

Cozad Community Schools

24/7 iPad Agreement

As your child's parent or guardian, you have been loaned an iPad mobile device to improve and personalize your child's education. It is essential that the Cozad Community Schools **Responsible Use Agreement** (RUA) be followed by your child in ALL use of the iPad and student online activities to ensure the safe, efficient and ethical use of technology in your child's education. Violations of the Cozad Community Schools RUA by your child may result in the loss of student device take-home privileges. In addition, ANY online activity on the part of the student which violates district policy or the student code of conduct may be grounds for the revocation of student device take-home privileges. Such activity may include but is not limited to:

- Mis-using social media or communication tools, including but not limited to bullying, threatening or harassing others.
- Unauthorized transmission or recording of audio or video images of any other student.
- Using the district-owned device or using district-owned or managed accounts or network in the possession or distribution of inappropriate or pornographic electronic content.
- Using communication software, social networks, playing games or otherwise violating classroom rules while attending class, unless authorized by the instructor or school administrator.

In order for your child to use the iPad in class and to take it home, you must be willing to accept these responsibilities and terms. In addition, if your child will be taking the device home, we require a \$25 annual take-home use fee, payable to Cozad Community Schools. This fee contributes to repair costs for student take-home devices and is not used for any other purpose. Until the fee is paid in full, the student may use the device only while at school.

If the mobile device is lost or damaged, school technology personnel must be informed at the earliest opportunity during normal school hours. Cozad Community Schools is the sole agent authorized to undertake repair or replacement of the device. At the time of notification, the school will repair or provide a suitable replacement device to the student.

For devices which need professional repair or replacement, up to \$380 per incident may be charged. In the case of theft or accidental breakage in the course of normal, educational use, the administration of Cozad Community Schools may elect to waive the repair or replacement cost for the first incident in the summer or school year if the student has enrolled in the take-home program and paid the necessary fees. In the case of a second such incident, the administration may elect to reduce the deductible to \$100. ALL further such incidents within a given school year and summer will require that the parent or student pay the full cost of repair or replacement. Take-home privileges are only allowed for students with no outstanding fees or repair charges.

Parent Responsibilities and Terms:

As the child's parent or guardian, I agree that I...

- Will read the Responsible Use Policy and discuss it with my child.
- Will supervise my child's use of the iPad at home.
- Will make sure my child charges the iPad nightly and begins the school day with a fully charged battery.
- Will make sure my child brings the iPad to school each day and keeps it locked in their locker when not using it for a class.
- Will discuss appropriate use of the Internet and supervise my child's use of the Internet outside of school.

- Will not attempt to repair the iPad.
- Will report any problems or damage to the iPad to the building administrator or member of the technology staff.
- Will report loss/theft of the iPad to school and proper authorities (police) within 24 hours.
- Will not remove any apps or certificates from the iPad which were provided or distributed by Cozad Community Schools, unless directed to do so by school officials or technology staff.
- Will provide to the school or have the school help the student generate valid and appropriate Apple ID and email accounts.
- Will not alter or remove the school device management certificates at any time.
- Will allow the school administration and faculty to inspect and examine the device, apps and content at any time.
- Will make sure that the iPad is returned to the school when requested and upon my son's/daughter's withdrawal from Cozad Community Schools.

Student Responsibilities and Terms:

As a student attending Cozad Community Schools, I agree that I...

- Will read the Responsible Use Policy and discuss it with my parent/guardian.
- Will adhere to the terms of the Cozad Community Schools Responsible Use Policy and District guidelines each time the iPad is used, at home or at school.
- Will recharge the iPad nightly and begin the school day with a fully charged battery.
- Will bring the iPad to school each day and keep it locked in my locker when not using it for a class.
- Will keep the iPad in a protective case at all times when not being used.
- Will make the iPad available for inspection by a teacher, administrator or other staff member upon request.
- Will use appropriate language in all communications.
- Will abide by copyright laws.
- Will not use or attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information.
- Will not give out personal information, such as name, address, photo, or other identifying information online.
- Will report loss/theft of iPad to parents, school and proper authorities (police) within 24 hours.
- Will not use the iPad to record (audio or visual) others without their permission.
- Will not change or attempt to change the configuration or settings of management certificates.
- Will not attempt to repair, alter or make additions to the iPad.
- Will report all problems and damage immediately to an administrator or technology staff.

