

For SMA use:

Student Name (first and last) _____ Grade _____

Asset Tag # _____

Insurance Rec'd Check Number _____ IT initials _____ [OR] No Insurance IT Initials _____

SMA Middle School iPad User Agreement 2016-2017 (7th and 8th grades)

This User Agreement is specific to the SMA iPad program, and is to be signed and filed at SMA along with the annual signing and filing of the general SMA Internet and Technology Acceptable Use Agreement. Please initial each section to signify that you have read it and agree to comply with each section of the user agreement. All users are bound by this policy as well as by the SMA Internet and Technology Acceptable Use Policy.

PROVIDING YOUR OWN IPAD

We will assume you will need a school-issued iPad unless you inform us otherwise. If you will be providing your own iPad this year, please initial here. This signifies that you agree to have mobile management installed on the iPad in order to push apps.

Student initials _____ **Parent initials** _____

RECEIVING AND RETURNING YOUR IPAD

Receiving the iPad

iPads will be distributed during the first weeks of school contingent upon:

1. A student and parent signed iPad User Agreement on file at SMA.
2. A student and parent signed Acceptable Use Agreement on file at SMA.
3. The possession of an approved iPad case labeled with your name.
4. A remitted payment for insurance if that option is selected (checks written to SMA).

Returning the iPad at the end of the school year

iPads will be returned during the final weeks of the school year for service during the summer. Any student transferring from SMA during the school year will return the iPad at that time. Students not returning the iPad risk being charged the cost of the iPad at the end of the year.

Student initials _____ **Parent initials** _____
(initials not needed here if iPad is family owned)

APPLE ID

Every student is required to use his/her own unique Apple ID to manage the content of the iPad. The Apple ID can be one that already exists or one created using the student's SMA email address. The Apple ID must not be a family/parent Apple ID. The Apple ID will be established during the initial setup.

Student initials _____

Parent initials _____

GENERAL MAINTENANCE REQUIREMENTS

Students are responsible for the general care of the SMA-issued iPad. In the event that an iPad is damaged or not functioning properly, it must be taken to the SMA IT office to be evaluated.

- Only use a clean, soft cloth to clean the iPad screen. No cleaning fluids.
- Do not write or draw on the iPad.
- Do not apply stickers or labels directly to the iPad.
- Label your iPad case with your name and keep the iPad in the case at all times.
- Unattended iPads must be kept in a safe and secure location (i.e. lockers or cubbies).
- Students are responsible for bringing a fully charged iPad to school each day.

Student initials _____

Parent initials _____

CARRYING IPAD/ACCESSORIES

- Students must provide protective cases with sufficient padding to protect the iPad from normal wear and tear and provide suitable means for carrying the device throughout the school. Always keep the iPad in the case. The case must protect the front glass and corners (7th grade = iPad Air, model A1474; 8th grade = iPad 2).
- Students must provide earphones/earbuds with microphone.

Student initials _____

Parent initials _____

INSURANCE

Option 1: Insurance \$50/year - If the iPad needs to be replaced or repaired for any reason, the insurance will cover repair or replacement for the first incident. The cost for subsequent incidents attributable to actions by the participant will be covered by the participant. For this option to be valid, payment must be remitted before the student is issued a laptop. Write checks to SMA. If a charger needs replacing, the cost is \$20. *To discuss financial hardships in regards to these options, please contact Martha Ashley for direction.*

By checking this box and remitting \$50, I am choosing the iPad insurance plan.

Option 2: No insurance - An unrepairable iPad must be replaced by the family at full cost within two weeks.

By checking this box, I am choosing to opt-out of the iPad insurance program. I

understand that I will be responsible for the full cost of replacement (\$429) if the device is lost or damaged beyond repair. The replacement iPad will be the property of SMA.

Option 3: Family-owned iPad

iPad is owned and insurance is managed by the family

Student initials _____

Parent initials _____

USING YOUR iPad AT SCHOOL

iPads left at home

Leaving your iPad at home when it is part of the learning process in a given class is comparable to leaving an assignment at home. An unavoidable academic penalty ensues. Establish a routine or checklist at home to bring all of your materials for school.

Charging your iPad

Students are required to bring the iPad to school fully charged each day. Repeated failure to do so includes and is not limited to requiring that the iPad remain at school.

Content on your iPad

No inappropriate media will be allowed on a student's iPad. This includes and is not limited to content related to weapons, pornography, inappropriate language, drugs and alcohol or other content deemed disruptive. The consequences of possessing inappropriate content include and are not limited to suspension, loss of the iPad and loss of access to technology at school.

Time and place

The iPad is to remain closed in class unless a teacher has directed otherwise. The iPad must be turned off and stored before school in the pod and during lunch, recess and CAT unless specific teacher-directed or supervised activities are underway in a classroom.

School-related, SMA community communication and social media

Harassment of any type will be handled case by case with consequences that include and are not limited to suspension, loss of the iPad and loss of access to technology at school. This includes posting pictures of fellow students and faculty without clear permission to do so.

Student initials _____

Parent initials _____

USING THE iPad AT HOME

Home Internet Access

Families are permitted to configure wireless networks on the iPad at home. Internet filtering, however, is specific to the network. Any site filtering that occurs at school will not transfer to a home network.

Apps, music, video, and photos

- Students may download music, videos and photos from iTunes as long as the material complies with this policy and the Acceptable Use Agreement, and as long as there is sufficient memory for SMA-required apps.
- Students will be required to remove personal apps, music, videos and photos if there is insufficient memory for the SMA-required apps.

Recommendations

Families are encouraged to create their own home user agreement. Many examples can be found online at sites such as commonsensemedia.org. Parents are encouraged to set a check-in time for their children’s mobile electronic devices to encourage a restful night free of gaming, text messaging and or other social media exchanges.

Student initials _____

Parent initials _____

MANAGING FILES

Saving work

Documents on the iPad are saved within individual apps. Students have the responsibility to ensure that work is not lost due to accidental deletion or mechanical failure. To backup files and make them available for any device, students have the option of:

1. E-mailing the document to themselves.
2. Saving to Google Drive.
3. Saving to Dropbox.

Syncing your iPad

Students are encouraged to sync iPads on a home computer using iTunes and the Apple ID. Syncing creates a backup of the device in case there is a need to restore the device to its original settings.

Altering the software

Students will not attempt to format, update, or alter any software on the device unless instructed to do so.

Student initials _____

Parent initials _____

I have read and agree with the policies and procedures outlined in this document.

(Student name)

(Student signature)

(Date)

(Parent/Guardian signature)

(Date)