



Stephenville ISD Student & Parent iPad User Agreement 2016-2017

Vision

Our vision for education is a classroom where students are inspired to apply knowledge to real-world situations, with a focus on creativity, collaboration, communication, and critical thinking. It is the district's responsibility to prepare students by providing them with the tools to be able to navigate a sea of ever-growing information, as well as the skills to use this information.

Definitions

The Stephenville ISD Student & Parent iPad User Agreement will be referred to as "Agreement". In this agreement, the terms "District", "Stephenville ISD", "SISD", "we", "us", and "our" refer to the Stephenville Independent School District. The terms "you", and "your" refer to the undersigned parent/guardian and the student enrolled in Stephenville ISD. The terms "property", "technology", and "equipment" refer to the Apple iPad device owned and distributed by Stephenville ISD. The terms "related equipment" shall refer to the iPad case, charger and USB cable.

Ownership of Equipment

Stephenville ISD retains sole ownership of the iPad and related equipment. Your right of possession and use is limited to and contingent upon your full and complete compliance with this agreement and the SISD Responsible Use Guidelines. All District-owned iPads will be issued and collected in accordance with the guidelines set forth in this agreement. At all times, Stephenville ISD retains the right to collect and/or inspect the iPad and accessories at any time, including via electronic remote access; and to alter, add, erase or delete installed software (including the device iOS) or hardware.

Substitution of Equipment. In the event the iPad is inoperable, Stephenville ISD has a limited number of spares for use while the iPad is repaired or replaced. This agreement remains in effect for such a substitute.

Return of Equipment

Students who graduate, withdraw, or terminate enrollment in Stephenville ISD for any reason must return the property on the date of the qualifying event. Graduating seniors must return their iPad and related equipment no later than the last day of final exams. Any loss or damages beyond reasonable wear must be paid for at that time, unless you have the Accidental Damage and Theft Coverage. Students withdrawing from a Stephenville ISD school must return their iPad, charger, and any other related issued equipment before withdrawing. Any loss or damages beyond reasonable wear must be paid for at that time. Students who fail to return equipment are responsible for replacement. *See Fee Schedule on Page 1.*

Responsibility for Equipment

Texas Education Code section 31.104(d) places responsibility for the condition of textbooks, including technological equipment on a student or the student's parent or guardian. If the equipment is not returned to the District in "acceptable condition," the student will lose the right to free textbooks and technological equipment until the student or the student's parent or guardian pays for the damaged or unreturned items.

Acceptable Condition. Technological equipment is considered to be in acceptable condition if:

1) the equipment is returned with the software and hardware in the original condition unless the District authorized changes, and 2) the physical condition of the equipment has been cared for appropriately such that the equipment is not broken or damaged beyond cost-effective replacement or repair. Tex. Admin. Code §66.1205. If the materials are not returned in acceptable condition and the required payment is not made, then the District may withhold a student's records. Tex. Educ. Code §31.104(d).

Damage or Theft of Equipment

"Damage" refers to injury or harm to the equipment that reduces its value or usefulness. "Theft" refers to the unlawful taking of the property without the expressed consent of the undersigned or the District.

Students and parents are solely responsible for the care and safekeeping of the iPad. Regardless of cause, any damage to the iPad or related equipment (outside normal wear due to use) will be the financial responsibility of the student and signatories of this agreement. If the iPad, case, cables, and/or cords are damaged, considered a loss due to damage, or stolen, you will be required to pay SISD for the repair or fair market replacement of equipment. *See Fee Schedule on Page 12.*

Procedures in the event of damage. Any equipment that is damaged must be returned by the next school day after the damage occurred. Damage must be reported to the Technology Department.

Procedures in the event of theft. If the iPad, case, cables, and/or cords are stolen, you must immediately report such theft to the Police Department. Theft of the equipment must be reported to Stephenville ISD by the next school day after the occurrence and a copy of the police report (or case number) must be provided to the District.

Accidental Damage and Theft Coverage. Accidental Damage and Theft coverage for the iPad is optional. An annual enrollment fee of \$25 enrolls the device into coverage. The coverage provided with this fee is considered exhausted upon completion of the current school year and is non-refundable.

