



2013-14

iPAD ACCEPTABLE USE AGREEMENT

A young woman with long brown hair, wearing a blue and white striped sweater and a necklace with a peace sign, is smiling and looking down at an iPad she is holding. The background is a solid blue color with white geometric lines.

Bend-La Pine Schools **DIGITAL CONVERSION**

The focus of the iPad program at Bend-La Pine Schools is to provide tools and resources for 21st Century learners. Increasing access to technology is essential for the future of our students and the use of iPads is a way to help them apply technology in college, in the workplace, and beyond.

The policies, procedures and information within this document apply to all iPads used at the Bend-La Pine Schools, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

for
GRADES 3-5

CONTENTS

1

RECEIVING YOUR IPAD & IPAD CHECK-IN

- 1.1 Receiving Your iPad
- 1.2 iPad Check-In
- 1.3 Check-In Fines

2

TAKING CARE OF YOUR IPAD

- 2.1 General Precautions
- 2.2 Carrying iPads
- 2.3 Screen Care

3

USING YOUR IPAD

- 3.1 iPads Left at Home
- 3.2 iPad Undergoing Repair
- 3.3 Charging Your iPad's Battery
- 3.4 Screensavers/Background Photos
- 3.5 Sound, Music, Games, or Programs
- 3.6 Photos/Video Taken with iPad
- 3.7 Video Messaging
- 3.8 Printing
- 3.9 Home Internet Access

4

MANAGING YOUR FILES & SAVING YOUR WORK

- 4.1 Saving Documents
- 4.2 Network Connectivity
- 4.3 Student Email

5

SOFTWARE ON IPADS

- 5.1 Originally Installed Resources
- 5.2 Additional Apps and Content
- 5.3 Inspection
- 5.4 Procedure for Re-Loading Apps
- 5.5 Software Upgrades

6

ACCEPTABLE USE

- 6.1 Parent/Guardian Responsibilities
- 6.2 District/School Responsibilities
- 6.3 Student Responsibilities
- 6.4 Student Activities Strictly Prohibited
- 6.5 iPad Care
- 6.6 Legal Propriety
- 6.7 Student Discipline

7

PROTECTING & STORING YOUR IPAD

- 7.1 iPad Identification
- 7.2 Storing Your iPad
- 7.3 iPads Left in Unsupervised Areas

8

COST OF REPAIRS

- 8.1 Costs for Damaged, Lost or Stolen iPads

S

SIGNATURE PAGES

Acceptable Use Of Technology Agreement
Student & Parent Acknowledgment

Bend-La Pine Schools Student Pledge for iPad Use

1

RECEIVING YOUR iPad & iPad CHECK-IN

1.1 Receiving Your iPad

iPads and iPad chargers will be distributed this fall during iPad Orientations. Parents & students must sign and return the Acceptable Use of Technology Agreement Student/Parent Acknowledgment and Student Pledge documents before the iPad can be issued to individuals.

1.2 iPad Check-In

iPads and iPad chargers will be returned during the final week of school. If a student transfers out of the Bend-La Pine Schools during the school year, the iPad will be returned at that time.

1.3 Check-In Fines

Individual school iPads and iPad chargers must be returned during specified check-in times at the end of the school year. Students who transfer to alternative school, withdraw, are suspended or expelled, or terminate enrollment at Bend-La Pine Schools for any other reason must return their individual school iPads on the date of termination. If a student/parent guardian fails to return the iPad at the end of the school year or upon termination of enrollment, that student/parent guardian will remain liable for the cost of the iPad similar to a band instrument, books, or other items loaned by the school. Furthermore, the student/parent guardian will be responsible for any damage to the iPad, consistent with the District's iPad Acceptable Use Agreement, and must return the iPad and iPad charger in satisfactory condition. The student/parent guardian will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.



