

PISCATAWAY BOARD OF EDUCATION

iPad User Agreement

Lost, Damaged, Stolen

Lost

Any iPad unaccounted for during the school day must be reported to the main office immediately. All iPads are equipped with tracking software, which will be used to locate missing iPads. It may be the responsibility of the student and family to recover the lost iPad once the location is identified. However, if necessary the District and the Police will assist in recovery. The District will initiate an immediate investigation and the student's parents/guardians will be notified. If the lost unit is not located within 48 hours, it will be considered stolen and the parents/guardians will be responsible to report the theft to the local police department. If lost or stolen, the parent and guardian will be responsible for the full replacement value of the iPad.

Outside of the regular school day, any cases of theft, vandalism, or other criminal acts, should be reported to the local police department immediately by the parent/guardian.

If the two-part cord and plug are lost, the student is responsible for purchasing an OEM (original equipment manufacturer) replacement from the local Apple store.

Damaged

If the iPad is damaged, please report the incident to the school technology coordinator. Each school location will have procedures in place for documenting the incident. All repairs will be processed as quickly as possible. If the iPad is experiencing technical difficulties outside of regular school hours (but during the school year), you will need to wait until you return to school to have it fixed. Please refer to grade-level letters for insurance information.

Stolen

Outside of the regular school day, any cases of theft, vandalism, or other criminal acts, should be reported to the local police department immediately by the parent/guardian. If the unit is lost and not located within 48 hours, it will be considered stolen and the parents/guardians will be responsible to report the theft to the local police department.

If the two-part cord and plug are lost, stolen, or damaged, the student is responsible for purchasing an OEM (original equipment manufacturer) replacement from the local Apple store.

Piscataway Board of Education Policy #6161.3 *REPLACEMENT OF INSTRUCTIONAL MATERIALS* mandates that school district property issued to students will be used with care and protected from damage and loss. School district property in the possession of students is the student's temporary personal property and responsibility and the financial responsibility of the student's parents/guardians. This policy applies to stolen, lost items and/or items which are purposely damaged. Full replacement cost will be charged and collected for any stolen, lost or intentionally damaged iPad.

Care and Maintenance

General

The iPad is the property of the Piscataway Township School District and all users will follow all rules and regulations outlined in the district policies and the User Agreement for this technology. Students are responsible for the general care of the iPad and two-part charger they have been issued by the school.

- Only labels or stickers approved by the school may be applied to the iPad.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers or labels that are not the property of Piscataway Township Schools.
- Keep the iPad away from food and drinks. It is recommended that the iPad not be used at the table during lunch.
- iPads must never be left in any unsupervised area. Unsupervised areas include the school grounds, lunchroom, computer lab, locker rooms, unlocked classrooms, bathrooms, hallways, etc. 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.

Battery

Students are responsible for keeping their iPad's battery fully charged for school each day.

- Fully charged iPad batteries will typically accommodate approximately 10 hours of use.
- Avoid charging the iPad overnight. Once the iPad is fully charged, remove it from the charger.
- iPads should never be left in a hot car or similar environment, damage to the battery will result.

Carrying/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 in and out of school.

- iPads should never be removed from their protective cases.
- iPad cases furnished by the school must be returned with only normal wear and no alterations to avoid paying a replacement fee.
- New iPad cases are available for purchase if lost or not returned.
- Backpacks that hold other objects (such as folders and textbooks), should not be used to carry iPads to avoid placing too much pressure and weight on the iPad screen.

Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure. Only use a clean, soft cloth to clean the screen, no cleansers of any type. Never spray the screen with glass cleaner.

- 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.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

Protecting/Storing

When not in use, iPads should be stored in a secure location. Nothing should be placed on top of the iPad. Students are encouraged to take their iPads home every day after school. iPads should never be stored in a vehicle, especially in hot weather as this may cause damage to the device.

