



iPad Handbook



1 to 1 iPad Initiative

iPad Handbook

2016-2017 School Year

Cotulla Independent School District, at the behest of the CISD School Board and Superintendent of Schools, has implemented a 1 to 1 iPad Initiative for students and teachers in Grades 1st- 12th.

All iPad devices will remain property of Cotulla ISD and will be loaned on a temporary basis to students for instructional purposes.

This handbook will serve as information and guidelines for students and parents in the utilization of their mobile device.

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Goals and Objectives

Mission:

In a world that is rapidly changing and becoming far more digital, it is our responsibility as educators to ensure that our students are prepared to meet these challenges. Cotulla ISD is committed to ensuring that all students are able to connect globally and explore different perspectives in learning. Cotulla ISD's Project Based Learning (PBL) and iPad initiative will provide opportunities for students to become critical thinkers, problem solvers, communicators, collaborators, creators and responsible digital citizens.

Goal 1: Professional Learning

Objective: To provide ongoing professional development for all staff members that supports innovative instructional practices.

- All teachers will participate in PLC's (Professional Learning Communities) to build an electronic library of lessons and resources.
- All teachers will design and deliver curriculum and instruction that includes student centered inquiry based activities through project based learning

Goal 2: Student-Centered Learning

Objective: To become student-centered in all our classes. The HEAT (Higher-Order Thinking, Engaged Learning, Authentic Connections, and Technology Use) framework will be used to determine the level of higher-order thinking, engagement, authenticity and technology use for all of our Project-Based lessons.

Students will be Masters of 21st Century Skills

- Critical Thinkers
- Communicators and Collaborators
- Creators and Innovators
- Technology Fluent
- Digital Citizens
- Life and Career Learners

Goal 3: Technology Infrastructure

Objective: To establish, maintain and update an infrastructure that supports technology throughout the district and a financial plan to continue the PBL and iPad initiative.

- All campuses will have 100% wireless internet throughout the building.
- All teachers and students will have mobile devices that include multiple educational features, functions and productivity tools.
- Mobile devices will be renewed through flexible financial options.

**Cotulla ISD 1-to-1 iPad Initiative
Handbook**

Table of Contents

- 1 Mobile Device Specifications**
- 2 Issuing of iPads**
 - 2.1 Receiving Devices
 - 2.2 Returning Devices
- 3 Taking Care of Your iPad**
 - 3.1 General Precautions
 - 3.2 Carrying the iPad
 - 3.3 Screen Care
- 4 Using Your iPad at School**
 - 4.1 Charging the iPad Battery
 - 4.2 Screensavers & Wallpaper
 - 4.3 Media, Audio/Music
 - 4.4 Recording Audio, Video, Photos/Images
 - 4.5 Printing
 - 4.6 Messaging, FaceTime, & Social Networking
 - 4.7 iPads left at Home
- 5 Managing Files & Saving Work**
 - 5.1 Saving Files, Data, & Media – iPad
 - 5.2 Saving Files, Data, & Media – Other
- 6 Apps & Software**
 - 6.1 District Installed Software & Apps
 - 6.2 Apple ID Accounts
 - 6.3 Settings
 - 6.4 Additional Apps
 - 6.5 Software, iOS, & App Updates
- 7 Acceptable Use**
 - 7.1 General Guidelines
 - 7.2 Privacy and Safety
 - 7.3 Legal Propriety
 - 7.4 E-mail, Messaging, & FaceTime
 - 7.5 Consequences
- 8 Inspection**
- 9 Restoring iPad**

**Cotulla ISD 1-to-1 iPad Initiative
Handbook**

Table of Contents

- 10 Protecting & Storing Your iPad**
 - 10.1 iPad Identification
 - 10.2 Password Protection
 - 10.3 Storing Your iPad
 - 10.4 iPads Left Unsupervised

- 11 Repairing or Replacing Your iPad**
 - 11.1 Making a Claim for Damage/Repair
 - 11.2 Loss or Stolen Device – Deductibles
 - 11.3 Making a Claim for Lost or Stolen Device
 - 11.4 Failure to Return/Loss of Device
 - 11.5 Repair/Replacement Contingency Fund

- 12 iPad Technical Support**

- 13 Appendix I**
 - 13.1 Student Pledge for iPad Use
 - 13.2 iPad Loan Agreement Form

Cotulla ISD 1-to-1 iPad Initiative Handbook

Mobile Device Specifications

Section 1

The mobile device selected for use by Cotulla ISD is the Apple iPad.

