPad. The School District lends the device to the students for educational purposes only for the current academic year. Additionally, the School District administrative staff and faculty retain the right to collect and/or inspect devices at any time, including via electronic remote access and to alter, add, or delete installed software or hardware.

Receiving Your iPad

In order to receive your iPad you will need to complete the following forms (iPad Agreement & Website & Social Media Guidelines). Any technology fees that are on your school account needs to be paid in full in the high school office.

Returning Your iPad- End of the Year

At the end of the school year, students will turn in their devices and all peripherals and accessories. Failure to turn in an iPad will result in the student being charged the full replacement cost. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

Transferring / Withdrawing Students

Students that transfer out of or withdraw from the School District of Thorp must turn in their iPads and peripherals and accessories to the high school office personnel on their last day of attendance. Failure to turn in the device will result in the student being charged full replacement for the device (\$330.00). Unpaid fines and fees of students leaving the School District may be turned over to a collection agency. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

Responsibility for Electronic Data

Users of School Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the iPad, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed.

iPad Identification Records

The school will maintain a log of all iPads that includes the serial number, asset tag code and barcode, name and ID number of the students assigned to the device. Take good care of it!

Repairing/Replacing Your iPad

The following are estimated costs of iPad repairs and replacements (subject to change):

- First accidental damage - \$25.00.
- Second incident of damage - full repair cost will be assessed to the parent/guardian.
- Replacement - "Intentional destruction of property" - Up to \$330.00 or depreciated value
- Charger replacement - \$30.00
- Lightning Cord replacement - \$20.00
- Case Damage - \$20.00

No Expectations of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of an iPad, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student iPads at any time for any reason related to the operation of the school. By using an iPad, students agree to such access, monitoring, and recording of their use.

Educational Use

School issued iPads should be used for educational purposes, and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times.

iPad Care

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be reported to a teacher or technology coordinator as soon as possible so that they can be taken care of properly. School owned iPads should NEVER be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their iPads unattended except when left in the classroom.

General Precautions

- No food or drink should be next to iPads
- Cords and cables must be inserted carefully into iPads.
- iPads should not be used or stored near pets and should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Heavy objects should never be placed on top of iPads.

Screen Care

- The iPad screens can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light.
- Do not put pressure on the top of an iPad.

Warranty and Insurance

The School District of Thorp will repair or replace damaged equipment resulting from normal use. Abuse or neglect may result in damages that are the responsibility of the student to pay for. The school will make its best attempt to purchase replacement parts at the best possible price. In case of theft, vandalism, or other criminal acts, a police report MUST be filed with the local police department and a copy submitted to the office of the campus where the student attends.

DIGITAL CITIZENSHIP

Appropriate Uses and Digital Citizenship

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

2. Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

3. Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

4. Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5. Respect Intellectual property. I will request permission to use copyrighted or otherwise protected materials. I will properly cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

6. Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

IPAD AGREEMENT

By signing below, the student and their parent/guardian agrees to follow and accept:

- The Acceptable Use Policy
- This iPad agreement in its entirety
- The website and School Media Guidelines.
- The School District owns the iPad and issued peripherals
- If the student ceases to be enrolled in the School District of Thorp, the student/parent/guardian will return the iPad in good working order or pay the full \$330 (depreciated value) replacement cost of the tablet. In addition, the student must also return both the iPad charger and case. Students may be charged for any piece that is not returned.
- In no event shall the School District of Thorp be held liable to any claims of damage, negligence, or breach of duty.

Student Information

Please complete the boxes below to identify the student and the assigned device.

Grade:	Device Asset Tag ID:
Signature Date:	
Student Name:	Student Signature:
Parent/Guardian Name:	Parent/Guardian Signature: