



# iPad Usage Agreement 2017-2018

## **iPad/Chromebook Guidelines**

The iPad or Chromebook 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 or Chromebook and any issued accessories for the device. Regardless of whether or not the iPad or Chromebook 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 the district issued device. (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 or Chromebook.
- During the school day, students are to either keep their iPad or Chromebook in their possession or secured at all times. Students are not to leave their iPad or Chromebook unattended at any time.
- The District is entitled to reclaim, search, or format/wipe the iPad or Chromebook at any time for any reason.
- The student is responsible for the appropriateness of all files and data stored on the iPad or Chromebook, including all files and data contained within temporary internet storage areas and computer storage areas such as caches and cookies.
- Misuse of the iPad or Chromebook may require the student to return the device to the District.
- The iPad or Chromebook 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 device.
- District owned devices will be checked out to students and checked back in during the school day. No district owned device will be taken home.

## **Maintenance of the iPad/Chromebook**

The iPad, Chromebook, or iPad Case 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.

- Battery management is the responsibility of the student. Students should expect to plug in and charge their iPad or Chromebook within the classroom.
- It is recommended that students completely power down their iPad or Chromebook 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 keep the iPad in the district issued case at all times.
- The iPad or Chromebook should be kept away from any eating areas, any food or drink, and any hot or cold surfaces.
- The iPad or Chromebook should always be placed on a stable surface and should not be exposed to any risk of dropping.

## **Cleaning of the iPad or Chromebook**

To clean the iPad or Chromebook, unplug all cables and turn off the device. Use a soft, lint-free cloth. Slightly dampen the cloth. Do not apply moisture or liquid directly to the device. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia or abrasives to clean the device.

## **Personal Health and Safety**

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

## **Damage to an iPad or Chromebook**

Repair of an iPad or Chromebook's broken glass/LCD screen (most likely due to the dropping or misuse) costs between \$70 and \$179 depending on the severity of the damage. Full replacement cost of an iPad is \$299 and a Chromebook is \$225. 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 device will result in a financial liability for the family. It is the responsibility of each family to protect the iPad or Chromebook from damage.

### iPad and Chromebook Repair/Replacement Costs

iPad Repair/Replacement Costs	Chromebook Repair/Replacement Costs
Charging Cable \$38 (\$19 for power cable, \$19 for power adaptor)	Charging Cable \$29
iPad Case Replacement \$50	Keyboard Repair/Replacement damage/fee assessed on individual basis may need full replacement if damage is severe
Cracked/Broken Screen \$70 1st instance, \$120 if LCD needs to be replaced \$100 2nd instance, \$120 if LCD needs to be replaced \$179 3rd instance, must be sent out for repair \$179 any instance (1st, 2nd, or 3rd) in which iPad must be sent out for repair \$299 replacement cost (if lost or stolen)	Cracked/Broken Screen \$90 1st instance \$110 2nd instance \$225 replacement cost (if lost or stolen)

## 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 or Chromebook become damaged, lost, or stolen.

I want an iPad or Chromebook issued to my student.

I do not want an iPad or Chromebook issued to my student

**Student Last Name:**

**Student First Name:**

**School:**

**Student Signature:**

**Date:**

**Parent/Guardian Signature**

**Date:**