Teachers:

- ! Device: Apple iPad, WiFi, 16GB
- ! Accessories: Charging Cable, Charger Protective Case

Secondary Students:

- ! Device: Apple iPad, WiFi, 16 GB
- ! Accessories: Charging Cable, Charger, Protective Case

Elementary Students:

- ! Device: Apple iPad, WiFi, 16 GB
- ! Accessories: Charging Cable, Charger, Protective Case

Cotulla ISD 1-to-1 iPad Initiative Handbook

Issuing of iPads

Section 2

2.1 Receiving Device:

Parents and students must sign and return the appropriate documents and pay a usage fee for enrollment in the initiative before an iPad will be issued to the student.

A usage fee for enrollment in the initiative will be paid every year at the beginning of the school year or upon enrollment before an iPad is issued to the student.

- ! The usage fee will be utilized for the repair contingency fund.
- ! The rate for all students is \$25.
- ! The usage fee is per student not per household.
- ! Payment plan options: Parents will have the option to participate in a payment plan.
- ! The coverage extends from September to June of each school year.
- ! The fee must be paid every year the student is issued a device.

Documents must be signed by parents or guardians, and students.

The documents, found in Appendix I, include:

- ! Student Pledge for iPad Use
- ! iPad Loan Agreement Form

2.2 Returning Device:

Students will keep the originally assigned iPad from year to year until the iPads are replaced according to the iPad replacement schedule as developed by the district.

Students will be allowed to take their device home during the school year as long as they are in compliance with all user agreements. The usage fee is non refundable.

At the beginning of each school year, updated and current signed forms must be resubmitted to the District/Campus along with any usage fees as deemed appropriate.

iPads and accessories must be returned under the following circumstances to the district:

- ! At the end of the school year or designated pick up date
- ! Before graduation
- ! Before leaving Cotulla ISD; no longer attending a CISD school/withdrawing
- ! Upon the request of the district, inappropriate use of the equipment
- ! Attendance and disciplinary reasons e.g. suspension, expulsion

Students are responsible for the care of the iPad issued to them by the district. iPads that are broken or fail to work properly must be reported immediately to the Campus Librarian.

Never try to repair the iPad yourself or have someone outside the district work on it.

3.1 General Precautions:

- ! No food or drinks near your iPad.
- ! Spills incur costly repairs that are not covered by warranty or insurance.
- ! **iPads must never be left unsupervised.**
- ! Students should NEVER carry their iPads without their protective case.
- ! iPads and their case must remain free of any writing, drawing, stickers, or labels that are not approved by CISD.
- ! Power module and cord must be inserted and removed carefully.
- ! Students are responsible for keeping their iPad battery charged every day.
- ! iPads should be put to sleep when not in use to conserve battery life.

3.2 Carrying the iPad:

The protective cases provide the iPad with sufficient padding to protect them from normal treatment and provide suitable means for carrying the device. The following guidelines should be followed:

- ! The iPad must always remain inside the protective case.
- ! The iPad shall be handled with care as to protect it from accidental damage or neglect.

3.3 Screen Care:

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure placed on the screen. To avoid damage please following these rules:

- ! Do not lean on the top of the iPad.
- ! Do not throw or hit the iPad or put pressure on the screen.
- ! Do not place anything on or near the iPad which will press against the screen.
- ! Clean the screen only with a soft, dry cloth.
- ! Do not use Windex or other harsh chemicals to clean the screen.