Misplacement of equipment is NOT covered. Coverage is provided on and off school grounds for the following incidents:

- ✓ Accidental Damage
- ✓ Theft
- ✓ Vandalism by a third party
- ✓ Fire/flood/natural disaster
- ✓ Power surge due to lightning

In the event that a covered incident has occurred, user must notify campus main office by the next school day (see *Procedures in the event* sections above). If repairs are warranted and/or a device must be repaired or reissued, a \$30 incident fee will be assessed per claim.

Optional Coverage	Annual Enrollment Fee	Incident Fee
Accidental Damage & Theft	\$25	\$30

Protective case. The District will provide a protective case for each iPad, which must remain on the iPad at all times. Students may not use a case other than the one provided by the District. All accessories purchased and/or used by students must be usable with the iPad remaining in the District provided case.

Removal of the district-issued protective case voids Optional Accidental Damage and Theft Coverage.

Possession. Equipment owned by the District shall not be released to anyone, other than the undersigned. Under no circumstances may the iPad equipment leave your possession and be left unsupervised or unsecured. Unsupervised areas include, but are not limited to, the school grounds and campus, the cafeteria, computer lab, library, unlocked classrooms, gym and weight room. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the main office.

Equipment modification and/or alteration. Users may not modify the iPad in a way that will permanently alter it either physically and/or electronically. You may not apply marks, stickers, or other decorations to supplied iPad cover.

Users are strictly prohibited from attempting to circumvent restrictions by accessing the operating system in order to run modified or unauthorized software, a process referred to as "jailbreaking". Jailbreaking an iPad modifies the Apple operating system in such a way that it is no longer usable to Stephenville ISD. If jailbreaking occurs on a user's device, the undersigned is responsible for the cost of a replacement iPad with equal or comparable hardware specifications. Jailbreaking voids the Accidental Damage and Theft Coverage. **The Stephenville ISD Technology Department has the sole authority to repair, alter, modify, or replace an iPad.**

Use of Camera and Recording Features

The iPad comes equipped with a microphone, front and rear-facing camera, and video capabilities. Stephenville ISD retains the rights concerning any recording and/or publishing of any student or staff member's work or image. The camera and video features on the iPad may not be used on campus or at any school-related activity without the expressed permission of the instructor or administrator in charge of the activity. **No photos, video, or audio recording of any individual, including students and district employees, may be taken without their permission.**

Any use of cameras in restrooms or locker rooms at any location, regardless of intent, will be treated as a serious violation. Any material discovered on the device or appearing in social media that is deemed inappropriate by the administration is subject to disciplinary action.

Inappropriate Content

Inappropriate content will not be allowed on iPad devices (See Responsible Use Policies). Presence of pornographic materials, inappropriate language, weapon-related content, alcohol, drug, and/or gang related symbols, pictures, or any other activity deemed inappropriate by campus staff and administration will result in disciplinary action.

Use for School-Related Purposes

You are required to bring your fully charged iPad to each class. You are expected to take your iPad home at night for completion of assignments, enrichment activities, and recharging. All rules and regulations that are in effect during the school day extend to the use of the device at home.

Use for Non-School-Related Purposes

School District computers, electronic devices, networks and Internet services are provided for purposes related to educational programs, school operations, and performance of job responsibilities. Limited personal use is permitted as long as such does not violate this policy and the accompanying rules, the SISD Responsible Use Policies.

Security Passcodes

You are required set a security passcode on the iPad. This passcode should be known only by you to ensure the iPad is only used by you. The District has the right and the ability to bypass the security code at any time. Access to another person's account or iPad without consent or knowledge is strictly prohibited and subject to disciplinary action.

Storage Space

The iPad affords ample electronic storage space. You are encouraged to back up, duplicate or archive files to an independent storage space. It is recommended that you utilize "cloud" storage programs, such as Google Apps, which allow access to documents from other devices via the Internet. It is your responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

Student Responsibilities

Students will be ethical in their use of technology resources and respect the privacy and well-being of others.