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TAKING CARE OF YOUR iPad

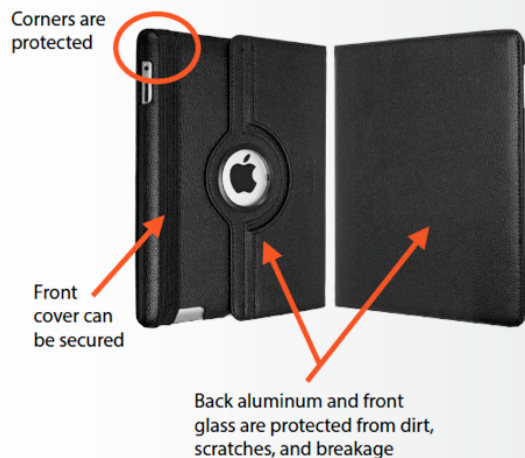
Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the designated spot at each school site for an evaluation of the equipment.

2.1 General Precautions

Students are required to provide a cover for their iPads. This cover needs to provide protection should the iPad be dropped from a desk or other surface while in use; a simple sleeve will not be sufficient.

iPad Case Recommendations

Minimum protection



Additional suggestions

- Consider a case with hard, rubberized corners to protect from drops.
- A sleeve (in addition to the case) can provide extra protection.
- Screen protectors are optional but offer added protection from scratches.
- Apple's Smart Covers are not recommended.

- The iPad is school property and all users will follow the Acceptable Use of Technology Agreement and applicable Board policy.
- Only use a clean, dry soft cloth to clean the screen—don't use cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels that are not applied by the Bend-La Pine Schools. Students may not remove any labels applied by Bend-La Pine Schools.
- Students are responsible for keeping their iPad secured at all times and never left unattended. When not in your personal possession, the iPad should be in a secure, locked environment. Unattended iPads will be collected and stored in the school's main office.
- Students are responsible for their iPads both in and out of school, including extracurricular events. Costs associated with a lost, stolen or damaged iPad as stated in this Agreement apply to extracurricular events. It will not be the responsibility of the coach, bus driver, etc. to protect the iPads during extracurricular activities.
- Students are responsible for charging their iPads at home in preparation for each school day.

2.2 Carrying iPads

- Your iPad should always be in its case and carried securely when it is outside of a school bag. Please be cautious when placing books, folders, pens, pencils and other items near or on your iPad.
- Avoid placing too much pressure and weight on the screen. We recommend using a bag with several pockets to keep these items separated. Always place your iPad on top of a stack of books.

2.3 Screen Care

- The iPad screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the iPad.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything inside your cover that will press against the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth.

3

USING YOUR IPAD

iPads are intended for use at school each day. In addition to curricular expectations, school messages, announcements, calendars and schedules may be accessed using the iPad. Students are expected to bring their iPads to all classes, unless specifically instructed not to do so by a teacher.

3.1 iPads Left at Home

If students leave their iPads at home, they are responsible for completing course work as if they had their iPads present. A few loaner devices may be available for check-out through your school's media center; however, availability is not guaranteed.

3.2 iPad Undergoing Repair

Loaner iPads may be issued to students when they leave their iPads for repair to the designated spot at each school site.

3.3 Charging Your iPad's Battery

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. In cases of low batteries, students may be able to connect their iPads to a power outlet in class or the media center during recess or lunch if a cord is available.



3.4 Screensavers/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 or headphones used at all times unless permission is obtained from the teacher for instructional purposes.
- Game play is not allowed during school hours unless specifically connected to classroom curriculum, content and activities.
- Apps and digital content to support classroom learning will be provided by Bend-La Pine Schools.
- Students and families will not be allowed to add their own apps to these devices.

3.6 Photos/Video Taken with iPad

Students may not take photos or video of other students, staff, or anyone without their permission. The possession, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden. In addition, photos and video taken with the iPad may not be used to slander, bully or denigrate any student, staff member, or anyone on or off the campus at any time. Photos and video taken with the iPad are for educational purposes only.

3.7 Video Messaging

FaceTime will be de-activated as we begin our iPad pilot program. FaceTime requires a sizeable amount of bandwidth and, therefore, can slow the school network. Any inappropriate use of video messaging services will result in disciplinary actions.

3.8 Printing

Printing will be available at designated stations in each school.

3.9 Home Internet Access

Students are allowed to connect to other wireless networks through their iPad settings. The same school Internet filter that supervises connections on all Bend-La Pine Schools networks will restrict allowable content. When the iPad goes home or to any other location and connects to the Internet, content will be filtered to the same levels as those in our schools.

