

# Student & Parent/Guardian iPad Agreement 2019-2020

## Overview:

The Upper Rio Grande School District is committed to preparing students to be technology literate with multiple computer and tablet platforms, as well as responsible citizens in a global economy. Our iPad implementation project will immerse our students into a technology-rich instructional environment to become effective users and communicators of information in order to function in a technologically innovative society. Understanding and adhering to the following guidelines and procedures is necessary for the success of the of our technology programs.

### A. Terms of Loan

1. The Upper Rio Grande School District will issue an iPad to students upon compliance with the following:
  - a. Submission of signed Student and Parent/Guardian iPad Agreement (pg 4 of 5)
  - b. Submission of signed Opt In / Opt Out Form (pg 5 of 5)
  - c. Submission of a student-signed Information Technology Acceptable Use Policy (AUP)
  - d. Payment of non-refundable \$25.00 insurance fee
2. Upper Rio Grande School District retains ownership of the issued iPads.
3. Students may be subject to loss of privilege, disciplinary action, legal action and/or financially responsible for the replacement cost of the iPad in the event of intentional damage and/or violation of policies and guidelines as outlined in the Student and Parent/Guardian iPad Agreement as well as Upper Rio Grande School District Information Technology Acceptable Use Policy (AUP).
4. Upper Rio Grande School District will provide a Managed Apple ID to every student that are issued an iPad.
5. Upper Rio Grande School District reserves the right to remove any non-school related material (apps, music, pictures) if the space requirements needed for school activities are not available or if the student is unable to refrain from using non-school related apps during class time.
6. A student's possession of the iPad terminates no later than the last day of school or when deemed appropriate by the school, unless there is a reason for earlier termination determined by the principal. iPads must be returned when a student withdraws from the Upper Rio Grande School District.

### B. Damage, Loss, or Theft

Upper Rio Grande District's iPads require a \$25.00 non-refundable insurance fee for each iPad issued to students.

1. The \$25 insurance fee is the financial responsibility of the student's family. The insurance fee covers accidental damage, including but not limited to liquid spills, power surges, drops, falls, collisions, vandalism, flood, fire, and smoke, as well as damage to batteries and ac adapters. If an iPad is damaged, our library technology support team will work with the student and Apple to determine if it is a warranty or insurance claim incident. We are providing a galvanized glass cover and a rigid STM DUX case on all iPad's to minimize damage to the iPad fragile glass digitizer.
2. The user agrees to the following fee schedule in the case of a damaged iPad:
  - 1st Incident: No Charge
  - 2nd Incident: \$20.00 for broken glass cover/\$50.00 for broken digitizer
  - Additional Incidents: \$25.00 for broken glass cover/\$120.00 for broken digitizer
3. The Upper Rio Grande School District iPad warranty covers manufacturer defects.
4. Insurance does not cover loss, theft, negligence, and abuse of iPad and accessories. For example, throwing the iPad or using the iPad as an umbrella would be considered examples of neglect and abuse. If an iPad needs to be replaced due to loss, theft, neglect, or abuse, it is the family's financial responsibility to replace the iPad at the district's current replacement cost.
5. **The student or parent/guardian is required to immediately notify a school administrator in all cases of stolen or lost iPads.** School administration may be able to assist in relocating the iPad if notified immediately.
  - Parents/Guardians are responsible for filing a police report
  - Parents/Guardians are responsible for replacement cost of lost or stolen iPad
  - Students are advised to use iCloud *Find My iPad* Service if available.

### C. Repossession

The Upper Rio Grande School District reserves the right to repossess the iPad at any time if the student does not fully comply with all terms of this agreement.

### D. Appropriation

Failure to return the property (iPad and accessories) in a timely manner and/or the continued use of it for nonrelated school purposes will be referred to law enforcement and until paid for, will result in a hold on the student's records. Replacement item price lists are available in the school office.

### E. Modification to the Program

The Upper Rio Grande School District reserves the right to modify the program or the terms of use at any time.

### F. iPad Cases

The student must keep the iPad in the district provided case or a district approved case at all times. Approval for cases other than the district provided case will be given by building administration. Failure to use the provided/approved case will result in the iPad not being covered by insurance.

### **G. General Care of the iPad**

1. Do not do anything to the iPad that will permanently alter it in any way.
2. Student iPads in need of repair must be reported to the media center.
3. Technical support will determine whether the iPad can be repaired on-site.
4. Guidelines to follow:
  - Minimizing the number of photos/movies on the iPad will increase performance. Clean your iPad files on a regular basis.
  - Do not write, draw, paint, place stickers/labels or otherwise deface your iPad. Remember, the iPad is the property of Upper Rio Grande School District.
  - Never put weight on an iPad.
  - Liquids, food and other debris can damage the iPad. Avoid eating or drinking while using the iPad.
  - Take care when inserting/removing cords, cables and other removable storage devices to avoid damage to the ports, cables and cords. First, plug your power supply into the electrical outlet. Second, plug your power cord into your iPad. When disconnecting, reverse this process.
  - Do not expose your iPad to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the iPad. If your iPad has been in a very cold environment for a long period of time, let it warm up before using it.
  - NEVER leave your iPad in a vehicle.

### **H. Cleaning Your iPad**

Routine maintenance on the iPads will be completed by the Upper Rio Grande School District technology support team. However, students are encouraged to perform simple cleaning procedures as outlined below:

- Clean the screen with a soft, dry anti-static or micro-fiber cloth. Do not use any type of liquid or water to clean the screen or iPad.
- Wash hands frequently when using the iPad to avoid build-up on the glass touch pad.

