

IPad Lease Contract

Students enrolled at Saint Frances Academy (the School) will be provided with an Apple iPad Air 2 Wi-Fi 64GB for the purposes of facilitating education. The School is leasing the iPads on behalf of its students from Apple for a three-year term; the iPad must be returned upon a student withdrawing or graduating from the school. The School retains all ownership rights of the iPad; the School may inspect the iPad and all stored information at any time with or without notice, and the student should not have an expectation of privacy as to anything stored on, sent by, or received through it. At the end of that term, students will return the iPad to the school, and all personal data will be deleted. While the vast majority of our students take exceptional care of their SFA-issued computers, this document is necessary to reinforce the Saint Frances Academy expectations with the iPad program. Avoiding violations of the acceptable use agreement is essential if the iPad program is to be financially sustainable and educationally successful. We are confident that this is an attainable goal.



- The Apple iPad that you will be issued is the property of Saint Frances Academy, and is made available to you as a tool for learning.
- Saint Frances Academy has established Apple iPad usage standards, which cover procedures and requirements for using the device.
- Like textbooks and other school property, an Apple iPad is assigned to the student and MUST be returned to the school at the end of the school year or upon withdrawal or transfer.
- An agreement signed by both student and parent/guardian to comply with the Saint Frances Academy iPad rules and regulations is required before an iPad will be issued to a student.
- The use of an iPad is a privilege that can be revoked. Inappropriate use or neglect of an iPad can result in limits to or loss of use of the iPad.
- It is the expectation that students will bring the iPad to school each day unless instructed otherwise.
- Students are not permitted to sync the iPad with a personal computer or “jailbreak the device to alter the configuration or functionality that has been established by the district.
- Students must not leave the iPad unattended at any time while at school and must follow all school procedures for securing unattended iPads when necessary (athletic activities, etc.).
- Loss/theft of an iPad due to neglect is not a valid insurance claim and full replacement cost will be charged to the student.
- The student is responsible for bringing the iPad to school with a full battery charge each day.
- The iPad comes pre-loaded with all software you will need for your classes. Students are not allowed to uninstall or modify any application or the operating system in anyway.
- Installation of apps by students are not permitted but, students may submit app download request to the Tech Coordinator. Approval will be determined on case by case basis.
- The Tech Coordinator reserves the right to remove or disable any apps if they are judged to be inappropriate or interfere with the learning process.

- File-sharing, including downloading music, or any other activity that violates copyright laws is not permitted. Any music or other commercial files installed on the iPad must be legally owned by the student user.

General Handling and Required Care of the iPad

- Student and Parent/Guardian will be charged for any damage resulting from abuse or mishandling, or loss of an Apple iPad. A police report is required for any stolen iPad.
- Do not mark the Apple iPad in any way with markers, stickers, etc. Each Apple iPad is labeled with an identification tag. Do not remove this sticker.
- The iPad must remain in the school-provided case at all times. Any damage resulting from failure to use the required case will result in fees being assessed for the full cost of repairs.
- Do not insert foreign objects (paperclips, pens, etc.) into the ports (openings) of the Apple iPad.
- Do not eat or drink near the Apple iPad. There should never be any food or drink around the iPad. Damage due to spilled substances will not be covered by insurance and student will be responsible for full repair cost.
- Store your Apple iPad computer in an appropriate protective area when not in use.
- Excessive scratches and scuffs to the iPad exterior can result in repair fees assessed to the student.
- Make sure hands are clean before using the iPad – the glass screen should be regularly wiped clean with a dry clean soft cloth – microfiber cloth is recommended but any soft cotton fabric will work. Please do NOT use commercial liquid or spray cleaners on the iPad screen.
- When charging cable needs to be connected, be sure to line it up correctly when inserting and removing. Students are responsible for damage to the charger port or connector pin resulting from mishandling.
- If you have problems with your iPad, stop using the device and ask your Tech Coordinator or a teacher for help.

Internet Rules and Expectations

- Saint Frances Academy Acceptable Internet Use Agreement must be followed at all times.
- Any inappropriate web or email activity can result in loss of the iPad privilege. The use of proxy servers is strictly forbidden and is a violation of the school network policy.
- If you unintentionally link to an inappropriate web site, report it to your teacher immediately so that school officials can remove access to the site.
- All activity conducted on the Saint Frances Academy's Internet/Network is monitored and can be tracked/traced. All use of the Internet/Network should be to further the student's education and enrich the student's educational resources.

