



# Edison Private School

## Student Technology and iPad Loaner Contract

The use of a computer, iPad and other technology at Edison Private School (EPS) is a privilege with responsibility. Failure to abide by the following guidelines may result in revoking the privilege, or further consequences. The following is a set of regulations that govern the appropriate use of computers (or other electronic devices that can access the Internet) while you are enrolled at Edison Private School. While it cannot cover every aspect of computer use, it does address many of the major concerns. It is the attempt of this policy to detail in specifics the general expectation that all members of the Edison Private School community use the computers and the network in a safe, responsible, considerate, and appropriate manner.

### Technology Use Agreement

- Do not attempt to modify the appearance or operation of any technology equipment. This includes, but is not limited to, commands, copying or installing software, setting passcode locks or copying files of any type. Each one should remain in its original or set configuration.
- Tampering with or vandalizing hardware, software, or data will not be tolerated. It is the user's responsibility to check the device before and after use and to report problems to the technology coordinator immediately.
- Users may use personal devices with administration permission for educational purposes only. Any device used on school premises must follow all EPS Acceptable Use guidelines. To use a personal device, the user must have a signed copy of this contract on file with the Technology Coordinator and location where the device will be used.
- Students may use personal headphones or use school headphones, when the teacher of current class approves use.
- Students will only use applications, software and programs required to complete assignments/projects and only those that have been approved by the teacher of the current class. Failure to stay "on task" may result in loss of technology privileges and/or further discipline actions. Users should not use personal or school equipment to **play online or video games**.
- No food or drink is allowed near any technology at EPS.
- Users are not to change the name on the computer.
- Users may use the Internet only when authorized, and they must abide by the conditions of the EPS Internet Acceptable Use Policy.
- A user using the Internet may visit only teacher-approved sites. Game, social media, forum and adult content sites are **not allowed**. E-mail is to be used for academic purposes only during the school day.
- Users who maintain or post inappropriate text, visuals, graphics, photographs, etc. on a website or in blogging journals (such as Instagram, snapchat, Facebook, etc.) are subject to dismissal.
- No web sites, software, apps or media should be printed, shared, E-mailed or downloaded without Technology Coordinator approval.
- The Internet is to be used for scholarly research and as a means of obtaining information for school approved purposes. Users are not to join chats at school unless they have a administration permission to do so as a legitimate class project. Chats and blogging offer opportunities to develop relationships with people through the Internet; however, students should realize that certain safety measures should be considered when communicating this way. Frequently, it is impossible to really know with whom you are communicating; therefore, students are not permitted to reveal any personal information (name, address, phone #, etc.). The Internet offers access to information that is inappropriate; however, EPS currently uses a Web filter to prevent students on campus from accessing inappropriate information online. However, no filter or blocking system is foolproof. Therefore, any user who accidentally accesses inappropriate sites or information must immediately report the situation to the Technology Coordinator or to an administrator of the school.
- Any attempt to override the firewall or filtering system is considered hacking and could be grounds for dismissal.
- Material obtained through research on the Internet and then used in academic work for EPS is to be properly documented. Plagiarism of any degree is inappropriate and prohibited. Since some material is unique to the Internet and can disappear overnight, documentation might necessitate the user saving data to their hard drive.
- Users are to establish and maintain secure passwords that protect the privacy of the information on their computers and their email accounts. Users are to respect the need for this security/ confidentiality and are to make no efforts to bypass security systems and gain access to information that they do not have a right to see. Likewise, the school will have information on the server that is not open to the public and/or school community. Users are not to make any effort to bypass security systems and/or gain access to this information. Violation of this rule is a form of hacking. No student is ever to utilize teacher's gradebook, look at or to change grades; this will be grounds for dismissal.
- Sound, video recordings, broadcasts, Youtube, etc. may not be made without the consent of the administration and all those who are being recorded.
- Both printed and electronic media containing sexually explicit information, vulgarity and violence are not permitted and will be grounds for referrals or dismissal from EPS.
- Users who post negative comments about the school, school employees or other students or teachers will be subjected to dismissal. Users who post threats or any statement not in accordance with the school's philosophy are also subject to dismissal.
- Users who present themselves through email, posting, blogging, social media, etc. as to be participating in activities so out of accord with the philosophy of the school that they could result in immediate dismissal, may be subject to dismissal whether they actually be participating in the activities or not.
- Tunneling is prohibited and may result in dismissal from EPS. Upon request of a EPS Technology Coordinator or administrator, a user must provide access to his/her computer. EPS reserves the right to review any information stored on a user's personal laptop, tablet or phone. In addition, EPS reserves the right to review the content of all information, emails, messages, searches, etc. on student computers or over the school's network. Access to EPSs network and Internet is a privilege that will be suspended at any time if deemed necessary.
- I understand that if I violate any of the rules stated above or perform any other disruptive technology related actions I will be subject to the loss of technology privileges. In the event the student will receive a written referral (minor or major) and may be subject to further administrative discipline actions. Staff may be subject to disciplinary action or dismissal.
- I also understand that I may be financially responsible for the repair, replacement, equipment loss, or abused hardware or materials.

### Personal Device Security

- I am responsible for my device, including obtaining insurance.
- Devices must never be left unattended. School personnel will pick up and secure unattended device. If I leave devices unattended will be subject to **disciplinary action and a \$5.00 technology donation for retrieval**.
- Devices may not be left at school over vacations.
- Devices should be kept in an approved computer case. They should not be kept in regular book bags
- I may not lend my device to others.
- I should never leave device in cars on school property.
- I may not bring devices on buses for field trips/sports.
- Devices must go home with owner daily.

