



iPAD – STUDENT LOAN TERMS & AGREEMENT

SCHOOL: _____

SCHOOL YEAR: _____

Student Responsibility:

1. My iPad is my responsibility and I will not leave it in unsupervised areas or loan the iPad to another student.
2. I will strictly adhere to the DSB Ontario North East ***Appropriate Use of Technology Policy 1.2.10***, and the ***Technology Use Standards (Procedure 1.2.10)***. Both documents can be viewed at <https://www.dsb1.ca/Board/policymanual/>
3. I will treat the iPad appropriately and will report any mechanical or technical issues to the teacher immediately.
4. I will keep all passwords confidential. I will take all reasonable precautions to prevent others from being able to access and use them.
5. I agree to use the iPad for appropriate, legitimate and responsible communication.
6. I will not record or video tape anyone, without prior knowledge and consent of all involved, including, but not limited to, my teacher and fellow students.
7. Students will be provided a case for the iPad. It is a protective case and the iPad must remain in it at all times.

Home Use:

8. All terms and responsibilities for care and use of the iPad apply while on and off school property.
9. Students must bring the iPad to school every day. **It must be charged, and ready to use.** It is not to be left at home or anywhere else.

Risk Management for Students and Parents/Guardians:

10. In the event of damage or loss, each consequence will be on a case-by-case basis. DSB Ontario North East reserves the right to charge Parents/Guardians/Students for repair/replacement.
11. Parents/Guardians can explore home or other insurance to cover any future loss or damage costs.
12. Student iPads will be subject to routine monitoring by teachers, administrators and technology staff and/or Police if deemed necessary by administration. Users shall have no expectation of privacy from these groups while using DSB Ontario North East electronic resources. Teachers and/or administration may conduct an individual search of a student's iPad contents including but not limited to contents of files, music, videos, communication undertaken by way of the iPads or other related items if there is suspicion that DSB Ontario North East policies or guidelines have been violated. Students are instructed to keep personal information about themselves and others off the iPad.

General:

13. Students will leave the iPad at the school in the assigned location and at the assigned date/time for updating when required.
14. Failure to sign or adhere to the policy items noted in this document will result in the loss of board equipment.
15. The iPad is the property of DSB Ontario North East and will be returned in good working condition upon graduation (secondary students) or at the end of the school year on or before the date provided by school staff (elementary students). If a student transfers to another school, the iPad will be returned to their school one week prior to the last attended school day.
16. Students are expected to complete Digital Citizenship assignments as determined by their school administration before they are allowed to use the DSB Ontario North East iPad.

Accounts:

17. DSB Ontario North East will create a managed Apple ID for each student receiving an iPad. This is required for managing the iPad, and applications that will be placed on the iPad.
18. DSB Ontario North East will create a Microsoft & Google Apps for Education account for each student. Students will have access to applications (apps) that allow them to create and edit documents, spreadsheets, drawings, and presentations. They provide students with a place to store all their files. Microsoft OneDrive & Google Drive allow teachers and students to collaborate and share documents with each other and can be accessed anywhere there is an Internet connection. In addition, students will have access to other services such as a personal calendar, website creation tools, and blogging.
19. From time to time, teachers and students may need to create additional accounts to use other educational apps like Showbie, Nearpod, and Socrative.
20. Access to these accounts is considered a privilege. DSB Ontario North East reserves the right to revoke access to these services if there is a reason to believe the user has violated the Appropriate Use of Technology Policy 1.2.10 or the Technology Use Standards (Procedure 1.2.10).

Select one option for your child:

- ☐ **School and Home Use (Student will take iPad home every evening and return it to school fully charged every day).**
- ☐ **School Use Only (Student will pick up iPad every morning and return at the end of the school day - i.e., it will not leave the school building).**

Student Name

Grade

Student Signature

Parent/Guardian Name

Parent/Guardian Signature

By signing above, I indicate that I accept the terms and conditions outlined in this Agreement.

ONCE SIGNED, THIS FORM IS TO BE FILED IN THE STUDENT'S OSR – Documentation Folder