



PRIOR LAKE-SAVAGE
AREA SCHOOLS

iPad Loan Agreement

iPad Procedures and Information

The focus of the iPad initiative within Prior Lake-Savage Area Schools is to provide technology tools and resources to the 21st Century Learner. Student learning comes alive through innovative use of technology integrated into learning environments across the district.

Engagement & Interactivity

Student engagement is elevated when learning is personalized through the use of technology in the classroom. Engaging students in a digital learning experience allows students to see and interact with content in a variety of ways. Research suggests that when technology is integrated into instruction students not only learn technology skills, but students develop content knowledge and processing skills to prepare for the 21st Century work place.

Learning Anytime, Anywhere

When learning is digitized and made available online, students are able to access classroom content and lectures, collaborate with peers, complete projects, and participate in authentic discussions—all at their fingertips. Learning opportunities expand beyond the brick-and-mortar classroom and open the door to alternative learning environments including classes taught completely online, blended or hybrid classes with a mix of in-class and online experiences, and effective online interventions, supports and extensions to provide a wide array of educational services that meet student needs. Additionally, wireless saturation across the district combines with district and student-owned handheld devices to truly make learning anywhere, anytime a reality. This flexibility gives students control over the space, time, and context for their learning. Students who do not have wireless access in their homes will find that the iPad stores local content, such as textbooks and .pdfs to the device to allow them to complete their daily work without connecting to the internet.

Collaboration, Communication, and Shared Learning

Digital communication tools are very much a part of the world that students live in. Educationally, these tools can be highly beneficial in capturing new ways of processing and engaging in our work. Digital communication tools such as documents in the cloud, email, wikis, blogs, and learning management systems allow students to collaborate with each other, their classroom, and the world electronically. Classroom tools such as these extend student learning and allow discussion to occur outside of school and class time. These digital interactions give students an opportunity to ask questions and answer questions, problem-solve, think critically, and use interactions with peers to gain a deeper understanding of subject matter. Technology transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum, providing students with valuable learning opportunities that otherwise would not be accessible.

The procedures and information within this document apply to all iPads used within Prior Lake-Savage Area Schools, as well as any other device considered by the Administration to come under this documentation. Teachers may set additional requirements for use in their classroom.

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Receiving Your iPad

iPads will be distributed to students once their families have reviewed the iPad Loan Agreement and completed the digital iPad Loan Agreement Form. In addition to completing the form, families will provide their student(s) with a valid Apple ID prior to receiving the iPad.

iPad Return/Fines

Individual school iPads and accessories are the property of Prior Lake-Savage Area Schools and must be returned to the media center or front office within your child's school. Students who withdraw, are suspended or expelled, or terminate enrollment within Prior Lake-Savage Area Schools for any other reason must return their individual school iPad, case, charge cord, and charging brick on the date of withdrawal. Students must log out of the iCloud, App store and turn off the Passcode prior to turning device in.

If a student fails to return the iPad and accessories (case, cord, charging brick, etc.) upon termination of enrollment within Prior Lake-Savage Area Schools, that student or his/her parent/guardian may be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad and accessories. Failure to return the iPad and accessories will result in a theft report being filed with the Police Department.

Furthermore, students will be responsible for any damage to the iPad, consistent with the District's iPad Protection plan and must return the iPad and accessories to the designated location within your child's school in satisfactory condition upon the end of the school year. Students may retain the iPad for the summer pending parent written approval prior to the end of the school year.

Taking Care of Your iPad

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must immediately be taken to the media center within your child's school for an evaluation of the equipment.

2.1 General Precautions

- The iPad is school property and all users will follow the acceptable use policy for technology within Prior Lake-Savage Area Schools.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type (i.e. no Clorox wipes).
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, labels, or any other physical alterations that are not the property of Prior Lake-Savage Area Schools.
- iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- iPads must never be left in a location susceptible to extreme cold or hot weather.
- Students are responsible for keeping their iPad's battery charged for school each day.
- Students will receive one charging cord and one cube. If either is damaged or lost, it is the responsibility of the student to replace the damaged/missing part. If the cord or cube is determined to be defective, the school will replace the part.

2.2 Carrying iPads

- 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 within the school.
- iPads should always be within the protective case, which includes the hard shell cover, provided by the District.

