

# Celina ISD iPad Contract



**\*After reading this contract and clicking Submit Data with Electronic Signature or Submit Electronic Signature, you are agreeing that you have read and acknowledge the contents of this form.**

## **Celina ISD**

### **iPad Program Manual**

Celina Independent School District uses Instructional Technology as a method of achieving the mission to prepare and inspire all students for life-long success by teaching the skills, knowledge, and behaviors that students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. Excellence in education requires technology to be seamlessly integrated throughout the educational program. In an effort to increase access to 21st century skills, Celina Independent School District has made it a goal to use a phased-in, age-appropriate process incorporating iPads into classrooms.

This initiative is a carefully constructed process that takes into account the age of the students and how curriculum is best presented. The individual use of technology is a way to engage and empower students to maximize their full potential and to prepare them for college and the workplace.

An important component of this iPad initiative will be education about digital citizenship and appropriate online behaviors. We will review cyber-safety rules with students frequently throughout the school year and will offer reminders and reinforcement about safe online behaviors. It is also an opportunity for teachers to show students how to use technology responsibly and teach them Internet etiquette. All internet activity is filtered and monitored.

The policies, procedures and information within this document apply to all iPads used in Celina ISD. Teachers may set additional requirements for use in their classroom.

## 1. RECEIVING AND RETURNING YOUR iPad

### a. Receiving Your iPad

iPads will be distributed in August of the coming school year.

6th thru 12th grades will keep their iPad with them at all times.

Pre-K thru 5th grades will keep their iPad in their classroom until such time as it is necessary for them to take it home for remote learning.

**Parents and students must sign and return the iPad Agreement and the iPad Acknowledgement Form prior to receiving an iPad.**

### b. Returning Your iPad

Any student devices may be checked-in/reviewed or permanently taken up at any time during the academic school year. If a student withdraws, is placed in an alternative educational setting, or is expelled from Celina ISD prior to the end of the school year, the iPad will be returned at that time.

### c. Failure to Return the iPad

If a student fails to return the iPad and accessories upon exiting Celina ISD, the student and/or parent will be responsible for the replacement cost of the iPad or may be subject to criminal prosecution or civil liability. Failure to return or pay for the iPad will result in a theft report being filed with the Celina Police Department.

## 2. 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 should be taken to the appropriate district personnel for an evaluation of the equipment.

### a. General Precautions

The iPad is the property of Celina ISD and all users will follow these policies and the Responsible Use Guidelines For Technology.

- Only use a clean, soft cloth to clean the screen (no cleansers of any type).
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads and cases must remain free of any writing, drawing, permanent stickers, or labels that are not the property of Celina ISD.
- Students are responsible for keeping their iPad battery charged for school each day.

### b. Carrying iPads

The protective cases provided with iPads have sufficient padding to protect the iPad during normal use and provide a suitable means for carrying the device within the school. iPads should always be within the protective case when carried.

### **c. 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 when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc., as it will eventually break the screen.

## **3. USING YOUR IPAD AT SCHOOL**

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

### **a. iPads Left at Home**

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. If a student repeatedly leaves their iPad at home, they may be subject to disciplinary consequences.

### **b. iPad Undergoing Repair**

In the case of manufacturer’s defect, loaner iPads may be issued to students when they leave their iPads for repair in the tech center. There may be a delay in getting an iPad should the school not have enough to loan.

### **c. Charging Your iPad’s Battery**

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Repeat violations of this policy may result in the imposition of disciplinary consequences.

### **d. Lock Screen/Background Photos**

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

### **e. Internet Access**

Free wireless access will be provided by Celina Independent School District. The District is not responsible for personal charges for accessing other wireless connections or other data charges.

**f. Saving Documents and Other Work**

For document storage, students are encouraged to email documents or save work on district-approved applications, including Google drive.

**4. SOFTWARE ON iPADS**

**Installed Software and Applications**

The software/applications installed by Celina ISD must remain on the iPad in usable condition and be easily accessible at all times. From time to time, the school may add or remove software applications for use in a particular course.

**5. RESPONSIBLE USE**

With the iPad Initiative, you are being given access to Celina ISD’s electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world.

With this opportunity comes responsibility. It is important that you read the **Responsible Use Guidelines** and ask questions if you need help in understanding them. It will be your responsibility to follow the rules for appropriate use. Inappropriate system use will result in the loss of the privilege of using this educational and administrative tool.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While Celina ISD will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

**Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.**

**a. Acceptable Use**

Any use described below is deemed “acceptable” and consistent with the Celina ISD Acceptable Use Guidelines for Technology.

- Use is mainly for educational purposes, but some limited personal use is permitted. (Remember that people who receive email from you with a District address might mistakenly infer that your message represents the District’s point of view.)
- Use furthers the educational and administrative purposes, goals, and objectives of Celina ISD.

- Use is limited to your own individual account - you and only you should use that account. Do not share your password with others.
- Use furthers research related to education and instruction.
- Use does not violate the student code of conduct or employee standards of conduct.

