

CRYSTAL RIVER HIGH SCHOOL

IPAD AGREEMENT: 2017-2018 SCHOOL YEAR

1. RECEIVING AND RETURNING YOUR IPAD

a. Receiving Your IPAD

IPADs will be distributed at the beginning of each school year. **Parents and students must sign and return the IPAD Loan/Agreement (or "Bring Your Own Device" Agreement as appropriate) and the Damage/Loss Agreement Form before beginning participation in the IPAD program.**

b. Returning Your IPAD

IPADs will be returned during the final month of school or at the end of the semester (whichever is appropriate). If a student withdraws, or is withdrawn due to expulsion from CRHS prior to the end of the school year, the IPAD will be returned at that time.

c. Failure to Return the IPAD

Individual IPADs and accessories must be returned at the end of each school year. If a student fails to return the IPAD and accessories at the end of the school year or upon termination of enrollment at CRHS, the student will be responsible for the replacement cost of the IPAD and may be subject to criminal prosecution or civil liability. Failure to return the IPAD may result in a theft report being filed with the Citrus County Sheriff's Department. Furthermore, the student will be responsible for any damage to the IPAD, consistent with the District's Instructional Materials Damage/Loss policy (4.21 Guidelines).

2. CARE OF YOUR IPAD

Students are responsible for the general care of the IPAD they have been issued by the school. IPADs that are broken or fail to work properly should be taken to the Principal or his/her designee for an evaluation of the equipment.

a. General Precautions

- The IPAD is Citrus County School Board property and all users will follow these policies and the Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- 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 CCSB.
- IPADS must never be left in an unlocked locker, unlocked car or any unsupervised area, including locker rooms, the cafeteria, or any CRHS location.
- Students are responsible for keeping their IPAD battery charged for school each day.
- Students must use the IPAD case provided by CRHS and may not use any other.
- IPADS should remain in a climate controlled condition and shall not be exposed to extreme cold or heat.

b. Carrying IPADS

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 within the school. The guidelines below should be followed:

- IPADS should always be within the protective case.

c. Screen Care

The IPAD screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the IPAD when it is closed.
- Do not place anything near 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.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the IPAD against lockers, walls, car doors, floors, etc., as it will eventually break the screen.

3. USING YOUR IPAD AT SCHOOL

IPADs are intended for use at school each day. In addition to teacher expectations for IPAD use, school messages, announcements, calendars and schedules may be accessed using the IPAD computer. Students are responsible for bringing their IPAD to all classes, unless specifically instructed not to do so by their teacher.

a. 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 may be subject to disciplinary consequences ranging from loss of privileges up to suspension.

IPAD Undergoing Repair

Loaner IPADs may be issued to students when they leave their IPADs for repair with the technology specialist. There may be a delay in getting an IPAD should the school not have enough to loan.

b. Charging Your IPADs Battery

IPADs must be brought to school each day in a fully charged condition. Students need to charge their IPADs each evening. Repeat violations of this policy may result in disciplinary consequences ranging from loss of privilege to suspension.

c. Restrictions For Electronics Usage

- School appropriate photos only
- School appropriate sites only
- Download approved apps only (use the app catalog)
- No iPad use in restrooms or P.E. locker room
- iPads must be secure at all times
- The only passcodes allowed are the last four digits of your student number

d. Screensavers/Background Photos

Students may not use screensavers or background photos on CCSB IPADs.

Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures on any electronic device will result in disciplinary action ranging from loss of privileges to suspension.

e. Internet Access

While on campus, free wireless access will be provided by CCSB. The CCSB is not responsible for personal charges for accessing other wireless connections or other data charges.

f. Saving Documents and Other Work

For document storage, students are encouraged to email documents or save work on appropriate servers.

4. SOFTWARE ON IPADS

a. Installed Software and Applications

The software/applications installed by CRHS and/or CCSB must remain on the IPAD in usable condition and be easily accessible at all times. The Principal or designee will routinely add or remove software applications as deemed necessary. Additionally music or photos should not be loaded by students unless directed by school personnel.

b. Software Upgrades

Upgrade versions of licensed software/applications are available from time to time. Students will be required to update the IPAD as necessary.

5. ACCEPTABLE USE

a. Acceptable Use

Any use described below is deemed “acceptable” and consistent with the CCSB Student Internet Use Policy. The final decision regarding whether any given use of the network or Internet is acceptable lies with the Principal and/or designee.

