

# Faribault Public Schools

## IPad Loan Agreement

*Revised July 2020*





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## **1:1 IPAD DISTRICT PLAN**

### **Our Purpose**

Faribault Public Schools is committed to providing a comprehensive educational experience that will prepare our students to meet the needs of today's technological world. The 1:1 mobile device initiative provides the opportunity for personalized learning for each student.

### **Distribution**

Beginning in the fall of 2020 students in kindergarten through twelfth grade will receive an iPad. iPads are for students attending Faribault Public Schools full time. Students taking limited classes at our High School, Middle School, Area Learning Center or Elementary schools will not receive an iPad if the course/classroom teacher does not require it. We do not provide iPads to students that are in full time PSEO. Students attending MSAD or MSAB will receive an iPad from the academy.

### **Return**

Students who graduate early, withdraw, or terminate enrollment within Faribault Public Schools for any other reason must return their individual school iPad, case, cord and charger on the date of termination. Parents should notify the school immediately if they will be moving students from Faribault Public Schools. If a student fails to return the iPad and accessories when requested or upon termination of enrollment within Faribault Public Schools, that student or his/her parent/guardian will be subject to proceedings with our collection agency. The student or his/her parent/guardian must pay the full replacement cost of the iPad.



## General Information

- The iPad is school property and all users will follow, Policy 524—Internet Acceptable Use and Safety Policy at all times.
- Use only Apple certified accessories for charging the iPad.
- Students are responsible for having the iPad battery adequately charged before school each day.
- Report lost iPads immediately to the media center, technology or school office. The technology department will lock and search for the iPad.
- iPads that are suspected stolen should be reported to the Police Department or School Resource Officer.

## Cases

- The protective cases provided with iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device.
- iPads should **always** be within the protective case provided by the district and should not be removed.
- iPads without a case or with a missing or damaged screen cover will be considered unprotected and not in a complete case. Any damages that occur not in a case or with a missing or damaged screen cover will not be covered by the protection plan. Students will be required to purchase a replacement case for \$15.00 and pay for damages to the iPad.
- Alternative cases not allowed.
- Do not hold/carry the iPad from the stand attached to the case. Students must always carry the iPad in the proper manner.
- iPads and school-issued cases must remain free of any writing, drawing, stickers, labels, or any other physical alterations.

## General Use and Screen Care

- The iPad screens can damage if subjected to rough treatment.
- The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the top of the iPad. Do not place anything on top of the iPad.
- Do not place anything near the iPad that could put pressure on the screen (keep this in mind when placing your iPad in your backpack).



- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Insert cords and cables carefully into the iPad to prevent damage.
- Never leave iPads in a location susceptible to extreme cold or hot weather.

## **Identification**

Identification of student iPads are as follows:

- Record of serial number, school barcode and enrollment of iPads in our management system.
- Registration of District iPad serial numbers with Apple's Device Enrollment Program. Only Faribault Public Schools can activate iPads.
- Student name identification labels on the devices. Do not remove any labels from the iPad.

## **iPads Left in Unsupervised Areas**

Do not leave your iPad in an unsupervised area for any circumstance. Unsupervised areas include the school grounds, lunchroom, computer lab, above lockers, media center, unlocked classrooms, gymnasiums, auditoriums, and hallways. Any iPad left in these areas is in danger of being stolen. iPads that are found in an unsupervised area will be taken to the media center or main office.

## **iPad Use at School**

iPads are for use at school each day. In addition to teacher and classroom expectations for iPad use, school messages, announcements, calendars and schedules are accessible using the iPad. Students are responsible for bringing their iPad to all classes. The district is not responsible for any loss of data, music, videos or photos.

## **iPads Left at Home**

If students leave their iPad at home, they are responsible for getting the coursework completed as if they had their iPad present.

## **iPad Repair**

All damages must be reported to the technology/media office during iPad repair/replacement building scheduled times. Students will receive a replacement iPad in accordance with the iPad Protection Plan.

## **Charging the Battery**

Students should bring their iPads to school each day adequately charged to work throughout the school day. Students need to charge their iPads each evening by plugging them into an electrical outlet. Do not charge the iPads from a computer port or any non-Apple certified charger.

## **Music and Sound**

Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes. Students can use headphones or earbuds when permitted.



## Wireless Internet Access

Students will automatically connect to the school network when on school property. You are not allowed to connect to any other network while on school property. Students are allowed to set up wireless networks on their iPads while off campus only, however, Policy 524—Internet Acceptable Use and Safety Policy must be followed while at home.

