



NPS Student iPad User Agreement

School iPad Initiative

Newport Primary School has initiated a 1:1 iPad program for students and teachers in an effort to embrace 21st Century Skills. Students will be using iPads in the classroom. After reading and returning the required agreement, they will be allowed to use their designated iPad for school work. iPad use will be monitored to gauge use and effectiveness of the device in the classroom. **iPads are school district-owned-devices and the contents on the iPad shall be educational in nature and can be viewed at any time by district/school staff. Students must utilize the district provided iPads.**

The individual use of iPads is a way to empower students to maximize their full potential, and to prepare them for college and the workplace. Technology does not diminish the role of the teacher. On the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and instruction with iPads integrates technology into learning anytime and anyplace.

The policies, procedures, and information within this document apply to all iPads used at Newport Primary School; including any other device considered by the administration to come under this policy. Teachers may set additional requirements for use within their classroom.

Goals for Student Users

- To prepare students for a 21st Century environment.
- To increase productivity and engagement of all learners.
- To make student-centered learning a priority.
- To increase collaboration, creativity, critical thinking and communication in our students.

Guidelines

Student use of the iPad falls under the district Acceptable Use Policy for technology. Internet and iPad use will be monitored through district-level management software. Anyone found to be violating acceptable use will be disciplined. All software, applications, and documents stored on the iPad are the property of the school district and subject to review and monitoring. iPads may be reset or erased if inappropriate material is found on them.

Students should NOT:

- Modify the iPad in any way other than instructed by the administrator or other school personnel.
- Allow others to access their iPad.
- Apply marks, stickers, or other decoration to the supplied iPad cover unless they are willing to pay replacement cost of the cover (\$25) when the device is turned in.
- Exchange iPads with any other student.
- Remove the supplied cover from the iPad.
- Synch the iPad with any computer.
- Disable browsing history on the device. Private browsing mode is not allowed. If your iPad is found to be in private browsing mode you will face disciplinary action.
- Disable the iPad or its applications on the iPad assigned to them OR anyone else's iPad, this includes management profiles.

Failure to comply with these guidelines will be treated as a violation of the district acceptable use policy and will be handled according to the school's discipline code.

PERSONAL HEALTH & SAFETY

1. Avoid extended use of the iPad while resting directly on your lap. The bottom of the iPad can generate significant heat.
2. Take frequent breaks when using the iPad for long periods of time. Look away from the iPad approximately every fifteen minutes.
3. Do not provide your personal information to anyone over the Internet.
4. Do not share your passwords with anyone.
5. Fire/Tornado Drill: In the event of an emergency (including drills), the priority is student safety. Close the MacBook or secure the cover of your iPad and quickly place it in an unobtrusive location, then follow the relevant safety protocol..

Using the iPad

- Be careful when inserting and removing cords in the iPad; do not force anything into the ports.
- Clean the screen with approved soft, lint-free cleaning towels. Do not use any spray cleaners or liquids.
- Do Not put your IPAD in your desk
- Make sure your hands are clean before using the iPad.
- Do not have the iPad around food and drink.
- Report any software/hardware issues to your teacher immediately.
- During class time, students are expected to keep Notifications **Disabled** for the purpose of not being a constant distraction for the student or for others.
- Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, 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 room 108 or to the office. Violations may result in loss of iPad privileges and/or other privileges.

Applications (Apps)

Applications not preloaded on iPads can only be installed through the Casper System. If there is an application a student would like installed he/she may discuss the educational merits of the application with his/her teacher. Once an application is deemed appropriate for the classroom it may be installed.

Reporting Technical Issues

Any errors or problems with the iPad should be reported immediately. The following procedure should be exercised when reporting iPad issues:

1. Let your regular Classroom teacher know of your issue.
2. If your teacher is not able to resolve the issue, then they will direct you to your School Technology Coordinator (STC) to see if it is something that she can resolve.
3. If the issue is beyond the STC's capabilities, the device will be forwarded to the district tech office for further troubleshooting or to be sent out for repair. Loaner devices will not be issued.

Damage or loss of function that cannot be attributed to normal use may result in the student assuming the financial responsibility of replacement or repair of the iPad. Details of the repair/troubleshooting process are included further on in this document.

Newport Primary School iPad Discipline Code

Proper care of iPads throughout the school year, and returning the iPads at the end of the school year with all accessories, are the responsibility of the student. Students not returning their iPad will be assessed the value of a replacement and will not be issued an iPad the following year until **ALL** balances are paid from the previous year (including: lunch, library fees, previous iPad damage, etc.). All iPad violations will be documented in Infinite Campus. The disciplinary actions listed below are general guidelines and are subject to the administrator's discretion.

Care and Responsibility

Level A: Care and Responsibility

- Letting another student use your assigned iPad
- Not having an iPad in school issued cover, with name-tag in place.
- Use of Headphones when a teacher has given instructions NOT to use them
- Leaving your iPad unattended
 - iPads taken to the gym at any time must be stored in the area designated by the supervising teacher. They cannot be left in the bleachers, gym floor, etc.
- Playing games or on a site not approved by the teacher during instructional time
- Clear/disable browsing history OR disabling another student's iPad
- iPad storage full or not adequate for educational purposes
- Failing to have Notifications disabled during class

1st offense – Verbal Reprimand, Meet with STC or administrator

2nd offense – Loss of iPad, 2 days, lunch detention

3rd offense – Loss of iPad, 5 days, lunch detention

*Loss of privileges may include loss of device and/or deactivation of certain features (at the discretion of Teachers and Technology Staff) such as camera, internet, etc.

