Warsaw Community Schools
1:1 iPad Student and Guardian
Responsible Technology Use Agreement

Access to the technology in Warsaw Community Schools (WCS) has been established for educational purposes. Using the electronic technologies (IT) (software, hardware, network, and Internet) of WCS constitutes a valuable educational resource for our staff and students. All electronic technologies are intended to be used only to support the educational program and acceleration of the mission of WCS. WCS reserves the right to access, audit, and monitor all WCS technologies, including personal devices connected to the WCS network and internet.

Responsibilities of WCS

- Provide a curriculum based on human development stages to guide technology use.
- Provide access to educational tools, resources, and communication that encourages innovation and collaboration.
- Implement policies that promote effective, safe, productive, and instructional sound use of technology.

Responsibilities of Individuals Using WSC Technology

- Exercise personal integrity and responsibility.
- Develop skills to maintain ethical use of technology.
- Avoid device activities that disrupt the learning process.

Responsible Use

- I will follow all school division policies and administrative procedures regarding responsible use of technology.
- I will take full responsibility for and respectfully use all IT resources and equipment available to me.
- I will take responsibility for my actions when viewing and posting information and images online.
- I will treat others respectfully and use appropriate language and images when communicating.
- I will only use IT resources and equipment for legal and appropriate educational activities.
- I will abide by copyright laws and use correct citations of my information sources.
- I will only use my own account and electronic data on my device and will not log in on any other individual's device.
- I will use IT equipment, bandwidth, and file space responsibly.
- I will keep my password confidential.
- I understand I am responsible for any actions performed on the device while I am logged on; therefore, I will always log out/lock when I am finished on the device or when I am away from the workstation.

Safe Use

- I will keep my personal information secure, including my age, address, and phone number.
- I will help maintain a safe device environment by reporting any inappropriate material, security, or network problems to a teacher, administrator, or system administrator.
- I understand the device uses a web filter (Securly & JamF School) to safeguard students and staff from inappropriate content, but blocking inappropriate content may not always be possible.
- I will not further distribute inappropriate content.

Warsaw Community Schools
1:1 iPad Student and Guardian
Responsible Technology Use Agreement

- I will not circumvent any filters, try jailbreaking the device, or download or use a VPN.

Appropriate Use

- I will obtain permission from the individual(s) involved and from a school staff member before photographing, videoing, publishing, sending, or displaying their information online.
- I will obtain permission from the individual(s) when sharing commonly created electronic data.
- I will use IT resources and equipment positively to avoid disturbing system performance or breaching security standards.
- I will not use any WCS IT resources for political lobbying, product advertising, personal profit, or private business.
- I will only download, save, or install either full or portions of any software, music, movies, and images in accordance with WCS standards and copyright laws.

Reliability

- I understand teachers and technicians do their best to ensure the availability and reliability of WCS IT resources; however, I also understand IT resources may be unavailable at times due to extenuating circumstances.
- I understand not all information on the Internet is true and accurate; therefore, I will learn to assess the information that I find.
- I understand Network Administrators may review files and communications to maintain the system's integrity and ensure responsible use.

Personally-Owned Devices

Individuals may use their own personal electronic devices on the WCS_Open network. When using a personal mobile device, all of the above conditions apply, in addition to the following:

- I realize that registering/using my personal device on the WCS_Open network can be monitored, and my computing activities can be traced back to me.
- I will only connect to the wireless network, not the wired network or any other external network, even though other networks from the neighborhood might be visible to me.
- I will ensure my personal device is equipped with current virus protection software if supported by the device.
- I will turn off all peer-to-peer sharing (music/video/gaming) software or web-hosting services on my device while connected to the WCS_Open network.
- I will use my personal electronic device appropriately during class/business time. During non-instructional/nonwork times, students and staff may use their personal electronic devices, providing that they adhere to the expectations of this agreement.
- I understand that my device's security, care, connectivity, and maintenance are my responsibility.
- I understand WCS is not responsible for the loss, theft, or damage to my device.
- I understand technical support for my personal electronic devices is my responsibility.

Warsaw Community Schools
1:1 iPad Student and Guardian
Responsible Technology Use Agreement

Violations of this Responsible Use Policy:

I understand that violation of this policy in any way can result in these possible consequences:

- Suspension of network, technology, or device privileges.
- Notification of guardian, administrator, or authorities.
- Detention, suspension, or expulsion for school and school-related activities.
- Legal action and/or prosecution.

Device Management Safety and Security

- Securly - Keep your students safe, well, and engaged with technology solutions developed specifically for K-12 schools.
    - Student Safety: Protect students online and at school through web filters on all devices.
    - Student Wellness: Identify at-risk students and intervene early, ensuring no students slip through the cracks with daily safety and wellness data.
    - Student Engagement: Help students stay focused and engaged in learning to reach their highest potential at school and in life.
- Jamf School - Allows easy management of all Apple devices. It provides simple tools for the IT department, teachers, and parents.
    - Teacher Jamf School gives teachers the tools to manage their classes and keep students focused.
    - Student Jamf School gives students managed control over their own devices.
    - Parent Jamf School provides management tools for parents.
- Broken Device Process
    - Critical that all broken devices be reported to the school right away
    - All repairs must go through WCS
    - A loaner iPad will be issued in most cases, and all guidelines must be followed.
    - Unless ADP has been purchased families are responsible for all damage to the iPad, regardless of the cause of the break.
- Accident Damage Protection (ADP) - For a small additional fee, this is optional but highly recommended for all grade levels.
    - It covers any and all **accidental** damages and repairs to the iPad device.
    - This does not include the iPad case, plug, or cord.
    - Anyone who does not elect the ADP will be responsible for any and all costs of the iPad replacement or repair.
    - Lost devices are not covered in ADP.
    - Stolen devices must have a written police report to the school 1:1 Program coordinator to report to the Insurance company.
- Device Return
    - K-8 devices will be collected before the last day of school and remain in the building till the start of school next year.
    - If leaving the district the device must be turned in at the school before the student's last day.
    - If not returned, this will result in an invoice for the full value of the device in addition to any legal fees being billed to the parent/legal guardian.

Warsaw Community Schools
1:1 iPad Student and Guardian
Responsible Technology Use Agreement

- Failure to return the iPad is considered unlawful appropriation of WCS' property. This may constitute theft, a felony, or conversion, for which parents/guardians may be liable under Indiana statute for three times the cost of the iPad plus attorney's fees.

I have read all the policies and guidelines in the Warsaw Community Schools 1:1 iPad Program Policies & Guidelines document and understand our responsibilities in the 1:1 iPad program:

Parent/Guardian Signature_____Date_____