**b. Unacceptable Use**

Any of the following uses is deemed “unacceptable” and a violation of the Celina ISD Acceptable Use Guidelines for Technology. Disciplinary action may be taken for unacceptable use of the network or Internet.

- Unauthorized use of copyrighted material, including violating district software licensing agreements.
- Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal.
- Use of technology resources such as chat rooms, social sites, and games in a manner that causes disruption to the educational program.
- Use of school technology resources to encourage illegal behavior or threaten school safety.
- Personal, political use to advocate for or against a candidate, officeholder, political party, or political position. Research or electronic communications regarding political issues or candidates shall not be a violation when the activity is to fulfill an assignment for class credit.
- Use of any means to disable or bypass the district’s Internet filtering system or other security systems.
- Attempting to destroy, disable or gain access to district computer equipment, district data, the data of other users, or other networks connected to the district’s system, including uploading or creating computer viruses.
- Encrypting communications or files to avoid security review.
- Posting personal information about yourself or others (such as addresses and phone numbers) other than as needed to conduct school operations.
- Forgery of electronic mail messages or transmission of unsolicited junk email.
- Use related to commercial activities or for commercial gain.
- Use that violates the student code of conduct or employee standards of conduct, or is unlawful.
- Wasting school resources through the improper use of the iPad computer system.

**c. Parent/Guardian Responsibilities**

- Talk to your children about values and the standards that your children 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.
- Should you want to allow your student to use his/her own personal iPad in lieu of a district-provided iPad, you will need to sign a form indicating this and agreeing to certain program requirements. The one time set up fee will still apply but insurance will be the responsibility of the student.

#### **d. Student Responsibilities**

- Use computers/devices 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 to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mistaken deliveries or service interruptions caused by the student’s own negligence, errors or omissions.
- Help Celina ISD protect our computer system/device by contacting an administrator about any security problems you encounter.
- Monitor all activity on your account(s).
- Always turn off and secure your iPad after you are done working to protect your work and information.
- If you should receive an email containing inappropriate or abusive language or if the subject matter is questionable, you should print a copy and turn it into the office.
- Return your iPad to the library at the end of each school year. Students who withdraw or are expelled from school must return their individual iPad computer on the date of withdrawal.

#### **e. Prohibited Student Activities**

- Illegal installation or transmission of copyrighted materials.
- Any action that violates Board policy, the Responsible Use Guidelines, this User Agreement, the Student Code of Conduct, or federal/state law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Cheating, including the use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Messaging services-ex: MSN Messenger, ICQ, etc.
- Internet/computer games (non-educational)
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc.).
- Downloading unauthorized apps.
- Spamming- Sending mass or inappropriate emails.
- Gaining access to other student’s accounts, files, and/or data.
- 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 MSN Messenger, Yahoo Messenger.
- 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 will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Celina ISD web filter through a web proxy.

#### **f. District/School Responsibilities**

- Provide WIFI access to its students.
- Provide Internet blocking of inappropriate materials as able.
- Provide data storage areas. These will be treated similar to school lockers. Celina ISD reserves the right to review, monitor, and restrict information stored on or transmitted via Celina ISD-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 through school created and implemented lessons.
- Provide technical assistance and device repair services.

#### **g. Responsible 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.
- Only labels or stickers approved by Celina ISD may be applied to the iPad.
- iPad cases furnished by Celina ISD 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 Tech Shack. The school district will be responsible for repairing iPads that malfunction.
- Students are responsible for any and all damage to iPads and accessories per the User Fee Agreement found on page 10.
- iPads that are stolen must be reported immediately to campus administration and the Celina Police Department.

#### **h. Legal Propriety**

- Students must 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 the Celina ISD Student Code of Conduct. Give credit to all sources used, whether quoted 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 penalties in the Celina ISD Student Code of Conduct and Student Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

**i. Student Discipline**

If a student violates any part of the above policy, or any other Celina ISD school rule, he/she will be subject to disciplinary consequences.

**6. PROTECTING AND STORING YOUR IPAD COMPUTER**

**a. iPad Identification**

Student iPads will be labeled by the district in order to identify and track each device. iPads can be identified by a serial number and a Celina ISD label. Students are prohibited from altering these identifying marks.

**b. 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, 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 the library or the office, and the responsible student may be subject to disciplinary consequences.

## 7. USER FEES AND APPLE CARE

### a. User Fee

A yearly non-refundable usage fee of **\$45** is mandatory. Students will be issued the same device year-to-year while attending Celina ISD. Students who do not pay this fee will not be issued a device.

### b. AppleCare

AppleCare is included with the \$45 usage fee. AppleCare covers two screen replacements for the life of the iPad.

### c. Coverage

iPads that are lost or destroyed are not covered by this usage fee or AppleCare. iPads that are stolen are not covered by this usage fee or AppleCare. The Logitech Case & Keyboard are not covered by the usage fee or AppleCare.

### d. Personal Devices

Personal iPads may be utilized, students will incur a yearly usage fee of **\$20**. Personal devices such as laptops and phones will not be permitted to replace use of an iPad, and will not be connected to any CISD Network.

