iPad Expectations for Students

Below is important information about the responsibilities you must be aware of in order to use your school-issued iPad. Please read each responsibility and make a check to show that you understand. If you need something explained more clearly, please make sure to ask a staff member before signing.

☐ My iPad has been loaned to me by the South Portland School Department and the State of Maine as a learning tool.

☐ I will be encouraged to use the device for organizing tasks, working collaboratively with teachers and other students, developing digital literacy skills, research, expressing knowledge creatively, and reading and writing more flexibly.

☐ The iPad assigned to me is the property of the district and the state, therefore it may be updated, searched, monitored, or modified at any time at the discretion of school personnel.

☐ With the iPad, I will be assigned a protective case, a charger, and a carry case. I am responsible for all of these items. If I break or lose them, my family will be responsible for replacement costs.

☐ I am responsible for the iPad and all of its accessories at all times. I will not allow other students or family members to use the iPad. The iPad should be stored and carried in a safe manner, both at home and at school.

☐ Damaged or missing iPads and accessories must be reported to Ms. Glatz or a staff member promptly.

☐ I understand that proper care and handling of the iPad is very important to prevent damage and have read the bullet points below.

- Always use the provided carry case when transporting your iPad from room to room.
- Do not remove the protective case.
- Do not remove the ID tag in the window of the carry case.
- Keep away from food and drink. Protect the device and all accessories from the weather.
- Clean only with a soft dry lint-free cloth.

☐ I understand that if my iPad is damaged, my family may be billed for the cost of the damage.

☐ Each iPad will be pre-loaded with all of the Apps needed for school. No other Apps should be used at school on any iPad without permission or direction from a teacher or staff member.

☐ During the school day, I will not access any websites other than those needed for classwork or authorized by a teacher or staff member.

☐ Only school-issued AppleID and email is permitted on the school devices. Students are responsible to check their school email regularly and to keep educational Apps updated.

☐ Games and social media are not permitted at school unless under the supervision or direction of a teacher or staff member for educational purposes. Use of games and social media at home should be appropriate and supervised by an adult.

☐ Absolutely no downloading of unauthorized Apps is permitted. Unauthorized Apps include, but are not limited to VPNs, Apps used to access blocked websites, music-sharing Apps, App-sharing apps, or Apps containing material which is not age appropriate.

☐ Photograph and video of people are to be taken only with permission of the person being photographed.

☐ Tampering with the iPad is not permitted. Tampering includes, but is not limited to:

- Erasing internet history
- Restricting the device
- Installing Apps from sources other than Self Service
- Changing settings on a devices that is assigned to someone else

☐ Do not share passwords with anyone other than a parent or South Portland School Department staff member.

☐ All students are expected to be good digital citizens. I have read the below guidelines for proper Internet use:

- Anything you post online can be copied, duplicated, altered, and shared with a large, invisible audience.
- Make sure to post only things that represent you positively. Pictures and words you post online are permanent and can affect you negatively years from now.
- Plagiarism and copyright violation are strictly prohibited.
- Do not communicate online with anyone you do not know personally.
- Cyberbullying will not be tolerated and may have legal consequences both in and out of school.
    - Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.
    - Promptly tell an adult if you, or someone you know may be involved in an unsafe online situation.

☐ I understand that rules and responsibilities for iPad use are written in the student handbook which can be viewed by going to the school website (http://memorial.spsd.org). Use of school computers networks and Internet services is a privilege not a right. Students are required to comply with all rules and school policies. Students who violate rules may have their privileges limited, suspended, or revoked, and may also be subject to further disciplinary and/or legal action.

If you have questions or concerns, see Ms. Glatz in the library or any Memorial staff member.

Signed: _____ Date: _____

Print Name: _____