Students will not create, retrieve, receive, or send any offensive electronic information, including but not limited to items of a sexual or racial nature, derogatory gender specific comments, or comments that are disrespectful or derogatory towards a person's age, sex, sexual orientation, marital status, religious or political beliefs, national origin, ancestry, disability, or any characteristics protected by federal or Texas state law.

Student will protect password information and not share it with anyone other than a parent or school official.

Students will not attempt to gain access to another student's user account, a school employee's account, or any account for which they are not authorized.

Students will immediately report any behavior that violates the Stephenville ISD Responsible Use Policies, Student & Parent iPad User Agreement, or the SISD Student iPad Pledge.

Prohibited Use of Electronic Devices

The following uses are prohibited:

- ✗ Any use that is a violation of federal, state or local law, including, but not limited to accessing or transmitting pornography of any kind, obscene materials, harmful materials that encourage others to violate the law, confidential information, or the illegal transmission of copyrighted materials.
- ✗ Promoting, encouraging, or supporting the use of alcohol, tobacco, or any controlled substance.

- ✗ Knowingly bypassing or penetrating any Internet or other security measures, including gaining entry or hacking into systems or accessing restricted material without authorization.
- ✗ Damaging computer equipment, files, data, or the network in any way, including but not limited to intentionally accessing, transmitting, or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance.
- ✗ Use of profane, abusive, or impolite language. Using defamatory, abusive, harassing, or threatening language toward another person or organization. Downloading or sending communications or materials denigrating persons based on race, ethnicity, religion, gender, sexual orientation, or disability are prohibited.
- ✗ Use of any other organization's or individual's network, website, or computing resources in a manner that violates that organization's or individual's rules of use.
- ✗ Violating another person's right to privacy. Deleting, copying, modifying, or forging another user's name, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email or other correspondence.
- ✗ Use of unauthorized technology for the purpose of bypassing security systems, including Internet filtering, is not permitted. This includes the use of ssh, proxy-bypass software, Remote Desktop sessions, anonymizing websites or software and other technologies.
- ✗ Use of technology or the Internet in any manner that violates school policy.

Prohibited Uses of Technology Resources and the Internet

Authorized users of Stephenville ISD technology resources shall not:

- ✗ Violate policies, rules, or agreements signed by the student or the student's parent regarding the use of technology resources.
- ✗ Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- ✗ Attempt to alter, destroy, or disable district technology resources including but not limited to computers and related equipment, district data, the data of others, or other networks connected to the district's system, including off school property if the conduct causes a substantial disruption to the educational environment.
- ✗ Use the Internet or other electronic communications to threaten district students, employees, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment.
- ✗ Send, post, or possess electronic messages that are abusive, obscene, sexually-oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyber-bullying and "sexting," either on or off school property, if the conduct causes a substantial disruption to the educational environment.
- ✗ Use email or websites to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment.

Other Examples of Prohibited Use

Unacceptable conduct includes, but is not limited to:

- ✗ Chronic, tech-related behavior violations (see Technology Discipline chart);
- ✗ Deleting browser history in an attempt to mask activity;

- ✗ Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use;
- ✗ Making use of the electronic resources in a manner than serves to disrupt the use of the network by others;
- ✗ Unauthorized downloading or installing software; jailbreaking devices;
- ✗ Attempts to defeat or bypass the District’s Internet filter; and
- ✗ Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity.
- ✗ Using the network for illegal activities, including copyright, license or contract violations.
- ✗ Unauthorized downloading or installation of any software including shareware and freeware.
- ✗ Using the network for financial or commercial gain, advertising, or political lobbying.
- ✗ Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments
- ✗ Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network; use or possession of hacking software is strictly prohibited.
- ✗ Intentionally gaining unauthorized access anywhere on the network.
- ✗ Revealing the home address or phone number of one’s self or another person.
- ✗ Invading the privacy of other individuals.
- ✗ Using another user’s account or password, or allowing another user to access your account or password.
- ✗ Coaching, helping, observing or joining any unauthorized activity on the network.
- ✗ Posting anonymous messages or unlawful information on the network.
- ✗ Participating in cyber-bullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous
- ✗ Falsifying permission, authorization or identification documents.
- ✗ Obtaining copies of, or modifying files, data or passwords belonging to other users on the network.
- ✗ Knowingly placing a computer virus on a computer or network.
- ✗ Attempting to access or accessing sites blocked by the SISD filtering system.
- ✗ Downloading music, games, images, videos, or other media during class without the permission of a teacher.
- ✗ Sending or forwarding social or non-school related email during class.

