

**ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT**

Instruction

6141.3291

IPad/Mobile Device Student User Agreement

Rules and Appropriate Usage

Enfield Public Schools encourages the use of 1:1 devices and the network, including the Internet, as a tool for research and education. 1:1 devices and the network, like any other school property, must be used for the educational purposes for which they are intended. The iPads/Mobile Devices issued to students are the property of Enfield Public Schools. The distribution of a iPad/Mobile Device to each student is a privilege, not a right, and may be revoked at any time for inappropriate conduct. **Before a iPad/Mobile Device will be issued for use at home, students and parents or guardians must sign the “Enfield Public Schools Network/Internet Acceptable Use” Policy form, “School District iPad/Mobile Device Protection Plan Form” and “iPad/Mobile Device Student User Agreement and Parent Permission Form.” These forms must be completed each school year.**

The policy, procedures, and information within this document apply to all District-owned iPad/Mobile Devices used in, and out of, District schools, including any other device considered by the administration to come under this policy. Individuals or teams of teachers may set additional requirements for use in their classroom.

Students are expected to abide by the following rules and behavioral expectations, while using a iPad/Mobile Device, both at home and within the school:

Use of Equipment (Hardware and Software)

- Student must have a **“Enfield Public Schools Network/Internet Acceptable Use”** Policy form, **“School District iPad/Mobile Device Protection Plan Form”** and **“iPad/Mobile Device Student User Agreement and Parent Permission Form”** signed by a parent/guardian on file with Enfield Public Schools in order to use the iPad at home and to access the Internet while using the iPad/Mobile Device.
- The school iPad/Mobile Device is to be used for educational purposes only.
- The use of the iPad/Mobile Device must not violate the parent/guardian/student signed **“Enfield Public Schools Network/Internet Acceptable Use”** Policy form. Copies of the **“Enfield Public Schools Network /Internet Acceptable Use”** Policy form may be found in the Parent/Student Handbook and are available for downloading and printing on the Enfield Public Schools website.
- Student may not destroy, deface, or alter iPad/Mobile Device equipment, identifying labeling or files not belonging to the student.

IPad/Mobile Device Student User Agreement**Use of Equipment (Hardware and Software) (continued)**

- Student may not remove district installed software (“Apps”) from the IPad/Mobile Device or may not install software (“Apps”) that is not approved by administration or teachers. Enfield Public Schools reserves the right to remove software (“Apps”) from, or add software (“Apps”) to the IPad/Mobile Device at any time.
- Online chat rooms, message boards, forums, etc. may not be accessed by students while using the IPad/Mobile Device without prior consent from a teacher, or person monitoring the Internet use, or as in accordance with the **“Enfield Public Schools Network/Internet Acceptable Use”** Policy (6141.321).
- Engaging in online activities, while using the IPad/Mobile Device, that are in violation of this policy will result in automatic termination of the student's network/Internet privileges in accordance with the **“Enfield Public Schools Network/Internet Acceptable Use”** Policy (6141.321).
- Sending messages via school technology with the intent to intimidate, frighten, threaten, harass, ridicule or bully another person is considered harassment and will have consequences per the Parent/Student Handbook Student Discipline Code, Enfield Public Schools Bullying Policy (5131.911, 5131.913), Enfield Public Schools Sexual Harassment Policy (5145.5) and the Enfield Public Schools Acceptable Computer Use Policy (6141.321).
- Students may not change, alter, bypass, or attempt to bypass any IPad/Mobile Device security measures including filtered Internet sites.

Privacy

- It is a violation of the **“Enfield Public Schools Network/Internet Acceptable Use”** Policy (6141.321) to share your password with anyone else, or to access any account belonging to other students, faculty, or staff.

Management

- Since the iPads/Mobile Devices belong to Enfield Public Schools, Enfield Public Schools will be monitoring all devices. Files created using the IPad/Mobile Device, or stored on school servers, are not private. Enfield Public Schools reserves the right to search District assigned Internet services accounts, such as District assigned student email accounts, accessed with school equipment, if it is felt that illegal or otherwise inappropriate use of technology is occurring. Improper use of Enfield Public Schools technology devices will result in loss of network/Internet privileges, and other consequences as per the Parent/Student Handbook Student Discipline Code, Enfield Public Schools Bullying Policy (5131.911, 5131.913), Enfield Public Schools Sexual Harassment Policy (5145.5) and the **“Enfield Public Schools Network / Internet Acceptable Use”** Policy (6141.321).

IPad/Mobile Device Student User Agreement**Responsibilities**

By signing the “**Enfield Public Schools Network/Internet Acceptable Use**” Policy form and this “**IPad/Mobile Device Student User Agreement and Parent Permission Form,**” students and parents or guardians agree to:

- **Submit their iPad/Mobile Device to school authorities upon request.**

Such a request may be made in order to check browser histories and caches, as well as to ensure iPads/Mobile Devices do not contain any unapproved software or files.

- **Charge their iPad/Mobile Device overnight each night to ensure that they are fully charged for classes the next day.**

Just as students are expected to be prepared for class by having all required materials, the student must have his/her charged iPad/Mobile Device in class at the start of each day.

- **Protect the iPad/Mobile Device from damage and theft.**

Required precautions include the use of the protective case when transporting the iPad/Mobile Device to and from classes and to and from school. If the iPad/Mobile Device is lost or stolen when outside of school grounds, it should be reported to the police immediately. Parents or guardians will incur a financial obligation to the school for any missing iPad/Mobile Device for which a copy of the police report has not been provided to the school Principal. Parents or Guardians will also incur a financial obligation for any repairs that are required for the iPad/Mobile Device.