### e. Criminal Acts

In cases of theft, vandalism and other criminal acts, the student or parent **MUST** file a police or fire report. A copy of the police/fire report must be provided to the campus Principal's office before a discounted replacement iPad will be issued to the student.

IPAD CLAIM CHART	
CLAIM	FEE
Lost or Destroyed	\$445
Stolen (Police Report Provided)	\$200
Screen Damage	(2) Covered Replacements
Manufacturer Defect	Covered
Case & Keyboard	\$90
Keyboard Only	\$46
Apple Charger & Apple Cable	\$40 (\$20 each)

## 8. REPAIRS

### a. Repairs

Any technical or mechanical issues with a Celina ISD provided iPad must be reported to the school and will be repaired by Celina ISD, or a certified partner of Celina Independent School District. While Celina ISD will not be responsible for repairs or replacement of a personally owned iPad, technicians will be available during the school day for minimal technical assistance.

**STUDENT/PARENT IPAD AGREEMENT**

**School Year: 2020-2021**

**Student Name: (Please print)** \_\_\_\_\_

**Student ID #:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Parent Name: (Please print)** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Parent email:** \_\_\_\_\_

**I, (student name)** \_\_\_\_\_ **agree to all of the following:**

1. I will take proper care of the iPad and will report damage immediately to a Technology Department Representative.
2. I will never abandon, or leave the iPad unattended, and I will know where the iPad is at ALL times.
3. I will never loan out the iPad or charging cord to other individuals.
4. I will fully charge the iPad's battery at home each night to ensure the iPad is powered at school.
5. I acknowledge that I have read and agree to the *Celina ISD iPad Agreement* and *Acceptable Use Policy*. My signature below indicates that I have read and am aware that Agreement and AUP are available on Parent Portal.
6. I will keep food and drinks away from the iPad since they may cause damage to the iPad.
7. I will not remove any CISD labels, disassemble any part or attempt to make any repairs to the iPad.
8. I will not write or place decorations (such as stickers, skins, decals, etc.) on the iPad.
9. I understand that the iPad is subject to inspection at any time without notice or agreement and remains the property of the Celina ISD. I will peacefully surrender the iPad and cooperate with any investigation of improper use.
10. I have read and will comply with all aspects of the *Celina ISD iPad Agreement* and the *Acceptable Use Policy* at all times.
11. I agree to return the District iPad, power adapter, and cable in good working condition at the end of the year or upon withdrawal.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I, (Parent)** \_\_\_\_\_ **agree to all of the following:**

1. I acknowledge my financial responsibility begins when the iPad is issued to my child and this form is signed and dated.
2. I realize that if the iPad is stolen or lost I will take full financial responsibility for the iPad in accordance with the fee schedule in the *Celina ISD iPad Agreement*.
3. I acknowledge that I will be responsible for the entire cost of repair or replacement for damages **NOT** covered under iPad agreement, regardless of where damage occurs (school, home, etc.). All repairs must be performed by Celina ISD staff.
4. I acknowledge that the student is responsible for charging the device at home each night to be prepared for daily school use.
5. I acknowledge that I have read and agree to the *Celina ISD iPad Agreement* and *Acceptable Use Policy*. My signature below indicates that I have read and am aware that the Agreement and AUP are available on Parent Portal.
6. I will be responsible for monitoring my child's use of the Internet when he/she is not at school.
7. I acknowledge that a violation of the *Acceptable Use Policy* can result in disciplinary action, including, but not limited to, loss of technology privileges, loss of use of the iPad, and standard CISD discipline consequences according to the Code of Conduct.
8. I acknowledge that the student will be required to bring his/her iPad to school, fully charged, each day.
9. I acknowledge that the student will use the iPad and continue to develop his/her skills as required by the teachers and personal goals he/she has set for improving performance, employability and as a career skill.
10. I acknowledge that fraudulent reporting of theft will be reported to the Celina ISD Police Department for investigation.
11. I agree to return the District iPad, power adapter, and cable in good working condition at the end of the year or upon withdrawal.

**Parent / Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# iPad Acknowledgement Form

Student Identification Number: \_\_\_\_\_

## CHECK ONE:

- I, \_\_\_\_\_, agree to pay **\$45** for the Celina Independent School District iPad usage fee.
- I decline the **\$45** Celina Independent School District iPad usage fee and understand an **iPad will not be provided.**
- I decline the use of a district supplied technology device and agree to supply **my own Apple iPad** for use at school. I agree to pay **\$20** to have my device reset and put under management, allowing my device to receive updates, apps, and wireless access. I will lose the ability to install my own apps.

Student Printed Legal Name: \_\_\_\_\_

Student Acknowledgement Signature: \_\_\_\_\_

Grade: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Printed Legal Name: \_\_\_\_\_

Parent Acknowledgement Signature: \_\_\_\_\_

***By signing above, I acknowledge and agree to all of the terms and conditions listed.***

## **For Administrative Use ONLY**

Check # \_\_\_\_\_

School Bucks

Cash

Amount \$ \_\_\_\_\_

iPad ID 400000 \_ \_ \_ \_