



Saint Paul Public Schools Student iPad Loan Agreement

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), the Student Rights and Responsibilities Handbook, and the Student and Families iPad Handbook in order to maintain that access. Failure to comply with these guidelines and those outlined in the Student Rights and Responsibilities Handbook may result in the loss of take home privileges.

FOR ALL STUDENTS, PREK-12

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 will carry my iPad carefully and keep it on top of other items.
- I will keep my iPad and case clean and free of stickers, writing, and other damage. I will leave district labels in place.
- I will keep my iPad away from food, beverages and other liquids. I will use only a dry, soft cloth to clean the iPad.
- I will use my own name as the name of my iPad.

BE SAFE

- I will always supervise my iPad, and when I am not using it in school, it will be stored in the required classroom location or in my locked locker.
- I will add a passcode to my iPad to protect my personal information and prevent access.

BE PRODUCTIVE

- I will always make sure the iPad battery is charged.
- I will only use the apps and websites my teacher tells me to use.
- I will use the iPad to do my own work and avoid plagiarism by giving credit to my sources.

BE RESPECTFUL

- I will not use my iPad to 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 will not use the camera in a bathroom or locker room.
- 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.



ADDITIONAL EXPECTATIONS FOR STUDENTS TAKING IPADS HOME OR WITH INDIVIDUAL APPLE IDS

BE RESPONSIBLE

- 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.
- I will use only the district device operating systems and security profiles and will only install any apps authorized by Saint Paul Public Schools.

BE SAFE

- I will keep my iPad in my school bag or backpack when traveling to and from school.
- I will keep my iPad in my school bag or backpack while at the bus stop or train station, or on the Metro Transit bus or light rail train.

BE PRODUCTIVE

- I will always have enough storage 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 storage.

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 list of district approved apps 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. I understand that fines may be charged for missing or damaged items.

Parent / Guardian Signature: _____ **Date:** _____