- Use is for educational purposes.
- Use furthers the educational and administrative purposes, goals, and objectives of CCSB.
- Use is limited to your own individual account – you and only you should use that account. You should not share your password with others.
- Use furthers research related to education and instruction.
- Use does not violate the student code of conduct or Internet Use Policy for electronic devices (8.60)

b. Parent/Guardian Responsibilities

- Talk to your child about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies and the radio.
- Should you want to allow your student to use his/her own personal electronic device, you will need to sign a district internet agreement.

c. Student Responsibilities

- Use computers/devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to IPAD/electronic devices.
- Use all technology resources in an appropriate manner so as to not damage school equipment.
- Help CCSB protect our computer system/device by contacting an administrator about any security problems you encounter.
- Students are responsible for all activity on IPAD and designated or related accounts. (i.e. Citrusschool.net and Apple ID account)
- Always turn off and secure your IPAD after you are done working to protect your work and information.
- If you should receive email containing inappropriate or abusive language or if the subject matter is questionable, you should bring it to the attention to school personnel immediately.
- Return your IPAD to the Media Center/technology specialist at the end of each school year. Students who withdraw, who are withdrawn due to expulsion, or terminate enrollment at CRHS for any other reason must return their individual IPAD computer on the date of termination.

d. Prohibited Student Activities

- Illegal installation or transmission of copyrighted materials.
- Any action that violates Board policy, the Student Internet Use Policy, this User Agreement, the Student Code of Conduct, or federal/state law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials or any item deemed inappropriate by Principal or designee.
- Cheating, including the use of chat rooms, sites selling term papers, book reports and other forms of student work, or plagiarism.
- Messaging services, unless designated for educational purpose.
- Internet/Computer Games, unless determined to be educationally appropriate.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of IPAD settings (exceptions include personal settings such as the font size, brightness, etc.).
- Downloading unauthorized Apps.
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the CRHS web filter through a web proxy.
- CCSB staff has the right to examine and review student electronic device.

e. Responsible IPAD Care

Students will be held responsible for maintaining their individual IPADs and keeping them in good working order.

- IPAD batteries must be charged and ready for school each day.
- Only labels or stickers approved by CRHS may be applied to the computer.
- IPAD cases furnished by CRHS must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- IPADS that malfunction or are damaged must be reported to the library. The school district will be responsible for repairing IPADS that malfunction.
- IPADS that are stolen must be reported immediately to School Administration and the Citrus County Sherriff's Department.

f. Legal Propriety

Student must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

Plagiarism is a violation of the Citrus County Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Use or possession of hacking software is strictly prohibited and violators will be subject to penalties in the Citrus County Code of Conduct and Student Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

g. Student Discipline

If a student violates any part of the above policy, or any other CRHS rule, he/she will be subject to disciplinary consequences.

6. PROTECTING AND STORING YOUR IPAD COMPUTER

a. IPAD Identification

Student IPADs will be labeled by CCSB in order to identify and track each device. IPADs can be identified by a serial number and a CCSB label. Students are prohibited from altering these identifying marks.

b. IPADs left in Unsupervised Areas

Under no circumstances should IPADs be left unsupervised. Any IPAD left unsupervised is in danger of being stolen. If an IPAD is found, it will be taken to the Media Center or office, and the responsible student may be subject to disciplinary consequences ranging from loss of privileges to suspension.

7. REPAIRING OR REPLACING YOUR IPAD COMPUTER

a. Repair/Replacement

Students are responsible for any repair or replacement cost of IPADs at time of incident.

Parents and students must sign and return this agreement before beginning participation in this program.

Loss/Theft/Other Criminal Acts

In cases of theft, vandalism and other criminal acts, a police or fire report **MUST be filed by the student or parent**. A copy of the police/fire report must be provided to the principal's office before a replacement IPAD will be issued to the student.

8. REPAIRS

Any technical or mechanical issues with a CCSB owned IPAD must be reported to the school and will be repaired by CCSB staff. CCSB-owned IPADs that are broken or fail to work properly should be taken to the Media Center/referred to CRHS Technology Specialist for an evaluation of equipment.

The CCSB will not be responsible for repair or replacement of a personally-owned electronic device.