



Student and Parent/Guardian iPad/Laptop Agreement 2023-24 (KG – 12th Grade)

Overview:

Manitou Springs School District 14 is committed to preparing students to be literate, responsible citizens in a global economy. The iPad/Laptop implementation project will immerse our students into a technology-rich instructional environment to become effective users and communicators of information in order to function in a technological society. Understanding and adhering to the following guidelines and procedures is necessary for the success of the program.

A. Terms of Loan

1. The Manitou Springs School District will issue an iPad/Laptop to students upon compliance with the following:
 - a. Submission of signed Student and Parent/Guardian iPad/Laptop Agreement (pg 4 of 5)
 - b. Submission of signed Opt In / Opt Out Form (pg 5 of 5)
 - c. Submission of a student-signed Information Technology Acceptable Use Policy (AUP)
 - d. Payment of non-refundable \$50.00 technology fee (5th – 12th Grade only)
2. Manitou Springs School District 14 retains ownership of the issued iPad/Laptop.
3. Students may be subject to loss of privilege, disciplinary action, legal action and/or financially responsible for the replacement cost of the iPad/Laptop in the event of intentional damage and/or violation of policies and guidelines as outlined in the Student and Parent/Guardian iPad Agreement as well as Manitou Springs Information Technology Acceptable Use Policy (AUP).
4. MSSD14 will provide a Managed Apple ID to every student that is issued an iPad.
5. Manitou Springs School District 14 reserves the right to remove any non-school related material (apps, music, pictures) if the space requirements needed for school activities are not available or if the student is unable to refrain from using non-school related apps during class time.
6. A student's possession of the iPad/Laptop terminates no later than the last day of school or when deemed appropriate by the school, unless there is a reason for earlier termination determined by the principal. iPads/Laptops must be returned when a student withdraws from District #14.

B. Damage, Loss, or Theft

1. Manitou Springs School District 14 require a \$50.00 non-refundable technology fee for each iPad/Laptop issued to students (5th – 12th Grade only).

The \$50 technology fee is the financial responsibility of the student's family. The technology fee covers accidental damage, including but not limited to liquid spills, power surges, drops, falls, collisions, vandalism, flood, fire, and smoke, as well as damage to batteries and ac adapters. If an iPad or Laptop is damaged, the technology support team will work with the student and our certified tech to determine if it is a warranty or technology claim incident. We are providing a galvanized glass cover and an iPad cover on all iPad's to minimize damage to the iPad digitizer.
2. The user agrees to the following fee schedule in the case of a damaged iPad:

• 1st Incident:	No Charge
• 2nd Incident:	\$20.00 for broken glass cover/\$50.00 for broken digitizer
• Additional Incidents:	\$25.00 for broken glass cover/\$150.00 for broken digitizer
• Keyboard Damage	\$100.00 for broken keyboard, 2 nd incident (6 th grade only)

The user agrees to the following fee schedule in the case of a damaged Laptop:

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|-------------------------|---|
| • 1st Incident: | No Charge |
| • 2nd Incident: | 50% of actual cost (not for accidental damage) |
| • Additional Incidents: | 100% of actual cost (not for accidental damage) |

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3. The Manitou Springs School District 14 iPad/Laptop warranty covers manufacturer defects.
4. The technology fee does not cover loss, theft, negligence, and abuse of iPad/Laptop and accessories. For example, throwing the iPad/Laptop or using the iPad/Laptop as an umbrella would be considered examples of neglect and abuse. If an iPad/Laptop needs to be replaced due to loss, theft, neglect, or abuse, it is the family's financial responsibility to replace the iPad/Laptop at the district's current replacement cost.
5. **The student or parent/guardian is required to immediately notify a school administrator in all cases of stolen or lost iPad/Laptop.** School administration may be able to assist in relocating the iPad/Laptop if notified immediately.
 - Parents/Guardians are responsible for filing a police report
 - Parents/Guardians are responsible for replacement cost of lost or stolen iPads/Laptops.