Technology-Related Behavior Violations and Equivalent "Traditional" Behavior Violations

Tech-Related Behavior Violation	Equivalent "Traditional" Behavior Violation
Email, instant messaging, Internet surfing, computer games, and other off-task behavior that disrupts instruction	Passing notes, texting, games, or other off-task behavior that disrupts instruction
Missing iPad, missing case	No textbook, missing supplies

Cyber-bullying on or off District property	Bullying, harassment
Damaging, defacing, or endangering equipment	Vandalism, property damage
Using profanity, obscenity, racist terms, or any other behavior deemed inappropriate by campus personnel	Inappropriate language
Accessing or sharing pornographic material, inappropriate files, or files dangerous to the integrity of the network	Bringing pornographic or other inappropriate content to school
Using electronic resources account authorized for another person	Breaking into someone's locker or personal belongings
Use of technology to create, copy, distribute, or make available unauthorized educational materials	Cheating

Disciplinary Action

Students violating any part of this agreement, the SISD Responsible Use Policies, or the SISD Student Code of Conduct are subject to disciplinary action. The student will be given an opportunity to provide additional information or comments concerning the information and alleged violation(s).

Parent/Guardian Responsibilities

To enhance and personalize his/her education, your student has been issued an iPad, charger, and a protective case as part of the iChampion Learning Initiative. It is important that the following guidelines be observed, to ensure the safe and ethical operation of this device.

The following are your responsibility:

- Supervision of your student(s) use of the iPad at home.
- Discussion of your family values and expectations regarding the use of the Internet, email, apps, photos, and videos.
- Ensure that your student(s) reports any mechanical or technical issues to the school district in a timely manner.
- Ensure that your student(s) understand the responsibilities outlined in the Student iPad Pledge and User Agreement.

Release of Liability

In consideration for receiving the iPad from Stephenville ISD, each student and his or her parents or legal guardians agree not to sue and hereby releases, waives, discharges, holds harmless, indemnify, and defends Stephenville ISD, as well as their respective employees, personnel, staff, volunteers, agents, directors, affiliates, and representatives, from any and all liability, losses, damages, claims, actions, and causes of action of every nature for any and all known or unknown, foreseen and unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use of the iPad furnished by Stephenville ISD to the student.

Statement of Acceptance

I have read this agreement and understand my responsibilities. I understand that any violation of the provisions of the SISD Student & Parent iPad User Agreement or SISD Responsible Use Policies may result in disciplinary consequences. I understand that Stephenville ISD will cooperate with law enforcement in any investigation related to any potential illegal activities conducted on our equipment or through our network. The District reserves the right to apply disciplinary consequences for computer and iPad-related activities conducted off-campus, if such activity adversely affects the safety or well-being of students or other members of the school community or constitutes inappropriate behavior. Students and parents should report threats of violence or harm in cyberspace to law enforcement immediately. I acknowledge that Stephenville ISD is required by law to comply with the Texas Public Information Act. As such, I agree to fully and timely comply with any and all directives issued by the District in its efforts to comply with the Public Information Act. I further recognize that this may mean that email content, Internet use history, network communications, and other similar information shall be releasable to third parties, if so required by law.

I agree to the stipulations and conditions set forth in the Stephenville ISD iPad User Agreement.

Student Name (Please Print)

Student Signature

Date

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Date

Accidental Damage & Theft Coverage

Accidental Damage and Theft coverage for the iPad is optional. An annual enrollment fee of \$25 enrolls the device into coverage. The coverage provided with this fee is considered exhausted upon completion of the current school year and is non-refundable. **Misplacement of equipment is NOT covered.** Coverage is provided on and off school grounds for the following incidents:

- ✓ Accidental Damage
- ✓ Theft
- ✓ Vandalism by a third party
- ✓ Fire/flood/natural disaster
- ✓ Power surge due to lightning

In the event that a covered incident has occurred, user must notify campus main office by the next school day (see *Procedures in the event* sections above). If repairs are warranted and/or a device must be repaired or reissued, a \$30 incident fee will be assessed per claim.