### Procedure if a Personal Device is Missing

- User will notify teacher immediately.
- Teacher will notify administration and an investigation will be conducted. Technology Coordinator may use methods via network or digital surveillance to locate device.
- Parents will be notified.
- **Edison Private School is not responsible for any lost or stolen device.**

## Web Filter

- The network at EPS is equipped with a web filter. Any device on the network will share ip address, mac address, device name and Internet usage data. By agreeing to this contract the user has acknowledged that they are aware of this security measure.
- **\*\*ALERT** - Remember that although EPS has a web filtering system to attempt to prevent users from accessing inappropriate sites at school (which is not foolproof), users do not have that protection when they plug in their computers at home. Therefore, when using their computers at home, they may have access to objectionable sites. We recommend users (and parents) get a filtering system so that computer use at home will also be safe. Each user is required to have read and understood the Computer Acceptable Use Policy section. Improper use of the internet/computers and disregard for the rules may result in a referral, Saturday School, suspension and/or with the loss of the privilege to use the Internet at school

## iPad Usage Agreement

Edison Private School students and teachers in grades 3rd through 12th will be issued a 16GB Apple iPad (4<sup>th</sup> Gen/Space Grey), 16GB Apple iPad (1<sup>st</sup> Gen Air/Space Grey, 16GB Apple iPad (2<sup>nd</sup> Gen Air/Space Grey), 32GB Apple iPad (5<sup>th</sup> Gen/Space Grey). In addition an Apple 12W USB Charger, Apple lightning cable, and a SUPCASE Heavy Duty Beetle Defense Series iPad case. The student or teacher is responsible for caring for this equipment on a daily basis and ensuring that it is retained in a safe environment. Any technical or mechanical issues with the iPad must be reported to the Technology Coordinator, which will notify the technology department of reported issues.

### Repair Fees

To install a sense of ownership students and parents/guardians will be financially responsible for repairs as follows:

- 1st instance of damage- Parent/guardian or student will pay a **\$50.00** deductible
- 2nd instance of damage- Parent/guardian or student will pay a **\$100.00** deductible
- All other instances of damage- Parent/guardian or student will pay total repair invoice (\$500.00)

In cases of theft, vandalism and other criminal acts, the student or parent/guardian with the appropriate law enforcement agency must file a police report or fire report. A copy of the police report or fire report must be provided to the main office before a replacement iPad is issued to the student. The student will not receive an iPad until the appropriate paperwork is received. If a replacement iPad is required, the parent/guardian or student must pay the full replacement cost of the replacement iPad, which is **\$500.00**.

### Student/Teacher Responsibilities

The issued iPad is a learning tool and is for educational purposes. In order to use the iPad and take it home each day (Teachers, 6<sup>th</sup> – 12<sup>th</sup> ONLY), you must accept the following responsibilities:

- The iPad is my responsibility and I will not leave it in unsupervised areas or harsh environments. Users who leave devices unattended will be subject to disciplinary action and a \$5.00 technology donation for retrieval.
- **I will bring the iPad to school every day with a fully charged battery.**
- I will treat the iPad appropriately, which includes never removing the protective case and protecting the screen.
- I will promptly report any mechanical or technical issues to the main office.
- I will not remove or modify any identification labels that have been placed on the iPad and I will not add stickers, labels, tags or markings to the iPad.
- I will not change the assigned name of the iPad.
- I agree to use the iPad only for appropriate, legitimate, and responsible communications before, during and after school.
- I will keep my password secure and will not share these with any other users.
- I will not attempt to add, delete, access or modify other user accounts on the iPad.
- I will not remove the installed content on the iPad.
- I will take no action that could interfere with Edison Private Schools network.
- I will make every effort to ensure that the EPS iPad is not damaged, lost or stolen while in my possession.
- I am aware I cannot share or loan the iPad at any time.
- iPad's are to be used for educational purposes, not recreational. Access to social media sites will be disabled as necessary.
- iPad's cannot be utilized to take photos or videos without a teachers specific instruction.
- In case of damage, loss, theft or vandalism, I understand that I am responsible for repair or replacement fees of the EPS owned device as stated in the fees section of this agreement.
- In the instance of theft or vandalism, I will file a report with the appropriate law enforcement agency and provide the main office with a copy of the report immediately before being issued a new iPad.
- I will return the iPad and accessories in good working condition when requested, upon my graduation, withdrawal or expulsion from EPS.
- I understand that failure to return the device when requested may result in a theft report being filed with the appropriate law enforcement agency.
- I understand that I must sign the cyber bullying, harassment or threats policy as well as complete this iPad Rental and Usage Agreement form.

### Parent/Guardian Responsibilities

Your child will be issued a Edison Private School owned iPad device as part of the EPS learning initiative to enhance his/her learning experience. It is essential that the following guidelines be followed to ensure the safe, efficient and ethical operation of this device.

- I will ensure that my child promptly reports any mechanical or technical issues to the main office.
- I will ensure that my child understands the Student Responsibilities as outlined in the rental and usage agreement.
- I have read and understand that my child and I are responsible for repair or replacement fees of the EPS owned iPad in the instance of damage, loss, theft or vandalism. I have read and agree to the fee section of this agreement.
- I understand that my child and I are responsible for filing a police/fire report immediately in the instance of theft/vandalism and that a copy of the report must be provided to the main office before a new iPad is issued.
- I will ensure the return of the iPad and accessories in good working condition when requested, upon my child's graduation, withdrawal or expulsion from EPS.
- I understand that failure to return the device by my child when requested may result in a theft report being filed with the appropriate law enforcement agency.
- I understand that my child reads and signs the cyber bullying, harassment or threats policy as well as complete this iPad Rental and Usage Agreement form.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parents/Guardians Name: \_\_\_\_\_ Parents/Guardians Signature: \_\_\_\_\_ Date: \_\_\_\_\_