



Monument Academy

iPad Agreement and Fees

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

iPad Agreement and Fees Acknowledgements

I have read, understand, and agree to follow all responsibilities as outlined in the **iPad Agreement and Fees.**

Student's Full Name: _____

Student Signature: _____

Parent/Guardian Name: _____

Phone: _____ Today's Date: _____

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: _____



Monument Academy

TECHNOLOGY USER AGREEMENT

General Information

Internet, school local area and wide area network access are available to students, teachers, and employees at Monument Academy. Our goal in providing these services to students and teachers is to support a vigorous and rich curriculum by facilitating information access, resource sharing, innovation, and communication.

Students, parents, teachers and school employees may have access to:

1. Electronic mail communication with people worldwide;
2. The Library of Congress, university libraries, and other resource databases;
3. Unfiltered sources of information (no filtering system is 100% effective);
4. A specific student's online grades, attendance, and other student information (access is restricted to the specific student, parents of the student, and teachers with a legitimate educational interest);
5. Staff and teacher created web pages;
6. Other resources as they are developed.

The information accessed through network services, including wireless services should reflect the educational mission and goals of Monument Academy. The school, in compliance with the Children's Internet Protection Act, has taken precautions to monitor and limit access to materials not in line with Monument Academy's mission and goals.

The following guidelines are provided so that you are aware of your responsibilities. They encompass the efficient, ethical, and legal utilization of the school's network service resources.

INTERNET/NETWORK USE – TERMS AND CONDITIONS

Privileges

The use of network services at Monument Academy is a privilege and not a right. Inappropriate use may result in cancellation of network privileges and the disclosure to a supervisor or guardian. The system administrators reserve the right to monitor activity on the school network services. The system administrators may close an account at any time should inappropriate activity be detected. In addition, the administration, faculty, and staff of Monument Academy may request the system administrators to deny, revoke, or suspend specific user accounts and access when it is determined a user has inappropriately used the school technology.

Rules of Use

1. The school network may not be used to "cyber bully" or to publish, access, download, store, and/or distribute any material (text, graphic, photo, audio) that contains material which would be classified as defamatory, abusive, untrue, obscene, profane, threatening, or sexually explicit or otherwise "offensive" as determined by Monument Academy.

2. The school network may not be used in any fashion which results in the violation of school rules, school policies or city, county, state, or federal law. Federal copyright regulations must be followed. All communications and information accessible via the network should be considered to be copyrighted unless otherwise stated. Plagiarizing the work of others is illegal and unethical and violates this agreement.
3. Divulging or allowing another individual to use your password is not allowed. Users may not log on and allow other students or adults the usage of their resources. Users shall not attempt to use a password, email name, or Internet address which has been assigned to another person. Users found acting in this manner may be denied continued access to technology services.
4. Any form of gaming is not permitted on the Monument Academy network, unless approved by a system administrator or school administrator.
5. The school accepts no liability or other responsibility for costs related to commercial services accessible on the Internet, flat or metered surcharges, or any other costs which might be related to the use of the Internet. Individual users are not to incur charges, which may in any fashion be billed to the school.
6. Using network services for product advertising, personal websites, or political lobbying is prohibited.
7. Security on network services is a priority. If you feel that you can identify a security problem on the network or the Internet, you must notify a building administrator or Monument Academy Technology Services immediately. Do not demonstrate the problem to others.
8. Using applications designed to bypass Internet firewalls or web-filtering is strictly prohibited and may result in immediate account suspension and may also result in suspension, expulsion or other appropriate disciplinary action.
9. Installing any applications on a computer without the permission of a system administrator is strictly prohibited and may result in immediate account suspension and may also result in suspension, expulsion or other appropriate disciplinary action.
10. Vandalism is in direct violation of this agreement and will result in the cancellation of network privileges and/or other appropriate disciplinary action. Such action may also include suspension, expulsion, monetary compensation, and notification of legal authorities. In the case of an employee, further personnel actions may result. Vandalism is defined as any attempt to harm or destroy data or equipment of Monument Academy, another system or entity on the Internet, or to disrupt services to others. This includes, but is not limited to, the creation or uploading of computer viruses. Hacking or exploring unauthorized and sensitive areas of the network system will also be considered vandalism.
11. Connecting to the Monument Academy network system, other than the guest network, with personal electronic devices is not permitted, unless approved by a system administrator or school administrator. This includes but is not limited to: computers; telephones; and/or network equipment.

