

Flagstaff Unified School District

iPad Loan Agreement

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, students may access grades, attendance and other information through the StudentVUE app. Students are responsible for keeping their iPad's battery charged for school each day and bringing their iPad to all classes, unless specifically instructed not to do so by their teacher. **If your iPad is left at home, you are responsible for getting the coursework completed as if you had your iPad present.**



Receiving Your iPad

You will receive your iPad once:

- You have signed and submitted an FUSD Technology Responsible Use Agreement
- You and your parents/guardians have reviewed the iPad Loan Agreement, have accepted the terms of the iPad Loan Agreement and have returned the signed Agreement to your school.
- The annual \$25 Device Protection Plan Fee has been paid.

Prior to receiving your student iPad:

- Identify a passcode that is secure, will be easy to remember and be prepared to enter that during the iPad distribution process. Each iPad will require a six character number and/or letter security passcode. Once a passcode is set up, Touch ID can also be set up and used to unlock the iPad.

Taking Care of Your iPad

The iPad is school property and all users are expected to follow the acceptable use policy for technology within Flagstaff Unified School District (FUSD Technology Responsible Use Agreement). You are responsible for the general care of the iPad you have been issued by the school. iPads that are broken or fail to work properly must be taken to your school library for evaluation of the equipment.

iPad and iPad Accessory Care

You will be held responsible for maintaining your assigned iPad and for keeping it along with the issued accessories in good working order.

- A. Your iPad should be secured properly in a bag or backpack while transporting. It should never be transported, stored or used in the same location as water bottles or other liquids.
- B. Keep your iPad charging "brick" and cable together.
- C. Your iPad batteries must be charged and ready for school each day.
- D. iPad district barcodes may not be removed.
- E. Your iPad and accessories must remain free of any writing, drawing, stickers, labels, paint, nail polish, etc. or any other physical alterations that are not the property of or applied by FUSD.
- F. Your iPad should always be kept within the protective case provided by the District.
- G. iPad cases provided by the school district must be returned with only normal wear and no alterations to avoid paying a case replacement fee. (See Device Protection Plan)
- H. Apple iPad charging cables and Apple power adapter charging "bricks" provided by the school district must be returned in normal working condition, free of wear and exposed components and with no alterations to avoid paying a replacement fee. (See Device Protection Plan)
- I. iPads that malfunction or are damaged must be reported to your school library.
- J. iPads that are stolen must be reported immediately to your school library.
- K. In instances of damage or theft, please refer to the section Device Protection Plan.
- L. When at home, do not leave your iPad unattended where it could be accidentally damaged by food, liquids, pets or young children.

Screen Care

- Only use a clean, soft, dry cloth or anti-static cloth to clean the screen. No cleansers of any types (i.e. no Clorox wipes). Cleansers will damage the anti-reflective and fingerprint-resistant coating.
- Do not lean on the top of the iPad. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not place anything near the iPad that could put pressure on the screen or scratch the glass (keep this in mind when placing your iPad in a backpack or shoulder bag). Close the protective cover on the case when not in use.

Storing your iPad

When you are not using your iPad, it should be stored in a secure location. Take your iPad home every day after school unless alternative arrangements have been made with your school. iPads should not be stored in a student's vehicle at school or at home. iPads must never be left in a location susceptible to extreme cold or hot weather.

iPads left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, lunchroom, computer lab, locker rooms, library, unlocked classrooms, gymnasiums, auditorium, and hallways as well as off-campus locations. 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 school office.

iPad Identification

Student iPads can be identified in the following ways:

- Student name visible on the iPad login screen
- Record of serial number
- Enrollment of iPads within the district Mobile Device Management system.
- The district purchased iPad case has a detachable keyboard. Each keyboard has its own unique serial number and should be kept with the protective case that it was originally distributed with. You are responsible for keeping track of the keyboard that comes with your iPad case.

Managing Files & Software

Saving Files

It is strongly recommended that you save documents to your district iCloud or Google Drive account. In addition, you are able to share documents via Google Classroom or Canvas.

