

# SECONDARY iPad ACCEPTABLE USE AGREEMENT

*Parkrose School District*

## DIGITAL CONVERSION

The focus of the iPad program at Parkrose Schools is to provide tools and resources for our students who are 21st Century learners. Increasing access to technology is essential for the future of our students and the use of iPads is a way to help them apply technology in college, in the workplace, and beyond.

The policies, procedures and information within this document apply to all iPads used at Parkrose Schools, including any other device considered by the Administration to come under this agreement. Teachers may set additional requirements for use in their classroom.





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# 1 RECEIVING YOUR iPad & iPad CHECK-IN

## 1.1 Receiving Your iPad

iPad Minis and iPad chargers will be distributed during iPad Orientations. Parents & students must sign and return the Acceptable Use of Technology Agreement Student/Parent Acknowledgment & iPad Self-Insurance Program forms (included at the end of this document). The Student Pledge documents and the usage fee must be paid before the iPad can be issued to individuals.

## 1.2 iPad Check-In

iPad Minis and iPad chargers will be returned during the final week of school. If a student transfers out of Parkrose Schools during the school year, the iPad will be returned at that time.

## 1.3 Check-In Fines

Individual school iPad Minis and iPad chargers must be returned during specified check-in times at the end of the school year. Students who transfer to alternative school, withdraw, are suspended or expelled, or terminate enrollment at Parkrose Schools for any other reason must return their individual school iPads on the date of withdrawal. If a student/parent/guardian fails to return the iPad at the end of the school year or upon termination of enrollment, that student/parent/guardian will remain liable for the cost of the iPad similar to a band instrument, books, or other items loaned by the school. Furthermore, the student/parent/guardian will be responsible for any damage to the iPad, consistent with the District's iPad Acceptable Use Agreement, and must return the iPad and iPad charger in satisfactory condition. The student/parent/guardian will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad Mini. iPads not returned will be reported as stolen property.

## 2 TAKING CARE OF YOUR iPad

*Students are responsible for the general care of the iPad they have been issued by the school. iPad Minis that are broken or fail to work properly must be taken to the designated spot at each school site for an evaluation of the equipment.*

### 2.1 General Precautions

Students are required to provide a cover for their iPad Mini. This cover needs to provide protection should the iPad be dropped from a desk or other surface while in use; a simple sleeve will not be sufficient.

### iPad Mini Case Recommendations



- The iPad is school property and all users will follow the Acceptable Use of Technology Agreement and applicable Board policy.
- Only use a clean, dry soft cloth to clean the screen—don't use cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels that are not applied by Parkrose Schools. Students may not remove any labels applied by Parkrose Schools.
- Students are responsible for keeping their iPad secured at all times and never left unattended. When not in your personal possession, the iPad should be in a secure, locked environment. Unattended iPads will be collected and stored in the school's main office.
- Students are responsible for their iPads both in and out of school, including extracurricular events. Costs associated with a lost, stolen or damaged iPad as stated in this Agreement apply to extracurricular events. It will not be the responsibility of the coach, bus driver, etc. to protect the iPads during extracurricular activities.
- Students are responsible for charging their iPads at home in preparation for each school day.
- Students are encouraged to personalize their cases that protect the Mini.

## 2.2 Carrying iPads

- Your iPad Mini should always be in its case and carried securely when it is outside of a school bag. Please be cautious when placing books, folders, pens, pencils and other items near or on your iPad.
- Avoid placing too much pressure and weight on the screen. We recommend using a bag with several pockets to keep these items separated. Always place your iPad on top of a stack of books, rather than the bottom.

## 2.3 Screen Care

- The iPad screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the iPad.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything inside your cover that will press against the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth.

## **2.4 Apple ID**

Students will be required to have an Apple ID. Students will set up an Apple ID when they receive their device or students who already have an Apple ID will be able to apply it to their device.

## **2.5 Find My iPad**

This app is required on all district devices. It will be set up when they receive their device.



## 3 USING YOUR iPad Mini

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*iPad Minis are intended for use at school each day. In addition to curricular expectations, school messages, announcements, calendars and schedules may be accessed using the iPad. Students are expected to bring their iPads to all classes, unless specifically instructed not to do so by a teacher.*

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### 3.1 iPads Left at Home

If students leave their iPad Minis at home, they are responsible for completing course work as if they had their iPads present. A few loaner devices may be available for check-out through your school's media center; however, availability is not guaranteed.

