

STUDENT NAME (PRINTED): \_\_\_\_\_ GRADE LEVEL: \_\_\_\_\_

**Leland Public School  
Technology Acceptable Use Agreement - 2018/2019**

<i>Initial</i>	<i>Read &amp; Agree</i>
	The student and parent/guardian are responsible for all costs to fully repair or replace damaged or missing equipment lent to the student by the school.
	The school and staff are NOT responsible for controlling website or application content when accessed on networks outside of the school.
	Students must report damages or losses immediately to school staff.
	Theft or intentional damage to devices or any illegal activity though usage must be reported to the nearest law enforcement agency.
	Only the school or staff are allowed to install applications on a device.
	Circumventing or removing school installed restrictive controls or filters, is prohibited.
	Harassment, pornography, copyright infringement, hacking, or any illegal activity is forbidden using school owned devices or networks.
	Content such as personal information, photos, or videos of other students or staff may not be transferred, shared, or posted online without the express documented permission of every individual represented in that content.
	Use of school owned hardware, software, networks, accessories, and technology services or insurance is a privilege and not a right.
	Students will take extra care in handling, storage and transport of devices.
	Do not remove the iPad from the protective case. Do not remove labels.

**I have read and understand the policies stated above. I understand the consequences for violations and agree to abide by its provisions. I have also read and understand the fee schedule and care guidelines on the back of this page.**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

## **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