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2.3 Screen Care

- The iPad screens can be damaged 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 near the iPad that could put pressure on the screen (keep this in mind when placing your iPad in your backpack).
- Clean the screen with a soft, dry cloth or anti-static cloth.

Using your iPad At School

iPads are intended for use at school each day. In addition, teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad. Students are responsible for bringing their iPad to all classes, unless specifically instructed not to do so by their teacher. All iPads are the property of Prior Lake-Savage Area Schools and as a result may be seized and reviewed at any time. **The student should have NO expectation of privacy or materials found on the iPad.** Student iPads may also be taken from those who are not meeting classroom or school iPad expectations.

3.1 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.

3.2 iPad Undergoing Repair

When an iPad is damaged and returned to the school for repair, a replacement iPad will be issued to the student in its place.

3.3 Charging Your iPad's Battery

iPads must be brought 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 wall outlet only. **Do not charge the iPads from a computer USB port.** Students will receive one charging cord and one cube. If either is damaged or lost, it is the responsibility of the student to replace the damaged/missing part. If the cord or cube is determined to be defective, the school will replace the part.

3.4 Screen Savers/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, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Students and families may install apps as needed for the purpose of customizing their learning experience, but are limited to ten (10) apps for personal use. In addition, apps that are required for classroom work will take precedent over personal apps. Therefore, students may be asked to delete personal apps to ensure classroom apps work properly.

Students are limited to two (2GB) of space for photos/videos/music, but are expected to utilize Google Drive for storage of these mediums throughout the school year.

3.6 Home Internet Access

Students are allowed to set up wireless networks on their iPads. This will assist them with iPad use while at home. However, the District Acceptable Use Policy must be followed while at home, using a district owned device.

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Managing Your Files & Saving Your Work

4.1 Saving to the iPad/Home Directory/Submitting Work

Email: Most iPad productivity apps support the ability to open and email word processing documents, presentations, spreadsheets, PDFs, images, or other common file types. Students and teachers can exchange course-related files through their Google Apps for Education and Schoology accounts.

4.2 Network Connectivity

Prior Lake-Savage Area 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.

Settings and Operations

5.1 Circumvention of Managed Settings

All student iPads are provisioned by the Technology department for the purposes of initializing and managing all iPads in a secure and organized fashion. 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.

5.2 Inspection

Students may be selected at random, at any time, to provide their iPad for inspection.

5.3 Procedure for Re-Loading Software

If technical difficulties occur, an attempt will be made to restore the iPad from a backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image. In addition, if the issues are the result of misuse this may result in confiscation of the iPad.

Acceptable Use

The use of Prior Lake-Savage Area Schools technology resources is a privilege, not a right. The privilege of using the technology resources provided by the district is not transferrable or extendable by students to people or groups outside the district and terminates when a student is no longer enrolled in Prior Lake-Savage Area Schools. This policy 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 document, as well as the [District Acceptable Use Policy 524](#), privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Prior Lake-Savage Area Schools' [Student Discipline policy 506](#) shall be applied to all student infractions. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

If the child is under age 13, parents need to provide an Apple ID for app customization on your child's iPad. It is our recommendation to create a separate school Apple ID using the plsas.org email provided by the school district if the student does not already have a personal Apple ID.

Talk to your children about values and the 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. More information can be found at Common Sense Media www.CommonSenseMedia.org

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6.2 School Responsibilities are to:

- Provide internet and email access to its students.
- Provide internet blocking of inappropriate materials as able. (Parents should also set internet controls at home).
- Provide network data storage areas. These will be treated similar to school lockers. Prior Lake-Savage Area 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 help assure student compliance of the Acceptable Use Policy.

6.3 Student Responsibilities are to:

- 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, mis-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via Prior Lake-Savage Area Schools' designated internet system is at your own risk. Prior Lake-Savage Area Schools specifically denies any responsibilities for the accuracy or quality of information obtained through its services.
- Help Prior Lake-Savage Area Schools protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Turn off and secure their iPad after they are done working to protect their work and information.
- If a student should receive email or come across content containing inappropriate or abusive language, he/she will make their teacher (at school) or parent/guardian (at home) aware immediately.
- Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their individual school iPad on the date of withdrawal as listed in the iPad Returns section on page 2.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Inappropriate Usage of Group Messaging
- Spamming (sending mass or inappropriate emails).
- Gaining access to other students' accounts, files, and/or data.
- 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 such as Ask.fm or Snapchat.
- Students are not allowed to give out personal information, for any reason, over the internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, email, etc.
- 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.