C. Repossession

Manitou Springs School District 14 reserves the right to repossess the iPad/Laptop at any time if the student does not fully comply with all terms of this agreement.

D. Appropriation

Failure to return the property (iPad/Laptop and accessories) in a timely manner and/or the continued use of it for non-related school purposes will be referred to law enforcement and until paid for, will result in a hold on the student's records. Replacement item price lists are available in the school office.

E. Modification to the Program

Manitou Springs School District reserves the right to modify the program or the terms of use at any time.

F. iPad Cases

The student must keep the iPad in the district provided case or a district approved case at all times. Approval for cases other than the district provided case will be given by building administration. Failure to use the provided/approved case will result in the iPad not being covered by technology insurance fee.

G. General Care of the iPad/Laptop

1. Do not do anything to the iPad/Laptop that will permanently alter it in any way.
2. Student iPad/Laptop in need of repair must be reported to the media center.
3. Technical support will determine whether the iPad/Laptop can be repaired on-site.
4. Guidelines to follow:
 - Minimizing the number of photos/movies on the iPad/Laptop will increase performance. Clean your iPad/Laptop files on a regular basis
 - Do not write, draw, paint, place stickers/labels or otherwise deface your iPad/Laptop. Remember, the iPad/Laptop the property of Manitou Springs School District 14.
 - Never put weight on an iPad/Laptop.
 - Liquids, food and other debris can damage the iPad. Avoid eating or drinking while using the iPad/Laptop.
 - Take care when inserting/removing cords, cables and other removable storage devices to avoid damage to the ports, cables and cords. First, plug your power supply into the electrical outlet. Second, plug your power cord into your iPad/Laptop. When disconnecting, reverse this process.
 - Do not expose your iPad/Laptop to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to technology. If your iPad/Laptop has been in a very cold environment for a long period of time, let it warm up before using it.
 - NEVER leave your iPad/Laptop in a vehicle.

H. Cleaning Your iPad/Laptop

Routine maintenance on the iPad/Laptop will be completed by the Manitou Springs School District 14 technology support team. However, students are encouraged to perform simple cleaning procedures as outlined below:

- Clean the screen with a soft, dry anti-static or micro-fiber cloth. Do not use any type of liquid or water to clean the screen or iPad/Laptop.

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- Wash hands frequently when using the iPad/Laptop to avoid build-up on the glass touch pad.

I. General Use of the iPad/Laptop

1. Students may not log out of the school provided iPad Apple ID at any time.
2. Students are required to bring their iPad/Laptop to school each day with a fully charged battery. Students will not be given the use of a loaner iPad/Laptop if they leave their iPad/Laptop at home. Students leaving their iPad/Laptop at home will be required to complete assignments using alternate means (as determined by the teacher).
3. You are responsible for the contents on your iPad/Laptop.
4. Do not delete any profiles, folders, files or apps that you did not create or that you do not recognize. Deletion of files could result in iPad/Laptop failure and may interfere with your ability to complete class work. Taking this action may result in your iPad/Laptop being re-imaged.
5. Student iPads/Laptops are subject to routine monitoring by teachers, administrators and technology staff. Users shall have no expectation of privacy while using school's electronic information resources.
6. The student may download additional apps available in the App Catalog only.
7. Any charges associated with a non-school issued app/web services must be paid for by the student.
8. Upgraded versions of the iOS/OS and iPad apps are available from time to time. Students may be required to check in their iPads/Laptops for periodic updates and syncing.

J. General Security

9. Never leave your iPad/Laptop unsecured.
10. During after-school activities, you are still expected to maintain the security of your iPad/Laptop. Unsupervised iPads/Laptops will be confiscated by staff, and disciplinary actions may be taken.
11. Each iPad/Laptop has several identifying labels. (i.e. The Manitou Springs School District identification label, serial number and student name). Under no circumstances are you to modify, remove or destroy these labels.