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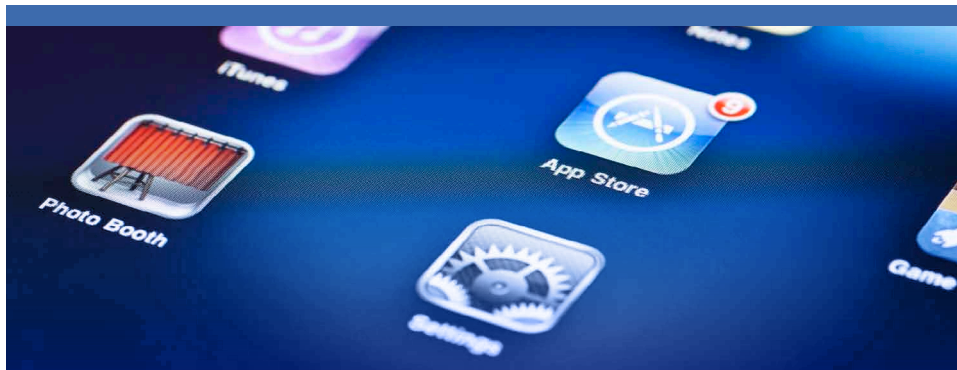
MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving Documents

Students may save work on the iPads in several ways (i.e., WebDAV, iCloud, Google accounts). Storage space will be available on the iPad— BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure work is not lost due to mechanical failure or accidental deletion. Instruction on these techniques will be provided in classes.

4.2 Network Connectivity

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



4.3 Student Email

Students are assigned a district-provided e-mail account through the district's Google Apps domain. This account restricts email communication, allowing only student-to-staff messaging to occur. No other e-mail account should be used for school-related activities.

Google:

The e-mail account provided to the student is created through the district's Google Apps domain, which is separate from Google. This domain is managed by the school district.

Archiving:

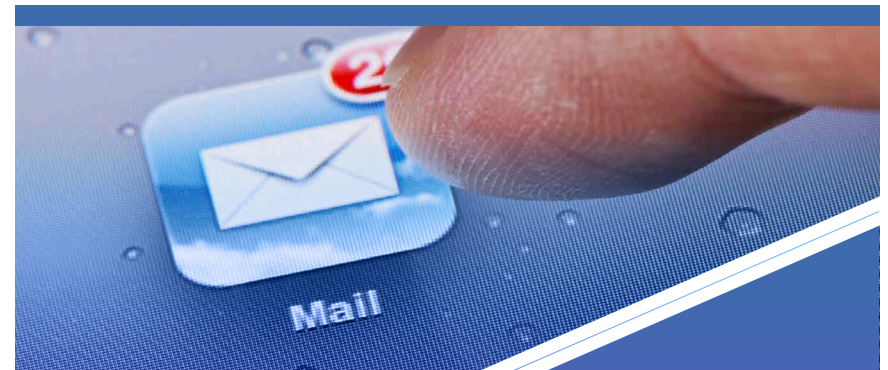
There is an archive of student e-mails kept for a designated period of time. If necessary, the district reserves the right to go into the archive to view messages a student has sent or received. Inappropriate use of the email system is prohibited.

Privacy:

The e-mail system is not to be considered private. Any messages sent or received through the system are available for viewing should they be requested or if there is deemed to be the need to view them due to an investigation by administration.

Usage:

Use of the e-mail system for harassment, bullying or any other inappropriate use is not allowed and will result in potential disciplinary actions up to and including loss of privileges and suspension or expulsion.



5

SOFTWARE ON iPADS

5.1 Originally Installed Resources

The apps and other resources originally installed by the Bend-La Pine Schools must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add apps for use in a particular class or subject area. Regular and periodic checks of iPads will be made to ensure that students have not removed required apps and content.

5.2 Additional Apps and Content

Students are not allowed to load extra apps on their iPads. The Bend-La Pine Schools will make sure that iPads contain the necessary tools to complete school work. Students will not sync their iPad to a computer, or add content to their iPads, including home syncing accounts. Recommendations for any app can go to a teacher for consideration.