Please note: *Storage space will be available on the iPad, but it is LIMITED and it will NOT be backed up in case of re-imaging or device malfunction. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not handing in schoolwork. Should iPad issues occur, talk with your teachers regarding those circumstances.*

Network Connectivity

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

Settings and Operations

Restrictions

Your iPad has security features and filtering intended to protect and prohibit students from accessing inappropriate materials on the internet. Security features and filtering are in affect at school, home or other networks, including public libraries, restaurants and airports.

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, iOS setting manipulation, remote proxy settings or jailbreaking will result in confiscation of the iPad and/or disciplinary action.**

Inspection

The district retains control, custody and supervision of all district technology. The district reserves the right to monitor student usage of all district technology. Students have no right of privacy in their use of district technology, including stored files. **Students may be selected at random, at any time, to provide their iPad for inspection.**

Restoring iPad

If technical difficulties occur, your iPad will be restored to factory settings. This approach minimizes the “down time” for use of the device during the instructional day. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and reimage. It is recommended to have all your data backed up to iCloud and/or Google Drive at all times. Students should be able to recover files they have saved to these cloud storage services. Depending on the nature of the issues, potential consequences for issues caused intentionally to one’s own or another’s issued iPad may result in confiscation of the iPad with usage allowed only during the school day.

Repairing/Replacing Your iPad

Device Protection Plan (DPP)

FUSD recognizes that with the implementation of student iPads there is a need to protect the investment by both the District and the family. As part of the 1:1 technology initiative, there will be a \$25 fee per student per year to be enrolled in the Device Protection Plan. Enrollment in the plan will minimize the potential repair and/or replacement costs associated with the device. It is due prior to receipt of a student’s iPad and is non-refundable.

DPP coverage includes:

- Accidental damage caused by liquid, spills, drops, or other unintentional events.
- Loss of device due to theft; claim must be accompanied by a valid police report.
- Damage caused by fire; claim must be accompanied by official fire report from investigating authority.
- Damage due to an electrical surge.
- Loss or damage caused by natural disasters.

DPP coverage excludes:

- Damage caused by dishonest, fraudulent, intentional, and negligent (not locked and/or stored in an insecure manner or location) or criminal acts. Students and parents will be responsible for the full amount of repair/replacement for damage or loss that falls in this category.
- Damage incurred to a device that is not in the school-issued protective case.
- Consumables: USB cables, AC adapters, case or software.
- “Jailbreaking” or otherwise voiding the manufacturer’s warranty by altering the software. *Jailbreaking* is a term used to describe a process by which normal manufacturer controls on the functionality of the device are bypassed. *Jailbreaking* of school-issues mobile devices is not permitted.

Costs for iPad repair or replacement

The following prices are estimated as exact costs for each repair will be made upon further inspection of the iPad or case.

	DPP Fee Paid	DPP Fee Not Paid
iPad and case lost	\$400	\$400
iPad and case stolen (with police report)	\$0	\$400
iPad damaged beyond repair *	\$400	\$400
iPad case w/keyboard	\$0	\$99
iPad case	\$0	\$50
iPad case keyboard	\$0	\$50
Broken/scratched screen	\$0	\$72
Lost or damaged Apple charging cable	\$19	\$19
Lost or damaged Apple power adapter (12W)	\$19	\$19
Port damage	\$0	\$72
Water damage	\$0	\$300
Jailbreaking (modifying the iOS to remove restrictions)	\$120	\$120

***INTENTIONAL DAMAGE:** Students and parents/guardians are responsible for full payment of intentional damages to issued iPads or accessories, or intentional damage to the iPad or accessories of others. The Device Protection Plan DOES NOT cover intentional damage to the iPad or accessories. This includes any damage to the iPad while the case is not appropriately on the iPad, or while in a case that itself is damaged and not providing full protection to the device.

Should a student's device become accidentally damaged, they will be provided a loaner device while their assigned device is being repaired. The loaner must be returned upon completion of the repairs. This loaner device may not be of equivalent performance or features.