Parent Information

- The iPad is meant for student use only. It is not meant to be a family computer or to be used by siblings in any way that would compromise access by the student.
- Parents are responsible for supervising student Internet use while at home; the filtering services we implement on the school network do not transfer to home use. Parental control software can be installed upon parent request to limit access to the Internet. Schools will be providing specific information on how to request this service.
- Parents should monitor the use of the computer at home to ensure that its primary function is academic and that students are completing assigned school work rather than excessive gaming,

chatting, etc.

- Use of Internet resources – including online curriculum content purchased by the school will be an integral part of the learning activities in your child’s classes. If you have reservations or objections about your child having access to the Internet while at school, please contact your school administration to discuss the matter.

Burglary/Robbery/Theft

Leaving the iPad unattended, failing to secure it per school recommendations, leaving it in an unlocked car, leaving it on the bus, etc. do NOT qualify as a legitimate claim for theft. These and similar situations are classified as loss through negligence and would result in the replacement cost (approx. \$600) being assessed to the student.

Accidental Damage

The following are not considered to be accidental damage and will result in the replacement cost (approx. \$600) being assessed to the student.

- Damage caused by liquid/beverage spills (liquids near iPads are explicitly prohibited per iPad Agreement)
- Excessive scratches/wear to iPad exterior caused by failure to regularly use a protective case (use of given case is required per the iPad Agreement)
- Intentionally marking, defacing, and/or abusing the iPad (amusement, anger, frustration, etc.)
- Damage caused by tampering with hardware components or operating system (i.e. jailbreaking) to alter district configurations.

Consequences of iPad Misuse

- School discipline code for minor infractions
- Loss of privileges or increased daytime controls
- Loss of computer for period of time
- Suspension/expulsion serious or repeated offense

Financial Responsibility

Subsequent damage will be repaired by the School when possible, and the cost billed to the student. In the case of a first case iPad’s destruction or loss, the student will be billed for \$200. In the case of a second iPad destruction or loss, half the price of the iPad will be billed to the student in the amount of \$300. In the case of the destruction or loss of a third iPad or more, the student will be billed for the full value of the replacement iPad, \$600.

❖ **The costs for replacement as of June 2016 are listed below, but are subject to change.**

- Apple iPad Air 2 Wi-Fi 64GB - \$520.00
- AC Adapter/Power Brick (plugs into wall) - \$17.50
- USB Sync/Charge Cable (plugs into iPad) - \$17.50
- Otter Box Defender for iPad - \$80.00

IPad Release Form

Please check off to confirm that you received the following on _____ (date of distribution):

_____ 1 iPad Serial/Barcode #: _____
_____ 1 AC Power Adapter
_____ 1 Case

Student Agreement

All items must be returned by your senior exit date. I understand that I will be charged for any missing equipment or cables.

- I have read the Saint Frances Academy Schools iPad Usage agreement.
- I agree to comply with the Saint Frances Academy Acceptable Use Policy.
- I understand that I may lose my iPad privileges as a result of my inappropriate behavior, and may be financially responsible for intentional damage or avoidable loss of any School provided Apple iPad.
- I understand that my absences and my actions may cause for the removal of my iPad privileges (either temporary or long-term)
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Student Printed Name

Student Signature

Date

Parent Agreement

- I have read the Saint Frances Academy iPad Acceptable Use Policy for Internet/Network Services.
- I understand the procedures and requirements to which my student must comply, including the Saint Frances Academy Acceptable Use Policy.
- I accept responsibility for any damage or neglect that may result from my student using the Apple iPad, which may result in monetary charges.
- I understand that my student may lose his/her iPad privileges and/or incur financial fees as a result of inappropriate behavior, damage, neglect, or loss to any School iPad.
- I give my child permission to take his/her designated iPad outside of school.
- I understand that if my child is a senior that he/she may not be eligible to participate in end of year events and ceremonies if all iPad obligations are not taken care of by the end of the year.
- I understand that a \$5 per day fee will be assessed for every day that my child is late in turning his/her iPad in at the end of the year.

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

Email Address:

Phone:

Coordinator Signature

Date