

# STUDENT & PARENT iPad USE CONTRACT

## **Equipment**

Tomlinson Middle School (to be recognized as "TMS") retains sole right of possession of the iPad and related equipment. The iPad will be issued to students according to the guidelines set forth in this document. The classroom teachers, school administration, or district employees retain the right to collect and/or inspect the iPad at any time and to alter, add or delete installed software or hardware. Usage is a privilege and not a right.

There is a \$20.00 required non-refundable usage fee per year for the equipment. The fee includes the iPad, iPad case, and charger.

## **Substitution of Equipment**

In the event that the iPad is inoperable, TMS has a limited number of spare iPads for use while the iPad is repaired or replaced. This agreement remains in effect for the substitute.

The student will not be allowed to substitute their own equipment, including iPad or case. The TMS provided case must remain on the iPad at all times.

## **Customization of Equipment**

The student is not permitted to alter or add apps to customize the assigned iPad to their own working styles (i.e. System Preferences). The student is not permitted to install software on the assigned iPad. The student is allowed to add files to their iPad, pending their suitability for the learning environment. If the student should alter the case in any way, the replacement cost will be \$50.00.

## **Damage or Loss of Equipment**

The student will report any damage or loss to the classroom teacher, who will determine necessary action. For each instance of damage to the iPad (including liquid spills, drops, collisions, and vandalism as well as damage to the batteries, case and power charger), a student deductible of \$60.00 will apply. The deductible is the financial responsibility of the student's family.

## **Personal Health & Safety:**

- Avoid extended use of the iPad while resting directly on your lap. The bottom of the iPad can generate significant heat.
- Take frequent breaks when using the iPad for long periods of time. Look away from the iPad approximately every fifteen minutes.
- Do not provide your personal information to anyone over the Internet.
- Do not share your passwords with anyone.
- Do not put the iPad in your locker unless you are going to lunch or PE. It should either be with you or your teacher at all times.

## **Restricted Use:**

Students who violate one or more of the conditions below may, at the Principal's or the District's discretion, be placed on Restricted Use until the administration determines the student has satisfied the conditions for non-restrictive use. Reasons for placing a student on Restrictive Use include, but are not limited to, the following:

- Excessive damage
- Excessive loss
- Non-compliance of user agreements
- Violation of Board of Education Policies and/or Administrative regulations
- Violation of the Lawton Public School's acceptable use agreement ([http://www.lawtonps.org/pdf/policy/LPS\\_policies/Section%20E/EFBCA.pdf](http://www.lawtonps.org/pdf/policy/LPS_policies/Section%20E/EFBCA.pdf))
- Inappropriate, defamatory, inaccurate, abusive, obscene, profane, or illegal material found on iPad
- Violating Standards for iPad Care
- Repeated failure to bring to class daily/failure to bring charged.
- This list is non-exclusive and can be changed as administration deems necessary.

**Taking pictures or videos of other students or staff members without their permission is strictly prohibited.**

The deductible **WILL NOT COVER** negligence, abuse, loss, or theft (police report required). The student's family is responsible for paying current market cost. For example, throwing the iPad or using the iPad as an umbrella would be considered examples of neglect and abuse. If an iPad is damaged, TMS will determine if a full replacement is required.

According to the term of the TMS contract with Apple and LPS, the cost must be paid to the school. A substitute iPad **MAY NOT** be purchased from another vendor, i.e. Wal-Mart or Target. The cost of the replacement iPad is non-refundable.

## iPad Care

### Student Responsibilities:

- Retrieve the iPad provided in their 7th hour classroom prior to the start of regular instructional day and return it at the end of each instructional day.
- Bring the iPad to classes every day.
- Keep the iPad with you at all times.
- Students are responsible for his/her own iPad. iPad use by others is prohibited.
- Follow the Lawton Public School's Acceptable Use Policy.  
([http://www.lawtonps.org/pdf/policy/LPS\\_policies/Section%20E/EFBCA.pdf](http://www.lawtonps.org/pdf/policy/LPS_policies/Section%20E/EFBCA.pdf))
- Report any problems, damage or theft immediately to a teacher.
- If moving to another school, iPads must be turned in to TMS. Legal action may be taken if the iPad is not returned to TMS.

### General Care:

- Do not do anything to the iPad that will permanently alter it in any way.
- Do not remove any serial numbers or identification placed on the iPad.
- Do not remove the case from the iPad.
- Keep the equipment clean.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.