## District Cloud Services

*Gmail/Google Cloud-Based Services:* Each student will receive a G-Suite account. Students will utilize Google Drive for file storage. Unlimited storage is available using the Google Apps for Education account provided by the district. Students are responsible for backing up all work and data. Only students in grades 6- 12 will receive a Gmail account. For privacy related information to this application see link.

<https://www.google.com/edu/trust/>

*Schoology Learning Management Application:* Most iPad productivity apps support the ability to open and share word processing documents, presentations, spreadsheets, PDFs, images, or other common file types. Students and teachers can exchange course-related files through their district-provided Schoology accounts. For privacy related information to this application see link. [www.schoology.com/privacy.php](http://www.schoology.com/privacy.php)

*SeeSaw Application:* Students will utilize SeeSaw through the clever login. SeeSaw is our online learning platform used at our elementary schools. With Seesaw, students build an online portfolio and share with Parents. Once signed up, Parents can see their child's progress, schoolwork and live video recordings that capture their student's learning. For privacy related information to this application see link.

<https://web.seesaw.me/privacy-policy>

*Network Connectivity:* Faribault Public Schools 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.



## School Supplied Apps

### Downloading Apps

The settings and apps originally installed by Faribault Public Schools must remain on the iPad in usable condition and be easily accessible at all times. All District-provided apps will be available or installed as needed. Students will not be able to download any



non-district approved apps onto their iPads. The technology department will post notifications when to apply updates.

## **Circumvention of Managed Settings (Hacking)**

The technology department for the purpose of initializing and managing all iPads in a secure and organized fashion sets up all student iPads. Any attempts by students to circumvent any district management settings through software restoration or “jailbreaking” will result in the confiscation of the iPad and disciplinary action. District personnel will be alerted when a student circumvents the original managed settings. Students are not permitted to connect their iPads to any computers.

## **Acceptable Use and Responsibilities**

The Technology Acceptable Use Policy is a school board approved policy regarding the use of instructional technology in the district. A copy of the full policy, [Policy 524—Internet Acceptable Use and Safety Policy](#), is on the district website and in all school offices.

## **Parent/Guardian Responsibilities**

Talk to your student about values and standards they should follow on the use of the Internet, just as you do on the use of all media information sources such as television, telephones, movies, and radio.

## **School Responsibilities**

- Provide Internet and email access at school to its students.
- Provide Internet blocking of inappropriate materials as able.
- Provide network storage areas for data, similar to school lockers. Faribault Public Schools reserves the right to review, monitor, and restrict information stored on or transmitted via school district-owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and to help ensure student compliance of Policy 524—Internet Acceptable Use and Safety Policy.
- School personnel will not have access to the camera or microphone at any time. Apple specifically blocks the ability to access the camera or microphone without user permission.

## **Student Responsibilities**

- Use iPads in a responsible and ethical manner.
- Obey general school expectations concerning behavior and communication that applies to iPad use.
- Use 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, missed deliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of





any information obtained via the Faribault Public Schools designated Internet system is at your own risk. Faribault Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.

- Help Faribault Public Schools protect our computer systems and devices by contacting an administrator about any security problems you may encounter.
- Make a teacher (at school) or parent/guardian (at home) aware immediately in the event that you receive an email or content that contains inappropriate or abusive language.
- Students who graduate early, withdraw, or terminate enrollment for any other reason must return their individual school iPad on the date of termination.

## **Prohibited Activities**

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing School Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms or sites selling term papers, book reports and other forms of student work.
- Changing iPad settings. (Exceptions include personal settings such as font size, brightness, etc.)
- Restoring or jailbreaking the iPad.
- Spamming (sending mass or inappropriate emails).
- Sharing pass codes with other students.
- Gaining access to other students' accounts, files, and/or data.
- Using an iPad to take photos or videos of a person or persons without prior consent from an individual or staff member. Students may not print, post, transmit, or distribute photos or videos without prior consent. We do not allow devices of any kind in bathrooms or locker rooms.
- Exchanging iPads and/or switching iPad identification labels to conceal fault of damage.
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications through social media or other Internet-based tools.
- 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.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Faribault Public Schools filter through a web proxy.



