**iPad Loan Agreement**

One Apple iPad, charger and case are being lent to 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 New Lexington City Schools and is herewith lent to the student for educational purposes only for the Academic School Year. The student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing their right to use the iPad. The equipment will be returned when requested by New Lexington City Schools, or sooner, if the student withdraws from New Lexington High School prior to the end of the school year.

The District Property may be used by the Student only for non-commercial purposes, in accordance with District’s policies and rules, the District Acceptable Use Policy, as well as local, state, and federal statutes.

Student may not install or use any software other than software owned or approved by the District and made available to the Student in accordance with this Receipt and Agreement.

One user with specific privileges and capabilities has been set up on the iPad for the exclusive use of the Student to which it has been assigned. The Student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The student may not make any attempt to add, delete access, or modify other users’ accounts on the iPad or on any school owned computer.

The New Lexington High School network is provided for the academic use of all students and staff. The Student agrees to take no action that would interfere with the efficient, academic use of the network.

Identification labels have been placed on the iPad. These labels are not to be removed or modified. If they become damaged or missing contact tech support for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the machine.

An email account will be available for each Student to use for appropriate academic communication with other students and staff members only. This email is for communication within the school district.

Student agrees to use best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Student’s possession.

The Student acknowledges and agrees that the Student’s use of the District Property is a privilege and that by the Student’s agreement to the terms hereof, the Student acknowledges the Student’s responsibility to protect and safeguard the District Property and to return the same in good condition upon request by New Lexington High School.

**Responsibilities**

**Parent Responsibilities**

Your son/daughter has been issued an iPad to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer:

* I will supervise my child’s use of the iPad at home,
* I will discuss our family’s values and expectations regarding the use of the Internet and email at home,
* I will supervise my child’s use of the Internet and email,
* I will not attempt to repair the iPad, nor will I attempt to clean it with anything other than a soft, dry cloth,
* I will report to the school any problems with the iPad & I will not load or delete any software from the iPad,
* I will make sure my child recharges the iPad battery nightly,
* I will make sure my child brings the iPad to school every day,
* I understand that if my child comes to school without the iPad, I may be called to bring it to school,
* I agree to make sure that iPad is returned to school when requested and upon my child’s withdrawal from New Lexington High School.

**Student Responsibilities**

Your iPad is an important learning tool and is to be used for educational purposes only. In order to take your iPad home each day, you must be willing to accept the following responsibilities:

* When using the iPad at home, at school, and anywhere else I may take, it, I will follow the policies of New Lexington City Schools, especially the Student Code of Conduct and Acceptable Use Policy, and abide by all local, state and federal laws,
* I will treat the iPad with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby, and I will keep my iPad in my school issued protective case at all times,
* I will not lend the iPad to anyone, not even my friends or siblings; it will stay in my possession at all times,
* I will not load any software onto the iPad,
* I will not use my iPad with personal email accounts. Ex: gmail,
* I will not remove programs or files from the iPad,
* I will not give personal information when using the iPad, I will bring the iPad to school every day,
* I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication,
* I will keep all accounts and passwords assigned to me secure, and will not share these with any other students,
* I will not attempt to repair the iPad,
* I will return the iPad when requested and upon my withdrawal from New Lexington High School.

**Student Network and Internet Acceptable Use and Safety Agreement**

1. Students may only access their computer or network by using their assigned network account/password. Use of another person’s account/password is prohibited. Students may not allow other students to use their account/password. Students may not go beyond their authorized access.
2. Students are responsible for their behavior and communication on the computer / network. Students may not use the network or school property to engage in transmission, receiving or possession of obscene materials or pornography of any kind. Students may not send or receive emails that contain inappropriate or obscene comments, suggestions, or language.
3. Students may not intentionally seek information or modify files, data, or passwords belonging to other users, or misrepresent other users on the computer / network.
4. Students may not use the network or school property to engage in illegal activities such as software pirating, peer to peer file sharing (ex: Frostwire, Bit Torents, etc.) and/or intellectual property violations (ex: music, videos, books, television shows, movies, etc. which are under copyright). Only public domain software may be installed on school property with the consent of the principal and director of technology.
5. All communications accessible on the internet should be assumed to be private property (ex: copy written or trademarked). All copyright issues regarding software, information, and authorship must be respected. Rules against cheating and plagiarism will be enforced.
6. Students may not use the network or school property to engage in “hacking”. Malicious use of the network or school property to develop programs or infiltrate a computer or computer system and/or damage the software components of a computing system is prohibited. Students may not use the network or school property to disrupt its use by others.
7. Students may not bypass or attempt to bypass the district’s technology protection measures. Students must immediately notify the teacher, the principal, or the director of technology if they identify a possible security problem. Students should not go looking for security problems because this may be construed as an unlawful attempt to gain access.
8. Transmission of any material in violation of any state, federal law, or regulation or board policy is prohibited.
9. Any use of the network or school property for commercial purposes is prohibited.
10. Use of the network or school property to engage in cyberbullying is prohibited. Cyberbullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.
11. While on the school network, use of chat clients, social networking sites, and personal web-based email are prohibited.
12. Privacy in communications over the internet and the school network is not guaranteed. In order to verify compliance with this rule, the school reserves the right to inspect any directories, files and/or messages residing on or sent using the school network or property.
13. Students and parents will indemnify and hold the district harmless from any financial losses or legal ramification sustained due to misuse of the network or school property by the students.
14. Use of non-educational games, videos, movies, or games/videos/movies not assigned by a teacher while on the network or using school property is prohibited.
15. When using the network or school computers students must follow the directions of school teachers/staff and adhere to school policies.