Electronic Mail

Electronic mail is a communications tool that will be provided to active school employees. Current middle & high school students will have access to the Canvas Inbox as a communications tool. Access to other third-party email services is also available. Email messages should not be considered private. Both

the text of these messages and the sender's email address can be intercepted as the messages are routed. The following guidelines should be observed when using email:

1. Do not reveal personal information about yourself or others in any email message. This includes your home address, phone number, Social Security number, birth date, and other personal information.
2. Do not use for personal mass mailings such as chain letters, garage sales, advertising, etc.
3. Inform the appropriate school staff member or supervisor immediately if you receive any improper email messages.
4. Students should use school-provided communication tools for school purposes only.

Student Information System and Learning Management System

Students, staff, and parents may access information online. This is a secured, password protected privilege. All Monument Academy network and Internet terms and conditions must be followed.

Disk Usage

Monument Academy Technology Services reserves the right to set quotas for disk usage on the network. A user who exceeds his or her quota will be advised to delete files to bring his/her account back into compliance. A user who remains in noncompliance with disk space quotas will have his/her files removed by a systems administrator. Inappropriate and non-educational files may be removed without notification. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system appropriately. Files stored on school servers should not be considered private/secure and may be accessed by administrators and used in disciplinary proceedings if needed.

Cancellation of Account

Any user that has graduated or is otherwise not associated with the school will have his or her account terminated. This includes, but is not limited to the following accounts: Network, electronic mail, student database (Infinite Campus), learning management system (Canvas), mobile device manager (AirWatch) and the school's website. Termination of the account will occur on the final day of association with Monument Academy. Access of these accounts, after termination by the user, is unauthorized and specifically forbidden by the school.

Disclaimer

Monument Academy makes no warranties of any kind, whether expressed or implied, for the network services it is providing. Monument Academy will not be responsible for any damages suffered through such usage. This includes loss of data or service interruptions caused by hardware or software problems or user errors or omissions. Monument Academy will not be responsible for financial obligations arising through the unauthorized use of school network services by a user. Monument Academy respects the law as it applies to any use of computer services on or off campus. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.



Monument Academy

Technology User Agreement Acknowledgements

1. **Student Technology User Agreement:** Must be signed by **students** in grades K-11. I have read and understand the Monument Academy Technology User Agreement. I will abide by the guidelines contained therein. I understand that should I commit any violation, my access privileges may be revoked and disciplinary and/or legal action may be taken. I also understand that network and Internet usage is monitored.

Student (please print) _____ Grade: _____

Student Signature: _____ Date: _____

2. **Parent or Guardian Technology User Agreement:** Must be signed by **parents** of K-11 students. As the parent or guardian of this student, I have read and reviewed with the student member the Monument Academy Technology User Agreement. I understand that this access is designed for educational purposes; however, I also recognize it is impossible to restrict access to all controversial materials and I will not hold Monument Academy responsible for materials acquired while using the Monument Academy Network/Internet Services.

Parent/Guardian (please print): _____

Parent/Guardian Signature: _____ Date: _____

3. **Permission to Publish Student Work/Picture:** Must be signed by **parents** of K-11 students. Monument Academy recognizes that a website can be a significant educational tool and an excellent means of communicating with the community. Therefore, the school will maintain a website that may display staff or student work, pictures of students or staff members in an educational setting and announce activities and events that take place in individual classrooms. The following guidelines will be followed:

- No student work or picture may be posted on the web without parent permission.
- Only the student's first name will be used in association with their picture or work.
- The student's grade, class and/or teacher may also be identified.

Please Check One:

_____ I (parent/guardian) **give permission** to have my child's work or picture posted on the Monument Academy website.

_____ I (parent/guardian) **do not give permission** to have my child's work or picture posted on the Monument Academy website.

Parent/Guardian (please print): _____

Parent/Guardian Signature: _____ Date: _____



Monument Academy

Digital Citizenship Pledge 2022-2023

As a technology user at Monument Academy, I understand the importance of being a good Digital Citizen and pledge to do the following:

- ★ Protect our own and others' private information online.
- ★ Respect each other's ideas and opinions.
- ★ Give proper credit when I use others' work.
- ★ Investigate whether a source is credible because not all information online is true.
- ★ Stand up to cyberbullying and inform adults if I encounter it.
- ★ Understand the permanence of digital presence and that what I say or do online can affect my future.

I have read, understand, and agree to follow all responsibilities as outlined in the **Digital Citizenship Pledge**.

Student's Full Name: _____

Student Signature: _____

Parent/Guardian Name: _____

Today's Date: _____

Parent/Guardian Signature: _____