- Will not remove or attempt to remove identification tags on the iPad or deface with stickers, marking pens, etc.

Cozad Community Schools Schools Mobile Device Loan Agreement

Student: _____ Grade: _____
Last First

One iPad & charger are being lent to the parents or guardian of 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 Cozad Community Schools of Cozad, Nebraska, and is herewith lent to the parents/guardian of the student for educational purposes and only for the academic school year. Student may not deface or destroy this property in any way. Inappropriate use of the device may result in the student losing his/her right to use this device. The equipment will be returned to the school when requested by Cozad Community Schools, or sooner, if the student withdraws from Cozad Community Schools prior to the end of the school year. Nebraska statutes 79-737 and 79-2,127 allow the district to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Borrower acknowledges and agrees that Borrower’s use of the district property is a privilege and that by Borrower’s agreement to the terms hereof, Borrower acknowledges Borrower’s responsibility to protect and safeguard the district property and to return the same in good condition and repair upon request by Cozad Community Schools. I agree to follow the Cozad Community Schools’ responsibilities and rules at all times while using the school issued device.

Student Signature Date

Parent Signature Date

RESPONSIBLE USE AGREEMENT

2015-16

Cozad Community Schools' information technology resources, including school-owned devices, email and Internet access, are provided for educational purposes. Adherence to the following policy, both at school and in using school-owned devices outside of school, is necessary for continued access to the school's technological resources:

Staff/Students must

1. Respect and protect the privacy of others.
 - Use only assigned accounts.
 - Not view, use, or copy passwords, data, or networks to which they are not authorized.
 - Not distribute private information about others or themselves.
 - Not use devices assigned to other students unless specifically instructed to do so by the teacher or other school official.

2. Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices, as posted.
 - Use personal mobile devices on the public network only.
 - Use personal or school owned devices in the classroom only if authorized to do so by the teacher.
 - Not log on (authenticate) to the private network unless using district owned/authorized devices or services.
 - Report security risks or violations to a teacher or network administrator.
 - Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
 - Conserve, protect, and share these resources with other students and Internet users.

3. Respect and protect the intellectual property of others.
 - Not infringe copyrights (no making illegal copies of music, games, or movies!).
 - Not plagiarize.

4. Respect and practice the principles of community.
 - Communicate only in ways that are kind and respectful.
 - Report threatening or discomfoting materials to a teacher.
 - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - Not use the resources to further other acts that are criminal or violate the school's code of conduct.
 - Not send spam, chain letters, or other mass unsolicited mailings.
 - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Staff/Students may, if in accord with the policy above

1. Design and post web pages and other material from school resources.
2. Responsibly use social networking* and internet communication resources in pursuit of stated academic goals and activities and within the guidelines stated above.
3. Install or download software, if also in conformity with laws and licenses, and within the guidelines stated above.
4. Use the resources for any educational purpose.

*** Social Networking:**

- Social networking sites and resources (Facebook, YouTube, Twitter, Instagram, etc) can be useful tools in the educational environment. Students and staff may make use of social networking tools in or outside of the classroom, provided certain guidelines are followed:
 - Follow the handbook etiquette guidelines and the school's code of conduct and Responsible Use Agreement

- when posting online. What is inappropriate in the classroom is inappropriate online.
- Do not use other people's intellectual property, including pictures, without their permission. It is a violation of copyright law to copy the words of others without proper attribution.
- If you encounter inappropriate material, feel threatened or harassed, or find material that violates the school's code of conduct, notify a teacher or administrator immediately.
- All student online activity making use of school equipment or websites must be in compliance with the district's Responsible Use Policy.

Consequences for Violation. Violations of these rules may result in disciplinary action, including the loss of privileges to use the school's information technology resources.

Supervision and Monitoring. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks and school-owned devices in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

User signature	Date

Parent/Guardian (if for student use)	Date

PARENTS, PLEASE DISCUSS THESE RULES WITH YOUR STUDENT TO ENSURE HE OR SHE UNDERSTANDS THEM.

THESE RULES ALSO PROVIDE A GOOD FRAMEWORK FOR YOUR STUDENT'S USE OF COMPUTERS AT HOME, AT LIBRARIES, OR ANYWHERE.

*FOR MORE INFORMATION, SEE www.cybercrime.gov.