



iPad Loan Agreement

iPad Procedures and Information

[Haga clic aquí para ver este acuerdo en Español.](#)

Updated 7/10/15

Purpose

The purpose of iPad use for students in the Northfield Public Schools is to personalize learning, provide equity in the access of technology for students, and to offer immediate access to educational materials.

We believe that access to technology has the ability to increase student engagement, creativity, collaboration, and academic achievement. Providing mobile technology to students is an important step in personalizing learning. As students, we expect students to:

- use your iPad as a tool for learning.
- accelerate your knowledge and application of academic and creative pursuits.
- use your iPad to demonstrate your mastery of academic and artistic concepts.
- take care of your iPad - keeping it clean and secure.
- use your iPad responsibly and respectfully in accordance with [Policy 524-2: Use of Technology and Telecommunications Systems by Students.](#)

This document provides information about the use and care of your iPad.

Receiving Your iPad

iPads will be distributed to students once their families have reviewed the iPad Loan Agreement and paid their iPad insurance fee. All students in grades 6-12 will use a personal Apple ID, which can be established by parents/guardians. Students under the age of 13 may use a student Apple ID created by the District in collaboration with parents/guardians..

iPad Return/Fines

Individual school iPads and accessories must be returned to the Media Center in which the student is enrolled at the end of the school year, when no longer needed for academic and extracurricular activities, or as requested by the District. Students who graduate early, withdraw, or terminate enrollment within Northfield Public Schools for any other reason must return their individual school iPad on the date of termination.

If a student fails to return the iPad and accessories (case, cord, etc.) at the end of the school year or upon termination of enrollment within Northfield Public Schools, that student or his/her parent/guardian will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad. Failure to return the iPad will result in a theft report being filed with the Police Department.

Furthermore, students will be responsible for any damage to the iPad, consistent with the District's iPad Protection plan and must return the iPad and accessories to the Media Center in satisfactory condition upon the end of the school year.

Taking 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 must be taken to the Media Center for an evaluation of the equipment as soon as possible.

2.1 General Precautions

- The iPad is school property and all users will follow Policy 524.2 - Use of Technology and Telecommunications Systems By Students within Northfield Public Schools.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type (i.e. no clorox wipes).
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, labels, or any other physical alterations that are not the property of Northfield Public Schools.
- iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- iPads must never be left in a location susceptible to extreme cold or hot weather.
- iPads must be handled with care at all times to minimize jostling or any force against them.
- Students are responsible for keeping their iPad's battery charged for school each day.
- iPads that are stolen must be reported immediately to the Principal's Office and the Police Department.

2.2 Protective Case

- 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 protective case is not waterproof and will not protect iPads from excessive pressure/weight or blunt force against them.
- iPads should always be within the protective case provided by the District.
- iPad insurance is void if student iPads are removed from the protective case.

2.3 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.
- Do not place anything near the iPad that could put pressure on the screen (keep this in mind when placing your iPad in your backpack).
- 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, or car.

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. Students are responsible for bringing their iPad to all classes.

3.1 iPads Left at Home

If students leave their iPad at home, they are responsible for completing coursework as if they had their iPad present.

3.2 iPad Undergoing Repair

Loaner iPads may be issued to students if their iPads are being repaired. There may be a delay in getting an iPad should the school not have enough to loan.

3.3 Charging Your iPad's Battery

iPads must be brought to school each day adequately charged to work throughout the school day. Students need to charge their iPads each evening by plugging them into an electrical outlet only. *Do not charge the iPads from a computer port.*

3.4 Screen Savers/Background Photos

Inappropriate media may not be used as a screensaver or background photo.

Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.

3.5 Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

See Section 5.2 regarding Additional Software below for more information about adding content to District iPads.

3.6 Home Internet Access

Students are allowed to set up wireless networks on their iPads. This will assist them with iPad use while at home. However, [District policy 524.2: Use of Technology and Telecommunications Systems By Students](#) must be followed while at home.

3.7 Rapid Repair

The District takes an approach of “rapid repair.” In this system, a number of iPads will be available for student loan in the event that a student device does not work properly. Students should bring malfunctioning iPads to their building’s Media Center. iPads requiring repair or tech support may be replaced with another iPad in order to ensure students have access to a working device. Loaner and replacement iPads will be provided based on availability of devices.

