

## Agreement for Use of Mercer Island School District Student iPads

### Student Usage Standards for District Provided iPads

- The iPad you will be issued is the property of the Mercer Island School District and is made available to you as a tool for learning.
- This Agreement sets out the iPad usage standards for using the device.
- Like textbooks and other school property, an iPad is assigned to the student and **MUST** be returned to the District at the end of the school year or upon withdrawal or transfer.
- This Agreement – signed by both student and parent/guardian – is required before an iPad will be issued to a student.
- The use of an iPad is a privilege that can be revoked. Inappropriate use or neglect of an iPad can result in limits to or loss of use of the iPad. **Consequences for inappropriate use** will vary according to infraction, but may include any or all of the following:
  - School discipline code consequences
  - Loss of privileges or increased controls
  - Temporary or permanent loss of iPadViolations are subject to conditions of Policy and Procedures 3200 (Student Rights and Responsibilities) and Policy and Procedures 3241 (Classroom Management, Discipline and Corrective Action).
- Use of the iPad is subject to the provisions of Policy and Procedures 2022 (Electronic Resources and Internet Safety).
- Students will bring the iPad to school each day unless otherwise instructed **with a full battery charge**.
- Students are not permitted to change or otherwise “jailbreak” the device to alter the configuration or functionality that has been established by the district. This means students cannot remove the Apple operating system nor install apps that alter the district’s ability to manage the device.
- Students must not leave the iPad unattended at any time while at school. If a student needs to store his/her iPad during the school day, he/she must follow all school procedures for securing unattended iPads when necessary (athletic events, etc.). The cost of a loss/theft of an iPad due to negligence of the student will be charged to the parent/student and recovered as authorized under Policy and Procedures 3520 (Student Fees, Fines, Charges).

All the iPad applications (“apps”) that students will need for classes will be made available by the district. Students are not allowed to uninstall or modify any application or the operating system in any way. The district reserves the right to remove or disable any student-installed apps, including but not limited to those which are considered inappropriate or that interfere with the learning process. All downloading of applications or other on-line costs incurred by the student for authorized or unauthorized personal use of the iPad are the sole responsibility of the parents/students.

- File-sharing, including downloading music, or any other activity that violates copyright laws is not permitted. Any music or other commercial files installed on the iPad must be legally owned by the student user.

### General Handling and Required Care of the iPad

- Student and Parent/Guardian will be charged for any damage resulting from intentional abuse or mishandling, or non-accidental loss or damage to an iPad due to negligence. A police report is required for any stolen iPad. The following are not considered to be accidental damage and repair costs will be assessed under Policy and Procedures 3520 (Student Fees, Fines, Charges):
  - Excessive scratches/wear to iPad exterior caused by failure to regularly use a protective case as determined by MISD staff
  - Intentional marking, defacing, and/or abusing the iPad for student amusement, anger, frustration, etc.
  - Damage caused by tampering with hardware components or operating systems (i.e., jailbreaking) to alter district configuration
- Any loss or theft of an iPad must be **reported to the technology support office immediately**, so that recovery efforts can be initiated. **Failure to immediately report a lost iPad can result in the student being assessed the full replacement cost of approximately \$400.**
- **Do not mark the iPad in any way** with markers, stickers, scratches, engraving, etc. Each Apple iPad is labeled with a district identification barcode. Do not remove this barcode label. Students may personalize the district provided case for easier identification.
- The iPad must remain in a case at all times. Any damage resulting from failure to use a case will result in fees being assessed for the full cost of repairs. If you wish to purchase your own case, the case must provide adequate protection for the edges, corners and surface of the iPad. Students will be provided one case for a student's iPad at IMS and one case for the student iPad at MIHS. Replacement cases issued to students will result in a \$20 charge to the student's ASB account.
- Do not insert foreign objects (paperclips, pens, etc.) into the ports (openings) of the Apple iPad.
- When eating/drinking near the iPad, keep the iPad protected from liquids and other foods. Protect the iPad from other sources of moisture such as rain when outdoors and bathrooms or kitchens near toilets or sinks.
- Make sure hands are clean before using the iPad – the glass screen should be regularly wiped clean with a dry clean soft cloth – a microfiber cloth is recommended, but any soft cotton fabric will work. Do NOT use commercial liquid or spray cleaners (Windex, etc.) on the iPad screen. Do NOT use paper towels to clean the screen.
- When the charging cable needs to be connected, be sure to line it up correctly when inserting and removing. Students are responsible for damage to the charger port or connector pin resulting from mishandling. Use only Apple certified charger and cables. One charger and cable is provided by the school district.

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- If you have problems with your iPad, stop using the device and ask your Tech Support Office for help.

## Internet Rules and Expectations

- Mercer Island School District's Acceptable Use Agreement (see attached) must be followed at all times.
- All activity conducted on the Mercer Island School District Network is monitored. All use of the Network should be to further the student's education and enrich the student's educational resources.
- Any inappropriate web, photo, music, email or app activity can result in loss of the Apple iPad privilege. The use of unapproved proxy servers is strictly forbidden and is a violation of the district's network policy.
- If you unintentionally view an inappropriate website at school while on the district's filtered internet connection, report it to your teacher immediately.