5.3 Inspection

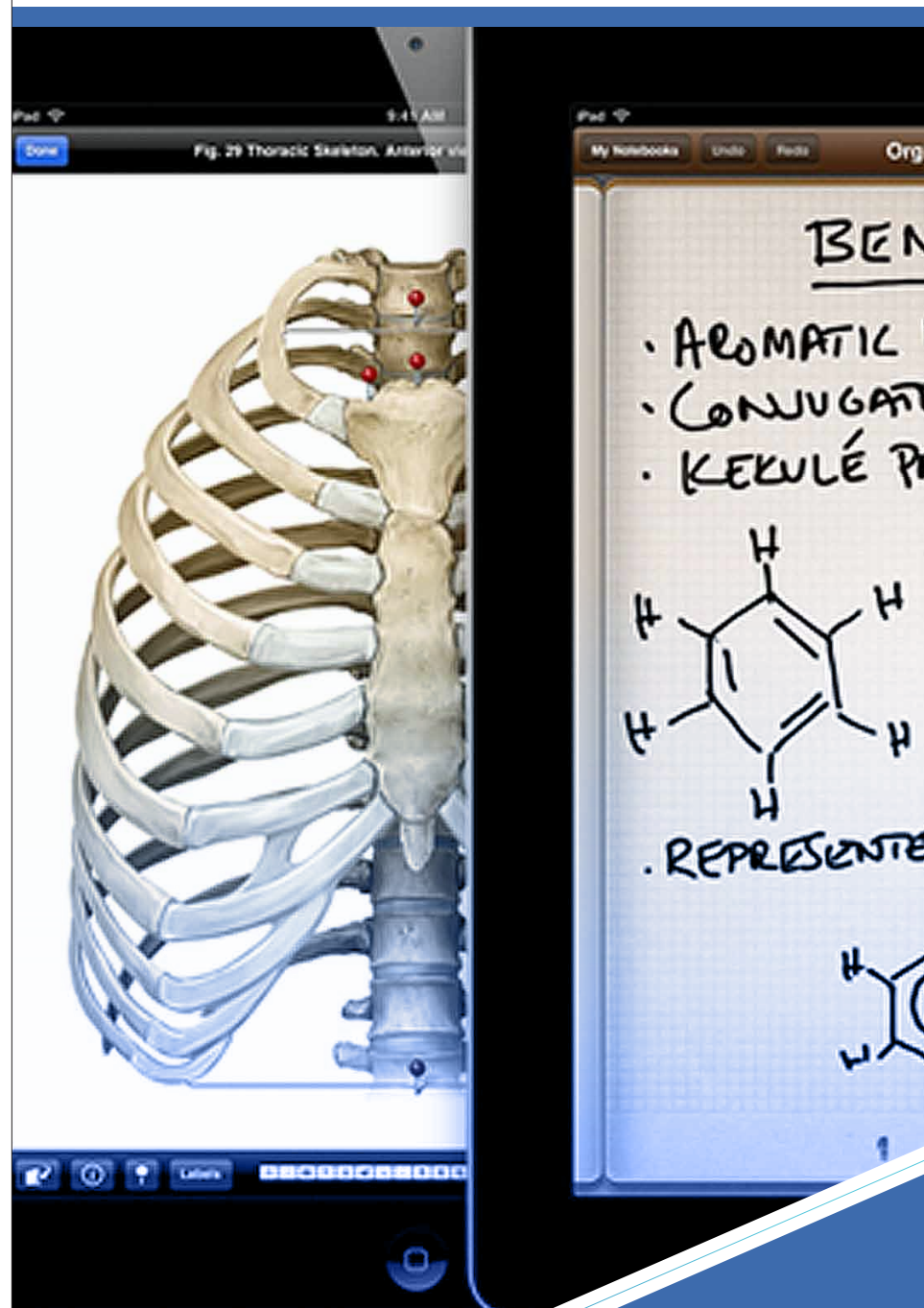
Students may be selected at random to provide their iPads for inspection.

5.4 Procedure for Re-Loading Apps

If technical difficulties occur or non Bend-La Pine Schools installed apps and resources are discovered, the iPad will be restored from backup. The Bend-La Pine Schools does not accept responsibility for the loss of apps or documents deleted due to a re-format and/or re-image.

