

## COLLINS-MAXWELL COMMUNITY SCHOOL

### **iPad Acceptable Use Agreement**

The focus of the iPad program at Collins-Maxwell Community School is to provide tools and resources for our students who are 21<sup>st</sup> 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.

*Providing students with an individual iPad in a 1-to-1 environment provides an opportunity to enhance each student's overall learning experience. Utilizing the iPads at Collins-Maxwell gives students the access to learn anywhere, anytime - both in classrooms and at home. This 1-to-1 personalized learning also narrows the digital divide between students and promotes responsible use of today's ever changing technologies.*

The policies, procedures and information within this document apply to all iPads used at Collins-Maxwell Community School, including any other device considered by the Administration to come under this policy. 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

iPads will be distributed each fall during iPad Orientation. **Parents & students must sign and return the Acceptable Use of Technology Agreement Student/Parent Acknowledgment and Student Pledge documents before the iPad can be issued to their child.**

### 1.2 iPad Check-In

iPads will be returned during the final week of school for updates during the summer months. If a student transfers out of the Collins-Maxwell Community School District during the school year, the iPad will be returned at that time.

### 1.3 Check-In Fines

Individual school iPads and accessories must be returned to the Collins-Maxwell Community School Library at the end of each school year. Students who graduate early, transfer to alternative school, withdraw, are suspended or expelled, or terminate enrollment at Collins-Maxwell Community School for any other reason must return their individual school iPad on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad. Failure to return the iPad will result in a theft report being filed with the Story County Sheriff's Office.

Furthermore, the student will be responsible for any damage to the iPad, consistent with the District's iPad Acceptable Use Agreement, and must return the iPad and accessories to the Collins-Maxwell Community School Library in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

## 2. TAKING CARE OF YOUR iPad

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 taken to the Library for an evaluation of the equipment.

### 2.1 General Precautions

- Students are required to keep the iPad in the cover/sleeve provided by the school.
- The iPad is school property and all users will follow this agreement and the Collins-Maxwell Community School Acceptable Use Policy.
- Only use a clean, 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 the property of the Collins-Maxwell Community School District.
- Students are responsible for keeping their iPad secured at all times. Locks are available in the MS-HS Office.
- iPads should not be exposed to temperature extremes. Students should not leave the iPad in any location where the temperature falls below freezing or exceeds 95 degrees. If the iPad is cold, it should be allowed to warm up to room temperature before use. An iPad exposed to direct sunlight or high temperatures may overheat during use and must be allowed to cool down before subsequent use.
- Students are responsible for their iPads both in and out of school, including extracurricular events. The 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 keeping their iPad's battery charged for school each day.
- Students must not remove any Collins-Maxwell Community School labels.

### 2.2 Carrying iPads

The protective cover/sleeve provided with the iPad is to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- iPads should always be within the protective cover/sleeve when carried.
- Books, folders, pens, pencils and other items should not be placed on the iPad to avoid placing too much pressure and weight on the iPad screen.
- iPad covers and sleeves furnished by the school district must be returned with only normal wear and no alterations to avoid paying a replacement fee.

### 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 top of the iPad when it is closed.

- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the sleeve that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

#### **2.4 Charging Your iPad’s Battery**

- Charging cables/cords should be inserted and removed carefully to prevent damage. This should be done on both ends of the cable by grasping the plugs rather than the cord. The charging cord should be plugged into the wall outlet before connecting the iPad. When disconnecting, remove the cable from the iPad before pulling the cord from the wall outlet.
- iPads 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 if a cord is available. Battery life is shortened by using wi-fi, bluetooth, a high screen brightness, and video. Students should learn to manage these settings and apps to improve battery performance. Failure to charge the battery may result in the loss of home privileges for the student.

#### **2.5 iPad Undergoing Repair**

- iPads 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 damaged iPads.**
- Loaner iPads may be issued to students when they leave their iPads for repair in the Collins-Maxwell Community School Library. There may be a delay in getting an iPad should the school not have enough to loan.

#### **2.6 Storing Your iPad**

When students are not using their iPads, they should be stored securely. The Collins-Maxwell Community School District recommends that students use a lock available in the MS-HS office. Nothing should be placed on top of the iPad when stored in the locker. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a student’s vehicle at school or at home. If a student needs a secure place to store his/her iPad, he/she may check it in for storage in the Collins-Maxwell Community School Library.

#### **2.7 iPads 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, dressing rooms and hallways. 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 MS-HS office. Students need to retrieve their iPad from the principal.

#### **2.8 iPad Theft**

Students will be held responsible for maintaining their individual iPads and keeping them in good working order.

- *The iPad may ONLY be used by the student to whom it was assigned or by the parents of the student. The student may not loan it to another student.*
- iPads that are stolen must be reported immediately to the MS-HS Office *in person, by phone 515-387-1115 or email at [kcorbin@collins-maxwell.k12.ia.us](mailto:kcorbin@collins-maxwell.k12.ia.us)* and the Story County Police Department.