## Parent Information

- The iPad is meant for student use only. It is not meant to be a family computer or to be used by siblings in any way.
- Parents are responsible for supervising student Internet use while at home; the filtering services we implement on the district network do not transfer to home use. More restrictive settings can be installed upon parent request to limit access to the Internet or other nonacademic uses of the iPad – parents should contact Andreeves Ronser, Mercer Island School District's IT Director, regarding specific information on how to access this service.
- Parents should monitor the use of the iPad at home to ensure that its primary function is academic and that students are completing assigned school work rather than excessive gaming, chatting, etc. More specific resources are available on the 1-1 iPad pages on the High School and Middle School web site.
- Use of Internet resources – including online curriculum content purchased by the district – will be an integral part of the learning activities in your child's classes. If you have reservations or objections about your child having access to the Internet while at school, please contact your school administration to discuss the matter.
- All families will have the option to participate in an iPad self-insurance program to provide limited protection in the event of loss or damage to the iPad. This is a MISD self-insured program managed by the Mercer Island School District. Arrangements can be made through the building Administrators for families that require financial assistance if the parent/student desires the insurance.

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## Insuring the iPad

- Parents/students have the option of participating in the District's self-insurance program, which provides limited protection in the event of loss or damage to the iPad. Otherwise by denying insurance, parent/student assumes full responsibility for damage, theft or loss.
- The optional insurance program (self-insured, managed by the Mercer Island School District) has the following features:
  - Covered losses – We will cover direct physical loss caused by accidental damage, unavoidable theft or loss, fire, flood, natural disasters, manufacturer defects, or power surge due to lightning; occurring during the school year. There is \$0 deductible for the first occurrence of accidental damage, fire, flood, natural disasters, manufacturing defects or power surges.
  - First occurrence is \$0 deductible, second occurrence is a \$50 deductible, and third occurrence can result in the full cost of the repair. There is a \$100 deductible for the first occurrence of an unavoidable theft or loss (see below).
  - Coverage includes Burglary/Robbery/Theft that involves a break-in, force, or other total loss (including when the device can no longer be found) that is otherwise unavoidable despite exercising due diligence (\$100 deductible assessed).
  - Leaving the iPad unattended, failing to secure it per school recommendations, leaving it in an unlocked car, leaving it on the bus, etc. do NOT qualify as a legitimate claim for unavoidable theft or loss. These and similar situations will result in the replacement cost (approx. \$400) being assessed.
  - Accidental Damage includes damage resulting purely by accident despite following all guidelines for care and handling of the iPad. The following are not considered to be accidental damage and are not covered hence students will be assessed the full cost of repair:
    - excessive scratches/wear to iPad exterior caused by failure to regularly use a protective case as determined by MISD staff (use of case is required per the iPad Agreement)
    - intentionally marking, defacing, and/or abusing the iPad (amusement, anger, frustration, etc.)
    - damage caused by tampering with hardware components or operating system (i.e. jailbreaking) to alter district configurations
  - Your Duties in the event of loss or damage:
    - Report the loss or damage to your building technology office immediately.
    - Notify the local police immediately if the loss is due to theft or fire.
  - **Multiple damage/theft claims – especially if lack of due diligence is evident– could result in an escalation of deductible fees, assessment of full repair/replacement cost, or restriction of take-home privileges.**

- Loaner iPads cannot be issued until the deductible has been paid or other arrangements for payment have been made with school officials.

(iPad Use Agreement Signature Page - Next Page)

2018-2019

Date of Payment \_\_\_\_\_ Online Receipt # \_\_\_\_\_ / Check # \_\_\_\_\_

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_ Grad Year \_\_\_\_\_

### iPad Acceptable Use Agreement Mercer Island School District

My child and I have read the Mercer Island School District's iPad Usage Standards, and the Electronic Resource and Internet Safety Policy and Procedures (Administrative Policy 2022 and 2022P)

- We understand the procedures and requirements to which my student must comply, including the Mercer Island Acceptable Use Policy.
- We accept responsibility for any damage or neglect that may result from my student while the iPad is in his/her possession or control, which may result in monetary charges.
- We understand that my student may lose his/her iPad privileges and/or incur financial fees as a result of inappropriate behavior, damage, neglect, or loss to any District iPad.
- We understand my student must return the iPad, power adapter and cable when requested at the end of the school year. I understand that I will be charged for any missing equipment or cables.

Insurance Option Selection (**CHECK ONE**):

Annual insurance policy (self-insured, managed by Mercer Island School District) • \$25  
Students submit the \$25 insurance fee with their Fees and Photos payments

Declining insurance and assuming full responsibility for damage, theft or loss of the iPad

Parent/Guardian – Print your name here:

Signature and date here:

\_\_\_\_\_, 2018

Current Address: \_\_\_\_\_

Phone number: \_\_\_\_\_