5.5 Software Upgrades

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



6

USING YOUR iPad

Use of the Bend-La Pine Schools technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Bend-La Pine Schools is not transferable or extendible by students to people or groups outside the District and terminates when a student is no longer enrolled in Bend-La Pine Schools. This guide 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 policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. 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

- Talk to your children about appropriate and responsible use of the Internet.
- Should you want your student to opt out of taking an iPad home, you will need to work with your building principal to indicate this and understand that your student is still responsible for meeting course requirements.
- iPad use will be limited to the students currently enrolled in grades 3-12 within Bend-La Pine Schools Digital Conversion Phase I Pilot sites.

6.2 District/School Responsibilities

- Provide Internet to its students at school.
- Provide Internet filtering of inappropriate materials.
- Provide network data storage areas. These will be treated similarly to school lockers. The Bend-La Pine Schools reserves the right to review, monitor, and restrict information stored on or transmitted via Bend-La Pine Schools-owned equipment and to investigate inappropriate use of resources.
- Provide guidance to aid students in doing research/projects and help ensure student compliance of the acceptable use policy.

6.3 Student Responsibilities

- Use iPads in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to iPad/computer use.
- Use all technology resources in an appropriate manner so as not to damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student’s own negligence, errors or omissions.
- Evaluate all content for accuracy and quality obtained using their iPad.
- Help the Bend La-Pine School District protect our computer system/devices by contacting a staff person about any security problems they may encounter.
- Monitor all activity on their account(s).
- If an email or other communication is received containing inappropriate or abusive language or if the subject matter is questionable, report it to a staff person immediately.
- Return the iPad and accessories to the designated collection point for your site at the end of each school year. Students who transfer to alternative school, withdraw, are suspended or expelled, or terminate enrollment at Bend-La Pine Schools for any other reason must return the iPad and accessories on the date of termination.



6.4 Student Activities Strictly Prohibited

- Using iPads for non-educational purposes during class times
- Illegal installation or transmission of copyrighted materials
- Any action violating existing Board policy, administrative rule, or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms or websites selling term papers, book reports, and other forms of student work
- Use of personal messaging services during school hours
- Use of outside data disks or external attachments without prior approval from tech support
- Changing iPad settings (exceptions include personal settings such as font size, brightness, etc.)
- Spamming/sending mass or inappropriate emails
- Gaining access to other student accounts, files, and/or data
- Use of the school's Internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- Giving out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, Ebay, email, etc.
- 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 will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass/demean others
- Bypassing Bend La-Pine School Districts web filter or other security measures through a web proxy or other methods
- Taking photos or video of other students, staff or anyone without their permission. The possession, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden. Photos and video taken with the iPad are for educational purposes only

6.5 iPad Care

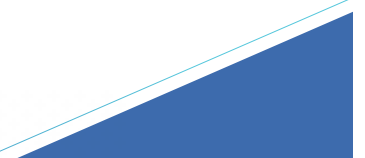
- Students will be held responsible for maintaining their individual iPads and keeping them in good working order.
- iPad batteries must be charged and ready for school each day.
- Only labels or stickers approved by the Bend-La Pine Schools administration may be applied to the iPad.
- iPads must be in a cover at all times.
- iPads that malfunction or are damaged must be reported to tech support as soon as possible. The school district will be responsible for repairing iPads that malfunction. See Section 8 of this Agreement for costs to students and parents for damaged iPads.
- iPads that are stolen must be reported immediately to the Bend-La Pine Schools office and the Bend Police Department.

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 illegal. 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 applicable state or federal laws that may result in criminal prosecution or disciplinary action by Bend La-Pine School District.

6.7 Student Discipline

If a student violates any of the user terms and conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement may be involved.



7

PROTECTING & STORING YOUR IPAD

7.1 iPad Identification

- Student iPads will be labeled in the manner specified by the school district. iPads can be identified in the following ways:
- Record of serial number
- Bend-La Pine Schools barcode
- Student iPad name sticker

7.2 Storing Your iPad

- When not in use, iPads should be stored securely.
- Nothing should be placed on top of an iPad when stored in a locker, desk or bag.
- After initial instruction, students are required to take their iPads home everyday after school, whether needed or not. iPads are not to be left in school lockers or PE lockers overnight. If iPads are left at school, it is the student's responsibility to check them into a secure location designated by their school or teacher.
- iPads should not be stored in a student's family 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 labs, locker rooms, library, unlocked classrooms, hallways, and unlocked lockers. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, including an unlocked locker, it will be taken to the school office.

