

Quanah ISD

iPad Acceptable Use & Protection Agreement

Learning in the Present; Preparing for the Future

Quanah ISD is pleased and proud to offer our staff and students in Grades 4, 5 & 6 access to an Apple iPad and the Internet. Use of the wireless network will provide QISD campuses access to numerous software programs and the Internet for educational purposes. Quanah ISD believes that teaching using 21st Century tools will improve the educational opportunities for our students.

Internet connection at home will be beneficial to students. The iPad will have many uses at home without Internet access, but the students' ability to get full benefit from their assigned iPad will be much greater if they have Internet access.

We hope that you share our excitement of being able to offer the iPads as an instructional resource to our students and teachers at Quanah ISD. The impact on teaching and learning will be enormous. Our students will gain access to up to date information and will be able to use this information to enhance learning. In addition, their technology skills will increase and better prepare them for higher education and the workforce. As with any new initiative, there will be constant assessment and necessary changes to make this project work to the maximum benefit of our students.

This agreement represents an outline of the iPad Policies and Procedures. By signing this Agreement, students and parents/guardians agree to follow the Policies and Procedures. Students and parents/guardians are encouraged to read and understand these Policies and Procedures prior to signing this Agreement.

Access to the Quanah ISD iPads and Internet system is a privilege, not a right. Violating the letter or spirit of the regulations may be cause to deny a student access to the Quanah ISD iPads and systems, and/or may result in more serious disciplinary action(s) and/or financial obligations.

Apple warranty coverage is purchased by Quanah ISD as part of the purchase price of the iPad. **Apple warrants the iPads from defects in materials and workmanship only.** This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair the iPad or iPad replacement. The Apple warranty does not warrant against damage caused by misuse, abuse, accidents, or computer viruses.

Quanah ISD has insured the iPads for the current year for accidental damage. The following charges will be incurred for each occurrence if the iPad, power cord, and/or protective case are accidentally damaged:

First Accidental Breakage: Quanah ISD insurance will cover the repair/replacement.

Second Accidental Breakage: The actual cost of repair/replacement student loses take-home privileges until the financial obligations are taken care of.

Third Accidental Breakage: The actual cost of repair/replacement, student loses take-home privileges until the financial obligations are taken care of and an administrative decision is made regarding the student's possible further use of the equipment.

Lost/Stolen: If a student loses the iPad, power cords, and/or protective case, they will be charged full replacement costs for those items. If the iPad is stolen while away from school, parents/guardians should immediately report the theft to the local police. A police report must be given to the campus principal at the first opportunity available or no later than the first school day following the incident. In case of fire, a copy of the police/fire report must be given to the campus principal.

Intentional Damage: Students/Parents are responsible for full payment of intentional damages to the iPads, power cords, and protective case. Warranty, Accidental Damage Protection, or School District iPad Protection **DOES NOT** cover intentional damage to the iPad and its accessories.

General Care of the iPads

Treat the iPad with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.

If the iPad, power cord or protective case is damaged, or not working properly, a technology helpdesk form located on the QISD website must be completed and the iPad, power cord and protective case must be turned into the Technology Staff for repair or replacement immediately. Parents/guardians and students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the iPad.

- Do not remove the iPad from the school issued protective case for any reason. Replacing the school issued protective case with your own is not allowed.
- Do not leave your iPad in an unsecured area. This includes an unlocked locker.
- Do not loan the iPad to anyone.
- Protect the iPad by unplugging the power supply and headphones when transporting the iPad.
- Students are expected to treat their iPad with care and respect. The iPad and protective case are the property of Quanah ISD, and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the iPad or protective case are not allowed and will result in loss of privileges and disciplinary consequences.
- Students should not use their iPad while walking. Students are strongly encouraged to use the iPad on a flat stable surface such as a table. iPads are fragile, and if they are dropped they may break.
- Students should protect their iPad from extreme heat or cold. iPads should never be left in a car, even if the car is locked.
- iPads should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using the iPad, or use their iPad near others who are eating and/or drinking.
- Heavy object should never be placed or stacked on top of your iPad. This includes books, musical instruments, sport equipment, etc.
- Students should use care when plugging in their power cord and headphones.
- iPads should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the iPad to overheat, and will result in damage to the iPad.

General use of the iPads and the Quanah ISD Internet System

Quanah ISD fully expects that all members of the school community will use the computer systems in a responsible, appropriate, and legal manner.