## 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 a violation of Faribault Public Schools policy. Give credit to all sources used, whether quotes or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- The District prohibits the use or possession of hacking software and violators will be subject to district disciplinary procedures. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the district.
- In an effort to display student learning using school provided technology, Faribault Public Schools staff will potentially publish original student work online. Use of projects will be for educational purposes only.

## Repairs and Replacement

### IPad Protection Plan

Faribault Public Schools recognizes that the implementation of a 1:1 technology learning initiative requires a need to protect the investment by both the district and families. Faribault Public Schools is offering an iPad Protection Plan to help cover the cost of accidental breakage or damage. The annual payment is \$10.00 for each student. The maximum family cap amount is \$40.00.

The iPad protection plan will cover ACCIDENTAL damage from drops, spills, cracked screens, theft, vandalism, fire, flood, natural disasters, and power surges due to lightning. It does not cover the loss of the iPad. The payment is non-refundable regardless of early termination or withdrawal from school for any reason. There is no refund at the end of the school year. The iPad protection plan lasts for one calendar school year. All payments, regardless of when made, will expire the day before the first day of the next school year.

All claims must be reported through the media center or technology office. In cases of theft or criminal acts, a police or fire report **MUST** be filed for the coverage to be utilized. A copy of the report or case file number **MUST** be submitted to the technology department prior to the replacement issue of an iPad.



The iPad protection plan **DOES NOT COVER** non-return or loss of the iPad. Claim amount for non-return or loss of iPad is \$300.00

Claims amounts are as follows **WITH** membership in the protection plan:

1st Damage/Repair Claim = \$ 0

2nd Damage/Repair Claim = \$50.00

3rd Damage/Repair = \$100.00

Claims amounts are as follows **WITHOUT** membership in the protection plan:

1st Damage/Repair Claim = \$50.00

2nd Damage/Repair Claim = \$300.00

Families will have 30 days to contact the school for full payment or arrange a payment plan before collection agency proceedings begin. Failure to pay according to payment plan arrangements will result in a report to the collection agency.

The iPad protection plan is strongly encouraged. **Families that do not enroll in the iPad protection plan will be responsible for the full cost of repair or replacement of the iPad.** Students who choose to enroll in the protection plan after the initial distribution must have the iPad visually inspected by a member of the technology staff in order to verify there is no damage to the device at the time of purchase.

### IPad USB cord and charger

Damages due to normal wear and tear or non-working cords and chargers are covered under the protection plan. Damaged cords or chargers must be turned in before a replacement one is issued. These must be original Apple issued cord and charger. Loss of IPad USB cord and chargers will not be covered. Replacements



are available for purchase at school. Students will be required to return iPad, USB cord, charger and case in good condition upon termination or early withdrawal from school.

### **Intentional Damage**

Students/parents are responsible for full payment of intentional damages to iPads and/or the protective cases provided by the district. **The iPad Protection Plan DOES NOT COVER intentional damage of the iPad.** Administrative staff will investigate iPads with significant screen damages or bends.

### **Authorized Repair**

Faribault Public Schools manages all repairs of iPads. Students and parents may **NOT** authorize a company to make repairs or attempt to make repairs on their own.

### **Parent Guide**

Digital safety is of the utmost importance. Intentional, frequent discussions with your student of any age are necessary and allow you to be proactive in protecting your student and further educating your child. Experts warn that students are most vulnerable to online dangers while at home. Please note the following suggestions, as they might be of assistance in further educating your student about appropriate use of technology including the iPad and home Internet use.

Beyond school, parents must take responsibility for their student's use of technology and the Internet in alignment with Policy 524—Internet Acceptable Use and Safety Policy and the school student handbooks. While the district has purchased filtering software that will be enforced on the school's network, filtering does not take the place of quality supervision. As a parent, you are responsible for monitoring your student's use of district-provided educational technology. This includes Internet use at home or any other remote location outside of school. Experts strongly suggest installing software to filter and block inappropriate content on your home wireless network or setting passwords.

### **Setting Expectations**

Regularly share your expectations with your student about accessing only appropriate sites and content, as well as being a good person when online (even when parents are not watching). Understand that your student's use of many technologies (such as computers, iPods, video game systems, and cell phones) likely gives your student the ability to connect to unfiltered public wireless networks (such as in a library or coffee shop, by picking up a neighbor's wireless signal, or connecting to the Internet through a cell service). Therefore, it is important to maintain regular, open dialog about Internet use and access. Discuss your expectation for appropriate use and behavior.