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6.5 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 Prior Lake-Savage Area Schools' Code of Conduct. 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.
- Use or possession of hacking software is strictly prohibited and violators will be subject to Acceptable Use Policy and Code of Student Conduct. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6.6 iPad Care

Students will be held responsible for maintaining their individual iPads and keeping them in good working order.

- iPad batteries must be charged and ready for school each day. Charge them only by plugging the iPad into an electrical wall outlet.
- No labels or stickers may be applied to the iPad or any part of its case.
- iPad cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- iPads that malfunction or are damaged must be reported to the media center within your child's school.
- Students will receive one charging cord and one cube. If either is damaged or lost, it is the responsibility of the student to replace the damaged/missing part. If the cord or cube is determined to be defective, the school will replace the part.
- iPads that are stolen must be reported immediately to the school media center.
- If the case is removed any repair costs to the iPad will be the sole responsibility of the student.

Protecting and Storing Your iPad

7.1 iPad Identification

Student iPads can be identified in the following ways:

- Record of serial number.
- Enrollment of iPads with the district Volume Purchasing Program (VPP) and the Device Enrollment Program (DEP)

7.2 Storing Your iPad

When students are not using their iPads, they should be stored in their locked lockers with the hard shell case over the screen. Nothing should be placed on top of the iPad when stored in the locker. Students will take their iPads home every day after school unless alternative arrangements have been made. iPads should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their iPad, they may check with the media staff.

7.3 iPads 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 lab, locker rooms, media center, unlocked classrooms, gymnasiums, auditorium, 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 the main office.

7.4 Bring Your Own Device

A student may bring his/her own iPad/device to school if he/she chooses not to use a District-provided iPad. In this case, to receive District provided iOS apps, the student must enroll his/her personal device in the District Mobile Device Management System. A student who brings his/her own device is fully responsible for its care and maintenance. Any non-iOS device or choosing not to enroll in the app management will affect the student's ability to access apps and could lead to alternative learning pathways.

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Repairing/Replacing your iPad

Prior Lake-Savage Area Schools recognizes that with the implementation of the iPad initiative there is a need to protect the investment by the District. At this time the district does not offer an insurance program for families. All students will receive an Otterbox Defender case for the iPad. This protective case has been shown to effectively withstand the daily use and accidental drop of the iPad. Any damages to the iPad sustained while in the protective case will be covered by the school district unless deemed to be caused by negligence. Students that have multiple repairs to their iPad may be subject to additional consequences and will be evaluated on a case-by-case basis. Families may choose to purchase personal device insurance through a third party vendor.

In cases of theft, fire or other criminal acts the student must report the issue to the media center so a police report or fire report can be filed on behalf of the student.

If the iPad is lost, it must be reported to the Media Center Staff as soon as possible. It may be the responsibility of the student and family to recover or replace the lost iPad. If necessary, the District and the police will assist in recovery.

If your iPad fails to work or is damaged, report the problem to the School Media Center as soon as possible. Do not attempt to gain access to the internal electronics or repair your iPad. iPad repair/replacement options will be determined by the School Media Center staff. You may be issued a temporary iPad or other materials until your iPad is working properly or replaced. If the iPad is experiencing technical difficulties outside of school hours, you will need to wait until you return to school to fix it. If the issue occurs during the summer, you will need to bring the iPad to the district office.

Damage that renders the iPad unusable will be completed during the school year. Replacement fees will be assessed for lost items. In addition, any damage that is deemed to be the result of negligence or abuse will be the responsibility of the student. Repair and replacement costs will reflect current pricing of the item.

Here are some additional things to review with your child:

- Anything they do or post online creates a digital record, often called a "Digital Footprint." Nothing online is totally private, even if it is intended to be. Once digitized, it can be saved, sent and reposted elsewhere.
- A good rule of thumb: If you don't 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 frequently ask your child if appropriate.
- "Friends" aren't always who they say they are. Encourage your child to only be friends online 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 child how easy it is for someone to find you based on what you post online.
- Regularly check your child's privacy settings on all commonly used sites and networks. Ignoring privacy settings on sites like Facebook means your teen'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 child about not partaking in this behavior and encourage her/him to report incidents of cyberbullying to an adult.

