

**The key to successful iPad usage in the Sparta Area School District is to follow The Spartan Way!**

**BE RESPECTFUL, RESPONSIBLE, AND SAFE**

**Receiving Your iPad**

iPads will be distributed to students at the beginning of each year after both student and parent/guardian sign the iPad Agreement and it is returned to school. This is designed to help both students and their families understand how to use and protect the iPad.

The following items and accessories will be distributed to each student:

* iPad with protective case, and an
* iPad charging cord and brick (plug in portion).

**Returning Your iPad**

All iPads will be returned at the end of each school year; they may also be requested for return at any time for any reason. It is unlikely that a student will retain the same iPad each year. If the iPad is not returned, law enforcement will be notified and the iPad will be considered stolen property.

**Taking Care of Your iPad**

Care of the iPad is the responsibility of the student. Students and families should never remove the protective case on an iPad. Any damage that occurs to the iPad as a result of a case being removed is the parent and/or guardian's responsibility. In the event that the iPad gets broken or fails to work property, immediately inform your homeroom teacher who will help you resolve the issue.

*Do not take Sparta Area School District iPads to an outside computer service for any type of repairs or maintenance.*

**General Guidelines**

1. Do not use food or drink near your iPad.
2. Do not write or draw on the protective case.
3. Do not place stickers or decals on the case.
4. Barcodes/Sparta Area School District identification information must remain on iPad/Case. It should not be removed and/or altered in any way.
5. With our extreme temperatures, please do not leave iPads in vehicles or non-climate controlled locations.
6. iPads should not be left on floors, chairs, or near heating sources.
7. The iPad case can be cleaned with a damp, soft, dry, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad. If you need additional assistance with cleaning the iPad, please ask your teacher for assistance.
8. Do not put any passcodes on your iPad.

**Charging your iPad**

1. Exercise care when inserting/removing cords, cables and accessories.
2. Charge your iPad on a hard surface (table, desk, etc.) Do NOT charge your iPad on beds, blankets, backpacks, etc.
3. If it is taken home, it is expected that your iPad will have enough charge to get through the school day without needing to be charged.

**In School iPad Usage**

1. Students are expected to bring iPads to school daily (if the teacher allows home use).
2. Students will be expected to have headphones or earbuds to use when sound is necessary.
3. All screensavers and backgrounds must be school appropriate.
	1. Images of guns, weapons, pornographic materials, inappropriate language, other students or staff, alcohol, drugs, gang or related information is not allowed.
	2. Anything that can be perceived as bullying, harassment or the like will not be allowed. Violation of this will result in disciplinary action.
4. Students should only use their Sparta Area School District account on their iPads. Personal, family and/or parent accounts are not permitted.
5. Students will save/access all files in Google Drive.
6. iPads are to be used for learning purposes only.

**iPad Damage/Repair**

1. Damage/errors must be reported immediately to a teacher.
2. The student will meet with the LMC Director to obtain repair or replacement.
3. Parents may be responsible for any repairs needed to the iPad beyond normal wear and/or the first accidental damage.
4. If available, a loaner iPad will be provided when the regular iPad is out for repair.
5. If the device is intentionally harmed, the student/parent/guardian is responsible for the full cost of repair or replacement.

**Lost and Stolen iPads**

1. The student is responsible for reporting the loss or theft of their iPad on the next school day to their teacher. It is the student's responsibility to search for and find their missing device.
2. For any stolen iPads, a police report must be filed.

**Internet Access and Filters**

SASD uses a filtering system to ensure our student’s usage is continually monitored and inappropriate material is not accessed. The internet filtering applies both on and off the school’s network. If you have questions or concerns regarding filtering, please contact the school district’s Technology Department.

While the content filter does a great job, it cannot block all unsuitable material being accessed via your child’s iPad. Therefore, parents still need to be vigilant in monitoring usage of the iPad.

**Apps**

The SASD will provide all necessary apps on the iPad. Students are not allowed to add or remove apps without permission from a teacher.

**Connecting the iPad at Home**

Students may connect their iPad to their home wireless network in the same manner that they would any other internet-ready device. To do so, open the “Settings” icon, click on “Wi-Fi” and then select the home network. If the home network is secure, a password will need to be entered. If you have questions regarding connecting to your home network, please contact the LMC at school and he or she *may* be able to assist.

**Sparta Area School District**

**iPad Agreement**

iPads for instructional use by students are an important part of the Sparta Area School District’s curricular program. Students will use iPads daily to support/guide learning. Guidelines are necessary to protect the users, the instruction, the iPads and the District’s network.

Students and parents/guardians agree to the following, regarding iPad use:

* The student and parent/guardian understand the iPad agreement. Students agree to follow all applicable State/Federal laws including copyright/intellectual property law pertaining to software and information.
* The student is responsible at all times for the care and appropriate use of the device and must adhere to these terms each time the device is used, including when it is not on school grounds.
* The student and parent/guardian will follow all rules and guidelines for iPad usage.
* The student agrees to ensure that the device is secure and safe. The student agrees to handle the device carefully and protect it from potential sources of damage.
* The student must report theft, loss, damage, or malfunctioning of the device immediately.
* The student agrees to provide the device for inspection to verify condition or other information.
* Students will make available for inspection by any district administrator or assigned representative any messages, communication, or files sent or received on any District-issued device.
* The device is the property of the Sparta Area School District. All such devices shall be returned to the District prior to the conclusion of each school year or prior to the student’s withdrawal from the District, if earlier than the conclusion of the school year.

The student and parent/guardian will assume the risk of loss by theft, destruction, or damage. Devices reported as stolen outside of school require the parent/guardian to notify police and provide police report to the District.

If there is accidental damage or the device is stolen, the parent/guardian (or adult student) is responsible for the full cost of repair or replacement. Lost, stolen or damaged iPad cords, bricks and cases are subject to a charge of $20 per each incident.

If the district-issued device is intentionally harmed, the parent/guardian (or adult student) is responsible for the full cost of repair or replacement.

Repairs on district-issued devices must be performed by the District. Replacement devices and accessories must be purchased through the District. The cost of a repair or replacement iPad ranges from $35 to $500 or full replacement cost, depending on the severity of the damage.

**\*\*This page must be completed and returned.\*\***

**Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian:** I have read and understand this agreement including the district expectations and regulations for acceptable use of devices. I give permission for the school to allow my child to use the SASD-issued device under the terms and conditions set forth above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 Parent/Guardian Name (print) Parent/Guardian Signature Date

**\*\*Students will only receive their device upon return of this form.\*\***