## **Screen Time**

Experts suggest having students surf the Internet in a central place at home, such as the kitchen or family room, rather than away from adult supervision or behind a closed door. Know what your student is doing with technology. Technology can be a great tool and resource, but also has the potential to be a big distractor. Help your student learn to focus on completing tasks or assignments prior to engaging in other Internet activities. Teaching today's students how to manage multiple sources of information and potential distractions is a critical life skill, one best learned before heading off to college or the workplace. More resources about screen time can be found at Live More Screen Less <https://www.livemorescreenless.org/>.

## **Nighttime Procedures**

Parenting experts suggest parking all technology devices, from cell phones to iPads, in a common family room overnight to discourage late night, unmonitored use and sleep disruption. Do not allow your student to sleep with the iPad. Remember to model appropriate use and balance of technology in your own life as well.

## **Digital Citizenship**

- Anything students post online creates a digital record, often called a "Digital Footprint." Nothing online is very private, even if it is intended. Once digitized, it can be saved, sent and re-posted elsewhere.
- A good rule of thumb: If you do not want a parent, teacher, principal, future employer or college admissions office to know something, do not post it online. Set up some sort of test question to ask your student, such as "Would Grandma approve?"
- "Friends" are not always who they say they are. Encourage your student to be friends online only with friends they know in person. Never give access to personal information to people met online.
- Never post personally identifiable information online. This includes full name, address, phone number, email, where you are meeting friends or where you hang out. Discuss with your student how easy it is for someone to find you based on what you post online.
- Regularly check your student's privacy settings on all commonly used sites and networks. Ignoring privacy settings on sites like Facebook means your student's photos, contact information, interests, and possibly even cell phone GPS location could be shared with more than a half-billion people.
- Cyberbullying (threatening or harassing another individual through technology) is a growing concern for today's youth. It takes many forms, such as forwarding a private email, photo, or text message for others to see, starting a rumor, or sending a threatening or aggressive message, often anonymously. Talk with your student about not partaking in this behavior and encourage her/him to report incidents of cyberbullying to an adult.



## **Living Document**

Technology evolves rapidly. As a result, Faribault Public Schools reserves the right to make changes to this agreement as needed using Policy 524—Internet Acceptable Use and Safety Policy as the guide. Faribault Public Schools reserves the right for administrators and teachers to use their best judgment in addressing situations not specifically covered in this agreement or by the student handbooks of individual schools.

## **Information Resources**

Farmington Public Schools; Gibbon- Fairfax-Winthrop School District ;Minnetonka Public Schools; Northfield Public Schools; Rochester Public Schools; Common Sense Media ([www.common sense media.org](http://www.common sense media.org))



## **Student/Parent Pledge for iPad Use**

### **Parent**

1. I agree to monitor my student's internet usage outside of school.
2. I will notify the district immediately if I will be moving my students from Faribault Public Schools.
3. Parental/Guardian consent: I agree to provide consent for the use of Schoology; the District's learning management platform, SeeSaw; the elementary online platform and Google Apps for Education; the District's cloud storage and collaborative educational workspace.

### **Student**

1. I will never leave my iPad unattended. I will know where my iPad is at all times.
2. I will never loan out my iPad to other individuals.
3. I will bring my iPad to school each day, adequately charged.
4. I will keep food and beverages away from my iPad.
5. I will not disassemble any part of my iPad or attempt any repairs.
6. I will protect my iPad by only carrying it while in a school approved case.
7. I will use my iPad in ways that are appropriate and meet all of the expectations of Faribault Public Schools.
8. I will not write on my iPad or iPad case with a marker or other writing device. I will not deface the serial number or remove iPad name or barcode label.
9. I understand that my iPad is subject to inspection at any time without notice and remains the property of Faribault Public Schools.
10. I will follow the policies and procedures outlined in the iPad User Agreement and Policy 524—Internet Acceptable Use and Safety Policy.
11. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
12. I will be responsible for all damage or loss caused by neglect or abuse.
13. I agree to return the district iPad, case, power cord and charger in good working condition to my school media center or main office no later than the last day of my enrollment at Faribault Public Schools.

I agree to the stipulations set forth in the above documents including the iPad Loan Agreement, Procedures, and Information; the Student Handbook; Policy 524—Internet Acceptable Use and Safety Policy; and the Student/Parent Pledge for iPad Use.



## **Contact Information**

For questions, please contact:

**Maria Hanson, District Technology Coordinator**

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