

PARKROSE iPad ACCEPTABLE USE AGREEMENT

Parkrose School District

DIGITAL CONVERSION

The focus of the iPad program at Parkrose Schools is to provide tools and resources for our students who are 21st 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.

The policies, procedures and information within this document apply to all iPads used at Parkrose Schools, including any other device considered by the Administration to come under this agreement. Teachers may set additional requirements for use in their classroom.



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ANNUAL iPad USE AGREEMENT

- Acceptable Use Of Technology Agreement & Student & Parent Acknowledgment
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1 RECEIVING YOUR iPad & iPad CHECK-IN

1.1 Receiving Your iPad

At the High School, iPad Minis and iPad chargers will be distributed during iPad Orientations. Parents & students must sign and return the Annual iPad Use Agreement form (included at the end of this document). The form must be signed and the annual insurance fee must be paid before the iPad can be issued to a student.

1.2 iPad Check-In

Students will return iPads and iPad chargers during the final week of school. If a student transfers out of Parkrose Schools during the school year, the student will return iPad and charger at that time.

1.3 Check-In Fines

If a student/parent/guardian fails to return the iPad at the end of the school year or upon termination of enrollment, that student/parent guardian will be liable for the cost of the iPad similar to a band instrument, books, or other items loaned by the school. Furthermore, the student/ parent/guardian will be responsible for any damage to the iPad, consistent with the District's Annual iPad Use Agreement, and must return the iPad and iPad charger in satisfactory condition. The student/ parent/guardian will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad Mini. iPads not returned will be reported as stolen property.

2 TAKING CARE OF YOUR iPad

Students are responsible for the general care of the iPad they have been issued by the school. iPad Minis that are broken or fail to work properly must be taken to the designated location at each school site for an evaluation of the equipment.

2.1 General Precautions

High School & Middle School Students are required to provide a cover for their iPad Mini. This cover needs to provide protection should the iPad be dropped from a desk or other surface while in use; a simple sleeve will not be sufficient.

iPad Mini Case Recommendations



- The iPad is school property and all users will follow the Acceptable Use of Technology Agreement and applicable Board policy.
- Only use a clean, dry 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 applied by Parkrose Schools. Students may not remove any labels applied by Parkrose Schools.
- HS Students are responsible for keeping their iPad secured at all times and never left unattended. When not in your personal possession, the iPad should be in a secure, locked environment. Unattended iPads will be collected and stored in the school's main office.
- Students are responsible for their iPads both in and out of school, including extracurricular events. 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.
- High school students are responsible for charging their iPads at home in preparation for each school day.

2.2 Carrying iPads

- Your iPad Mini should always be in its case and carried securely when it is outside of a school bag. Please be cautious when placing books, folders, pens, pencils and other items near or on your iPad.
- Avoid placing too much pressure and weight on the screen. We recommend using a bag with several pockets to keep these items separated. Always place your iPad on top of a stack of books, rather than the bottom.

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.
- Do not lean on the iPad.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything inside your cover that will press against the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth.

2.4 Apple ID

Students will be required to have an Apple ID. Students will set up an Apple ID when they receive their device or students who already have an Apple ID will be able to apply it to their device. Students under 13 can be provided an Apple ID by the district with signed approval from a parent or guardian. See the District-Provided Apple ID Consent form at the end of this packet.

2.5 Find My iPad

This app is required on all district devices. Students need to set it up when they receive their device.

2.6 Storing Your iPad

- When not in use, iPads should be stored securely.
- iPad Minis should never be stored in family vehicles in school or at home.

2.7 iPad Minis 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, hallways, and unlocked lockers. Any iPad left in these areas is in danger of being stolen. If an iPad Mini is found in an unsupervised area, including an unlocked locker, it will be taken to the school office.

3 USING YOUR iPad

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

3.1 iPads Left at Home (High School only)

If high school students leave their iPad Minis at home, they are responsible for completing course work as if they had their iPads present. A few loaner devices may be available for use; however, availability is not guaranteed.

3.2 iPad Undergoing Repair

The district has a limited supply of classroom iPads that may be loaned to students while their iPads are in for repairs.

