

Lancaster High School iPad Program



iPad inspires creativity and hands-on learning with features you won't find in any other educational tool — on a device that students really want to use. Powerful built-in apps and apps from the App Store let students engage with content in interactive ways, find information in an instant, and access an entire library wherever they go. And with iBooks, iPad takes learning to a whole new level.

Responsibilities

Parent Responsibilities

Your son/daughter has been issued an iPad to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this device:

- I will supervise my child's use of the iPad at home,
- I will discuss our family's values and expectations regarding the use of the Internet and email at home,
- I will supervise my child's use of the Internet and email,
- I will not attempt to repair the iPad, nor will I attempt to clean it with anything other than a soft, dry cloth,
- I will report to the school any problems with the iPad & I will not load or delete any software from the iPad,
- I will make sure my child recharges the iPad battery nightly,
- I will make sure my child brings the iPad to school every day,
- I understand that if my child comes to school without the iPad, I may be called to bring it to school,
- I agree to make sure the iPad is returned to school when requested and upon my child's withdrawal from Lancaster High School.

Student Responsibilities

Your iPad is an important learning tool and is to be used for educational purposes only. In order to take your iPad home each day, you must be willing to accept the following responsibilities:

- When using the iPad at home, at school, and anywhere else I may take, it, I will follow the policies of Lancaster City Schools, especially the Student Code of Conduct and Acceptable Use Policy, and abide by all local, state and federal laws,
- I will treat the iPad with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby, and I will keep my iPad in my school issued protective case at all times,
- I will not lend the iPad to anyone, not even my friends or siblings; it will stay in my possession at all times,
- I will not load any software onto the iPad,
- I will not use my iPad with personal email accounts. Ex: gmail, Hotmail
- I will not remove programs or files from the iPad,
- I will make sure I charge my iPad every night and bring it to school every day.
- I will not give personal information when using the iPad.
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication,
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students,
- I will not attempt to repair the iPad, I will seek technical assistance from school personnel.
- I will return the iPad when requested and upon my withdrawal from Lancaster High School.

COMPUTER/ONLINE SERVICES

(Acceptable Use and Internet Safety)

The District is pleased to provide our staff and students with access to interconnected computer systems within the District and to the Internet via a worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the District to continue making its computer network and Internet access available, all staff members must take responsibility for appropriate and lawful use of this access. Staff members and students must understand that one person's misuse of the network and/or Internet access may jeopardize the ability of all users to enjoy such access. Teachers and other staff members will make reasonable efforts to supervise student use of network and Internet access and develop policies that promote student cooperation in exercising and promoting responsible use of this access. Upon employment, each staff member will be assigned an email account that should be checked at least once daily. Students may also be provided with an email account and will be instructed on its use in accordance to the adopted Ohio Academic Content Standards for Technology.

The District recognizes the need to prevent students from accidentally or intentionally accessing inappropriate material via the Internet. To that end, the District has instituted the use of an Internet filter that prevents access to many sites that are known to violate the District's Acceptable Use Policy (AUP) and Internet Safety Policy. Filters are, however, imperfect devices and are not a reliable substitute for monitoring students' activities by their teachers and/or by other staff. Students should be guided to appropriate sites being monitored by staff members since the filter may not prevent some students from reaching inappropriate material. Staff and students may be permitted to use their own personal communications equipment. Staff members should be especially vigilant in monitoring student use of personal electronic communication equipment if permitted. The use of personal communications equipment must be for educational purposes only or as directed by the student handbook.

The District recognizes the need to provide age-appropriate education about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and in cyber bullying awareness and response. The District has an adopted curriculum in place to ensure the proper education of all students in regards to Internet safety. The District will inform parents and the community of its policy JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence) and issue reports as required by policy JFCF.

Attached is the Acceptable Use and Internet Safety Policy ("Policy") of the District and the Data Acquisition Site that provides Internet access to us. Upon reviewing, signing, and returning this policy and agreement as having been directed, each staff member will be given access to network resources and will agree to follow the policy.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the Technology Coordinator of the Director of Educational Information and Technology Services. If any user violates this policy and agreement, he/she access may be subject to disciplinary action.