• More helpful websites with Internet safety tips for parents:

Common Sense Media www.CommonSenseMedia.org

Net Cetera: Chatting with Kids About Being Online Federal Trade Commission (FTC) guide

<http://www.ftc.gov/bcp/edu/pubs/consumer/tech/tec04.pdf>

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Parent Guide

Digital safety is of the utmost importance. Intentional, frequent discussions with your child of any age are necessary and allow you to be proactive in protecting your child and further educating him/her. Experts warn that children are most vulnerable to online dangers while at home. Please note the following suggestions as they might be of assistance in further educating your child about appropriate use of technology including the iPad and home Internet use. In alignment with the [Prior Lake-Savage Area Schools Acceptable Use Policy for Technology](#), beyond school, parents must take responsibility for the use of technology and the Internet. As a parent, you are responsible for monitoring your child's use of District-provided educational technology including District-issued email and cloud accounts as well as the Internet. This includes Internet use at home or any other remote location outside of school.

Filter Access

Filtering software is not built in to the iPad. While many potential dangers are filtered and blocked on the school's wireless network, children often have complete, unrestricted access to inappropriate sites at home. Experts strongly suggest installing software to filter and block inappropriate content on your wireless home network. Some possible filters to consider include OpenDNS (free version available), SafeEyes, and NetNanny. Some of these products offer additional protection features such as cell phone filtering, text message and photo screening tools, and digital footprint/reputation monitoring.

Set Expectations

Regularly share your expectations with your child about accessing only appropriate sites and content, as well as being a good person when online (even when parents aren't watching). Understand that your child's use of many technologies (such as computers, iPads, iPods, video game systems, and cell phones) likely gives your teen 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.

Monitor & Limit Screen Time

Experts suggest having teens 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 child is doing with technology and how his or her time is being spent. Technology can be a great tool and resource, but also has the potential to be a big distractor. Help your child learn to focus on completing tasks or assignments prior to engaging in other Internet activities. Teaching today's children 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.

Put the iPad to Bed. But Not in the Bedroom

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 child to sleep with the iPad. Remember to model appropriate use and balance of technology in your own life as well.

Family Media Use Agreements

The following link will take you to some useful Family Media Agreements provided by [Common Sense Media](#).

Additional Information Sources for this document:

Farmington Area Public Schools, Farmington MN
Gibbon, Fairfax, Winthrop School District, MN
North Shore Central School District, NY
Parent Guide Courtesy of Minnetonka Public Schools

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Prior Lake-Savage Area Schools – Student/Parent Pledge for iPad Use

Parent

1. I agree to provide a Parent/Guardian created Apple ID for app customization on my child's iPad.
2. I agree to monitor my child's Internet usage outside of school.

Student/Parent

3. I will never leave my iPad unattended.
4. I will never loan out my iPad to other individuals.
5. I will know where my iPad is at all times.
6. I will bring my iPad to school each day, adequately charged.
7. I will keep food and beverages away from my iPad since they may cause damage to the device.
8. I will not disassemble any part of my iPad or attempt any repairs.
9. I will protect my iPad by only carrying it while in the case provided, including the hard shell cover.
10. I will use my iPad in ways that are appropriate and meet all Prior Lake-Savage Area Schools expectations.
11. I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number iPad sticker on any iPad.
12. I understand that my iPad is subject to inspection at any time without notice and remains the property of the Prior Lake-Savage Areas Schools.
13. I will follow the policies and procedures outlined in the iPad User Agreement and the District Acceptable Use Policies.
14. I will report to the media center in case of theft, vandalism, and other acts of negligence.
15. I will be responsible for all damage or loss caused by neglect or abuse.
16. I agree to return the District iPad, case, power cord, and charging brick in good working condition to the designated location within my building upon my leaving the school district.

I agree to the stipulations set forth in the above documents including the iPad Loan Agreement, Procedures, and Information; the Acceptable Use Policy; iPad Protection Plan and the Student Pledge for iPad Use.

Individual school iPads and accessories must be returned to the school at the end of each school year, unless written parent consent has been received prior to the last school day. Students who withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their individual school iPad and accessories on the date of withdrawal.

***Family Agreement to the terms of this document
will be completed digitally through an online form
prior to receiving their iPad.***