

Kayenta Unified School District Student - iPad Loan Agreement

District issued iPads are intended for school use only. Students are responsible for keeping their iPad battery charged for school each day and for 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. In addition to teacher expectations for iPad use, students may access grades, attendance and other information through the Student-Canvas App.

Receiving Your iPad

You will receive your iPad once:

- You have signed and submitted the KUSD Technology Responsible Use Agreement
- You and your parents/guardians have accepted the iPad Loan Agreement terms and have returned the signed agreement to your school.

Taking Care of Your iPad

The iPad is school property and all users are expected to follow the acceptable use policy for technology within Kayenta Unified School District (KUSD 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 the KUSD Technology Department for an assessment 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 wall charger and cable together.
- C. Your iPad batteries must be charged and ready for school each day.
- D. iPad KUSD Property Tags 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 KUSD.
- 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 chargers provided by the school district must be returned in normal working conditions, 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.
- J. iPads that are stolen must be reported immediately to your school.
- 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 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. iPads should not be stored in a student's vehicle. iPads must never be left in a location susceptible to extreme cold or hot weather.

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

KUSD makes no guarantee that networks 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.

Setting 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 public networks.

Circumvention of Managed Settings

All students iPads are provisioned by the KUSD Technology Department for the purpose of initializing and managing all iPads in as secure and organized fashion. **Any attempts by students to circumvent and district management setting 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 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)

KUSD recognizes that with the implementation of student iPads there is a need to protect the investment by both the District and family. As part of the 1:1 technology initiative, all students will be enrolled in the free Device Protective Plan. Enrollment in the plan will minimize the potential repair and/or replacement costs associated with the device.

DPP coverage includes:

- Accidental damage caused by liquids, spills, drops and other unintentional events.
- Loss of device due to theft; claim must be accompanied by a valid police report.
- Damaged 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 manufacture’s warranty by altering the software. *Jailbreaking* is a term used to describe a process by which normal manufacture controls on the functionality of the device are bypassed. *Jailbreaking* of school-issued mobile devices is not permitted.

Cost for iPad repair or replacement

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

	DPP Fee Not Paid
iPad and case lost	\$ 400
iPad and case stolen (with police report)	\$ 400
iPad case w/keyboard	\$ 99
iPad case	\$ 50
iPad case keyboard	\$ 50
Broken/scratched screen	\$ 72
Lost or damage Apple charging cable	\$ 19
Lost or damage Apple wall charger (12W)	\$ 19
Port damage	\$ 72
Water damage	\$ 300
Jailbreaking (modifying the iOS to remove restrictions)	\$ 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. The 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 website. These guides are accessible 24/7.

Acceptable Use

The use of KUSD technology resource is a privilege, not a right. The privilege of using the technology resource provided by the district is not transferable or extendable by students to people or groups outside KUSD and terminates when a student is no longer enrolled in KUSD. The iPad Loan Agreement and KUSD policy IJNDB, IJNDB-R and IJNDB-E are provided to make all users aware of the responsibilities associated with efficient, ethical and lawful use of technology resource. If a person violates any of the User Terms and conditions named in this document of the Technology Responsible Use Agreement and/or the KUSD Policies (IJND, IJNDB-R and IJNDB-E), privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. KUSD 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 and 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 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 KUSD'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 of possession of hacking software is strictly prohibited and violators will be subject to Acceptable Use Policy (KUSD Policy IJND, IJNDB-R and IJNDB-E), and Code of Student Conduct (KUSD Policy JIC). 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 school office when the school year ends or your enrollment at the school ends. Students who graduate, graduate early, withdraw, are expelled or terminate enrollment within KUSD for any other reason must return on the date of withdrawal their individually issued school iPad, district provided case, Apple USB charging cable and Apple power adapter, each in damage-free, working condition. If a student fails to return the iPad and accessories (case, cable, power adapter) at the end of the school year or upon termination of enrollment with KUSD, that student and/or student's parent/guardian will be subject to criminal prosecution or financial/civil liability. KUSD iPad serial numbers have been registered and are traceable with Apple Device Enrollment Program servers and may only be activated with a valid KUSD username and password.

Kayenta Unified School District Student/Parent iPad Loan Agreement

Student Agreement

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

I understand that my iPad is subject to inspection at any time without notice and remains the property of Kayenta Unified School District. I will follow the policies and guidelines outlined in the iPad Loan Agreement and Technology Responsible Use Agreement.

I understand that these procedures and policies apply while at school, as well as outside of the school day.

Student Name: _____ **Student ID:** _____

Student Signature: _____ **Date:** _____

Parent/Guardian Responsibilities

As strong partnership between school and home will help students be successful using the 1:1 technology initiative.

- Talk to your children 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 phones, television, and movies.
- 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 students, so he or she can receive an iPad.
- Monitor student's use away from school.
- Ensure the device is properly cared for outside/away school.

Additional things to review with your child:

- 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 reported elsewhere.
- A good rule of thumb: If you don't want a parent, teacher, principal, future employer or college admissions office to see something, do not post it online.
- "Friends" aren't always who they say they are. Encourage your child to only be friends online with friends they know in person. Never give access to personal information to people met online.
- 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 child about not partaking in this behavior and encourage her/him to report incidents of cyberbullying to an adult.

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

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ **Date:** _____

For parents/guardians of children under 13 years of age:

I agree to provide consent for the use of Canvas (KUSD's learning management platform) and Google Apps for Education (KUSD's cloud storage and collaborative educational workspace).

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ **Date:** _____

Apple Serial Number: _____ **KUSD Tag Number:** _____

Student Technology Responsible Use Agreement

Use of Educational Technology Resource – Virtual Learning

Responsible use of District technology requires that the use of the resource 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 Kayenta Unified School District (KUSD) technology resources before signing the Student Technology Responsible Use Agreement and Electronic Information Services User 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 student such as access to an KUSD iPad and classroom activities.**

Kayenta 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 is 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 on the library or classroom sets the standards 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 student's school ID number) or password.
 - Agree to not engage in cyberbullying. Examples of cyberbullying include intimidating 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: <http://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 KUSD staff.
 - Use KUSD Technology resources for educational purpose 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 filters to access blocked pages.
 - Immediately inform a teacher of 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.

**Student and Parent/Guardians – Please sign and return this page to your school
Technology Responsible Use Agreement Signature Page**

Student

I have read, understand to this agreement and the Kayenta Unified School District policy and regulations on appropriate use of Electronic 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 Printed Name: _____

Students Signature: _____ **Date:** _____

Student ID: _____ **School:** _____

Parent or Guardian Cosigner

As the parent or guardian of this student, I have read this agreement and the KUSD policies and regulations on use of technology resources, and I understand them. I understand it is impossible for KUSD 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 agreement and the KUSD 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 KUSD iPads.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ **Date:** _____