

# Monument Academy

## Student and Parent/Guardian iPad Agreement

### Overview:

Monument Academy is committed to providing a challenging, content – rich, academic program offered within an engaging, caring, and positive learning environment. Established on a solid foundation of knowledge, Monument Academy emphasizes academic excellence, respect, responsibility, character and exemplary citizenship. The iPad “one-to-one” implementation project will enable us to put educational materials from many sources in every student’s hands, bring facts to life, integrate problem solving and enable students to learn in an engaging way. Understanding and adhering to the following guidelines and procedures is necessary for the success of the program.

### A. Terms of Loan

1. Monument Academy will issue an iPad to Middle School and High School students upon compliance with the following:
  - a. Payment of all material and tech fees
  - b. Submission of signed Student and Parent/Guardian iPad Agreement
  - c. Submission of a signed Technology User Agreement
2. Monument Academy retains ownership of school-issued iPads.
3. Students may be subject to loss of privilege, disciplinary action, and/or financially responsible for the replacement cost of the iPad 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 Monument Academy’s Technology User Agreement.
4. In the event the student loses access to the school provided apps, the loss should be reported to the Technology Office and the school provided apps will be restored using the mobile device manager.
5. A student’s possession of the iPad 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. The issued iPad must be returned when a student withdraws/graduates from Monument Academy.
6. Students are not allowed to use their personal Apple ID on the school-issued iPad. iPads will be managed with an education Apple ID. Students should not attempt to remove the education Apple ID.

### B. Student-owned iPads

1. Parent/guardian(s) may choose to provide their student their own iPad. A student-owned iPad must meet the following specifications:
  - a. Acceptable models are iPad 5th gen through iPad 7th gen

- b. Minimum required onboard storage is 32 GB
  - c. Minimum RAM required is 1 GB
  - d. Latest iOS update installed (continuing requirement)
  - e. Wi-fi capability must be functional
  - f. Not jailbroken (a term used for the process of removing hardware restrictions on devices running iOS, Apple's operating system through the use of software and hardware exploits)
2. In order for a student to use a personal iPad at school it must be enrolled and managed by the school's mobile device manager in order to receive the school-required apps, network access, Internet filtering and all device policies and restrictions. Students will lose access to all of their personal apps and music on their iPad while it is being managed by the school.
  3. All school apps and the management profile will be removed from student-owned iPads upon a student leaving Monument Academy.
  4. In the event the student loses access to the school provided apps, the loss should be reported to the Technology Office and the school-provided apps will be restored using the mobile device manager.
  5. Monument Academy will remove any non school-related material (apps, music, pictures, etc.) in order to install the school profile and restrictions.
  6. Students are not allowed to use their personal Apple ID on their personal iPad during the school year. iPads will be managed with an education Apple ID. Students should not attempt to remove the education Apple ID.

### **C. Annual Technology Fee**

All middle school students will be assessed an annual technology fee of \$75 to cover the cost of a case, device management, Internet filtering, network access, and one iPad repair as noted in Section D.

### **D. Damage, Loss, or Theft**

1. The student and their parent/guardian is financially responsible for any/all accidental damage, including but not limited to liquid spills, power surges, drops, falls, collisions, vandalism, flood, fire, and smoke, as well as damage to cords and AC adapters. The student and parent/guardian agree to all costs of repair up to and including the replacement of the issued iPad. Repair fees will be assessed as follows:
  - a. First (accidental) iPad repair: no cost IF the iPad is in a school-issued case and has the screen protector installed, provided under annual technology fee
  - b. Second and subsequent iPad repairs: full cost of repairs
  - c. First (accidental) screen protector replacement: no cost IF the iPad is in a school-issued case and the screen protector is returned
  - d. Second and subsequent screen protector replacements: full cost of replacement
  - e. iPad Replacements: full cost of iPad replacement due to loss or damage
2. Students will be provided an Apple charger and cord at the beginning of the school year when iPads are deployed. If the charger or cord malfunctions, the school will provide one replacement cord and charger per school year free of charge. If the replacement cord or charger is lost or damaged, students will be charged for subsequent replacements: \$15 for the charger and \$10 for the cord.
3. The Monument Academy iPad warranty covers manufacturer defects only.
4. Warranty of manufacturer defects does not cover loss, theft, negligence, and abuse of iPad and accessories. For example, throwing the iPad or using the iPad as an umbrella would be considered

examples of neglect and abuse.

5. If an iPad needs to be replaced due to loss, theft, neglect, or abuse, it is the student's and their parent/guardian's financial responsibility to replace the iPad at the school's current replacement cost.
6. The student or parent/guardian is required to immediately notify a school administrator in all cases of stolen or lost iPads. School administration may be able to assist in relocating the iPad if notified immediately. If required, parents/guardians are responsible for filing a police report

#### **E. Repossession**

Monument Academy reserves the right to repossess the iPad at any time if the student does not fully comply with all terms of this agreement.

#### **F. Appropriation**

Failure to return the property (iPad and accessories) in a timely manner and/or the continued use of it for non school-related 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 upon request in writing to Administration.

#### **G. Modification to the Program**

Monument Academy reserves the right to modify the program or the terms of use at any time.