### 3.2 iPad Undergoing Repair

Loaner iPads may be issued to students when they leave their iPads for repair to the designated spot at each school site.

### 3.3 Charging Your iPad's Battery

iPad Minis must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. In cases of low batteries, students may be able to connect their iPads to a power outlet in class or the media center during recess or lunch if a cord is available. Elementary students will have charging stations.



### **3.4 Screensavers/Background Photos**

Inappropriate media may not be used as a screensaver or background photo. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.

### **3.5 Sound, Music, Games, Programs**

- Sound must be muted or headphones used at all times unless permission is obtained from the teacher for instructional purposes.
- Game play is not allowed during school hours unless specifically connected to classroom curriculum, content and activities.
- Apps and digital content to support classroom learning will be provided by Parkrose Schools.
- Students and families can install and delete other apps, but these are restricted by age. All installed apps are monitored by the Parkrose Mobile Device Management System.

### **3.6 Photos/Video/Audio Taken with iPad**

Students may not take photos/video/audio of other students, staff, or anyone without their permission. The possession, forwarding, or uploading of unauthorized photos/video/audio to any website, network storage area, or person is strictly forbidden. In addition, photos/video/ audio taken with the iPad may not be used to slander, bully or denigrate any student, staff member, or anyone on or off the campus at any time. Photos, audio and video taken with the iPad Mini are for educational purposes only.

### **3.7 Video Messaging**

FaceTime will be de-activated as we begin our iPad pilot program. FaceTime requires a sizeable amount of bandwidth and, therefore, can slow the school network. Any inappropriate use of video messaging services will result in disciplinary actions.

### **3.8 Home Internet Access**

Students are allowed to connect to other wireless networks through their iPad settings. At school, the Internet filter that supervises connections on all Parkrose Schools networks will restrict allowable content. Please remember, when the iPad goes home or to any other location and connects to the Internet, content cannot be filtered to the same levels as those in our schools. Students and families must follow the user agreement at all times.

# 4

## MANAGING YOUR FILES & SAVING YOUR WORK

### 4.1 Saving Documents

Students may save work on the iPads in several ways (i.e., WebDAV, iCloud, Google accounts). Storage space will be available on the iPad Mini— BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure work is not lost due to mechanical failure or accidental deletion. Instruction on these techniques will be provided in classes. iPad malfunctions are not an acceptable excuse for not submitting work.

### 4.2 Network Connectivity

Parkrose Schools makes no guarantee their network will be up and running 100% of the time. In the rare case the network is down, the District will not be responsible for lost or missing data.



### 4.3 Student Email

Students are assigned a district-provided e-mail account through the district's Google Apps domain.

#### **Google:**

The e-mail account provided to the student is created through the district's Google Apps domain, which is separate from Google. This domain is managed by the school district.

#### **Archiving:**

There is an archive of student e-mails kept for a designated period of time. If necessary, the district reserves the right to go into the archive to view messages a student has sent or received. Inappropriate use of the email system is prohibited.

#### **Privacy:**

The e-mail system is not to be considered private. Any messages sent or received through the system are available for viewing should they be requested or if there is deemed to be the need to view them due to an investigation by administration.

#### **Usage:**

Use of the e-mail system for harassment, bullying or any other inappropriate use is not allowed and will result in potential disciplinary actions up to and including loss of privileges and suspension or expulsion.



# **5 SOFTWARE ON iPad Minis**

## **5.1 Originally Installed Resources**

All apps and digital content necessary for student use in Parkrose Schools will be provided and must remain installed on iPads in usable condition and be easily accessible at all times. From time to time the school may add apps and other digital resources for use in a particular course. Regular and periodic checks of iPads will be made to ensure that students have not removed required apps and content.

## **5.2 Additional Apps and Content**

Students may load extra apps on their iPads. Students may not sync their iPad to a computer.

## **5.3 Inspection**

Students may be selected at random to provide their iPads for inspection.

## **5.4 Procedure for Re-Loading Apps**

If technical difficulties occur or non-Parkrose Schools installed apps and resources are discovered, the iPad will be restored from backup. Parkrose Schools does not accept responsibility for the loss of apps or documents deleted due to a re-format and/or re-image.