**New Lexington City Schools Acceptable Use Policy Parent Signature Page**

**This page must be signed and returned before a student is issued any school-owned technology equipment.**

Use of the Internet is a privilege, not a right. The Board of Education’s Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

The Board has implemented the use of a Technology Protection Measure which is a specific technology that will protect against (e.g., block/filter) Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board also monitors online activity of students in an effort to restrict access to pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the Board has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school’s computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Board’s computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

As the **parent/guardian** of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communication to my child guidance concerning his/her acceptable use of the Internet. I further understand that individuals and families may be liable for violations. To the extent that proprietary rights in the design of a web site hosed on the Board’s servers would vest in my child upon creation, I agree to assign those rights to the Board.

Please check each that applies:

I give permission for my child to use and access the Internet at school and for the Board of Education to issue an Internet/email account to my child.

I give permission for my child’s image (photograph) to be published online.

I authorize and license the Board to post my child’s class work on the internet without infringing upon any copyright my child may own with respect to such class work.

I have read and understand the responsibilities of my child’s use of the school owned equipment.

Parent/Guardian’s Signature Date

Pages to be signed and returned:

1. Parent Acceptable Use Policy (Page 4)
2. Student Acceptable Use Policy (Page 5)
3. Technology Protection Fund (Page 6)

**New Lexington City Schools Acceptable Use Policy Student Signature Page**

**This page must be signed and returned before a student is issued any school-owned technology equipment.**

I have read and agree to abide by the Student Network and Internet Acceptable Use and Safety Agreement. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the Board’s computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines. I have read and understand the responsibilities of use of the school owned equipment.

Student’s Signature Date

*Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board’s Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.*

**Technology Protection Fund**

­­­

Name of Student

Grade

Address

Home Phone

\_\_\_\_\_\_\_\_ YES, I would like to participate in the Damage/Loss Cooperative

\_\_\_\_\_\_\_\_ NO, I decline service at this time, and understand I am responsible for 100% of any damage or loss to the loaned iPad and that the iPad will remain at school. The student will only have access to the iPad during school hours, including supervised extended hours.

Parent Signature

Date

Please read this entire document to determine if this program is needed for you and your child’s protection against damage and loss of the loaned iPad equipment in your care. This form must be completed and marked YES or NO before the iPad will be provided to the student.

**Coverage and Benefit**

This agreement covers the iPad loaned to the student against all damage or loss over $50.00. Accessories (charger and case) and damages valued at less than $50.00 are NOT covered and are the sole responsibility of the student. Coverage is 24 hours per day.

**Effective and Expiration**

This coverage is effective from the date this required form and premium payment are received by the school through the date at which the student graduates or withdraws from New Lexington High School.

**Premium**

The total premium cost is $50.00 per student per policy. Policies last for the duration of the student’s academic career at New Lexington High School, or until claimed, whichever comes first. Partial semesters are not refundable.

It is agreed and understood that:

* The New Lexington High School Technology Protection Fund will offer coverage to all students,
* Participation is totally voluntary. If a student does not participate they will not be allowed to take their iPad off school property,
* A separate application will be needed for each iPad covered.

It will be the responsibility of the Technology Department to determine if damages were due to negligence or accidental. A student with a damaged iPad will be given a replacement, but will not be allowed to take the iPad home.

To be COMPLETED, SIGNED, & RETURNED to New Lexington High School