

# BCS Technology Handbook

## **LOAN AGREEMENT**

(School District Provided Technology Device From)

Berlin Community School

- ✓ One Apple iPad, protective case, charger, and charger cord are being provided to the student in excellent working order. It is the student's responsibility to care for the equipment and ensure it is retained in a safe environment.
- ✓ It is the student's responsibility to ensure that the district provided iPad protective case is utilized at all times.
- ✓ Students may not alter the iPad, charging equipment, or protective case in any way. For example, students may not write on or place stickers on any of the Berlin Borough School District equipment.
- ✓ The iPad, protective case, and charger are the property of Berlin Borough School District and are 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 iPad may result in the student losing his or her right to use the iPad. The equipment must be returned when requested by the Berlin Borough School District, or if the student withdraws from Berlin Community School prior to the end of the school year.
- ✓ The iPad may be used by the student only for non-commercial purposes, in accordance with the district's policies, rules, and the district's Acceptable Use Policy, as well as, local, state, and federal statutes.
- ✓ One user with specific privileges and capabilities has been set up on the iPad for the exclusive use of the student to which the device has been assigned. The student may not change or allow others to change the privileges and capabilities of the user's 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 iPad has identification on it indicating that it is the property of the Berlin Borough School District. That identification should not be altered, removed, or modified in any way.
- ✓ The student acknowledges and agrees that the student's use of the iPad 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 iPad and to return it in the same excellent condition that it was received.

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- ✓ In the event that the iPad is damaged, the parent/guardian is responsible for the \$49.95 cost to repair the iPad. The child will be provided a loaner iPad, based on availability, while the iPad is being repaired. The iPad can be replaced due to accidental damage 2 times in the first 3 years. After 2 replacements, the parent will be responsible to purchase a new iPad. When the iPad goes out for repair, it gets factory reset and all data on the iPad is deleted.
- ✓ In the event the iPad charger is lost or stolen, the parent is responsible for the \$19.00 cost to replace the charger. The cord can be replaced for \$19.00. The protective case can be replaced for \$35.00.
- ✓ In the event that the iPad is lost or stolen, the parent is responsible for the \$410.00 cost of replacing the iPad. The district has the ability to track the location of each iPad but is limited to the iPad's battery life and its access to Wifi. The district can remotely control access to each device as well therefore in the event of theft or loss, it is very important to notify a school administrator immediately. Every effort will be made to locate the device and to cooperate with authorities in tracking a stolen device. The student will be provided a loaner iPad, based on availability, until another device can be purchased, but the iPad will have to remain in school.

### **Parent/Guardian Responsibilities**

Your child has been issued an iPad to improve and personalize his or her education. It is essential that the following guidelines be followed to ensure the safe, secure, and ethical use of the iPad. Therefore I agree to:

- ✓ supervise my child's use of the iPad at home.
- ✓ discuss my family's expectations regarding the use of the Internet at home.
- ✓ supervise my child's use of the Internet.
- ✓ not attempt to repair the iPad or clean it with anything other than a soft, dry cloth. Do not use window cleaner or any other liquid cleaner to clean the iPad.
- ✓ report, to the school, any problems with the iPad.
- ✓ not allow my child to leave the iPad in a vehicle for extended periods of time.
- ✓ ensure my child recharges the battery each night.
- ✓ ensure my child brings his or her iPad to school each day.
- ✓ ensure my child uses the district provided protective case for the iPad.
- ✓ return the iPad to school when requested or upon my child's withdraw from the Berlin Community School.
- ✓ reimburse the Berlin Borough School District for the cost of repair or replacement of a lost or stolen iPad.

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## **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.

Therefore I agree to:

- ✓ abide by all local, state, and federal laws as well as School District policy, the student code conduct and the acceptable use policy.
- ✓ treat the iPad with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- ✓ not write, draw, place stickers or labels on the iPad.
- ✓ not lend the iPad to anyone, not even my friends or siblings.
- ✓ not download any apps or software on to the iPad.
- ✓ not remove programs or files from my iPad without permission.
- ✓ honor my family's values when using the iPad.
- ✓ not give personal information when using my iPad.
- ✓ bring my iPad to school every day.
- ✓ use email or any other computer communication for appropriate, legitimate, and responsible communication.
- ✓ keep all accounts and passwords assigned to me secure, and not share these with any other person.
- ✓ not attempt to repair or alter the iPad in any way.
- ✓ not leave my iPad in a vehicle for an extended period of time.
- ✓ recharge the iPad every night.
- ✓ return the iPad when requested or upon my withdrawal from Berlin Community School.
- ✓ provide the iPad and passcode as requested by any Berlin Community School staff member to be inspected at any time.
- ✓ keep the iPad in the district provided protective case at all times.
- ✓ carry the iPad responsibility at all times.
- ✓ not take photographs or video of other people without a teacher's permission.
- ✓ Only utilize the BCS issued Gmail account. No other email accounts should be used on the iPad.

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*We (parent/guardian and student) acknowledge that we have read, reviewed, and agree to the terms explained in the Berlin Community School Technology Handbook and BOE Policy in regards to district provided Gmail, technology devices, and the loan agreement:*

Student Name: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_