Managing Your Files & Saving Your Work

4.1 Saving to the iPad/Home Directory/Submitting Work

Email: Most iPad productivity apps support the ability to open and email word processing documents, presentations, spreadsheets, PDFs, images, or other common file types. Students and teachers can exchange course-related files through their District-provided email and Schoology accounts.

Cloud-Based Services: Students may also have the option to utilize any number of free cloud-based options such as Google Drive. The District will allow the use of such services by students on their iPads, but the District cannot be held responsible for the support of personal, non-District provided services or the data that students may store on these services.

4.2 Network Connectivity

Northfield Public Schools makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

iPad Applications

5.1 District Installed Software

The software/apps installed by Northfield Public Schools must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

5.2 Additional Software

Access to the iTunes and App Stores may be limited by the District. Apps installed on District iPads must be approved and provisioned by a member of the Northfield Public Schools' Technology Department or building designee and installed through the District's mobile device management system.

6th-12th grade students and families who are maintaining their own Apple IDs on District iPads may install apps as needed for the purpose of customizing their learning experience if granted approval to do so. Students are not permitted to connect their iPads to any computers.

5.3 Circumvention of Managed Settings

All student iPads are provisioned by the Technology department for the purposes of initializing and managing all iPads in a secure and organized fashion. Any attempts by students to circumvent any District management settings through software restoration or jailbreaking will result in the confiscation of the iPad and disciplinary action. District personnel will be alerted when a student circumvents the original managed settings. Students or their families will be liable for any damage to District iPads caused in an effort to circumvent management settings.

5.4 Inspection

Students may be selected at random, at any time, to provide their iPad for inspection.

5.5 Procedure for Re-Loading Software

If technical difficulties occur, the iPad will be restored from backup whenever possible. The school does not accept responsibility for the loss of any software or documents deleted due to a re-formatting.

5.6 Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and syncing.

Acceptable Use

The use of Northfield Public Schools technology resources is a privilege, not a right. The privilege of using the technology resources provided by the District is not transferrable or extendable by students to people or groups outside the District and terminates when a student is no longer enrolled in Northfield Public Schools. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this document, as well as [District policy 524.2: Use of Technology and Telecommunications Systems By Students](#), privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Northfield Public Schools' [Student Citizenship Handbook](#) shall be applied to all student infractions. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

6th through 12th grade parents/guardians may manage a personal Apple ID used by their student(s) on District iPads. Additionally, parents/guardians may access content on their students' District-provided iPads at any time.

Talk to your student about values and the standards they 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 radio.

Please see attached detailed Parent/Guardian Responsibilities

6.2 School Responsibilities are to:

- Provide internet and email access at school to its students.

- Provide internet blocking of inappropriate materials as able. (Parents can also set internet controls at home).
- Provide network data storage areas. These will be treated similar to school lockers. Northfield Public Schools reserves the right to review, monitor, and restrict information stored on or transmitted via school district-owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and to help ensure student compliance of [District policy 524.2: Use of Technology and Telecommunications Systems By Students](#)

6.3 Student Responsibilities are to:

- Use iPads in a responsible and ethical manner.
- Obey general school expectations concerning behavior and communication that applies to iPad use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. This damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via Northfield Public Schools' designated internet system is at your own risk. Northfield Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Help Northfield Public Schools protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Turn off and secure their iPad after they are done working to protect their work and information.
- Make a teacher (at school) or parent/guardian (at home) aware immediately in the event that any email is received or content encountered that contains inappropriate or abusive language.
- Return their iPad to the media center according to the iPad Return guidelines set forth in this document..

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing School Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc.)
- Restoring or jailbreaking iPad.
- Downloading unauthorized apps.
- Spamming (sending mass or inappropriate emails).
- Gaining access to other students' accounts, files, and/or data.
- Exchanging iPads and/or switching iPad identification labels to conceal fault of damage.
- Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications through social media or other Internet-based tools.
- 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.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing Northfield Public Schools' filter through a web proxy.

Student Citizenship Handbook

The Northfield School District [Student Citizenship Handbook](#) addresses the manner in which students are expected to act. Students are expected to use their iPads in a manner that aligns with the expectations of the Student Citizenship handbook.