How-to and Troubleshooting Guides - Students have access to simple troubleshooting steps via their school's website.

Acceptable Use

The use of FUSD technology resources is a privilege, not a right. The privilege of using the technology resources provided by the district is not transferable or extendable by students to people or groups outside FUSD and terminates when a student is no longer enrolled in FUSD. This iPad Loan Agreement and FUSD Policy IJNDB-EB are 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 or the Technology Responsible Use Agreement (FUSD Policy IJNDB-EB), privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. FUSD Student Discipline policies 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.

Student Activities Strictly Prohibited:

- Accessing or downloading VPNs or other proxy-avoiding extensions with the intent of bypassing district security features and filtering.
- Any action that violates existing Board policy or public law.
- Gaining access to other students' accounts, files, and/or data.
- Exchanging iPads and/or switching iPads (including case and or keyboard); switching/defacing identification labels to conceal fault of damage.
- Use of the school's Internet for financial or commercial gain or for any illegal activity.
- 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.

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/guardian.
- Plagiarism is a violation of FUSD's Code of Conduct. Give credit to all sources used, whether quotes 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 Acceptable Use Policy and Code of Student Conduct. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

Returning Your Student iPad

Your school iPad and accessories must be returned to the library when the school year ends or your enrollment at the school ends. Students who graduate, graduate early, withdraw, are expelled, or terminate enrollment within FUSD for any other reason must return on the date of withdrawal their individually issued school iPad, district provided case, Apple USB to lightning connector charging cable, and Apple power adapter charging "brick", each in damage-free, working condition. If a student fails to return the iPad and accessories (case, cable, power adapter, charging brick, etc.) at the end of the school year or upon termination of enrollment with FUSD, that student and/or student's parent/guardian will be subject to criminal prosecution or financial/civil liability. FUSD iPad serial numbers have been registered and are traceable with Apple's Device Enrollment Program servers and may only be activated with a valid FUSD username and password.

Student Technology Responsible Use Agreement

Use of Educational Technology Resources—Policy IJNDB-E

Responsible use of district technology requires that the use of the resources be in support of the educational goals of the district and in accordance with the following guidelines. Please review this document carefully regarding responsible use of Flagstaff Unified School District (FUSD) technology resources before signing the Technology Responsible Use Agreement section of the Student or Parent Handbook signature page. When signed it becomes a binding agreement. **Failure to provide a signed agreement will impact instructional opportunities for students such as access to an FUSD iPad and classroom activities.**

Introduction

Flagstaff Unified School District believes access to technology resources provides students with the opportunity to learn, innovate, create, communicate, collaborate and much more. Along with the advantages that come when using technology in instruction, the regular use of technology provides an opportunity for students to become responsible digital citizens. The following information is provided to guide and support students in that process.

Digital Citizenship Expectations

Being a good digital citizen is more than knowing how to get around online. It's about thinking critically, behaving safely, and participating responsibly in our digital world.

- Responsible digital citizens:
 - Agree to not submit, publish, display or knowingly retrieve any material that is not school appropriate (acceptable for school). Material that is generally available in print and other media in the library or classroom sets the standard for acceptability.
 - Abide by all copyright and trademark laws and regulations.
 - Protect their own privacy and that of others by not revealing the home address or personal phone numbers of themselves or others unless authorized to do so by designated school authorities and by not sharing account usernames (such as a student's lunch number) or passwords.
 - Agree to not engage in cyberbullying. Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles. Resources on cyberbullying can be found at: <https://www.stopbullying.gov/>

Responsible Use Expectations

- Responsible digital citizens:
 - Use their own student account and not share their account information (username and password) with others.
 - Understand that communications, documents and online activities are not private and will be monitored by district staff.
 - Use FUSD Technology resources for educational purposes only.
 - Use the network in any way that will not disrupt the use of the network by others. For example, downloading of large files while connected to district wireless network may disrupt services for district staff and students.
 - Do not compromise the web filter to access blocked pages.
 - Immediately inform a teacher if restricted information/pages are mistakenly accessed.