## **5.5 Software Upgrades**

Upgrade versions of apps are available from time to time. Students may be required to check in their iPads for periodic updates and syncing.

# 6 ACCEPTABLE USE

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*Use of Parkrose Schools technology resources is a privilege not a right. The privilege of using the technology resources provided by Parkrose Schools is not transferable or extendible by students to people or groups outside the District and terminates when a student is no longer enrolled at Parkrose Schools. This guide is 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 user terms and conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.*

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## 6.1 Parent/Guardian Responsibilities

- Talk to your children about appropriate and responsible use of the Internet.
- Should you want your student to opt out of taking an iPad home (HS & MS only; and Elementary students will keep iPad Mini at school), you will need to work with your building principal to indicate this and understand that your student is still responsible for meeting course requirements.
- iPad Mini for use will be for the students currently enrolled in grades K-12 within Parkrose Schools Digital Conversion.
- Parents/Guardians will pay an annual user fee, provide a case, and earphones. Students are responsible to promptly pay for any loss or damage fees.

## 6.2 District/School Responsibilities

- Provide Internet to its students at school.
- Provide Internet filtering of inappropriate materials. Please note: It is impossible to filter out everything, but there will be safeguards in place.
- Provide network data storage areas. These will be treated similarly to school lockers. Parkrose Schools reserves the right to review, monitor, and restrict information stored on or transmitted via Parkrose Schools-owned equipment and to investigate inappropriate use of resources.
- Provide guidance to aid students in doing research/projects and help ensure student compliance of the acceptable use agreement.

### 6.3 Student Responsibilities

- Use iPads in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to iPad/computer use.
- Use all technology resources in an appropriate manner so as not to damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student’s own negligence, errors or omissions.
- Evaluate all content for accuracy and quality obtained using their iPad.
- Help Parkrose Schools protect our computer system/devices by contacting a staff person about any security problems they may encounter.
- Monitor all activity on their account(s).
- If an email or other communication is received containing inappropriate or abusive language or if the subject matter is questionable, report it to a staff person immediately.
- Return the iPad and accessories to the designated collection point for your site at the end of each school year. Students who transfer to an alternative school, withdraw, are suspended or expelled, or terminate enrollment at Parkrose Schools for any other reason must return the iPad and accessories on the date of termination.



## 6.4 Student Activities Strictly Prohibited

- Using iPads for non-educational purposes during class times
- Illegal installation or transmission of copyrighted materials
- Any action violating existing Board policy, administrative rule, or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms or websites selling term papers, book reports, and other forms of student work
- Use of outside data disks or external attachments without prior approval from tech support
- Changing iPad settings (exceptions include personal settings such as font size, brightness, etc.)
- Spamming/sending mass or inappropriate emails
- Gaining access to other student accounts, files, and/or data
- Use of the school's Internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass/demean others
- Bypassing Parkrose Schools web filter or other security measures through a web proxy or other methods
- Taking photos/video/audio of other students, staff or anyone without their permission. The possession, forwarding, or uploading of unauthorized photos/video/audio to any website, network storage area, or person is strictly forbidden. Photos, video and audio taken with the iPad are for educational purposes only.



## 6.5 iPad Mini Care

- Students will be held responsible for maintaining their individual iPad Mini and keeping them in good working order.
- iPad batteries must be charged and ready for school each day.
- Only labels or stickers approved by Parkrose Schools administration may be applied to the iPad Mini.
- iPad Mini must be in a cover at all times.
- iPad Minis that malfunction or are damaged must be reported to tech support as soon as possible. The school district will be responsible for repairing iPads that malfunction. See Section 8 of this Agreement for costs to students and parents for lost or damaged iPads.
- iPad Minis that are stolen must be reported immediately to school administration and the Police Department.

## 6.6 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is illegal. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to applicable state or federal laws that may result in criminal prosecution or disciplinary action by Parkrose Schools.

## 6.7 Student Discipline

If a student violates any of the user terms and conditions named in this agreement, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement may be involved.