Using Your iPad at School

Section 4

iPads are intended to be used at school each day for instructional purposes and when so instructed by their teacher.

In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules will be accessed using the iPad device.

4.1 Charging the iPad Battery:

iPads must be brought to school each day with the battery fully charged. Students need to charge their iPads each evening at home.

A fully charged iPad battery should have sufficient charge for the entire school day.

4.2 Screen Savers & Wallpaper:

Inappropriate media may not be used as a screensaver or background on your device. Presence of weapons, pornographic materials, inappropriate language, alcohol, drugs, R-rated, or gang-related symbols or pictures will result in disciplinary actions.

4.3 Media, Audio, Music:

Sound must be muted at all times at school unless permission is obtained from the teacher for instructional purposes.

Students may only use headphones in the classroom with permission of the teacher for instructional purposes.

Inappropriate media and music are not allowed to be stored or viewed on the device.

4.4 Recording Audio, Video, Photos/Images:

Students are not allowed to use their iPad to take a photo, record audio and video of another student, teacher, or class without their knowledge and permission.

Students are not allowed to use their iPad camera to take photos or movies in the classroom without the permission of a teacher.

Cotulla ISD 1-to-1 iPad Initiative Handbook

4.5 Printing:

The iPads are intended to reduce the need for printing. Saving files to your iPad, or Google Drive is a more efficient means of storing your information.

Students will have access to print essential documents for instructional purposes when given permission by the teacher.

4.6 Messaging, FaceTime, & Social Networking:

Students will be allowed to use the iMessage and FaceTime features on their device for educational purposes during instructional time at the discretion of the classroom teacher.

Social networking will be limited to non-instructional hours unless otherwise deemed appropriate for educational use by classroom teacher and approval by campus administration.

4.7 iPads Left at Home:

If students leave their iPad at home, they must immediately phone parents to bring it to school. Repeated violations of this policy may result in other disciplinary action to include losing the privilege to take it home.

At this time, the use of loaner iPads, if available, is being left up to the discretion of each campus. In the event that a loaner iPad is provided, the loaner must be returned before the end of the school day or class period.

Managing Files and Saving Work

Section **5**

5.1 Saving Files, Data, & Media – iPad:

Students will be able to save their data, files, documents, and app data directly on their iPad. Students must manually transfer the media and music or use iCloud.

Students are not allowed to synchronize their iPads to their home computer or personal iTunes account.

Remember that images and media may take up a lot of storage space. You may be asked to free up memory by deleting files if low memory inhibits using your iPad for instructional purposes.

5.2 Saving Files, Data, & Media – Other:

Students and teachers will be utilizing Google Drive or iCloud based services.

It is the student's responsibility to ensure their school work is not lost due to mechanical failure or accidental deletion.

Computer network, internet issues, and/or iPad malfunctions are not an acceptable excuse for not submitting school assignments on time.

6.1 District Installed Software & Apps:

The apps originally installed by CISD must remain on the iPad in usable condition and easily accessible at all times. From time to time the school may add apps for use in a particular class.

*iMovie



*Pages



*Keynote



Students are not allowed to synchronize their iPads to their home computer or personal iTunes account.

Your iPad is being monitored and managed using Airwatch Mobile Device Management Software (MDM) and iBoss web filter. The iBoss web filter monitors internet use and prohibits students from accessing inappropriate sites and material.

- ! Students are not allowed to remove the MDM/Airwatch from the settings profile.**
- ! Removal will result in disciplinary measures and possibly losing the privilege of being issued a device.**
- ! During instructional hours students will be unable to access certain websites and/or apps such as social networking sites and gaming/entertainment sites.**

6.2 Apple ID Account:

Students in 6th grade – 12th grade will receive a district assigned email address and will create an Apple ID Account using the district assigned email address to install apps on their device.

- ! Students will have access to their own school email account.**

Apple ID's must not be shared with other students.

