

Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_

**Leland Public School**  
**Technology Responsible Use Agreement Form**  
For Elementary Students and Parents

Parents please review these responsibilities with your child, sign below, and return this form.  
(please also review the reverse side of this page for care guidelines and damage fees)

<p><b>I will keep myself safe.</b></p> <p>I will not give out personal information like my address, telephone number or school name to anyone unless I have permission from my parents and teacher. I will stop right away if I read or see something on-line that upsets or scares me and tell my parents or teacher right away.</p>	<p><b>I will honor the values of my family and school.</b></p> <p>I will make smart decisions about what I watch, play and do with technology.</p> <p>I will use technology and the internet in a way in which my parents and teachers would approve.</p>
<p><b>I will keep my device/technology safe.</b></p> <p>My school issued iPad is for me to use in the classroom or take home. It is my responsibility and I will treat it like a very valuable object.</p> <ul style="list-style-type: none"><li>* Don't leave unattended</li><li>* Don't leave on the floor</li><li>* Don't carry with cover open</li><li>* Keep track of my cable and charger</li></ul> <p>If my iPad is damaged because I have mistreated it, my family will be responsible for it's replacement or repair.</p>	<p><b>I will be a good digital citizen.</b></p> <p>I will use my iPad to complete homework assignments and other activities given to me by my teachers. I may use my iPad for free choice activities such as reading books and educational games provided by my teacher.</p> <p>At times my teacher or parents will allow me to work with others online. While doing so, I will have good manners and be polite.</p> <p>I will not take pictures or videos of anyone without their permission. I will not send or share videos or photos without my parent's or teacher's permission.</p>
<p><b>I will abide by my classroom rules.</b></p> <p>_____</p> <p>Student</p> <p>_____</p> <p>Parent(s)</p> <p>_____</p>	<p><b>I will keep a healthy balance.</b></p> <p>While technology can help me learn, too much "screen time" with games or videos can be unhealthy. I will talk with my parents and make smart decisions about what I watch or play and set time limits and rules for technology.</p>

## **iPad Care Guidelines and Damage/Loss Fee Schedule 2018/2019**

### **iPad Care Guidelines**

- Keep your iPad in a safe place when not in use - in your locker, bag, desk, locked house/room, etc.
- Do not leave your iPad in public spaces unattended - hallways, open classrooms, library, cafeteria, etc.
- Have your iPad charged and ready for school every day. We recommend charging it overnight at home.
- Avoid storing or using the iPad in precarious positions or places such as:
  - sitting on the edge of a table or desk
  - while standing or walking down the hall in your hands
  - setting on a chair or the floor where someone might sit or step
  - inside a bag or backpack that has heavier/harder objects inside that might crush it
  - inside a hot car or on a dashboard
  - outdoors in weather such as rain or snow or intense sun
  - while eating or around areas where food is being eaten
- Never throw, hit, or crush the iPad
- Keep the iPad inside the case with the keyboard/cover closed when in use
- At home if you allow others to use your iPad supervise its use and explain these guidelines
- Do not remove the iPad from it's protective case
- Do not try to pick apart keyboard keys or case materials
- Do not try to remove or alter labels applied by the school to the equipment
- Do not attempt to repair or pry open the iPad
- Report all damages or problems to the Technology Department immediately
- Do not use liquids or solvents to clean the iPad, only use microfiber cloths

### **iPad Damage or Loss Fee Schedule:**

Leland Public Schools provides insurance coverage for school issued iPads. With this coverage, families are responsible for \$25 per claim of accidental damage not to exceed two claims during their academic career at LPS. **Students who exceed two insurance claims will be responsible for the entire cost to repair or replace subsequent school issued iPads.** Otherwise the student iPad will remain in school and not be allowed home. iPads not returned at the end of the school year or upon departure of the student are subject to the fee schedule below.

In addition to the iPad students are also issued a case with detachable keyboard, a charge adapter, and charging cable. **These additional items are not insured by the school.** If these additional items are damaged, lost, or not returned at the end of the school year or upon student departure, then the following fee schedule below applies.

Insurance claim for <u>accidental</u> damages	\$25 (up to 2 incidents)
iPad sync/charge cable replacement	\$19
iPad charging brick replacement	\$19
Full Case and Keyboard replacement (just keyboard replacement is \$50)	\$100
iPad full replacement for no return or malicious damages	\$329