#### **H. iPad Cases**

The student must keep the iPad in the school-provided case or a school-approved case at all times. Approval for cases other than the school-provided case will be given by Administration. Failure to use the provided/approved case will result in the iPad's repossession. The student is responsible for any and all damage to the iPad or screen protector if it is not in a school-issued case.

#### **I. General Care of the iPad**

1. Do not do anything to the iPad that will permanently alter it in any way.
2. Student iPads in need of repair must be reported to the Technology Office.
3. Technical support will determine whether the iPad can be fixed on-site or has to be repaired by the school-contracted repair company.
4. Guidelines to follow:
  - Minimizing the number of photos/videos on the iPad will increase performance. Clean out your iPad files on a regular basis.
  - Do not write, draw, paint, place stickers/labels or otherwise deface a school-owned iPad or iPad case. Remember, the iPad is the property of Monument Academy, unless parent/guardian(s) have provided their student their own iPad.
  - Never put weight on an iPad.
  - Liquids, food and other debris can damage the iPad. Avoid eating or drinking while using the iPad. Avoid exposing your iPad to rain, snow and other precipitation.
  - Take care when inserting/removing cords, cables and other removable accessories to avoid damage to the ports, cables and cords.
  - Do not expose your iPad to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the iPad. If your iPad has

- been in a very cold environment for a long period of time, let it warm up before using it.
- NEVER leave your iPad in a vehicle.

### **J. Cleaning Your iPad**

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

### **K. General Use of the iPad**

1. Students are required to bring their iPad to school each day fully charged. Students should not expect the use of a loaner iPad if they leave their iPad at home. Students leaving their iPad at home will be required to complete assignments using alternate means (as determined by the teacher).
2. Students are responsible for the contents on their iPad.
3. 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 failure and may interfere with your ability to complete class work. Taking this action may result in your iPad being restored to school-determined settings.
4. Student iPads are subject to routine monitoring by teachers, administrators and technology staff. Users shall have no expectation of privacy while using school electronic information resources.
5. Upgraded versions of the iOS and iPad apps are available from time to time. Students are required to keep their iOS and apps up-to-date.
6. The iPad camera and microphone should not be used in any manner that would violate the rights and privacy of other students or staff.
7. Do NOT take iPads into bathrooms or eating areas.

### **L. General Security**

1. Never leave your iPad unsecured.
2. During after-school activities, students are still expected to maintain the security of their iPad. Staff will confiscate unsupervised iPads, and disciplinary actions may be taken.
3. Each iPad has several identifying labels. (i.e. The Monument Academy identification label, serial number and student name). Under no circumstances are students to modify, remove or destroy these labels.

### **M. End of School Year Collection Procedure**

1. Return the equipment on the date designated by the school or upon leaving the school.
2. Tech support will look over returned equipment and assess fees for loss or damage.
3. "Equipment" consists of iPad, power cable, charger, and iPad case.

### **N. School Email**

1. Students will have access to the Canvas Inbox (email) for school-related communication purposes. 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 Monument Academy Technology User

Agreement.

3. No personal email is to be set up or monitored on the school-issued iPads. Only the school-issued student Canvas account should be added.
4. Students have access to a GSuite for Education account for collaboration purposes. The email functionality of this account has been disabled for all students. School-issued GSuite for Education accounts and tools are NOT to be used for personal communication.

#### **O. Internet Access/Filtering**

Many students carry a personal web-enabled device (such as a smartphone or iPod Touch), and parents/guardians should be 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.

1. Technology protection measures are installed on school devices to ensure students are as protected as reasonably possible from inappropriate online content at school.
2. The school cannot guarantee that access to all inappropriate sites will be blocked. It is possible that students could accidentally or purposefully circumvent these precautions and restrictions. If this happens, it must be reported to the Monument Academy Tech Department as soon as possible.
3. iPad applications pose a risk of exposure to graphic, highly controversial, or potentially dangerous content.
4. Monument Academy will provide the same web filtering on the school iPads at home and at school.

#### **P. Technology User Agreement**

Students have read, signed and agreed to follow the Technology User Agreement at all times. The Technology User Agreement is available on the school website.

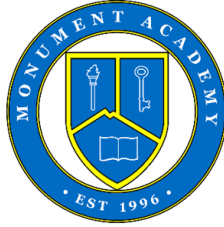
#### **Q. End User License Agreement**

Monument Academy and parents/guardians are considered to be the end users for all applications installed on the student iPad.

#### **R. Overdrive App**

OverDrive is a free service offered by a library or school that lets students borrow digital content (like eBooks and audiobooks) anytime, anywhere. Every OverDrive collection is slightly different because each library or school picks the digital content they want for their users. Students need a library card and pin number to access free digital content from the public library.

Monument Academy cannot censor or endorse any materials provided by a public library.



## Monument Academy

### Student and Parent/Guardian iPad Agreement

Please Print All Information

I have read, understand, and agree to follow all responsibilities as outlined in the **Student and Parent/Guardian iPad Agreement.**

Student's Full Name: \_\_\_\_\_

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

Parent/Guardian Name: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Permission for my student to have the Overdrive app installed on his/her school-issued iPad (see section R. for information regarding Overdrive.) Please initial one:

\_\_\_\_ Yes, my student may use the Overdrive app.

\_\_\_\_ No, my student may NOT use the Overdrive app.

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