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COST OF REPAIRS

8.1 Costs for Damaged, Lost or Stolen iPads

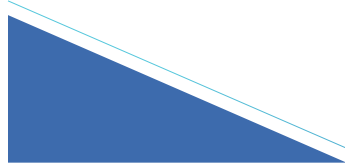
- Students will be held responsible for ALL damage or loss to their iPads and iPad chargers resulting from negligence or misuse. This includes accessories not covered by warranty including, but not limited to broken screens, cracked pieces, inoperability, etc. In the event of damage not covered by the warranty, the student and parent will be billed for the cost of repairs. Repairs must be made by an Apple-certified technician using Apple parts. The student will check in/check out a loaner iPad until repairs are made (unless damage is due to gross negligence, intentional destruction, or willful misconduct – administration will then determine iPad use for the student).
- Replacement Costs for Damages and Repairs:
 - > Damaged or broken iPad may cost up to \$250
 - > Replacement cost for the provided iPad wall charger is \$30
 - > Replacement cost for the entire iPad if lost or stolen \$379





NOTE ABOUT INSURANCE

The Bend-La Pine Schools strongly recommends that you purchase insurance for your child's iPad. Two such providers are Worth Ave. Group. and GoCare, but there are many more. If you have homeowner's insurance or rental insurance, you may also be able to add an iPad to your insurance. Please note families are responsible for replacement if you choose not to purchase insurance and your iPad is lost, stolen, damaged outside of acceptable use, etc.



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ACCEPTABLE USE OF TECHNOLOGY AGREEMENT STUDENT & PARENT ACKNOWLEDGMENT

STUDENTS:

I have read and will abide by the iPad Acceptable Use Agreement of the Bend-La Pine Schools. I further understand that should I commit any violation my access privileges may be revoked and school disciplinary action and/or appropriate legal actions may be taken.

PARENTS/GUARDIANS:

I have read and agree to assist my child in understanding and abiding by the iPad Acceptable Use Agreement of the Bend-La Pine Schools. I understand that access to district technology equipment and its entire system of electronic communication is designed for educational purposes and give permission for my child to use Oregon K-12 Apps for Education. I also recognize some materials on the Internet may be controversial and objectionable and that, while every attempt will be made to block inappropriate sites, it is impossible for the Bend-La-Pine School District to restrict access to all controversial and objectionable materials. I will not hold the Bend-La Pine Schools responsible for the accuracy or quality of any materials acquired or viewed on its system by my child. I understand that improper or inappropriate use of technology equipment and the district system by my child may result in revocation of his/her technology privileges and the imposition of school discipline and appropriate legal actions. I accept all financial and legal liabilities that may result from my child's use of the Bend-La-Pine School District equipment and technology system. I release the Bend-La-Pine School District, its officers, employees, agents, representatives, and all organizations and individuals related to the Bend-La Pine Schools's technology system from any and all liability or damages that may result from my child's use of the district's equipment and electronic communication system. I specifically agree to indemnify and hold the Bend-La-Pine School District, its officers, employees, agents, and representatives harmless for any actions, claims, costs, damages, or losses, including, but not limited to, attorney's fees incurred by the Bend-La-Pine School District relating to or arising out of my child's use of such equipment and system.

iPAD USE:

The student below has been issued an iPad in support of his/her education in the Bend-La-Pine School District. The iPad and its content remain the property of the Bend-La Pine Schools. The district's iPad Acceptable Use Agreement fully applies to the use of this equipment both on and off school premises. iPad settings have been adjusted for appropriate school use. These settings must not be altered, deleted or circumvented in any way. The district has provided digital content and resources for student use that must remain installed on the iPad and be easily accessible at all times. No apps may be added to the iPad, whether for purchase or free. The student and parent/guardian agree to be responsible for the maintenance and care of the iPad and to return it when requested in the same condition in which it was received, except for normal and reasonable wear and tear. iPads may be inspected periodically to check for appropriate use.

Student Name:

Student Signature:

DATE:

(Please Print)

Parent Name:

Parent Signature:

DATE:

(Please Print)

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E D U C A T I N G T H R I V I N G C I T I Z E N S