An optional School District Protection Plan is offered for iPads/Mobile Devices. The School District Protection Plan will cover events such as accidental loss (theft) and damages. Please see the School District Protection Plan section at the end of this document.

- **If damage to the iPad/Mobile Device is intentional, willful or purposeful, as determined by Enfield Public Schools, the parents or guardians will pay the full replacement cost of the iPad/Mobile Device (as listed in the applicable School District iPad/Mobile Device Protection Plan form), protective case and/or AC power adaptor, regardless of the “School District iPad/Mobile Device Protection Plan” choice.**
- **Leave the student issued iPad/Mobile Device at school over the summer for regular maintenance.**

Returning students will be reissued their same iPad/Mobile Device the following year. The School regards the iPad/Mobile Device as all other materials that are checked out

IPad/Mobile Device Student User Agreement**Responsibilities** (continued)

to a student (e.g. textbooks, library materials, sports equipment, etc.) and failure to return the iPad/Mobile Device, and all associated accessories, for the summer or unenrollment from school, will result in the parent or guardian incurring a financial obligation to the school and result in consequences as per the Enfield Public Schools Parent/Student Handbooks and the “Fees, Fines, Charges” Policy (6121.21).

Students will be provided with a username and password. Students must not change their passwords without permission from the Technology Department or school. Upon request, Parents/Guardians will be informed of their child’s username and password in order to monitor the student’s computer usage at home. When the iPad/Mobile Device is taken home by the student, it is highly recommended that it will always be used in a common family location so that adult supervision can be maintained at all times.

Student Expectations

As a learner I will:

1. Never leave my iPad/Mobile Device unattended.
2. Make sure the iPad/Mobile Device is not subject to careless or intentional damage (e.g., as a result of horseplay).
3. Ensure that, when the iPad/Mobile Device is being transported, it is as secure as possible. The iPad/Mobile Device **MUST** be carried in its protective case.
4. Ensure that my iPad/Mobile Device is charged every evening and ready for use the next day (i.e., plugging it in for charging overnight).
5. Store my iPad/Mobile Device in a safe place, such as the student’s locked locker, when not in use (e.g., lunch, PE, etc.). The iPad/Mobile Device should be in its case and no items will be stacked on top of it.
6. Use my iPad/Mobile Device for the task assigned by my teacher at all times. iPads/Mobile Devices will **ONLY** be used for educational purposes.
7. Print only after teacher gives permission.
8. Not decorate the iPad/Mobile Device in any way, including the use of stickers or decals, and not allow it to be subject to graffiti/defacing.
9. Not install or download software (“apps”) that is not approved by administration or teachers.

IPad/Mobile Device Student User Agreement**Consequences for Violation of IPad/Mobile Device Rules:**

By signing this User Agreement, you commit to the student expectations and understand the consequences for violation.

Consequences for Breaches of the Acceptable Use Agreements

In the event a student breaches any part of the “**Enfield Public Schools Network / Internet Acceptable Use**” Policy form and/or “**IPad/Mobile Device Student User Agreement and Parent Permission Form**,” consequences will be imposed by the school per the Parent/Student Handbook Student Discipline Code, Enfield Public Schools Bullying Policy (5131.911, 5131.913), Enfield Public Schools Sexual Harassment Policy (5145.5), the “Fees, Fines, Charges” Policy (6121.21) and the “**Enfield Public Schools Network/Internet Acceptable Use**” Policy (6141.321) as applicable.

Repairing or Replacing IPad/Mobile Devices**IPad/Mobile Device Repairs**

All required repairs for iPads/Mobile Devices will be processed by the Enfield Public Schools Technical Support Department.

DO NOT attempt to repair the IPad/Mobile Device yourself.

Damaged iPads/Mobile Devices should be brought to the school library to initiate the repair process. In the case of loss/theft, a police report should be filed by the parent/guardian. A copy of the police report should be provided to the school Principal.

School District Protection Plan

School district protection is available for students and parents to cover IPad/Mobile Device replacement/repair in the event of theft, loss, or accidental damage.

There will be an annual protection cost for each IPad/Mobile Device with a maximum cost of four IPad/Mobile Devices per family. This plan will include replacement and repairs for covered damages or loss. The actual annual cost will be specified in the applicable **School District IPad/Mobile Device Protection Plan** form.

It will not cover intentional damages or a loss not accompanied by a police report, in which case the student/parent will be responsible for full replacement, or repairs, up to the value of the IPad/Mobile Device as specified in the applicable “**School District IPad/Mobile Device Protection Plan**” form. Intentional damage will be determined by the District and/or Insurance Company. Excessive claims, as determined by the District, may result in loss of IPad/Mobile Device privileges.

IPad/Mobile Device Student User Agreement**School District Protection Plan** (continued)

Parents will need to purchase this insurance through the school office before your student is allowed to check out a iPad/Mobile Device, or have indicated that they elect to decline the offered iPad/Mobile Device Insurance, in which case they assume full financial responsibility for the iPad/Mobile Device including theft, loss or any damages.

Cost of Repairs

Students and Parents/Guardians will be held responsible for ALL damage to their iPad/Mobile Devices including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, parents/guardians will incur a financial obligation equal to the full replacement value of the device as specified in the applicable **School District iPad/Mobile Device Protection Plan** form. These costs can be avoided with the purchase of the optional School District iPad/Mobile Device Protection Plan.

Lost items such as cases and cables will be charged the actual replacement cost.

Legal Reference: Connecticut General Statutes
 10-221 Boards of education to prescribe rules
 18 U.S.C. §§ 2510-2522, Electronic Communication Privacy Act
 P.L. No 110-385, Protecting Children in the 21st Century Act

Policy Adopted: May 11, 2021