



# iPad Usage Agreement 2016-2017

## iPad Guidelines

The iPad that students receive is a technology resource owned by the West Allis-West Milwaukee School District. The District retains the sole right of possession of the iPad and any issued accessories for the iPad. Regardless of whether or not the iPad is used on District premises or at an external site or whether it is during the school day or outside of it, the student is bound by the District's Technology Usage policies and guidelines when using their iPad. (Board Policies 363.2 and 363.2R) Disciplinary action for violation of District policies and guidelines will be in accordance with school procedures.

- Students are prohibited from attempting to disassemble or change the configuration of the iPad.
- During the school day, students are to either keep their iPad in their possession or secured in their locker at all times. Students are not to leave their iPad unattended at any time.
- The District is entitled to reclaim, search, or format/wipe the iPad at any time for any reason.
- The student is responsible for the appropriateness of all files and data stored on the iPad, including all files and data contained within temporary internet storage areas and computer storage areas such as caches and cookies.
- Misuse of the iPad may require the student to return the iPad to the District.
- The iPad is provided for the sole use of the student whose name is listed in the agreement. Siblings, friends, etc. are not to use this District issued iPad.

Personal use of the iPad outside of District grounds is to be monitored by the parent or guardian. It is important to understand that a student can access the Internet of a District provided iPad if the student or a parent configures an available wireless network on the iPad. Remote access to the Intranet is encouraged and will enhance a student's education but the District is not responsible for ensuring that a student can only access appropriate Internet content when using the iPad at a non-District location.

Parents and guardians may wish to set usage guidelines such as to only allow their student to use their iPad at certain times such as not after 10:00 p.m., to only allow their student to use their iPad in common areas of the house, and to not allow their student to take their iPad to a friend's house or other location unless under supervision. Parents and guardian should discuss with their student the importance of responsible use and set consequences for failure to comply with their guidelines.

## Maintenance of the iPad

The iPad is not to be defaced or permanently altered in any way which includes stickers, engraving, writing, etc. Removal of any District applied markings or identification is strictly forbidden.

- Students are expected to bring their iPad to school fully charged every day. Battery management is the responsibility of the student. Students should not expect to have access to power sources for recharging throughout the day.
- It is recommended that students completely power down their iPad every night rather than leaving it in "sleep" mode. Doing so will save battery life and ensure that all applications running in the background are closed.
- Students are responsible for backing up copies of their data.
- Students must provide a case for their iPad and must keep the iPad in the case at all times.
- The iPad should be kept away from any eating areas, any food or drink, and any hot or cold surfaces.
- The iPad should always be placed on a stable surface and should not be exposed to any risk of dropping.

## Cleaning of the iPad

To clean the iPad, unplug all cables and turn off the iPad. Use a soft, lint-free cloth. Slightly dampen the cloth. Do not apply moisture or liquid directly to the iPad. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia or abrasives to clean the iPad. Wipe the iPad's screen with the cloth to remove oil left hands. Avoid getting moisture in any openings.

## Personal Health and Safety

Users should avoid extended use of the iPad while resting it directly on their laps. The bottom of the iPad can generate significant heat. Users should take frequent breaks when using the iPad for long periods of time. Look away from the iPad approximately every fifteen minutes.

## Damage to an iPad

Repair of an iPad's broken glass and LCD screen (most likely due to the dropping of the iPad) usually costs between \$60 and \$139 depending on the severity of the damage. Full replacement cost of an iPad is \$379. As with any other District resource of which a student has been loaned, (e.g., textbooks, library books, musical instruments) the loss, damage, or theft of a District iPad will result in a financial liability for the family. It is the responsibility of each family to protect the iPad from damage.

### iPad Repair and Replacement Costs

- \$40 – iPad charger replacement
- \$60 – 1<sup>st</sup> instance cracked/damaged and repaired by the district (\$139 if it must be sent out for repair)
- \$90 – 2<sup>nd</sup> instance cracked/damaged and repaired by the district (\$139 if it must be sent out for repair)
- \$139 – Additional instance cracked/damaged (automatically sent out for repair)
- \$175 – iPad is lost/stolen (students or parents will need to provide a police report for documentation)
- \$379 – Additional instance iPad is lost/stolen (students or parents will need to provide a police report for documentation)

*A second damaged or stolen iPad may result in the student not being allowed to remove their iPad from the school's location.*

All student iPads must be turned into their respective school at the end of the year. If a student fails to turn in the iPad at the end of the school year, the District will consider the iPad to be stolen by the student and will file a police report as documentation of the stolen iPad.

# Agreement

With the exception of students age 18 or older, a parent or guardian signature is required on this form. Signing below is agreement of the following:

- You and your student have read and agree to abide by the guidelines in this document.
- You have discussed with your student the requirements in this document and the ramifications for non-compliance.
- You acknowledge that you agree to pay the District a replacement fee as listed above should your student's iPad become damaged, lost, or stolen.

I want an iPad issued to my student.

I do not want an iPad issued to my student

**Student Last Name:**

**Student First Name:**

**School:**

**Student Signature:**

**Date:**

**Parent/Guardian Signature**

**Date:**