Use of Technology and Telecommunications Systems By Students

The District requires that students use of all electronic devices is in accordance with [Policy 524.2 that focuses on use of Technology and Telecommunications Systems by Students](#).

6.6 Legal Propriety

- 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 Northfield Public Schools' [Student Citizenship Handbook](#). 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 District disciplinary procedures. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

Protecting and Storing Your iPad

7.1 iPad Identification

Student iPads can be identified in the following ways:

- Record of serial number.
- Enrollment of iPads with the District's Mobile Device Management system.

7.2 Storing Your iPad

When students are not using their iPads, they should be stored in their locked lockers. Nothing should be placed on top of the iPad when stored in the locker. Students (Grades 6-12) are encouraged to take their iPads home everyday after school, regardless of whether or not they are needed. iPads should not be stored in a vehicle at school or at home.

7.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, media center, unlocked classrooms, gymnasiums, auditorium, and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the media center.

Repairing/Replacing Your iPad

8.1 iPad Protection Plan

Northfield Public Schools recognizes that with the implementation of the Transformational Technology initiative there is a need to protect the investment by both the District and families. The annual iPad Insurance Cost is \$25.00 per device and will be due upon receipt of your student's iPad. The iPad insurance cost will be capped at \$100.00 for families with multiple students, in grades 6-12, attending school in the District. iPad insurance coverage will be provided by the school district for families that qualify for free and reduced lunch at a reduced rate (\$20 for students qualifying for reduced price lunch and \$15 for those students who qualify for free lunch.)

The iPad insurance cost will provide insurance coverage for accidental damage (drops/spills), cracked screens, theft, vandalism, fire, flood, natural disasters, and power surges due to lightning. The payment is nonrefundable. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.

All insurance claims must be reported to the media center of your student's school. In case of theft or other criminal acts, a police report, or fire report in the case of fire, MUST be filed for the protection coverage to be utilized. A copy of the police/fire report must be provided to the Principal's Office.

INTENTIONAL DAMAGE: Students/families are responsible for full payment of intentional damages to iPads and/or the protective cases provided by the District.

The School District iPad Protection Plan DOES NOT cover repair or replacement costs for district-provided protective cases, charging cords and bricks (unless manufacturer defective), or damage to the iPad caused by situations outside of the iPad Use Agreement including:

- Intentional damage
- Loss of District iPad
- Theft of District iPad left in an unsupervised area
- Damage caused to an iPad in an effort to modify hardware or software of the device
- Damage caused to an iPad outside of the District-provided protective case

Living Document

Technology evolves rapidly. As a result, the Northfield Public Schools reserve the right to make changes to this document as needed, using [District policy 524.2: Use of Technology and Telecommunications Systems By Students](#) and the District [Student Citizenship Handbook](#) as its guide. The District reserves the right for administrators and teachers to use their best judgment in addressing situations not specifically covered in this agreement or by the [Student Citizenship Handbook](#).

Parent Guide

Digital safety is of the utmost importance. Intentional, frequent discussions with your student of any age, are necessary and allow you to be proactive in protecting your student and further educating him/her. Experts warn that students are most vulnerable to online dangers while at home. Please note the following suggestions as they might be of assistance in further educating your student about appropriate use of technology including the iPad and home Internet use.

Beyond school, parents must take responsibility for their student's use of technology and the Internet in alignment with the Northfield Public Schools Policy 524.2 governing the use of Telecommunications and Technology by students and the District's Student Citizenship Handbook. While the District has purchased filtering software that will be enforced on both the school's network and outside of the school's network, filtering does not take the place of quality supervision. As a parent, you are responsible for monitoring your student's use of District-provided educational technology. This includes Internet use at home or any other remote location outside of school.

Set Expectations

Regularly share your expectations with your student about accessing only appropriate sites and content, as well as being a good person when online (even when parents aren't watching). Understand that your student's use of many technologies (such as computers, iPods, video game systems, and cell phones) likely gives your student the ability to connect to unfiltered public wireless networks (such as in a library or coffee shop, by picking up a neighbor's wireless signal, or connecting to the Internet through a cell service). Therefore, it is important to maintain regular, open dialog about Internet use and access. Discuss your expectation for appropriate use and behavior.