1. Personal Responsibility

By signing this policy and agreement, you are agreeing not only to follow the rules in this policy and agreement, but are also agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy but has the effect of harming another or his/her property.

2. Term of The Permitted Use

A staff member who submits to the District, as directed, a properly signed policy and agreement and follows the policy to which he/she has agreed will have computer network and Internet access.

3. Acceptable Uses

A. Educational Purposes Only. The District is providing access to its computer networks and to the Internet for educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the Director of Educational Information and Technology Services or the Technology Coordinator.

B. Network Policies. All users must abide by rules of **network** etiquette which include:

- 1) Use appropriate language. Do not use profanity, obscenity or other language, which may be offensive to other users. Illegal activities are strictly forbidden.
- 2) Do not reveal your personal home address or phone number or those of other students or colleagues.
- 3) Note that electronic mail (email) is not guaranteed to be private. Technology coordinators have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
- 4) Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
- 5) The network should not be used in such a way that it disrupts the use of the network by others.
- 6) All communications and information accessible via the network should be assumed to be property of the District.
- 7) Rules and regulations of online etiquette are subject to change by the administration.
- 8) The user in whose name an online service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords private. They shall use this system only under the account numbers issued by the District.

9) The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and online communications for improper use.

10) Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.

11) Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, bullying or disparagement of others based on their race, color, national origin, citizenship status, sex, sexual orientation, age, disability, religion, economic status, military status, political beliefs or any other personal or physical characteristics.

12) Copyrighted material may not be placed on the system without the author's permission.

13) Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.

14) Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.

15) Users are expected to keep messages brief and use appropriate language.

16) Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.

17) Users shall not engage in behavior online which violates the District's policy JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence).

C. Hacking and Other Illegal Activities. It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems or to attempt to gain such unauthorized access. Any use, which violates local, State or Federal law is strictly prohibited and will be reported to the appropriate authorities.

D. Confidentiality of Student Information. Personally identifiable information about students may not be disclosed or used in any way over the Internet without the permission of a parent or guardian, or if a student is over the age of 18, the permission of the student himself/herself. A supervisor or administrator may authorize the release of information, as defined by Ohio law, for internal administrative purposes or educational projects and activities.

4. Privacy

Network and Internet access is provided as a tool for education. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District, and no user shall have any expectation of privacy regarding such materials.

5. Warranties/Indemnification

The District makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy and agreement. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any arising out of the user's use of its computer networks or the Internet under this policy and agreement. By signing this policy and agreement, a user is taking full responsibility for his/her use, and is agreeing to indemnify and hold the school, the District, the Data Acquisition Site that provides the computer and Internet access opportunity to the District and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user.

6. Updates

Users may be asked from time to time to provide new or additional registration and account information or to sign a new policy and agreement; for example, to reflect developments in the law or technology.

(Approval date: March 11, 1999)
(Re-approval date: December 15, 2005)
(Re-approval date: August 18, 2008)
(Re-approval date: May 22, 2012)

iPad Loan Agreement

One Apple iPad, charger and case are being lent to the Student and are in good working order. It is the Student's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and at all times remains, the Property of Lancaster City Schools and is herewith lent to the student for educational purposes only for the Academic School Year. The student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing their privilege to use the iPad. The equipment will be returned when requested by Lancaster City Schools, or sooner, if the student withdraws from Lancaster High School prior to the end of the school year.

The District Property may be used by the Student only for noncommercial purposes, in accordance with District's policies and rules, the District Acceptable Use Policy, as well as local, state, and federal statutes.

Student may not install or use any software other than software owned or approved by the District and made available to the Student in accordance with this Receipt and Agreement.

One user with specific privileges and capabilities has been set up on the iPad for the exclusive use of the Student to which it has been assigned. The Student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The student may not make any attempt to add, delete access, or modify other users' accounts on the iPad or on any school owned computer. The Lancaster High School network is provided for

the academic use of all students and staff. The Student agrees to take no action that would interfere with the efficient, academic use of the network.

Identification labels have been placed on the iPad. These labels are not to be removed or modified. If they become damaged or missing contact tech support for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the machine.