The District may remotely install specific applications or media to your iPad. When prompted to install an app by the district, you must enter your Apple ID password. These apps will not require payment on your behalf.

Cotulla ISD 1-to-1 iPad Initiative Handbook

6.3 Settings:

Students are not allowed to change or remove iPad settings unless permission is gained from the Technology Department. Failure to comply will result in disciplinary measures and possibly losing the privilege of being issued a device.

Settings>General>Profile:

- ! Students are required to have all district installed profiles at all times.
- ! Students are not allowed to remove profiles or add additional profiles without the consent of the technology department.

Settings>iCloud>Find My iPad:

- ! Student must have the 'Find My iPad' feature set to 'On' at all times.

Settings>Privacy>Location Services:

Students must have the 'Location Services' feature set to 'On' at all times.

6.4 Additional Apps:

Additional apps may be installed by students as long as they do not interfere with apps required by the school.

Parents are highly encouraged to monitor the Apps downloaded and installed by their child.

The District may deem it necessary to request an app's removal if deemed inappropriate or if the device does not have enough memory for instructional use.

6.5 Software, iOS, & App Updates:

Updates of licensed apps are available and necessary from time to time. If students are required to download these updates, instructions will be given at that time.

Cotulla ISD 1-to-1 iPad Initiative Handbook

Acceptable Use

Section 7

7.1 General Guidelines:

- ! Student will have access to all available forms of electronic media and communication that is in support of the educational goals and objectives of Cotulla ISD. This information can be viewed at the Cotulla ISD website.
- ! Students are responsible for their ethical and educational use of the technology resources of Cotulla ISD.
- ! Access to Cotulla ISD technology resources is a privilege and not a right.
- ! Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and device viruses.
- ! Any attempt to alter data, the configuration of a device, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Code of Conduct.
- ! **Cyber Bullying will not be tolerated and appropriate disciplinary action will be taken immediately by the campus principal.**
- ! Failure to return the iPad at the request of the district, before graduation, or before time of withdrawal will be considered theft and legal (criminal) action will be taken.

7.2 Privacy & Safety:

- Do not open, use, or change device files that do not belong to you.
- ! Do not reveal your full name, phone number, home address, social security number, credit card numbers, or passwords of other people.
- ! Remember that the information stored on your device is not guaranteed to be private or confidential.
- ! If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, you must notify a teacher or an administrator immediately so that such sites can be blocked and you will not be disciplined for breaking the Acceptable Use Agreement or Student Code of Conduct.
- ! Student use of the Internet on the school's network is filtered per local policy, state and federal requirements. Otherwise, parents are responsible for monitoring Internet content accessed and used.

Cotulla ISD 1-to-1 iPad Initiative Handbook

7.3 Legal Propriety:

Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

Plagiarism is in violation of the Cotulla ISD Student Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet such as graphics, movies, music, and text.

Use or possession of hacking software is strictly prohibited, and violators will be subject to severe disciplinary penalties.

Violation of applicable state or federal law including the Texas Penal Code, Computer Crimes, will result in criminal prosecution and/or disciplinary action by the District.

7.4 Email, Messaging, & FaceTime:

Email: All students will be provided a school district email of their own. Students will be allowed to use their Google email account – firstname.lastname@cotullaisd.net

If you choose to e-mail from your device while at school or at home:

- ! E-mails and documents on school-owned equipment are part of the public domain, NOT private and are subject to inspection.
- ! Always use appropriate language.
- ! Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- ! Do not send mass e-mails, chain letters, or spam.
- ! Students should maintain high integrity with regard to e-mail content and when using the messaging and FaceTime features on their device.

Messaging: The iMessage feature on your iPad will be turned off by default. Use of this feature during the school day may not occur during instructional time unless it is for instructional purposes and you have the permission of the teacher. Violations may result in the feature being blocked on your device.

FaceTime: The FaceTime feature on your iPad will be turned off by default. Use of this feature during the school day may not occur during instructional time unless it is for instructional purposes and you have the permission of the teacher. Violations may result in the feature being blocked on your device. Be aware that whoever you FaceTime has the ability to take screenshots and save images.