Monitor & Limit Screen Time

Experts suggest having students surf the Internet in a central place at home, such as the kitchen or family room, rather than away from adult supervision or behind a closed door. Know what your student is doing with technology and how his or her time is being spent. Technology can be a great tool and resource, but also has the potential to be a big distractor. Help your student learn to focus on completing tasks or assignments prior to engaging in other Internet activities. Teaching today's students how to manage multiple sources of information and potential distractions is a critical life skill, one best learned before heading off to college or the workplace.

Put the iPad to Bed, But Not in the Bedroom

Parenting experts suggest parking all technology devices, from cell phones to iPads, in a common family room overnight to discourage late night, unmonitored use and sleep disruption. Don't allow your student to sleep with the iPad. Remember to model appropriate use and balance of technology in your own life as well.

Family Media Use Agreements

The following links will take you to some useful Family Media Agreements provided by [Common Sense Media](#).

[Grades K-5](#)

[Grades 6-8](#)

[Grades 9-12](#)

Here are some additional things to review with your student:

- Anything they do or post online creates a digital record, often called a "Digital Footprint." Nothing online is totally private, even if it is intended to be. Once digitized, it can be saved, sent and reposted elsewhere.
- A good rule of thumb: If you don't want a parent, teacher, principal, future employer or college admissions office to know something, don't post it online. Set up some sort of test question to frequently ask your student, such as "Would Grandma approve?"
- "Friends" aren't always who they say they are. Encourage your student to only be friends online with friends they know in person. Never give access to personal information to people met online.
- Never post personally identifiable information online. This includes: full name, address, phone number, email, where you are meeting friends or where you hang out. Discuss with your student how easy it is for someone to find you based on what you post online.
- Regularly check your student's privacy settings on all commonly used sites and networks. Ignoring privacy settings on sites like Facebook means your student's photos, contact information, interests, and possibly even cell phone GPS location could be shared with more than a half-billion people.
- Cyberbullying (threatening or harassing another individual through technology) is a growing concern for today's youth. It takes many forms, such as forwarding a private email, photo, or text message for others to see, starting a rumor, or sending a threatening or aggressive message, often anonymously. Talk with your student about not partaking in this behavior and encourage her/him to report incidents of cyberbullying to an adult.

More helpful websites with Internet safety tips for parents:

Common Sense Media www.CommonSenseMedia.org

Net Cetera: Chatting with Kids About Being Online Federal Trade Commission (FTC) guide

<http://www.ftc.gov/bcp/edu/pubs/consumer/tech/tec04.pdf>

Additional Information Sources:

Gibbon, Fairfax, Winthrop School District, MN

North Shore Central School District, NY

iPad Loan Agreement courtesy of Farmington Public Schools

Parent Guide Courtesy of Minnetonka Public Schools via the Farmington Public Schools



Student/Parent Pledge for iPad Use

Parent

1. I agree to monitor my student's Internet usage outside of school.

Student/Parent

1. I will never leave my iPad unattended.
2. I will never loan out my iPad to other individuals.
3. I will know where my iPad is at all times.
4. I will bring my iPad to school each day, adequately charged.
5. I will keep food and beverages away from my iPad since they may cause damage to the device.
6. I will not disassemble any part of my iPad or attempt any repairs.
7. I will protect my iPad by only carrying it while in the case provided.
8. I will use my iPad in ways that are appropriate and meet all of the expectations of the Northfield Public Schools.
9. I will not write on my iPad with a marker or other writing device. I will not deface the serial number iPad sticker on any iPad.
10. I understand that my iPad is subject to inspection at any time without notice and remains the property of the Northfield Public Schools.
11. I will follow the policies and procedures outlined in the iPad User Agreement and the District Acceptable Use Policies.
12. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I agree to return the District iPad, case, and power cord in good working condition to my school Media Center, no later than the last day of the current school year.

I agree to the stipulations set forth in the above documents including the iPad Loan Agreement, Procedures, and Information; the Student Citizenship Handbook; District Policy 524.2; iPad Protection Plan; and the Student Pledge for iPad Use.

Individual school iPads and accessories must be returned to the school at the end of each school year. Students who graduate early, withdraw, or terminate enrollment for any other reason must return their individual school iPad on the date of termination.