Technology Care Expectations

- Users responsibly care for technology when they:
 - Do not attempt to harm, modify, or destroy district hardware (including keyboards) or software, or interfere with system security and district servers.
 - Do not modify device settings.

Digital Resources

FUSD provides our students and teachers with numerous digital tools and systems to facilitate teaching and learning. These digital tools and systems include G Suite for Education, a free web-based program for word processing, spreadsheets and presentation tools, non-core Google Additional Services (such as YouTube), Nearpod, Vimeo, Canvas, a learning management system, and video conferencing tools such as (but not limited to) Google Meet and Zoom. For these digital resources, the district makes every effort to ensure that these tools and systems -- and any other digital tools and systems adopted at the district level -- are compliant with all applicable laws and regulations,

including the Children’s Online Privacy Protection Act (COPPA) and the Family Educational Rights and Privacy Act (FERPA). By signing agreement to this form, you acknowledge that you will support the responsible use of these tools and resources by your student.

Additional Information

FUSD students may use personal devices for instruction. The device may belong to the user but the network belongs to FUSD, therefore, all FUSD responsible use guidance applies. If personal devices disrupt network operations, FUSD has the right to discontinue future use and the user may be liable for restitution for damages and/or disciplinary action. For purposes of assessment, personal devices may not be used. A district device must be used for district assessments.

FUSD may log the use of all systems and monitor all system utilization. It should be understood that any and all information on the FUSD network, with the exception of student records, is not deemed private. Accounts may be closed and inappropriate files may be deleted. FUSD is not responsible for any service interruptions, changes, or consequences. FUSD reserves the right to establish rules and regulations as necessary for the efficient operation of technology resources. FUSD does not assume liability for information retrieved via, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties. All FUSD devices with internet access will comply with A.R.S. 34-502, which requires public schools to limit access to materials that are harmful to minors.

Students and Parents/Guardians – Please sign and return this page to your school.

Technology Responsible Use Agreement Signature Page

Student

I have read, understand and agree to this agreement and the Flagstaff Unified School District policy and regulations on appropriate use of Electronic Information Systems. I understand that if I break any of the terms and conditions it may result in disciplinary action, up to and including suspension and that I may not be allowed to use the Electronic Information Services.

- Student First Name: _____ Student Last Name _____
- Student Signature _____
- Student ID # _____ Date _____ School _____

Parent or Guardian Cosigner

As the parent or guardian of this student, I have read this agreement and the School District’s policies and regulations on use of technology resources, and I understand them. I understand it is impossible for the School District to restrict access to all controversial, obscene or other inappropriate materials. I hereby give my permission to have my child use electronic information services, subject at all times to the terms of this user agreement and the District’s policies and regulations on use of technology resources. **I understand that this signed form needs to be returned to the school in order for my child to use district technology including FUSD iPads.**

- ◆ Parent/Guardian Printed Name: _____
- ◆ Parent/Guardian Signature: _____ Date: _____

iPad Loan Agreement

FOR LIBRARY USE ONLY
iPad FUSD Property Tag Number

Student Signature

Student Agreement

- ◆ I have read, agree to and will follow the policies and guidelines outlined in the FUSD iPad Loan Agreement.
- ◆ I understand that my iPad remains the property of Flagstaff Unified School District and is subject to inspection at any time.

Student Name _____ Student ID _____

Student Signature _____

Parent/Guardians Responsibilities

A strong partnership between school and home will help students be successful using 1:1 technology

- ◆ Review the information in the iPad Loan Agreement taking special note of the Device Protection Plan.
- ◆ Sign the iPad Loan Agreement and return it to school with your student so he or she can receive an iPad.
- ◆ Pay the \$25 Device Protection Plan Fee.
- ◆ Monitor student use away from school.
- ◆ Ensure the device is properly care for outside of school.

I have read and agree to the FUSD iPad Loan Agreement.

Parent/Guardian Name _____

Parent/Guardian Signature _____