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WALLENPAUPACK AREA SCHOOL DISTRICT

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Student Technology Participation Agreement

Wallenpaupack Area School District provides every student with the opportunity to utilize technology for educational purposes. All students in Kindergarten through 12th grade are issued an iPad as part of our 1:1 Technology program. Students are expected to bring the issued device to and from school each day. The goals of Wallenpaupack's 1:1 program are as follows:

- Enhance student learning experiences
- Leverage technology as a tool for individualized instructional opportunities
- Promote collaboration and engagement in the learning process
- Practice and strengthen skills of digital literacy, citizenship, and 21st-century skills for future success

Please review the information on the following pages.

Part I: Receipt and Return of Device

Receiving your iPad:

Each student must have a signed agreement to participate in the program. iPads will be issued in working condition, along with a keyboard case. Students who are new to the 1:1 program will be issued a complementary charging adaptor to use and keep at home. Student who have previously participated in the 1:1 program will not be issued a new charging adaptor.

Opt-in Insurance Program:

Families may choose to opt-in to an insurance program that covers student iPads against damage. Specifically, the program provides the following coverages:

- Unintentional damage to screen (1-time limit)
- Unintentional damage to charging port
- Damage resulting from flood or fire
- Damage resulting from vandalism from someone other than the student the device was issued to
- Loss or theft of device (may require a police report)

For the current school year, the cost to receive this coverage is \$6.95 per device. The program does not cover pre-existing damage. Please review the *Optional Insurance for iPads Form* for additional information on how to purchase this insurance.

iPads that are not covered by the optional insurance program will be subject to repair fees for any damage incurred. Repair fees will be determined as follows:

- First damage claim – student will be responsible for paying damage fees of up to \$50.00
- Second damage claim – student will be responsible for paying damage fees of up to \$200.00
- Third damage claim *or* failure to return iPad at required collection time – student will be responsible for replacement cost of the device. Replacement cost of the iPad/keyboard case for the current school year is \$443.00. Replacement cost for just the keyboard case is \$100.00

Returning your iPad:

All students participating in the 1:1 program will return issued iPads and cases immediately upon withdrawing from WASD, transferring to an outside educational placement program, or upon graduation. All iPads will be collected at the conclusion of the current school year.

Any student who fails to return an issued iPad or keyboard case in its entirety and in usable condition will be responsible for paying the replacement cost of \$443.00 for the iPad/keyboard case.

Wallenpaupack Area School District will take all legal action necessary to secure the return of the equipment, or reimbursement thereof.

Part II: Student Responsibilities

Taking Care of the Apple iPad and Accessories

Students are responsible for the care of their district-issued iPad.

Student Responsibilities

The Apple iPad devices and accessories are the property of WASD and are to be used as a tool for learning. When in class, students are expected to use iPad devices as directed by their teachers.

Students may not remove any WASD stickers or labels from the iPad devices. iPad devices should be brought to school fully charged every day. Each student is responsible for his/her iPad device at all times. iPad devices are to be placed in a secure location when not in a student's possession.

Device and Screen Care

Each iPad device must be kept in its protective case when carried. The iPad and keyboard covers must remain free from objects that could put pressure on the screen. iPad devices and keyboard covers must remain free of any permanent writing, drawing, stickers or labels that are not the property of WASD. Cables must be carefully inserted into the iPad and a clean, soft lens cloth or screen wipe used to clean the screen. Cleansers of any kind *are not* to be used.

Using the iPad at School

Students are expected to come to class with a charged iPad every day. Students are responsible for completing all work if the device is left at home. Loaner devices will not be provided to students who do not have their device at school. Students should follow the guidance of their teacher with respect to appropriate use of the device during class. Teachers work to strike a balance in the use of technology to enrich instruction. When students are asked to put devices away, they are expected to comply with that directive. Students who are off task and using their iPad for something other than what the teacher deems appropriate may be subject to disciplinary action proportional to the offense.

iPad Devices and Repair

Students are expected to report the damage to the appropriate building Technology Coordinator as soon as possible. The coordinator will determine if the device needs to be repaired.

If a district-issued iPad needs repair, students must complete an online Technology Help Desk form, at which time a service ticket to be assigned. Students may be given a loaner to use during the time needed to address the repair. In most repair situations, the iPad device will be sent to the nearest facility for assessment/repair/replacement. No repair or replacement charges will be required for devices enrolled in the opt-in insurance program. Repair and replacement fees for uninsured devices will be handled as defined in section I of this agreement.

Students are not to attempt to repair the iPad on their own or take it to a repair center without contacting WASD.

Managing Your Files and Saving Your Work

Saving Your Work

Potential iPad malfunctions, or an unexpected loss of internet connectivity, will not be acceptable excuses for not submitting schoolwork. It is each student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

If an iPad device requires reimaging, it will not be backed up by technical staff. WASD does not accept responsibility for the loss of any software or documents due to reimaging.

Office 365

Microsoft Office 365 built-in cloud storage on each iPad should be used for back-up of schoolwork.

