

Coon Rapids-Bayard Community School District
iPad Use Agreement

Vision

The intent of providing students an iPad at Coon Rapids-Bayard (CR-B) Community School District (CSD) is to furnish students with the tools and resources necessary to inspire and develop responsible, life-long learning. The implementation of the one-to-one (1:1) iPad initiative seeks to liberate teachers from being deliverers of content, and instead allow them to become designers of rich, personalized learning for all students. It is our goal to ignite student passions, develop their strengths, and help them make connections; however, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires CR-B CSD to set priorities for use. Academic work for courses always takes priority over any other use of the iPad equipment. The following is a list of rules and guidelines which govern the use of CR-B CSD iPads and network resources.

iPad Use Agreement

This agreement is made effective upon receipt of the iPad, between the Coon Rapids-Bayard (CR-B) Community School District (CSD), the student receiving the iPad (Student), and his/her parent(s) or legal guardian (Parent). The Student and Parent, in consideration of being provided with an iPad, software, and related materials (charger, keyboard/protective case, and carrying bag) for use while a student is at CR-B CSD, hereby agree as follows:

1-Equipment

- **1.1 Ownership:** CR-B CSD retains sole right of possession of the iPad and grants permission to the Student to use the iPad according to the guidelines set forth in this document. Moreover, CR-B administrative staff retains the right to collect and/or inspect the iPad at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware.
- **1.2 Equipment:** Efforts are made to keep all device configurations the same. All iPads include ample storage space, a protective case, a carrying bag, software, and other miscellaneous items. CR-B CSD will retain records of the serial numbers of provided equipment.
- **1.3 Substitution of Equipment:** In the event the iPad is inoperable, CR-B CSD has a limited number of spare iPads for use while the iPad is repaired or replaced; however, CR-B CSD cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a broken iPad or avoid using the iPad due to loss or damage. Please note that if the Student forgets to bring the iPad or power adapter to school, a substitute will not be provided.
- **1.4 Responsibility for Electronic Data:** The Student is solely responsible for all personal data stored on the iPad. It is the sole responsibility of the Student to backup such data as necessary. CR-B CSD provides a means for backup along with directions, but CR-B CSD does not accept responsibility for any such software.
- **1.5 Upgrades:** Upgraded versions of licensed hardware, software, or equipment associated with the iPad will be available from time to time. The Student may be required to return their iPad for periodic upgrades.

2 - Damage or Loss of Equipment

- **2.1 Insurance:** CR-B CSD has purchased insurance that provides the broadest perils of loss regularly available.

- **2.2 Responsibility for Damage:** The Student is responsible for maintaining a working iPad at all times. The Student shall use reasonable care to ensure that the iPad is not damaged. Refer to the *Standards for Proper Care* document for a description of expected care. 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
 - If any of the following items are broken or lost then full replacement costs will be required due to them being accessories:
 - 128 GB iPad 7th Generation: \$399.00
 - LogiTech Keyboard Case Combo: \$99.00
 - Apple 12W USB Power Adapter: \$19.00
 - Apple USB to Lightning Cable: \$19.00
 - **Full replacement cost of the iPad, related equipment, and accessories is \$536.00**

CR-B CSD reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration. Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked
- Lending equipment to others other than one's parent/guardian
- Using equipment in an unsafe environment
- Using the equipment in an unsafe manner
- See *Standards for Proper Care* for more guidelines for proper use
- **2.3 Responsibility for Loss:** In the event the iPad is lost or stolen, the Student and Parent may be billed for the full cost of replacement.
- **2.4 Actions Required in the Event of Damage or Loss:** Report the problem immediately to the Secondary Principal or Director of Technology. If the iPad is stolen or vandalized while not at CR-B CSD or at a CR-B CSD sponsored event, the Parent shall file a police report.
- **2.5 Technical Support and Repair:** CR-B CSD does not guarantee that the iPad will be operable, but will make technical support, maintenance, and repair available.