### **3. USING YOUR IPAD**

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

#### **3.1 iPads Left at Home**

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. *Repeated failure to bring the iPad to school may result in the loss of home privileges for the student.*

#### **3.2 Classroom Usage**

Students are responsible to download to the iPad any necessary documents and/or materials from the teachers’ websites. If a family does not have wireless access at home, students must do this before school, during the school day, or after school.

#### **3.3 Sound, Music, Games, or Programs**

- Sound must be muted or headphones used at all times unless permission is obtained from the teacher for instructional purposes.

### 3.4 Printing

Printing will be available through teachers or computer labs. Printing at home will require a wireless printer, proper settings on the iPad, and the correct app. Contact Mr. Corbin at school for more information.

### 3.5 Home Internet Access

Students are allowed to set up wireless networks on their iPads. This will assist them with iPad use at home.

## 4. MANAGING YOUR FILES & SAVING YOUR WORK

### 4.1 Saving Documents

Students may save work on the iPads in multiple ways (i.e., DropBox, Google accounts). It is recommended students also e-mail documents to themselves and save to the school server. Storage space will be available on the iPad—BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

### 4.2 Network Connectivity

The Collins-Maxwell Community School District makes no guarantee that its network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

## 5. SOFTWARE ON IPADS

### 5.1 Originally Installed Apps

The apps originally installed by Collins-Maxwell Community School must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add apps for use in a particular course. **Periodic checks of iPads will be made to ensure that students have not removed required apps. Students are not to delete apps.**

### 5.2 Additional Apps

Students are not allowed to load extra apps on their iPads. Collins-Maxwell Community School will sync the iPads so that they contain the necessary apps for school work. Students will not sync their iPad to another computer or add apps to their iPad, including home syncing accounts. Recommendations for any app can go to a teacher for consideration.

### 5.3 Inspection

Students may be selected at random to provide their iPads for inspection, to be conducted by the technology director and/or administration.

### 5.4 Procedure for Re-Loading Apps

If technical difficulties occur or non-Collins-Maxwell Community School installed apps are discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of apps or documents deleted due to a re-format and 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

The use of the Collins-Maxwell Community School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Collins-Maxwell Community School District is not transferable or extendible by students to people or groups outside the District and terminates when a student is no longer enrolled in the Collins-Maxwell Community School District. This policy 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.**

### 6.1 Parent/Guardian Responsibilities

- Talk to your child about values and the standards that your children should follow on the use of the Internet just as you would on the use of all media information sources such as television, cell phones, movies, and radio.

## 6.2 School Responsibilities

- Provide Internet access to its students at school.
- Provide Internet blocking of inappropriate materials as able at school.
- Provide network data storage areas. These will be treated similar to school lockers. Collins-Maxwell Community School District reserves the right to review, monitor, and restrict information stored on or transmitted via Collins-Maxwell Community School District owned equipment and to investigate inappropriate use of resources.
- Provide guidance to aid students in doing research/projects and help assure student compliance of the acceptable use policy.

## 6.3 Student Responsibilities

- Using iPads in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to iPad/computer use.
- Using all technology resources in an appropriate manner so as to not 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. Use of any information obtained via Collins-Maxwell Community School District’s designated Internet system is at the student’s own risk. Collins-Maxwell Community School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping Collins-Maxwell Community School District protect our computer system/devices by contacting a staff person about any security problems students may encounter.
- Monitoring all activity on their account(s).
- When finished with the iPad, turning off and securing the iPad to protect homework and the device.
- If an email or other communication is received containing inappropriate or abusive language, or if the subject matter is questionable, reporting it to a staff person immediately.
- Returning the iPad to the Collins-Maxwell Community School Library at the end of each school year. Students who graduate early, transfer to alternative school, withdraw, are suspended or expelled, or terminate enrollment at Collins-Maxwell Community School for any other reason must return the iPad on the date of termination.

## 6.4 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials or symbols or pictures of guns, weapons, alcohol, drug, or gang-related activities
- Use of school email address for chat rooms or websites selling term papers, book reports, and other forms of student work
- Messaging services (i.e., MSN Messenger, ICQ, etc.)
- Internet games except those authorized by staff
- Use of outside data disks or external attachments without prior approval from tech support
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc.)
- Downloading apps
- 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
- Giving out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, Ebay, email, etc.
- 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 or demean recipients
- Bypassing the Collins-Maxwell Community School web filter through a web proxy
- Taking photos or video of other students, staff or anyone without their permission. The possession, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden. Photos and video taken with the iPad are for educational purposes only
- *Jailbreaking is the process of which removes any limitations placed on the iPad by Apple. Once jailbroken, users are able to download additional applications, extensions and themes that are not otherwise available. Jailbreaking results in a less secure device and is strictly prohibited.*

## 6.5 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 the District.

### **6.6 Student Discipline**

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps, depending on the severity of the disciplinary violation:

- 1<sup>st</sup> Offense – Student(s) will check in/check out their iPads from the Collins-Maxwell Community School Library daily for three (3) weeks
- 2<sup>nd</sup> Offense – Three (3) weeks of iPad privilege suspension (student still responsible for all required work)
- 3<sup>rd</sup> Offense – Loss of iPad privileges for a length of time determined by the administration