### **I. General Use of the iPad**

1. Students may not log out of the school provided Apple ID at any time.
2. Students are required to bring their iPad to school each day with a fully charged battery. Students will not be given the use of a loaner iPad if they leave their iPad at home. Students leaving their iPad at home will be required to complete assignments using alternate means (as determined by the teacher).
3. You are responsible for the contents on your iPad.
4. Do not delete any profiles, folders, files or apps that you did not create or that you do not recognize. Deletion of files could result in iPad failure and may interfere with your ability to complete class work. Taking this action may result in your iPad being re-imaged.
5. Student iPads are subject to routine monitoring by teachers, administrators and technology staff. Users shall have no expectation of privacy while using school's electronic information resources.
6. The student may download additional apps available in the App Catalog only.
7. Any charges associated with a non-school issued app/web services must be paid for by the student.
8. Upgraded versions of the iOS and iPad apps are available from time to time. Students may be required to check in their iPads to your school library for periodic updates and syncing.

### **J. General Security**

1. Never leave your iPad unsecured. iPads should be locked in a designated storage facility or a secure locker when not in use.
2. During after-school activities, you are still expected to maintain the security of your iPad. Unsupervised iPads will be confiscated by staff, and disciplinary actions may be taken.
3. Each iPad has several identifying labels. (i.e. The Upper Rio Grande School District identification barcode label, serial number and student name). Under no circumstances are you to modify, remove or destroy these labels.

### **K. End of Year Collection Procedure**

1. Return the equipment on the date designated by the individual school or upon leaving the school district.
2. "Equipment" consists of iPad, power cable, charger, and iPad case.

### **L. Email**

1. Email transmissions and transmitted data shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
2. Students will abide by all email guidelines as outlined in the Upper Rio Grande School District Information Technology Acceptable Use Policy.

### **M. Internet Access/Filtering**

1. Technology protection measures are installed on district devices to ensure students are as protected as reasonably possible from inappropriate online content at any location

2. The school cannot guarantee that access to all inappropriate sites will be blocked. Students may accidentally or purposefully circumvent these precautions and restrictions.
3. iPad applications poses a risk, however small, of exposure to graphic, highly controversial, or potentially dangerous content.
4. Upper Rio Grande School District will not provide internet access for home use. Because many of our students are carrying a personal web-enabled device (such as a smartphone or a laptop) parents/guardians are probably aware of the risks. access to the Internet, from anywhere in the world, comes with the possibility of retrieving inappropriate content; therefore, adults must do their best to educate children on the proper uses of technology.

**N. Opt In / Opt Out Policy:** The Upper Rio Grande School District will ask parents/guardians to choose whether or not their child may bring an iPad home.

- By opting in, parents/guardians agree to grant permission for their child to bring the iPad home. Parents acknowledge students may circumvent the technology protection measure. Parents agree to assume responsibility for student use of the device from any location and at all times while away from school.
- By opting out, parents/guardians choose not to grant permission for their child to bring the iPad home. Whether or not parents/guardians decide to have their student bring the iPad home, students will benefit from exciting, interactive, and rich learning experiences using the iPad at school. If your personal, family decision is to opt out of bringing the iPad home, students may take advantage of the school's staff-supervised, iPad lab during after school hours, or complete work on a personal home computer or device.

#### **O. Information Technology Acceptable Use Policy**

Students have read, signed and agreed to follow the Information Technology Acceptable Use Policy at all times. The Information Technology Acceptable Use Policy is available on the school website.

#### **P. End User License Agreement**

The school district and parents/guardians are considered to be the end users for all applications installed on the Student's iPad.

# **Student and Parent/Guardian iPad Agreement**

***Please Print All Information***

**I have read, understand, and agree to follow all responsibilities as outlined in the iPad User Agreement.**

Student's Full Name: \_\_\_\_\_

Student's Year of Graduation: \_\_\_\_\_

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

Parent/Guardian Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent Email: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work: \_\_\_\_\_

Cell: \_\_\_\_\_

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

## **Upper Rio Grande School District C-7**

950 French Street  
Del Norte, CO 81132

Chris Burr, Superintendent of Schools

# Opt In / Opt Out Form

*Please choose one of the two options, sign and return the form to your school office:*

## Opt In:

I want my child to have access to his/her school-issued iPad beyond normal school hours, and I grant permission for my child to bring his/her iPad home.

- I acknowledge that my child's iPad will be coming home with a technology protection measure.
- Furthermore, I acknowledge that my child, accidentally or purposely, might gain access to inappropriate, or non-educational material when using his/her iPad away from school.
- I take responsibility for my child's use of the iPad device while he/she is away from school.
- I have read, understand, and agree to Upper Rio Grande School District's Student and Parent/Guardian iPad Agreement. Although I have selected "opt in" for the iPad coming home, I request "digital counseling" to become better informed/educated on internet safety.

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Student Name - Date

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Parent/Guardian Name Parent/Guardian Signature

## Opt Out:

I do not grant permission for my child to bring his/her iPad home.

- Students will benefit from exciting, interactive, and rich learning experiences using the iPad at school. Students may take advantage of the school's staff-supervised, iPad lab during after school hours, or complete work on a personal home computer or device. Although I have selected the "opt out" for the iPad coming home, I request "digital counseling" to become better informed/educated on internet safety.

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Student Name Date

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Parent/Guardian Name Parent/Guardian Signature

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