3.3 Charging Your iPad's Battery

iPad Minis must be brought to school each day in a fully charged condition. High School 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 or the media center during recess or lunch if a cord is available. Elementary and middle school classrooms will have charging stations available for students.



3.4 Screensavers/Background Photos

Inappropriate media may not be used as a screensaver or background photo. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.

3.5 Sound, Music, Games, Programs

- Sound must be muted or headphones used at all times unless permission is obtained from the teacher for instructional purposes.
- Game play is not allowed during school hours unless specifically connected to classroom curriculum, content and activities.
- Apps and digital content to support classroom learning will be provided by Parkrose Schools.
- Students and families can install and delete other apps, but these are restricted by age. All installed apps are monitored by the Parkrose Mobile Device Management System.

3.6 Photos/Video/Audio Taken with iPad

Students may not take photos/video/audio of other students, staff, or anyone without their permission. The possession, forwarding, or uploading of unauthorized photos/video/audio to any website, network storage area, or person is strictly forbidden. In addition, photos/video/ audio taken with the iPad may not be used to slander, bully or denigrate any student, staff member, or anyone on or off the campus at any time. Photos, audio and video taken with the iPad Mini are for educational purposes only.

3.7 Home Internet Access

Students are allowed to connect their iPads to other wireless networks. At school, the internet filter that supervises connections on all Parkrose Schools networks will restrict allowable content. Please remember, when the iPad goes home or to any other location and connects to the Internet, content cannot be filtered to the same levels as those in our schools. Students and families must follow the user agreement at all times.

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MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving Documents

Students may save work on the iPads in several ways (i.e., iCloud and Google accounts). Storage space will be available on the iPad Mini— BUT it will NOT be backed up by the district in case of re-imaging. It is the student's responsibility to set up a back-up system/plan to ensure 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

Parkrose Schools makes no guarantee their network will be up and running 100% of the time. In the rare case the network is down, the District will not be responsible for lost or missing data.



5 SOFTWARE ON iPads

5.1 Originally Installed Resources

All apps and digital content necessary for student use in Parkrose Schools will be provided and must remain installed on iPads in usable condition and be easily accessible at all times. From time to time the school may add apps and other digital resources for use in a particular course. Regular and periodic checks of iPads will be made to ensure that students have not removed required apps and content or added inappropriate apps.

5.2 Additional Apps and Content

Students may load extra apps on their iPads provided that they meet school appropriate guidelines. Students may not sync district iPads to a computer.

5.3 Inspection

Students may be selected at random to provide their iPads for inspection.

5.4 Procedure for Re-Loading Apps

If technical difficulties occur or inappropriate apps or content are discovered, the iPad could be reimaged. Parkrose School District does not accept responsibility for the loss of apps or documents deleted due to a re-format and/or re-image. Students are responsible for reloading school apps after reimaging.

5.5 Software Upgrades

Upgrade versions of apps and iOSs are available from time to time. Students may be required to check in their iPads for periodic updates and syncing.

6 ACCEPTABLE USE

Use of Parkrose Schools technology resources is a privilege, not a right. The privilege of using the technology resources provided by Parkrose Schools is not transferable or extendible by students to people or groups outside the District and terminates when a student is no longer enrolled at Parkrose Schools. This guide 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. For further details about the district's expectations regarding technology resources, please refer to the Acceptable Use Policy outlined in the student handbook.

6.1 Parent/Guardian Responsibilities

- Talk to your children about appropriate and responsible use of the Internet.
- Should you want your student to opt out of taking an iPad home (HS only), you will need to work with your building principal to indicate this and understand that your student is still responsible for meeting course requirements.
- Parents/Guardians will pay an annual insurance fee, provide a case, and earphones. Families are responsible to promptly pay for any loss or damage fees.

6.2 District/School Responsibilities

- Provide Internet to its students at school.
- Provide Internet filtering of inappropriate materials. Please note: It is impossible to filter out everything, but there will be safeguards in place.
- Provide data storage areas. These will be treated similarly to school lockers. Parkrose Schools reserves the right to review, monitor, and restrict information stored on or transmitted via Parkrose Schools-owned equipment and to investigate inappropriate use of resources.
- Provide guidance to aid students in doing research/projects and help ensure student compliance of the acceptable use agreement.
- Repair of malfunctioning iPads.

