



### **iPad Home Use Agreement**

#### **Equipment**

Montrose County School District RE-2 retains sole right of possession of the iPad and related equipment. The iPad may be issued to students for at home educational use according to the guidelines set forth in this document. The classroom teacher, school administration, or district employee retains the right to collect and/or inspect the iPad at any time and to alter, add or delete installed software or hardware. Usage is a privilege and not a right. The iPad is a learning tool and NOT a toy, and will be respected as such.

#### **Cost of the iPad**

The cost of the iPad was included in the students' iPad technology fee paid during registration (non-refundable). The cost of the iPad includes: the iPad, case, charger, and software applications (apps). All should be returned in good working condition at the end of the school year, when a student withdraws, or when a student terminates enrollment at CMS for any reason.

#### **Student use of the iPad**

- iPads will be distributed early in the school year and collected at the end of the school year. All iPads must be returned at the end of the school year or the student may be charged replacement costs of the iPad.
- Each iPad will be distributed with a school-issued case, which must remain on the iPad at all times. Students may replace the case. In such instances, the school-issued case must be returned to CMS.
- The CMS iPad is the only approved personal computer allowed. All other computers are not allowed and subject to seizure.
- The iPad comes equipped with both a front and rear-facing camera and video capacities. Students must ask permission before recording an individual or group. CMS/MCSD retains the rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain permission from an administrator to publish a photograph or video of any school related activity.
- While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and subject to disciplinary action.
- Students may have the ability download appropriate music to the iPad. This will be a privilege, not a right and may be subject to removal. Students may bring headphones/earbuds for audio use when in class and approved by teachers.

- The app store has been disabled on all CMS ipads and must remain so. Additional restrictions have been placed on the devices as well and require a passcode to bypass. Students are not allowed to attempt to bypass these restrictions.
- The iPad affords limited electronic storage space. This is why each student must have a G Suite for Education account to back up files to the cloud. The account includes unlimited storage and usage of Google drive and the apps associated with it. Students should only be using their Google account for school related purposes. Inappropriate use can result in forfeiture of the account.
- All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
- CMS/MCSD makes no guarantee, written or implied, that materials on the iPad, including student work, will be safe from deletion or corruption, accidental or otherwise.

### **Student Responsibility**

- Bring the iPad to school each day in working condition, fully charged.
- Use the iPad as a learning tool while creating original work that is not plagiarized or borrowed from a classmate or any other individual or source.
- Assume personal responsibility for the iPad and take care to avoid damage and/or loss of the device.
- Participate in classroom activities and follow directives of CMS staff in regards to appropriate use of the iPad.
- Use online resources safely, respectfully, and appropriately.

### **Parent Responsibility**

- Be informed of your child's activities on the iPad. Periodically use the device to become familiar with its capabilities.
- Communicate concerns with teachers regarding the implementation of technology in the classroom.
- Communicate with your child regarding their use of the iPad.
- Talk to your child about values and standards that your child should follow on the use of the online resources just as you would on the use of all media information sources such as television, telephones, movies, and radio.

### **School Responsibilities**

- Provide access to Internet, email and other online educational resources.
- Provide an internet filter to attempt to block inappropriate material.
- Provide guidance to aid students in using the iPad as a learning tool and help assure student compliance of the RUP.
- Use iPad effectively as a vital tool in the instruction and learning process.

### **Customization of Equipment**

The student is not permitted to alter or add files to customize the assigned iPad. The student is not permitted to install software on the assigned iPad. Any intentional modification may result in the student no longer having the option to use the iPad at home. Downloading any types of apps onto the iPad without express teacher permission is prohibited.

## **Internet Filtering**

On campus students will be using Columbine Middle School's monitored and protected Wi-Fi. While outside the school the student's internet may not be filtered so parents/guardians are encouraged to be actively involved in monitoring their student's usage. The iPads themselves are setup with certain internet restrictions, however parents need to be aware that iPad restrictions are not 100% effective. Students are expected to use the internet, and the iPads, with the utmost respect and responsibility when exploring the web.

