



Saint Paul Public Schools Student iPad Loan Agreement, Grades 6-12

Saint Paul Public Schools provides students with access to district technology resources for educational purposes. Students must adhere to all district policies and guidelines, including *Technology Usage and Safety* (520), *Guidelines for Acceptable Use of Technology by Students*, *Bullying Prohibition* (505), *Hazing Prohibition* (501), *Student Behavior* (506), and the *Student Rights and Responsibility Handbook*, in order to maintain that access. Failure to comply with these guidelines and those outlined in the *Student Rights and Responsibility Handbook* may result in the loss of take home privileges.

Be Responsible

- I will keep my iPad in the district-issued case at all times, and not place anything between the case and display.
- I understand that the iPad is vulnerable to damage if dropped, thrown, or crushed and I will take care when placing it in my school bag, backpack, or locker. I will not throw or swing my backpack containing an iPad.
- I will keep my iPad away from food, beverages and other liquids.
- I will use only a soft, lint free cloth to clean the iPad, instead of liquids, cleansers, or household cleaning products.
- I will keep my iPad in places where the temperature is between 32 and 95°F, for example taking it inside with me instead of leaving it in the car on a cold or hot day.

Be Safe

- I will keep my iPad in my school bag or backpack when traveling to and from school.
- I will put away my iPad at the bus stop or train station, or on the Metro Transit bus or light rail train.
- I will always supervise my iPad, and when it is not in use at school, it will be stored in a locked locker or other secure location.
- I will add a PIN to my iPad to protect my personal information and prevent unauthorized access to the device and its contents.

Be Productive

- I will bring my iPad to school every day with a fully charged battery.
- During instructional time, I will only use apps and websites as directed by my teacher or as required for my assignments.
- I will always have enough memory on my iPad to download, access, and create any educational applications or files required by my teachers. I understand that I may need to delete any personal content on my iPad if I am running low on memory.
- I will use the iPad to do my own work and avoid plagiarism by giving credit to my sources.

Be Respectful

- I will not bully, harass, harm, or spread lies or misinformation about others.
- I will use the camera and microphone to take appropriate pictures, videos and audio recordings.
- I understand that my use of the camera in a bathroom or locker room is strictly prohibited.
- I will use my iPad to access, submit, post, publish or display material that is legal, true, non-threatening, free of racially offensive content, and does not hurt someone's reputation.

Student Name: _____ Student ID#: _____

Student Signature: _____ Date: _____

Apps, Web-based Services and Parental Consent: In order for Saint Paul Public Schools to facilitate a 1:1 personalized learning environment, the District will utilize applications (apps) and web-based services operated by third parties to provide students with access to online communication and collaboration tools and other instructional tools and materials. The District is required to comply with the federal regulations that require parental consent for students under age 13. A complete list of district approved apps and web based services, with a link to the privacy policy for each, can be found online at <http://personalizedlearning.spps.org>.

By signing below, I consent to allowing Saint Paul Public Schools to issue an iPad to my child named above, to create any accounts necessary for my student to utilize district-approved applications and web-based services, and to share limited personal information with the third-party provider.

Parent / Guardian Signature: _____ Date: _____