Cotulla ISD 1-to-1 iPad Initiative Handbook

7.5 Consequences:

The student in whose name a device is issued will be responsible at all times for its appropriate use. This means if someone else uses your device to break the rules, you are still responsible.

Non-compliance with the policies of the iPad Handbook and Technology Acceptable Use Agreement will result in disciplinary action as outlined in the Student Code of Conduct.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by a designated District staff member to ensure appropriate use.

The District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of device crime laws. Proper authorities will be given access to the content.

Cotulla ISD 1-to-1 iPad Initiative Handbook

Inspection

Section 8

Students will be selected at random to provide their iPad for inspection to check for restricted images, settings, etc.

While logged in to the school's network, the technology department will have the ability to monitor student internet searches and browsing history. This will only be used to ensure that iPads are being used for educational purposes and safety.

Cotulla CISD 1-to-1 iPad Initiative Handbook

Restoring iPad

Section 9

Occasionally, it will be necessary to restore an iPad. It may be required in order to repair software or hardware issues and/or remove inappropriate content from a device.

Whenever an iPad is restored, the technology staff will do their best to back-up the student's files from the iPad to be transferred back after the restoring is complete. Most Apps do not have the capability to save data and files. Google Drive or iCloud should be used to save important files.

The district does not accept responsibility for the loss of any software, files, or data due to the restore.

Cotulla CISD 1-to-1 iPad Initiative Handbook

Protecting & Storing Your iPad

Section 10

10.1 iPad Identification:

iPads will be labeled in the manner specified by the school. Labels are NOT to be intentionally removed from the iPads. iPads can be identified in the following ways:

- ! Record of serial number
- ! CISD Tag Label
- ! Individual user account and password

10.2 Password Protection:

Students are expected to keep their passwords confidential. Remember if someone is using your iPad and breaks the Acceptable Use Policy, you are still responsible for all inappropriate items found on your iPad. It is in your best interest to keep all your passwords secure.

Students are highly encouraged to use a passcode lock at all times to keep their device and data secure.

10.3 Storing Your iPad:

When students are not using iPads, they should be stored in a locked room, secure locker, or other designated area.

iPads should never be left in a vehicle – locked or not. They are an attractive target for thieves and exposure to extreme temperatures can damage the device.

10.4 iPads Left Unsupervised:

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, hallways, library, unlocked classrooms. Any devices left in these areas are in danger of being stolen.

Do not leave your iPad unattended during the school day, even in locked classrooms unless the teacher specifically gives you permission to do so.

Unsupervised iPads will be confiscated by staff and taken to the Campus Librarian/Designee. The Campus Librarian/Designee will make an incident report to the Campus Principal, the Technology Department, and the Parent/Guardian. Disciplinary action may be taken for leaving your iPad in an unsupervised location.

Cotulla ISD 1-to-1 iPad Initiative Handbook

Repairing or Replacing Your iPad

Section 11

11.1 Making a Claim for Damage/Repair:

All damage claims must be reported to the Technology Department. The process will be as follows: Step 1: Report issue to Campus Librarian/Designee.

Step 2: Campus Librarian/Designee will assist student in assessing issue and help create a Technology work order .

Step 3: The “work order” will be submitted by the Librarian to the Tech Dept.

Step 4: Parent will pay repair cost if applicable, 2nd and 3rd incident.

Step 5: The device will be repaired and returned to Librarian.

Step 6: The Librarian will return the device to the student.

All efforts will be made to return the repaired iPad to the student in a timely manner.

Depending on the issue however, it may take several days up to a week to return the device to the student. Loaner iPads will only be provided at the campus’ discretion and only if devices are available.

11.2 Lost or Stolen Devices - Deductibles:

Lost or stolen iPads will be reported to Librarian/Designee and Administrator. The Sheriff’s Department will be contacted. The student/parent will be responsible for the full amount for the replacement of a lost or stolen iPad and accessories.