## **7. COST OF REPAIRS**

### **7.1 Costs for Damaged, Lost or Stolen iPads**

Students will be held responsible for ALL damage to their iPads 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 a fee according to the following schedule:

- First incident – up to \$100
- Second incident – up to \$250
- Third incident – up to full cost of repair or replacement

**NOTE: Full cost for repair or replacement will be charged when damage occurs due to gross negligence, intentional destruction, or willful misconduct as determined by the administration. Examples of this type of damage include but are not limited to tossing the iPad, setting heavy items on top of the iPad, stepping on the iPad, leaving the iPad in extreme heat or cold temperatures, abusing apps, etc. In the event the iPad, cover, sleeve or cables are lost or stolen, the Student and Parent may be billed the full cost of replacement as determined by the administration. Failure to pay for willful, negligent, or intentional damage may result in legal consequences.**

# ACCEPTABLE USE OF TECHNOLOGY AGREEMENT STUDENT/PARENT ACKNOWLEDGMENT

The agreement is also available  
at [www.Collins-Maxwell.k12.ia.us](http://www.Collins-Maxwell.k12.ia.us).

**STUDENTS:** I have read and will abide by the *iPad Acceptable Use Agreement* of Collins-Maxwell Community School. I further understand that any violation of the agreement is unethical and may constitute a criminal offense. 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 Collins-Maxwell Community School. I understand that access to district technology equipment and its entire system of electronic communication is designed for educational purposes. I also recognize that some materials on the Internet may be controversial and objectionable and that, while every attempt will be made to block inappropriate sites, it is impossible for the Collins-Maxwell Community School District to restrict access to all controversial and objectionable materials. I will not hold the Collins-Maxwell Community School District responsible for the accuracy or quality of any materials acquired or viewed on its system by my child. I understand that improper or inappropriate use of technology equipment and the district system by my child may result in revocation of his/her technology privileges and the imposition of school discipline, criminal penalties, or civil penalties. I accept all financial and legal liabilities that may result from my child's use of the Collins-Maxwell Community School District equipment and technology system. I release the Collins-Maxwell Community School District, its officers, employees, agents, representatives, and all organizations and individuals related to the Collins-Maxwell Community School District's technology system from any and all liability or damages that may result from my child's use of the district's equipment and electronic communication system. I specifically agree to indemnify and hold the Collins-Maxwell Community School District, its officers, employees, agents, and representatives harmless for any actions, claims, costs, damages, or losses, including, but not limited to, attorney's fees, incurred by the Collins-Maxwell Community School District relating to, or arising out of my child's use of such equipment and system.

**IPAD USE:** The student below has been issued an iPad in support of his/her education in the Collins-Maxwell Community School District. The iPad and its content remain the property of Collins-Maxwell Community School. The district's *iPad Acceptable Use Agreement* fully applies to the use of this equipment both on and off school premises. iPad settings have been adjusted for appropriate school use. These settings must not be altered, deleted or circumvented in any way. The school has also downloaded applications for student use. No apps may be added to the iPad, whether for purchase or free. The student and parent/guardian agree to be responsible for the maintenance and care of the iPad, and to return it when requested in the same condition in which it was received, except for normal and reasonable wear and tear. iPads will be inspected periodically to check for appropriate use.

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STUDENT NAME: \_\_\_\_\_  
(Please Print)

STUDENT SIGNATURE: \_\_\_\_\_

PARENT NAME: \_\_\_\_\_  
(Please Print)

Please check the statement below which is applicable.

\_\_\_\_\_ I grant my child permission to use the district's iPad and electronic communication system outside of school.

\_\_\_\_\_ I **DO NOT** grant my child permission to use the district's iPad outside of school. My child will check out an iPad from the school library each morning and return the iPad to the school library at the end of each school day.

PARENT SIGNATURE: \_\_\_\_\_

IPAD SERIAL NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_



# Collins-Maxwell Community School

## Student Pledge for iPad Use

1. I will take good care of my iPad.
2. I will never leave the iPad unattended.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will charge my iPad's battery daily.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will protect my iPad by only carrying it while in the case and sleeve provided.
9. I will use my iPad in ways that are appropriate, meet Collins-Maxwell Community School expectations, and are educational.
10. I will not place decorations (such as stickers, marks, etc.) on the iPad. I will not deface the serial number or iPad label on any iPad.
11. I understand that my iPad is subject to inspection at any time without notice and remains the property of the Collins-Maxwell Community School District.
12. I will follow the policies outlined in the *iPad Acceptable Use Agreement* while at school, as well as outside the school day.
13. I will file a police report in cases of theft and vandalism.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the iPad, cover, sleeve, and power cords in good working condition.

**I agree to the stipulations set forth in the above documents including the iPad Acceptable Use Agreement; the Student/Parent Acknowledgment Form; and the Student Pledge for iPad Use.**

Student Name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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