K. End of Year Collection Procedure

1. Return the equipment on the date designated by the individual school or upon leaving the school district.
2. "Equipment" consists of iPad & iPad cases/Laptop, power cable, chargers

L. Email

1. Email transmissions and transmitted data shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
2. Students will abide by all email guidelines as outlined in the Manitou Springs School District Information Technology Acceptable Use Policy.

M. Internet Access/Filtering

1. Technology protection measures are installed on district devices to ensure students are as protected as reasonably possible from inappropriate online content at any location
2. The school cannot guarantee that access to all inappropriate sites will be blocked. Students may accidentally or purposefully circumvent these precautions and restrictions.
3. Applications pose a risk, however small, of exposure to graphic, highly controversial, or potentially dangerous content.
4. Manitou Springs School District 14 will not provide internet access for home use. Please contact colimb@mssd14.org for internet support questions.

Because many of our students are carrying a personal web-enabled device (such as a smartphone or a laptop) parents/guardians are probably aware of the risks. Access to the Internet, from anywhere in the world, comes with the possibility of retrieving inappropriate content; therefore, adults must do their best to educate children on the proper uses of technology.

N. Opt In / Opt Out Policy:

Manitou Springs School District 14 will ask parents/guardians to choose whether or not their child may bring an iPad/Laptop home.

- By opting in, parents/guardians agree to grant permission for their child to bring the iPad/Laptop home. Parents acknowledge students may circumvent the technology protection measure. Parents agree to assume responsibility for student use of the device from any location and at all times while away from school.

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- By opting out, parents/guardians choose not to grant permission for their child to bring the iPad/Laptop home.

Whether or not parents/guardians decide to have their student bring the iPad/Laptop home, students will benefit from exciting, interactive, and rich learning experiences using the iPad/Laptop at school. If your personal, family decision is to opt out of bringing the iPad/Laptop home, students may take advantage of the school's staff-supervised, iPad/Laptop lab during after school hours, or complete work on a personal home computer or device.

O. Information Technology Acceptable Use Policy

Students have read, signed and agreed to follow the Information Technology Acceptable Use Policy at all times. The Information Technology Acceptable Use Policy is available on the school website.

P. End User License Agreement

The school district and parents/guardians are considered to be the end users for all applications installed on the student iPad/Laptop.

Student and Parent/Guardian iPad/Laptop Agreement

Please Print All Information

I have read, understand, and agree to follow all responsibilities as outlined in the iPad/Laptop User Agreement.

Student's Full Name: _____

Student's Year of Graduation: _____

Parent/Guardian Name: _____

Street Address: _____

City: _____ Zip: _____

Parent Email: _____

Phone: Home _____ Work: _____

Cell: _____

I will bring my own personal device and will not use a school provided iPad/Laptop.

Opt In / Opt Out Form

Please choose one of the two options, sign and return the form to school

Opt In:

I want my child to have access to his/her school-issued iPad/Laptop beyond normal school hours, and I grant permission for my child to bring his/her iPad/Laptop home.

- I acknowledge that my child's iPad/Laptop will be coming home with a technology protection measure. Furthermore, I acknowledge that my child, accidentally or purposely, might gain access to inappropriate, or non-educational material when using his/her iPad/Laptop away from school.
- I take responsibility for my child's use of the iPad/Laptop device while he/she is away from school.
- I have read, understand, and agree to Manitou Springs School District's Student and Parent/Guardian iPad Agreement.

Although I have selected "opt in" for the iPad/Laptop coming home, I request "digital counseling" to become better informed/educated on internet safety.

Student Name

Date

Parent/Guardian Name

Opt Out:

I do not grant permission for my child to bring his/her iPad/Laptop home.

- Students will benefit from exciting, interactive, and rich learning experiences using the iPad/Laptop at school. Students may take advantage of the school's staff-supervised, iPad/Laptop lab during after school hours, or complete work on a personal home computer or device.

Although I have selected the "opt out" for the iPad/Laptop coming home, I request "digital counseling" to become better informed/educated on internet safety.

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Student Name

Date

Parent/Guardian Name