An email account will be available for each student to use for appropriate academic communication with other students and staff members only. This email account is for communication within the school district or for educational purposes only.

Student agrees to use best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Student's possession.

The Student acknowledges and agrees that the Student's use of the District Property is a privilege and that by the Student's agreement to the terms hereof, the Student acknowledges the Student's responsibility to protect and safeguard the District Property and to return the same in good condition repair upon request by Lancaster High School.

iPad Release Form (2014-2015)

Lancaster High School
1312 Granville Pike
Lancaster, Ohio 43130

Please check to confirm that you received each of the following on date of distribution (replacement cost of each item):

1 iPad (\$579.00) 1 AC Power Adapter (\$19.00)
1 Lightning Cable (\$19.00) 1 Otterbox Case (\$12.00 each part, has 3 parts)

Please note: the charge for a broken iPad screen will be \$35.00 unless the iPad is damaged beyond just the screen. This is not covered by participation in the Technology Protection Fund. The Otterbox Case has been provided for extra protection of the iPad. If it is damaged beyond normal wear and tear or lost then a fine may be assessed as determined by the school administration using the replacement cost above.

All items must be returned by a specified date in June or the last day of school or upon withdrawal from school. I understand that I will be charged for any missing equipment or cables.

- I have read the Lancaster iPad Loan Agreement and the parent and student responsibilities.
- I agree to comply with the Lancaster Acceptable Use and Internet Safety Policy at all times, including when not at school.
- I understand that I may lose my iPad privileges as a result of my inappropriate behavior, and may be financially responsible for intentional damage or avoidable loss of any District Apple iPad.

Student – Please Print

Signature and date here:

I have read the Lancaster iPad Usage Policy and Acceptable Use and Internet Safety Policy.

- I understand the procedures and requirements to which my student must comply, including the Lancaster Acceptable Use Policy for Computer Network and Internet usage.
- I accept responsibility for any damage or neglect that may result from my student using the Apple iPad, which may result in monetary charges.
- I understand that my student may lose his/her iPad privileges and/or incur financial fees as a result of inappropriate behavior, damage, neglect, or loss to any District iPad.

Parent/Guardian

Print your name here:

Signature and date here:

Current Address: _____

For District Use Only:	Technology Fund Protection Payment
____ Check ____ Cash	____ Money Order/Cashier's Check _____ Follett#

Technology Protection Fund (2014-2015)

Please read this entire document to determine if this program is needed for you and your child's protection against damage and loss of the loaned iPad equipment in your care. This form must be completed and marked YES or NO before the iPad will be provided to the student.

Coverage and Benefit

This agreement covers the iPad loaned to the student against all damage or loss over \$50.00. This benefit covers the iPad charger and Lightning Cable. The Otterbox Case is covered for normal wear and tear as determined by the school administration. A lost Otterbox Case will result in a charge to the student according to the costs listed on the iPad Release Form. The Coverage is 24 hours per day.

***Please note that a broken screen can be repaired by our staff for \$35.00 and is not covered under this benefit.**

Effective and Expiration

This coverage is effective from the date this required form and premium payment are received by the school through the date at which the iPad is required to be returned in good order to the school.

Premium

The total Technology Protection Fund cost is \$30.00 per school year. Partial semesters are not refundable. It is agreed and understood that:

- Participation is totally voluntary.
- A separate application will be needed for each iPad covered.
- If a student damages an iPad beyond repair due to negligence, loses the iPad, or has it stolen, the premium will be raised to \$100 for a replacement iPad.
- In the event an iPad is lost or stolen, a police report must be filed and a copy provided to the high school before a replacement is issued.

It will be the responsibility of the school administration to determine if damages were due to negligence or accidental. A student with a damaged iPad will be given a replacement. If the iPad or its replacement is damaged, lost or stolen a second time, the student will not be permitted to take the iPad outside of the building for one calendar year.

Name of Student

Address

Grade

Home Phone

_____ YES, I would like to participate in the Technology Protection Fund

_____ NO, I decline service at this time, and understand I am responsible for 100% of any damage or loss to the loaned iPad whether the damage occur at school or outside of school.

Parent/Guardian Signature

Date