# 7 PROTECTING & STORING YOUR iPad

## 7.1 iPad Identification

- Student iPads will be labeled in the manner specified by the school district. iPads can be identified in the following ways:
  - Record of serial number
  - Parkrose Schools barcode
  - Student iPad name sticker
  - Student iPad Mini cases should be personalized

## 7.2 Storing Your iPad

- When not in use, iPads should be stored securely.
- Nothing should be placed on top of an iPad when stored in a locker, desk or bag.
- **At Parkrose High School & Parkrose Middle School**, students are required to take their iPad Minis home every day after school, whether needed or not. iPad Minis are not to be left in school lockers or PE lockers overnight. If iPads are left at school, it is the student's responsibility to check them into a secure location designated by their school or teacher.
- iPad Minis should not be stored in a student's family vehicle at school or at home.

## 7.3 iPad Minis Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer labs, locker rooms, library, unlocked classrooms, hallways, and unlocked lockers. Any iPad left in these areas is in danger of being stolen. If an iPad Mini is found in an unsupervised area, including an unlocked locker, it will be taken to the school office.

# 8 COST OF REPAIRS

## 8.1 Costs for Damaged, Lost or Stolen iPads

- Students will be held responsible for ALL damage or loss to their iPads and iPad chargers resulting from negligence or misuse. This includes accessories not covered by warranty including, but not limited to broken screens, cracked pieces, inoperability, etc. In the event of damage not covered by the warranty, the student and parent will be billed for the cost of repairs. The student will check in/check out a loaner iPad until repairs are made (unless damage is due to gross negligence, intentional destruction, or willful misconduct – administration will then determine iPad use for the student).
- Replacement Costs for Damages and Repairs:
  - > Damaged or broken iPad Mini may cost up to \$250
  - > Replacement cost for the provided iPad wall charger is \$30
  - > Replacement cost for the entire iPad Mini if lost or stolen \$300





## **NOTE ABOUT INSURANCE**

Parkrose Schools kindly requests that each student pay a technology use fee to insure the use of iPad Mini in our schools. Parents/Guardians must complete the Parkrose iPad Self Insurance Form at the back of this agreement. Our fee system will be based on a sliding scale:

**Standard fee: \$25 per year (No family more than \$50)**

**Students who are eligible for free or reduced lunch: \$15 per year (No family more than \$30)**

**In the case of breakage or theft, a deductible of \$100 will be charged. A second incident of breakage/theft will forfeit the student's right to take the device home.**

**ACCEPTABLE USE OF TECHNOLOGY AGREEMENT  
STUDENT & PARENT ACKNOWLEDGMENT**

**STUDENTS:**

I have read and will abide by, Parkrose Schools' iPad Acceptable Use Agreement. I further understand that should I commit any violation my access privileges may be revoked and school disciplinary action and/or appropriate legal actions may be taken.

**PARENTS/GUARDIANS:**

I have read and agree to assist my child in understanding and abiding by the iPad Acceptable Use Agreement of Parkrose Schools.

**Student Name:**

**Student Signature:**

**Date:**

**Parent Name:**

**Parent Signature:**

**Date:**

**PARKROSE IPAD SELF-INSURANCE PROGRAM**

**\*I understand there is a \$100 deductible charged for breakage or theft of the device**

**PAYMENT SECTION: Please select your payment amount below: CHECKS PAYABLE TO: Parkrose School District #3.**

- Standard Annual Premium of \$25
- My student is currently eligible for free or reduced lunch benefits - \$15 – I give permission to release this information.

**I certify the information provided above concerning free/reduced lunch is true and correct. (This information will be verified by district staff in accordance with federal law.)**

- I have already made payments for two other students in my household. I certify the information provided above concerning payments for other children is true and correct. (This information will be verified by district staff.)
- I decline participation in the self-insurance program because my child already has an iPad device and will bring their device to school each day. Our family will assume the responsibility for theft/loss/ or damage of the device.

**If you are unable to provide payment at this time, you may apply for our Tech User Fee Scholarship.**

- Yes, I would like to apply for a Tech User Fee Scholarship for my child. I understand that I must still follow all rules as outlined within the Parkrose Tech User Agreement. I also understand that if awarded a Tech User Fee Scholarship, that in case of breakage or loss, that I will only be held liable to pay the \$100 deductible and **NOT** held liable to pay the full cost of replacement (\$280.00).

**Parent Name:**

**Parent Signature:**

**Date:**