Use In & Out of School

The iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and homework pages may be accessed using the iPad. Students must bring their iPad to all classes (except physical education as needed), unless specifically instructed not to do so by their teacher.

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 will lose at home privileges of the iPad and will have to leave their iPads in school.

iPads For State Testing

Each school will collect student iPads prior to required State testing. This will allow our technology department to prepare the units for the testing. More information will follow as each testing session arrives.

Screen Savers/Background Photos

Inappropriate media may not be used as a screensaver or background photo. Inappropriate media includes, but is not limited to, the presence of guns, weapons, pornographic materials, inappropriate language, tobacco, alcohol, drug, gang related symbols or pictures and will result in disciplinary actions.

Sound, Music, or Programs

Sound must be muted at all times during class unless permission is obtained from the teacher for instructional purposes. Music is allowed on the iPad for educational purposes and should be used at the discretion of the teacher. At no time should music disrupt other students. Students must manage device and cloud storage to maintain a minimum of 24 gigabytes for school use.

Gaming

Students are NOT permitted to use gaming apps during class time. Students may use gaming apps when not in class as long as it doesn't impede on the learning process and use of time for school work. Teachers always reserve the right to ask students to close their gaming app or to do random "flip checks" during instruction time.

Saving Work

It is the student's responsibility to ensure that work is not lost due to mechanical failure, failure to back-up files or accidental deletion. Students will be given specific instructions regarding saving material to a "cloud" service. iPad malfunctions are not an acceptable excuse for not submitting work; therefore, students should back up all work.

Printing

Students will not have the ability to print from their iPads in school. **Home Internet Access** iPads will only connect to the Internet through a wireless connection. The cable provided with the iPad is to be used for charging only, the iPads should never be connected to a personal computer. Students are permitted to set up wireless networks on their iPads for connection outside of school.

"Netiquette"

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should also recognize that along with valuable content online there is also unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet. Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism

Users should not plagiarize (use as their own, without citing the original creator) content, including words or images from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyber-bullying

Cyber-bullying will not be tolerated. Harassing, dissing, denigrating, impersonating, pranking, excluding, and cyber-stalking are all examples of cyber-bullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber-bullying can be a crime. Remember that your activities are monitored and retained.

PISCATAWAY BOARD OF EDUCATION
iPad User Agreement
The Piscataway iPad Pledge

- I will take good care of my assigned iPad.
- I will never leave my iPad unattended.
- I will never loan out my iPad to other individuals.
- I will know where my iPad is at all times.
- I will charge my iPad's battery daily.
- I will not sync my iPad to any computer or device.
- I will keep food and beverages away from my iPad.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will protect my iPad by only carrying it in the case provided.
- I will use my iPad in ways that are appropriate and educational, meeting the Piscataway Township School District's expectations.
- I will not remove or tamper with the school security profiles placed on my iPad.
- 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.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of Piscataway School District.
- I will follow the expectations outlined in the Piscataway School District's AUP (Acceptable Use Policy) and the Piscataway Schools iPad Agreement while at school, as well as outside the school day.
- I will file a police report in case of theft, vandalism, and other acts covered by homeowners insurance.
- I will be responsible for all damage, loss, abuse, or theft as per district insurance policy.
- I agree to return the school's iPad, case and power cords in good working condition.
- I agree that it is my responsibility to ensure there is sufficient memory and storage on my iPad for school use.
- I agree to the state testing guidelines and procedures regarding the use of district iPads.

Students who withdraw, are expelled, or terminate enrollment for any other reason must return their individual school iPad on the date of termination. All iPads must be returned to the Piscataway Township School District at the end of Grade 8.

School Apple ID: _____

Password: _____

I understand and agree to the stipulations set forth on the Piscataway Township School District iPad Agreement and the Piscataway iPad Pledge.

Student Name: _____

Student Signature: _____ Date: _____

Parent Name: _____

Parent Signature: _____ Date: _____