3 - Legal and Ethical Use Policies

- **3.1 Jurisdiction:** The CR-B CSD owns and operates the equipment and software that compose its network resources, the District is obligated to take steps to insure that all facilities are used legally. Hence any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of CR-B CSD's network resources is subject to the rules stated in this policy. School administration monitors the network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of network resources, including email systems, the school administration reserves the right, if needed, at its discretion, to remotely access, open, examine and/or delete electronic files that violate this iPad Use Policy.
- **3.2 Monitoring:** CR-B CSD will monitor computer use using a variety of methods - including remote access - to assure compliance with CR-B CSD's *Legal and Ethical Use Policies*.
- **3.3 Legal and Ethical Use:** All aspects of CR-B CSD's iPad Use Policy remain in effect, except as mentioned in this section.

- **3.4 Network Resources:** Refers to all aspects of CR-B CSD's owned or leased equipment, including computers, printers, scanners, and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. The following rules apply to use the CR-B CSD's network resources whether this access occurs while on or off campus. The student may not use network resources to:
 - **3.4.1:** Create, send, access or download material which is abusive, hateful, harassing or sexually explicit;
 - **3.4.2:** Download, stream or listen to Internet-based music, video and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations.
 - **3.4.3:** Send file attachments through the school's email system that are greater than 5MB in size (the transfer process can hinder network speed and access to others. If the student needs to transfer large files, please contact the Director of Technology to make special arrangements).
 - **3.4.4:** Alter, add or delete any files that affect the configuration of a school iPad.
 - **3.4.5:** Conduct any commercial business.
 - **3.4.6:** Conduct any illegal activity (this includes adhering to copyright laws).
 - **3.4.7:** Access the data or account of another user (altering files of another user is considered vandalism).
 - **3.4.8:** Install any software onto CR-B CSD iPads; to copy CR-B CSD school software (copying school owned software programs is considered theft).
 - **3.4.9:** Give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent).
 - **3.4.10:** Give password(s) to anyone.
 - **3.4.11:** Post anonymous messages.
 - **3.4.12:** Forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."
- **3.5 File and File-Sharing Programs:** The installation and/or use of any Internet-based file-sharing tools are explicitly prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition, and others may not be used to facilitate the illegal sharing of copyrighted material; including, but not limited to, music, video, and images. Individuals with legitimate, school-related needs to use these tools may seek prior written approval from the Director of Technology.
 - **3.5.1:** The Student who violates the File Sharing rules will have their hard drives restored to the original settings. Serious or repeated violations will result in the student's use of technology restricted and/or revoked.
- **3.6 Allowable Customization:** The Student is permitted to alter or add files to customize the iPad to his/her own working styles; including, but not limited to, background screens, default fonts, and other system enhancements. The Student is permitted to download music from iTunes, but cannot download or install any other software without permission from the CR-B CSD Director of Technology.
- **3.7 Discipline:** Any Student who violates these rules will be subject to disciplinary action. The minimum consequence will be a phone call to the Parent.
 - **3.7.1:** If illegal software is discovered, the iPad will be restored to its original status. The District does not accept any responsibility for the loss of any software or documents deleted due to reformatting or reimaging.
- **3.8 Disclaimer:** The CR-B CSD does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of

information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or others inconsistent with the mission of the CR-B CSD. While CR-B CSD's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At CR-B CSD, the Student is expected to obey the iPad Use Policy when using the Internet. Students found in violation of the policy will be disciplined.

- **3.8.1:** The CR-B CSD makes no guarantee that their 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.
- **3.8.2:** The Student and their Parent take full responsibility for the Student's access to CR-B CSD's network resources and the Internet. Specifically, CR-B CSD makes no warranties with respect to school network resources nor does it take responsibility for: 1) the content of any advice or information received by an account holder; 2) the costs, liability or damages incurred as a result of access to school network resources or the Internet; 3) any consequences of service interruptions.

4 - Acceptable Use

- **4.1:** The use of the CR-B CSD's technology resources is a privilege, not a right. The privilege of using the resources provided by CR-B CSD is not transferable or extendible by the Student to people or groups outside the District and terminates when the Student is no longer enrolled in the CR-B CSD. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If the Student violates any of the District's technology resources may be denied, and the appropriate disciplinary action shall be applied. The CR-B CSD's Policies and Standards for Secondary Students shall be applied to the Student's infractions. Violations may result in disciplinary action up to and including suspension and expulsion. When applicable, law enforcement agencies may be involved.