Use the following regulations as a guide when working within our iPads or Internet computer system:

- Follow the Quanah ISD acceptable use policy when using the Internet at home or at school.
- Any inappropriate or careless use of an iPad should be reported to a teacher or other staff member immediately.
- Do not load applications from the Internet unless you have permission from a Quanah ISD teacher.
- Do not remove programs or files from the iPad.
- Honor your family's values when using the Internet. Parents will discuss family values and expectations regarding the use of the Internet at home. Parents will supervise their child's use of the iPad at home. Content that is not age appropriate is not allowed whether at school or home.
- Do not give personal information out when using the Internet.
- The school's Internet connection should be used only for research or information gathering that is directly related to academic assignments or extracurricular projects supervised by the Quanah ISD faculty.
- During school hours, game playing on iPads is not allowed unless the game is directly related to a school assignment or activity.
- E-mail (or any other electronic communication) should be used only for legitimate and responsible communication between students, faculty and family. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
- Students may access only those files that belong to them or which they are certain they have permission to use.
- Students are expected to follow all copyright laws.

- Files stored within the school computer systems (both iPad and file servers) should be limited to those relating to formal school courses or activities.
- Games, commercial software, or graphic files that are not for a school project or formal activity should not be stored on the school computer systems.
- Students are expected to only access teacher authorized sites at the appropriate times.
- Students are expected to notify their teacher/parent immediately if they accidentally access an inappropriate site.
- Each iPad is assigned to an individual student. Students should never “swap” or “share” their iPad with another student.
- iPads should be in a student’s possession or secured at all times.
- Students should never attempt to “hack” into any computer system or engage in unauthorized use of the network.
- All users must agree to never maliciously damage or steal school computer equipment or electronic data.
- All users must agree to never change the settings of school-supplied software.
- The use of chat rooms or instant messaging systems or free email on the Internet is prohibited. The students may only use the email account and chat (if available) software that is set up by Quanah ISD.

Daily Preparation Tasks

- Recharge the iPad battery every night. If you are unable to recharge it yourself, check the iPad into Technology Office for recharging before leaving school for the day.
- Bring the iPad to school every day and have it ready to work at the beginning of each class. If a student fails to bring their fully charged iPad to school each day, disciplinary action will result.
- Students who do not have permission to take their iPad home may pick up their iPad in the designated room each morning, and are required to return their iPad to the designated room at the end of each day.
- Students may be allowed to recharge their iPads during classes that are conducive to this. **Very few classes will have this capability, so avoid any potential problems by charging them each night at home.**

Using the iPad for Internet and Electronic Communication

- Quanah ISD will filter Internet access while on the school network on the iPad. Any attempt to disable that filter will result in disciplinary consequences.
- Students and parents/guardians understand the Quanah ISD does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school, **it is the parent/guardian’s responsibility to supervise the information that a student is accessing from the Internet while at home.**
- Students should be aware that Internet access and electronic communication, and other media that are accessed, created or stored on their iPads are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student’s access to them at any time, and for any reason.

Consequences of Inappropriate Use

The use of any district technology is a privilege and not a right. Students are expected to use their iPad in accordance with these Policies and Procedures, and District Acceptable Use Policy and any applicable laws. Failure to use this iPad in an appropriate manner will result in consequences, as determined by the staff and administration of Quanah ISD.

Students who leave the District and fail to check in their iPad and related equipment will have felony theft charges filed against them immediately upon the District’s knowledge of such an event. The District will prosecute the occurrence to the fullest extent of the law.

Student Pledge for iPad Use

1. I will take good care of my iPad and know that I will be issued the same iPad and protective case each year.
2. I will not remove my iPad from the school issued protective case for any reason or at anytime.
3. I will never leave the 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 charge my iPad's battery daily.
7. I will keep food and beverages away from my iPad since they may cause damage to the iPad.
8. I will not disassemble any part of my iPad or protective case or attempt any repairs.
9. I will protect my iPad by carrying it securely.
10. I will only use my iPad in ways that are appropriate and educational.
11. I will not place decorations (stickers, markers, etc.) on my iPad.
12. I understand that my iPad is subject to inspection at any time without notice and remains the property of Quanah ISD.
13. I will follow the policies outlined in Quanah ISD's Acceptable Use and Protection Policy while at school and any other place I use my iPad.
14. I will file a police report in case of theft, vandalism, fire and other acts covered by insurance.
15. I agree to pay for the replacement of the iPad, power cords and/or protective case in the event any of these items are lost or stolen.
16. I agree to return the District iPad, power cords and protective case in good working condition immediately upon request by the District.

Quanah Independent School District
iPad Acceptable Use & Protection Agreement,
Student Pledge for iPad Use

We have read these Parent/Guardian and Student Agreements and Pledge and understand our responsibilities in the use of the iPad, computer network, Internet, and any other applicable equipment. We also understand all the policy and procedural expectations and obligations related to the Quanah ISD iPad initiative.

Parent Signature

Date

Parent Printed Name

Student Signature

Date

Student Printed Name