6.3 Student Responsibilities

- Use iPads in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to iPad/computer use.
- Use all technology resources in an appropriate manner so as not to 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.
- Help Parkrose Schools protect our computer system/devices by contacting a staff person about any security problems they may encounter.
- Monitor all activity on their account(s).
- If an email or other communication is received containing inappropriate or abusive language or if the subject matter is questionable, report it to a staff person immediately.
- Return the iPad and accessories to the designated collection point for your site at the end of each school year. Students who transfer to an alternative school, withdraw, are suspended or expelled, or terminate enrollment at Parkrose Schools for any other reason must return the iPad and accessories on the date of termination.
- Take care of iPads as outlined in Section 2.
- Report any loss/damage/malfunction immediately to staff.



6.4 Student Activities Strictly Prohibited

- Using iPads for non-educational purposes during class times without teacher permission
- Illegal installation or transmission of copyrighted materials
- Any action violating existing Board policy, administrative rule, or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms or websites selling term papers, book reports, and other forms of student work
- Use of outside data disks or external attachments without prior approval from tech support
- 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
- 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/demean others
- Bypassing Parkrose Schools web filter or other security measures through a web proxy or other methods
- Taking photos/video/audio of other students, staff or anyone without their permission. The possession, forwarding, or uploading of unauthorized photos/video/audio to any website, network storage area, or person is strictly forbidden. Photos, video and audio taken with the iPad are for educational purposes only.

6.5 Student Discipline

If a student violates any of the user terms and conditions named in this agreement, 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 may be involved.

7 COST OF REPAIRS

7.1 Costs for Damaged, Lost or Stolen iPads

- Students will be held responsible for damage or loss to their iPads and iPad chargers resulting from negligence or misuse. This includes, but is not limited to broken screens, dented cases, cracked pieces, inoperability, etc. In the event of damage, the student and parent will be billed for the cost of repairs. The student may be able to check out a loaner iPad until repairs are made (unless damage is due to gross negligence, intentional destruction, or willful misconduct – administration will then determine iPad use for the student).
- Replacement Costs for Damages and Repairs:
 - > Repair fee for damaged or broken iPad Mini is \$100
 - > Replacement cost for the provided iPad wall charger is \$30
 - > Replacement cost for the entire iPad Mini is \$280





NOTE ABOUT INSURANCE

In order to keep the iPad program sustainable, the Parkrose School District requests that each student pay an annual insurance fee. The annual insurance fee is \$15 at the elementary and middle schools and either \$15 (for students on free or reduced lunch) or \$25 (all other students) at Parkrose High School. After paying this insurance fee, if a student iPad is lost or damaged during the school year, the family will only be assessed a repair deductible of \$100 to receive another functional iPad. In the event that a student does not return the iPad at the end of the school year or time of withdrawal, the full replacement cost of \$280 will be assessed to that student.

iPad Use Agreement

ACCEPTABLE USE OF TECHNOLOGY AGREEMENT STUDENT & PARENT ACKNOWLEDGMENT

Students:

I have read and will abide by Parkrose Schools' iPad Acceptable Use Agreement. I further understand that 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 Parkrose Schools.

Student Name:

Student Signature:

Date:

Parent Name:

Parent Signature:

Date:

PARKROSE iPad INSURANCE PROGRAM

***I understand there is a \$100 deductible charged for breakage or theft of the device**

PAYMENT SECTION: Please select your payment amount below: Checks made payable to your student's school.

- ☐ \$15: My student is at Parkrose Middle School or a Parkrose elementary school
- ☐ \$25: My student is at Parkrose High School
- ☐ \$15: My student is at Parkrose High School – AND - currently eligible for free or reduced lunch. I give permission to release this information.
- ☐ I have already made payments for two other students in my household. I certify the information provided above concerning payments for other children is true and correct. (This information will be verified by district staff.)
- ☐ I decline participation in the district insurance program because my child already has a device and will bring the device to school each day. Our family takes responsibility for loss or damage of the device.

Parent Name:

Parent Signature:

Date:

Homeroom Teacher _____