## **Damage or Loss of Equipment**

Report any damage or loss to the classroom teacher. If the iPad is missing for 3 days or more it will be considered lost. If the iPad is lost, the replacement cost is \$300. All students have a non-refundable iPad technology fee of \$30.00.

- The first time a device needs to be repaired, there is a \$50 fee.
- The second time a device needs to be repaired there will be an additional \$150.00 fee.
- The third time a device needs to be repaired the student will pay the full cost of the repair.
- Wall charger replacement cost is \$20.
- Case replacement cost is \$30.

Students that have not paid the fee for this program will not be allowed to take the devices out of the building.

## **Standards for Personal iPad Care**

### **Student Responsibilities:**

- Bring the iPad back to school every day FULLY charged.
- Keep the iPad with you or in a secure area (locker or teacher cabinet) at all times.
- The iPad is a learning tool and not a personal device.
- Adhere to the Montrose County School District Acceptable Use Policy at all times.
- Report any problems, damage or theft immediately to your teacher.

### **General Care:**

- Do not do anything to the iPad that will permanently alter it in any way.
- Do not remove any serial numbers or identification placed on the iPad.
- Keep the equipment clean. For example, do not eat or drink while using the iPad.
- All iPads will need to have an appropriately fitting iPad Air2 case.

### **Carrying the iPad**

- Transport the iPad in a secure case or backpack.
- Do NOT carry the iPad openly in the hallways.

### **Screen Care**

- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.

### **Personal Health & Safety**

- Avoid extended use of the iPad while resting directly on your lap. The bottom of the iPad can generate significant heat.
- Take frequent breaks when using the iPad for long periods of time. Look away from the iPad approximately every fifteen minutes.
- Keep the iPad in a secure location when it is not at school.
- Secure your iPad before going to sleep at night leaving it on your bed can lead to broken iPads.

## **Digital Citizenship**

The Digital Citizen will follow six tenets of citizenship in order to be a positive member of their cyber-communities.

**1. Respect yourself**

**2. Protect yourself**

**3. Respect others**

**4. Protect others**

**5. Respect intellectual property**

### **Respect yourself**

Respecting yourself starts with the name you use to present yourself. How often do we see social networking or twitter names that are suggestive and questionable, or images posted to social sites that are inappropriate? How will your profile, online name and images portray you? Many of the social sites will also ask personal questions. You need to think about the potential outcomes of answering questions publicly. When you join any social site, be sure to keep current on the privacy settings and keep a close eye and what is available to the mass public. Do not trust the default preferences to protect you.

### **Protect Yourself**

Always remember that anything on the internet is never **truly** private. Be cautious with what you post and share in any cyber-community or messages. (This includes text messages and other communication via cell phones, etc.)

### **Respect others**

Model respect for other people in what you say online, what material you forward to others and the web sites that you visit. Also model respect by not allowing others to be disrespectful to others in your online community.

### **Protect others**

Every social networking site, instant messaging tool, chat room, wiki, blog and social media has a report abuse contact. Be sure to use it when needed. We can protect others by not tolerating and reporting behavior that is inappropriate or unacceptable. Don't forward emails that are mean or rude, delete them.

### **Respect Intellectual Property**

There is so much information out there, there are so many amazing materials shared and so many people have given their precious time for free. A good digital citizen respects others' intellectual property.

Please **CHECK ONE** of the options below:

\_\_\_\_\_ I have read the expectations outlined above, agree to the terms and **would** like my student to participate fully in the iPad program **by bringing the iPad home.**

\_\_\_\_\_ I have read the expectations outlined above and agree to all the terms but would like to **opt out** of the option to have my student take the iPad home. **Please do not send the iPad home with my student.** I understand that they will still have access to the iPad at school. The iPad will be securely locked in your 1<sup>st</sup> period teacher's cabinet each day.

Student Name: \_\_\_\_\_

Guardian Name: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## iPad Damage Record Form

**Directions:** Please indicate any pre-existing damage to the iPad, case or charger so that you are not charged for damage to the equipment that has already occurred prior to checkout. Any damage not indicated here may result in your account being charged for replacement.



Please indicate any iPad damage by drawing it in or writing a brief description in the space provided.

iPad -

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Case -

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Charger -

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