A student making a false report will also be subject to disciplinary action as outlined in the Student Code of Conduct. Fraudulent reporting of theft or accidental damage by fire will be turned over to the police and insurance company for prosecution.

The District will work with law enforcement agencies to alert pawn shops and police departments in the area to be aware of this district-owned equipment.

11.3 Making a Claim for Lost or Stolen Devices:

All lost or stolen claims must be reported to the Technology Department. The process will be as follows:

Step 1: Report lost or stolen iPad to Campus Librarian/Designee. For stolen ipads, the parent must file a report with the School Resource Officer within 24 hours and bring a copy of the report to the Campus Librarian/Designee when making the incident report.

Step 2: The Campus Librarian/Designee will notify the Campus Principal and the Technology Department.

Cotulla ISD 1-to-1 iPad Initiative Handbook

An administrative decision will be made regarding the student's further take home privileges and/or being eligible to be issued a device.

11.4 Failure to Return/Loss of Device:

Parents/student will be charged the cost of a replacement device if a student fails to return the device and/or the component accessories under the following circumstances:

- ! At the end of the school year or designated pick up date
- ! Before Graduation
- ! Before withdrawal from school/student no longer attends CISD
- ! Upon request of the District
- ! Attendance and disciplinary reasons e.g. Suspension, Expulsion

The cost for the replacement of a device and a component not returned in good condition will be as follows:

- ! iPad - \$479 or current retail price
- ! Apple Power module - \$17.50
- ! 8 pin USB cord - \$17.50 or current retail price
- ! iPad protective case - \$49 or current retail price

11.5 Repair Contingency Fund:

The annual usage fee will be used to repair devices that have the proper documentation and are repairable. If a device needs repair it is also required that a student files a technology work order with the campus librarian/designee. The repair contingency fund will be as follows:

- ! 1st incident: Parent/Guardian will pay a \$50 repair cost.
- ! 2nd incident: Parent/Guardian will pay \$75 repair cost.
- ! 3rd incident: Parents/Guardian will pay the full cost of the repair.

Irreparable Damage Fee - A non-repairable devices will incur a \$100 fee. If a device cannot be repaired due to negligence (ex: water damage, heat damage, iPad broken to pieces) the fee to replace the device will be \$100. The repair technician or center will document on the service order that the iPad is irreparable and the possible cause of damage. Some examples of negligence: Using an iPad near water (water damage), leaving an iPad on/in the car (heat damage), blunt force (iPad in pieces) and others. This excludes natural disasters.

Cotulla ISD 1-to-1 iPad Initiative Handbook

iPad Technical Support

Section 12

The Technology Department coordinates all aspects of technical support for the iPads. Services provided include the following:

- ! Hardware maintenance and repairs
- ! Coordination of warranty repairs
- ! Password identification/reset
- ! User account support
- ! Operating system & software configuration support
- ! Update and software installations
- ! Application information
- ! Restoring iPads

Further information and assistance can be obtained through the iPad Initiative website: <http://www.cotullaisd.net>

**Cotulla ISD 1-to-1 iPad Initiative
Handbook**

Appendix I

Section **13**

13.1 Student Pledge for iPad Use

13.2 iPad Loan Agreement

Cotulla ISD 1-to-1 iPad Initiative Handbook

13.1 Student Pledge for iPad Use:

As a user of a CISD owned iPad and digital media resources, I agree to all of the following:

1. I will take good care of my iPad and know that I will be issued the same iPad each year.
2. I will never leave the iPad unattended and I will know where my iPad is at all times.
3. I will never loan out my iPad to other individuals.
4. I will protect my iPad, never remove it from its protective case, and carry it safely.
5. I will not place decorations (stickers, markers, etc.) on the iPad or remove any CISD placed tags and labels.
6. I will keep food and beverages away from my iPad since they may cause damage to it.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will bring my fully charged iPad to school every day.
9. I will only use my iPad in ways that are appropriate and educational.
10. I will follow the policies outlined in Cotulla ISD's Acceptable Use Policy while at school and any other place I use my iPad.
11. I understand that my iPad is subject to inspection at any time without notice.
12. I will not sync the iPad to my home computer or iTunes.
13. I will not delete CISD installed software or remove the AirWatch MDM/Web filter agent.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I will file a police report within 24 hours in case of theft, vandalism, and other acts.
16. I agree to pay for the replacement of power module and cord, protective case, or the iPad itself in the event any of these items are lost or stolen.
17. I agree to return the District's iPad, the protective case, and the power module and cord in good working condition immediately upon request by the District.
18. I have read, understand, and agree to follow all guidelines as outlined in the iPad Handbook.

Student First Name (Print)	Middle	Last Name
Student Signature	Date	
Student ID Number	Grade Level	Campus

Parent/Guardian First Name	Middle	Last Name
Parent/Guardian Signature	Date	Cell Phone

Cotulla ISD 1-to-1 iPad Initiative Handbook

13.2 iPad Loan Agreement Form:

Items Issued
Apple iPad, iPad power module charger, 8pin Lightning USB cable, Griffin iPad Protective Case or equivalent

The above listed items are being loaned to me and are in good working order unless otherwise indicated. It is my responsibility to care for the equipment and ensure that it is retained in a safe environment. This equipment is the property of Cotulla ISD and is being loaned to the student for educational purposes.

The equipment may not be defaced or destroyed in any way. Inappropriate material on the device may result in the student losing his/her right to use this device. The equipment will be returned to the school on a date to be requested or sooner if the student is withdrawing from the school prior to the end of the school year. Failure to return the equipment to the District as called for by this Loan Agreement may result in serious legal consequences to the parent/guardian as well as student disciplinary measures. If the District Property is lost or stolen, the student, parent/guardian is responsible for filing a police report within twenty- four (24) hours after being lost or stolen and submitting a copy of the police report to the campus principal or designee as soon as possible. In the event of loss or theft the parent/guardian will pay \$479 or current retail price to replace the iPad, \$17.50 to replace the power module, \$17.50 to replace the Apple 8 pin USB Cable, \$49 to replace the iPad protective case, or the current retail price. If the District Property is damaged while in the student's, parent/guardian's possession, the student, parent/guardian is responsible for notifying the campus librarian/ designee as soon as possible so repair can be made, irreparable devices deemed due to negligence will incur a \$100 non repairable fee. The student may use the District Property for educational purposes only and in accordance with the District's policies and rules. Any software included may be used only in accordance with the applicable license and it is the students, parent/guardian's responsibility to be familiar with and to comply with the provisions of such license. The student, parent/guardian acknowledges and agrees that use of the District Property is a privilege and that by agreeing to the terms it is their responsibility to protect and safeguard the District Property and to return the property in good condition.

I have reviewed the iPad™ Handbook for Students and understand the Rules and Guidelines for Appropriate use including:

- ! Cost of the iPad
- ! Cost of Irreparable, Damaged, Lost or Stolen iPads
- ! Annual User Fee
- ! Distribution of iPads

We (Parent/Guardian and Student(s)) have read this iPad Loan Agreement form and understand our responsibilities in the use of the iPad, computer network, Internet, and any other applicable equipment. We also understand all the policy and procedural expectations and obligations related to the 1:1 Mobile Device (iPad) Initiative Cotulla ISD is implementing. We understand that if our child violates the rules outlined in this agreement and the Student Code of Conduct, he/she may lose the privilege to use the District's mobile device and may face disciplinary measures and consequences. Cotulla ISD has permission to issue my child a mobile device.

I agree to the Apple iTunes Store Account terms and conditions.

Student First Name (Print)	Middle	Last Name
Student Signature	Date	
Student ID Number	Grade Level	Campus
Parent/Guardian First Name	Middle	Last Name
Parent/Guardian Signature	Date	Cell Phone