Level B: Care and Responsibility (Intentional Misuse)

- Any intentional damage/destruction to device and/or components of device will result in parent conference to determine cost of replacement and/or disciplinary action.

iPad Misuse

Level A: Inappropriate Use

- Inappropriate use of camera or recordings (face-time, etc.)
- Presence of inappropriate non-instructional materials

1st offense - Verbal Reprimand and loss of privileges* for 5 days

2nd offense – Lunch detention and loss of privileges* for 10 days

3rd offense – Parent Conference and loss of privileges* for 20 days

*Loss of privileges may include loss of device and/or deactivation of certain features such as camera, internet, etc.

Level B: Unacceptable Use

- Installing apps without district approval
- Possession or distribution of pornography of any kind*
- Possession of gang related files
- Possession of illegal copies of movies or music
- Cheating
- Threatening or bullying others (subject to regular district policy regarding bullying/threatening others)
- Hacking the district or any other network
- Syncing to a computer
- Adding **additional** e-mail accounts (more than the school-approved student e-mail account)
- Signing into unauthorized iTunes/iCloud accounts

- Resetting iPad to factory defaults / formatting
- Removing Profiles or changing settings to go around management

1st offense – Verbal Reprimand and loss of privileges, Meet with STC or Administrator**
 2nd offense – Lunch detention and loss of privileges**
 3rd offense – Parent Conference

*Legal consequences may be pursued if applicable

**Loss of privileges may include loss of device and/or deactivation of certain features (at the discretion of Teachers and Technology Staff) such as camera, internet, etc.

Loss or Damage

- If an iPad is damaged outside of school, the damage must be reported to your child's teacher immediately.
- If an iPad is damaged during school it must be reported to a teacher or administrator immediately.

General Rules

- *Headphones / Ear-buds* – the use of headphones or ear-buds during class time will be left up to the discretion of each teacher. Headphones are **NOT** allowed in hallways.

Please Remember

- Devices may be monitored by your school and district level administrators at any time for misuse.
- Administration reserves the right to take an iPad at any time if misuse or inappropriate use/content is suspected.
- Teachers reserve the right to restrict iPad use during class and take the IPAD if it is a distraction.

Repairs/Damage/Replacement

Repair cost for accidental damage (drops, spills, etc.) is the ultimate responsibility of the student and parent/guardian. There are several tiers of service/repair:

1. Standard Apple Warranty: In instances where there is no obvious accidental/intentional damage, the district will submit the device to Apple warranty and attempt to have it repaired at no charge.
2. AppleCare Plus: Each student iPad is eligible for up to 2 accidental damage claims through AppleCare Plus. This has a fee of **\$49**. Damage beyond the scope of what AppleCare Plus covers may result in full replacement cost. After two incidents, student damage will then go to the next tier.
3. AGI Repair: After lower cost Apple options are exhausted, the district will use AGI Repair for repairs not covered by Apple. Glass/display damage is estimated at \$199. Home button, headphone jacks, other components range from **\$59-\$89**. Actual costs may vary.
4. If a complete replacement is needed for loss/damage, current costs are estimated at \$400.
5. Student devices were issued with Rugged Protection cases (**\$25**) and are expected to be returned in clean, intact condition with the device or the student may be held responsible for replacement cost.
6. Student devices were issued with an Apple branded charger (**\$25**) and are expected to be returned or the student may be held responsible for replacement cost.

Take home Requirements

- Students must turn in an iPad use agreement signed by a parent\guardian
- Students cannot have any outstanding damage charges or have had their take home privileges revoked.

**iPad User Agreement
2020 - 2021**



Student

Please read each statement before signing:

- I will not take the iPad off school grounds and will return it to its proper cart daily.
- I will not modify or disable the iPad in any way unless instructed by district personnel.
- I will not synch the iPad to any computer or add email accounts
- I will not take the iPad out of the district-provided case.
- I will not take inappropriate pictures or use the internet inappropriately as defined by this Acceptable Use Policy.
- I will report any technical issues to my teacher as soon as possible.
- I will not leave my iPad unattended or have my iPad around food or drink.
- I understand that my absences and my actions may cause for the removal of my iPad privileges (either temporary or long-term)
- I will not give other students access to my assigned iPad.

I understand and will abide by the above iPad User Agreement. I further understand that, should I commit any violation, my access privileges may be revoked and school disciplinary action taken.

User's Full Name: _____ Grade: _____

User Signature: _____

Date: _____

Parent or Guardian

Please read each statement before signing:

- I give my child permission to use his/her designated iPad.
- I understand that this access is designed for educational purposes. Therefore, my child's actions may cause for the removal of his/her iPad privileges (either temporary or long-term)
- As a district-owned device, I understand that my child's iPad can be searched at any time for improper material or evidence of improper use.
- I assume all financial responsibility should my child be deemed responsible for damage to the iPad or charger.

As the parent or guardian of this student, I have read the iPad User Agreement.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

Phone#: _____

Date: _____

Asset Tag # _____