

EASTERN PULASKI COMMUNITY SCHOOL CORPORATION
EPCSC Student iPad Agreement
2018-2019

OWNERSHIP:

- The iPad is the property of the Eastern Pulaski Community School Corporation and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on an iPad or a school supplied or supported email service.
- The Eastern Pulaski Community School Corporation iPad is the only approved personal computer allowed. All other computers/tablets are not allowed and are subject to seizure.
- **iPads will be collected on or before the last day of school. A daily late fee of \$5 will be charged for no more than 10 days, after which the iPad will be considered stolen and the full replacement cost will be due.**

LIABILITY AND INDEMNITY:

- Liability for injury caused by operating, handling, or transporting the iPad during the term of this Lease is the obligation of the EPCSC Student, and the EPCSC Student shall indemnify and hold EPCSC harmless from and against all such liability.

CARE AND OPERATION OF iPad:

- The iPad comes equipped with both a front and rear-facing camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group. EPCSC retains the rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain school permission to publish a photograph or video of any school related activity.
- Students are responsible for bringing the iPad to school every day, unless otherwise directed by a staff member. Failure to bring the iPad, or any other class material(s), does not release the student from their responsibility for class work. If a student repeatedly fails to bring materials to class, including an iPad, the student will be subject to disciplinary action.
- The student shall bring the iPad to school fully charged. A student's repeated failure to charge the iPad may result in disciplinary action.
- Eastern Pulaski Community School Corporation encourages students to take the iPad home at night for class work and recharging. All the rules and regulations that are in effect during the school day extend to the use of the iPad at home.

ALTERATIONS:

- While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, hate-related or gang-related images are not permitted and subject to disciplinary action.
- Games, music, videos, and sound use will be at the discretion of the classroom teacher and building administrator.
- The iPad affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space.
- The EPCSC iPad is designed as a tool for school work; any uses of the iPad should be

limited to school activities.

- All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
- Due to questionable quality of after-market chargers and the sophistication of the electronics in the iPad and charger, chargers must be replaced through the school as per the agreement.

RISK OF LOSS OR DAMAGE:

- EPCSC makes no guarantee, written or implied, that materials on the iPad, including student work, will be safe from deletion or corruption, accidental or otherwise.

INDEMNITY OF LESSOR FOR LOSS OR DAMAGES:

- If the iPad is lost or stolen, EPCSC shall require the EPCSC Student to reimburse the school for the full replacement cost of the iPad at the price listed below.

ACTIONS REQUIRED IN THE EVENT OF DAMAGE OR LOSS:

- Report the problem immediately to the Technology Department. If the iPad is stolen or vandalized while not at EPCSC, the EPCSC Student shall file a police report.

LEGAL AND ETHICAL USE POLICIES:

- All aspects of EPCSC's Acceptable Use Policy remain in effect. EPCSC will provide content filtering within the EPCSC network. However, EPCSC does not have control of the information on the Internet from home or from incoming email from a non-EPCSC mail provider.
- File sharing programs and protocols may not be used to facilitate the illegal sharing of copyrighted material (music, video and images).

STANDARDS FOR PROPER CARE

- Never leave an iPad unattended. When not in your personal possession, the iPad should be in a secure, locked environment. Unattended iPads will be collected and stored in the technology department. Repeat occurrences will result in disciplinary action.
- Never expose an iPad to long-term temperature extremes or direct sunlight. An automobile is not a good place to store an iPad.
- iPads do not respond well to liquids. Avoid applying liquids to the iPad. The iPad can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad. Use of unapproved cleaners may remove the protective film covering the face of the iPad.
- The iPad comes with a case. The role of the case is to protect the iPad, especially while the iPad is being transported. The iPad must remain in the school issued case at all times. The case should not be used to store papers or materials of any kind.
- Avoid placing weight on the iPad.
- Never throw or slide an iPad.
- The iPad comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student-issued iPad accessories are the responsibility of the student.
- Each iPad has a unique identification number, and at no time should the numbers or

labels be modified or removed.

- The iPad is intended for use by the assigned student only. Each iPad is assigned to an individual, and the responsibility for the care and digital content of the iPad solely rests with that individual.
- The iPad is an electronic device, and care must be exercised when handling the iPad. Never throw a book bag that contains an iPad. Never place an iPad in a book bag that contains food, liquids, heavy, or sharp objects.
- The iPad is designed for daily use; therefore, each iPad must be charged and ready for use each school day. iPads should be charged at home.
- The iPad and the iPad case must remain free of stickers, writing, painting, or any other forms of adornment. iPad cases are not to be used for storage of papers, etc.
- Intentional graffiti (writing, painting, drawing, etc.) on the iPad or iPad case will be considered gross negligence, and the family will be responsible for the full cost of a replacement iPad or case.
- In the event of damage caused by gross negligence – i.e., an unusual and serious lack of care such as using the iPad in the bathtub, throwing or purposefully dropping the iPad, or other acts that specifically violate the norms of proper care – the family will be responsible for the full cost of repair or replacement.

REPLACEMENT AND REPAIR COSTS:

All repairs and replacements must be handled by EPCSC. iPads may not be repaired by any other parties.

- iPad - \$330
- iPad charger with cable - \$15
- iPad case - \$50
- Replace screen - \$100
- Replace LCD - \$100
- Replace screen and LCD - \$200

Any student owing more than \$500 in unpaid iPad repairs will be required to sign and adhere to the terms of an Unpaid Repair Agreement in order to continue using a school issued iPad.

EPCSC IPAD INSURANCE:

- Students may opt for the \$50 per year insurance coverage from the school.
- If chosen, iPad insurance must be paid in full within one week of the first day of school or new student enrollment date. An iPad will be issued after the signed iPad agreement and \$50 insurance (if chosen) are received by the Technology Department.
- This fee covers two damage incidents only - NOT loss, theft, or damage through gross negligence.
- The iPad insurance is not refundable for any reason, including mid-term graduation.
- The iPad insurance is not transferable.

EPCSC Student iPad Program Acknowledgment Form

The following items reiterate some of the most important points covered in the agreement:	Student Initials	Parent Initials
I understand that I am responsible for backing up my own files and that important files should always be stored in at least two locations.		
I will not leave the iPad unattended unless it is locked in a secure place. My family is fully responsible for the cost of a replacement should the iPad become lost or stolen.		
I understand that my family is financially responsible for the full cost of any EPCSC iPad and/or case if damage occurs through my gross negligence.		
I will not install or use file-sharing programs to download music, video, or other media.		
I will never remove the iPad from its case for any reason. I will not store paperwork in the back of the iPad case.		
I will report any problems with the iPad to my teacher or a member of the technology department in a timely manner.		
I will adhere to the school Acceptable Use Policy and Internet Etiquette when using the iPad.		
I understand that if I do not return the iPad by the last day of school, I will be charged \$5 a day for up to 10 days. After that, the iPad will be considered stolen and I will be charged the full replacement amount.		

Insurance: Must select one of the options below.

- \$50 yearly fee (18-19 school year) non-refundable - checks payable to EPCSC
- no insurance but personally responsible for any damage

I have read the iPad Lease Agreement and agree with the stated conditions.

Student Name (printed clearly) _____

Student Signature _____ **Date** _____

Parent Name (printed clearly) _____

Parent Signature _____ **Date** _____

School-issued iPads are considered required materials for EPCSC students in grades 6-12. If the iPad Agreement is not returned within one week of the first day of school or new student enrollment date, an iPad will be issued to the student. Students and parents/guardians will be responsible for the guidelines listed in the above agreement will be financially responsible for any costs related to damage, loss, or theft.