I elect to purchase the Accidental Damage & Theft Coverage.

Parent Initials

User Initials

Fee Collected in Full:

District Administrator Signature

Amount

Date

Users who decline this optional coverage understand that they are solely responsible for both returning the iPad and related equipment in an "acceptable condition" and paying any fees assessed for not meeting these requirements. (see fee schedule for more details)

I decline the Accidental Damage & Theft Coverage.

Parent Initials

User Initials

Stephenville ISD iPad Student Pledge and Responsibilities

Student Pledge

1. I will take good care of my iPad.
2. I will know where my iPad is at all times.
3. I will bring my iPad to school each day with it fully charged and ready to be used.
4. I will not disassemble any part of my iPad or attempt any repairs.
5. I will protect my iPad by keeping it in a protective case at all times.
6. I will not place decorations (such as stickers, markers, etc.) on the iPad.
7. I will not deface or remove the asset tag on any iPad.
8. I understand that my iPad remains the property of Stephenville ISD and is subject to inspection at any time without notice.
9. I will follow the policies outlined in the iPad User Agreement and Responsible Use Guidelines at all times, both at school and off-campus.
10. I will notify Stephenville ISD immediately of any damages to my iPad (other than normal wear) from whatever cause, including vandalism. For incidents occurring outside of school, I will report it by the next school day.
11. I will notify Stephenville ISD immediately if the iPad is misplaced or stolen no later than the next school day. I understand that I must also report a stolen iPad to the police.
12. I will not do anything to my iPad's operating system, including but not limited to "jailbreaking" my iPad.
13. I agree to return the iPad with case and related equipment to Stephenville ISD in good working condition at the end of the school year or upon withdrawing from the school.
14. I will notify campus personnel immediately if I come across information, images, or messages that are inappropriate, dangerous, threatening, or make me feel uncomfortable.
15. I will respect the privilege of having an iPad by honoring teacher requests related to technology use, using the iPad as an instructional tool, and by keeping the sound muted at all times, unless permission is obtained from the teacher for instructional purposes.

Student Responsibilities

- Bring the iPad, charged and ready to go, every school day. You may want to bring your charger with you to school as a backup. If the iPad is left at home, the student is responsible for checking out a loaner iPad, if available, before school from the Media & Academic Center (MAC). Students understand they will have a consequence for being unprepared.
- Keep the iPad with you, in a secured location or within your sight at all times.
- Adhere to the Stephenville ISD iPad User Agreement and Responsible Use Policies at all times. When in doubt, ask a member of the Technology Department.
- Back up your data. Utilizing a cloud storage solution. Google Drive, Dropbox, iCloud, and Box are all free data cloud backup solutions.

- Report any problems, damage, or theft immediately to a member of the Technology Department, your teacher or the main office.

General Care

- Do not do anything to the iPad that will permanently alter it in any way.
- Keep the equipment clean. Do not eat or drink while using the iPad.
- Keep the iPad in the protective case provided by Stephenville ISD at all times.
- To clean the iPad, unplug all cables and turn off iPad. Use a soft, slightly damp, lint-free cloth.
- See Apple website at support.apple.com/manuals/iPad or iPad User Guide for more information.

iPad Device Fee Schedule

Item	Standard	Free/Reduced Lunch	Users w/Accidental Damage & Theft Coverage*
Annual Enrollment Fee (Accidental Damage & Theft Coverage)	\$25	TBD	NA
Covered Incident Claim (Accidental Damage & Theft Coverage)	\$30	TBD	NA
iPad Replacement	\$468	TBD	\$0
Cord Replacement	\$18	TBD	\$0
Power Brick (DC/AC Power Adaptor)	\$18	TBD	\$0
Screen Replacement	\$185	TBD	\$0
Case Replacement	\$75	TBD	\$0

*Per user agreement. Removal of District-issued protective case voids coverage for damage & loss. Coverage for stolen devices and equipment requires a police report. Misplaced devices & equipment are not covered. Users must return the iPad and related equipment at the end of the school year or fees will be assessed.