Software and Apps

Microsoft Office 365 Accounts

All WASD students will be provided with a Microsoft Office 365 account and access to the Office 365 online applications.

District-Provided Apps

District-installed applications (apps) must remain installed on the iPad at all times. From time to time, the district may install apps to students' iPad devices as deemed necessary for school work by classroom teachers. Students are required to accept these downloads. Periodic, random checks of iPad devices may be made to ensure no district-installed apps have been deleted and no inappropriate apps have been downloaded.

Student-Purchased/Downloaded Apps

No apps are to be downloaded to the device. All app downloads will be performed by the WASD IT department. The district is not responsible for any charges incurred due to student download of applications (apps). School/administrative staff members have permission to review and evaluate any and all student-purchased or installed apps, and if deemed inappropriate for school, will require the student to remove them from the device. Inappropriate apps are any that violate the rules, policies, and Code of Conduct of WASD.

Software/App Updates

District-issued devices will undergo operating system and application updates that may be automatically and wirelessly pushed out to these devices.

General Safety Precautions (Lost/Stolen Devices)

If any device is reported as lost or stolen by a student or parent, a WASD Theft Report Form must be immediately completed and submitted to the discipline office. District network resources will be activated to determine if an approximate location of a district-issued device is possible.

Part III: Student Conduct

Healthy Technology Use and Digital Responsibility

Wallenpaupack Area School District expects students to be responsible digital citizens at all times. Students are expected to behave safely, responsibly, and ethically in the digital world.

Students will protect their reputation and privacy by:

- Keeping their passwords private.
- Posting only things they would want parents, teachers, and/or the community to see.

Students will demonstrate their maturity by:

- Agreeing to flag and report content that is potentially inappropriate.
- Confiding in an adult if anything potentially dangerous happens online.
- Recognizing that being safe is more important than anything else.

Student Activities Strictly Prohibited

Network

The district's Internet content filter will function on all iPad devices used within the district. It will also continue to function on all district-issued devices when off campus. Students should not attempt to bypass the filters using any technology available.

Bringing on school property or premises any devices or infecting the network with a virus or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the WASD Acceptable Use Policy and is strictly prohibited.

Bringing on school property or premises any digital material, computer images, web site content, and similar files that violate any district rule, policy, Code of Conduct or local, state, or federal laws, statutes or regulations is strictly prohibited.

Processing or accessing information on school property related to hacking, altering, or bypassing network security policies is a violation of WASD Acceptable Use Policy. WASD has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.

Any Acceptable Use Policy violation is subject to prosecution by local, state, and or federal entities, based on the extent of the violation.

Photos/Video/Audio

Students may not record another individual or their communications without their express knowledge and permission. Students may not take, copy, post or otherwise disseminate pictures, video/audio recordings or audio recordings of anyone without their consent. Violators are subject to disciplinary action including, but not limited to loss of privileges, detention, suspension, and expulsion. In the event that a crime may have been committed, the WASD reserves the right to contact the police in addition to any consequences imposed by the school.

Photographs, audio recordings, video recordings, audio streaming, and video streaming of students in the WASD are used in instructional settings that include in-person classrooms and online instruction. Your child may appear in one or more of these audio/video streams, recordings, or photographs. Under no circumstances will the district publicly release personally identifiable information with such images and recordings.

Students may not:

- Violate any School Board Policies, including but not limited to WASD Acceptable Use Policy 815 or any public law.
- Record or take photographs or audio or visual recordings of anyone without their explicit permission.
- Illegally install or transmit copyrighted photos, videos, audio and/or text.
- Send mass or inappropriate emails.
- Download inappropriate apps such as those that involve adult-related content, gambling, violence, etc.
- Share their device or password/login credentials with anyone, unless directed by an administrator.
- Overtly misuse the iPad in any way.

Student Discipline

All students are expected to fully engage in school work while using devices and very few, if any, discipline issues are anticipated. However, if a student violates any part of the above guidelines or behaves or interacts in ways that are not consistent with the WASD Student Handbook, the WASD Acceptable Use Policy, or any other district policy, appropriate disciplinary action will be taken.

Consequences include, but are not limited to, losing the use of the iPad or other technology privileges for a period of time as determined by WASD administration. All work is expected to be completed during this time.

Students are responsible for all class work and will be provided alternate assignments and/or be given access to a classroom computer to complete work until the issue is resolved.

Apple iPad Student Expectations

- I will take proper care of the iPad device and accessories assigned to me.
- I will always keep the iPad in a secure location when unattended.
- I will know where my iPad is at all times.
- I will not disassemble any part of my iPad or attempt repairs.
- I will protect my iPad by keeping it in a case.
- I will use my iPad to support my learning in ways that are appropriate, meet WASD expectations, and as directed by my teachers.
- I will not place any permanent decorations (such as stickers, markers, labels) on my iPad device.
- I will not deface the serial number or iPad asset tag.
- I understand that the iPad is subject to inspection at any time and without notice.
- I understand that the district-issued iPad and all accessories remain the property of WASD.
- I have read, understand and agree to follow the WASD Acceptable Use Policy and all applicable district policies.