

Worcester County Public Schools STUDENT DEVICE USER AGREEMENT

1. Ownership of your Device

1.1 Receiving Your Device

Read through this document and sign a user agreement form, stating that you have read it and understand all the information included.

1.2 Ownership of Your Device

Each iPad device is leased by Worcester County Public Schools (WCPS). Upon graduation, iPad devices and iPad accessories will be returned to WCPS. When a student is assigned a device, they are “borrowing” that particular device until graduation. Taking good care of the device is very important! Devices are labeled with a WCPS Serial Number on the back and each device has an Apple Serial Number that will be registered on an internal database which is maintained at the Central Office.

1.3 Device Management

The device will be managed by the Central Office and school staff, using Jamf School. These cloud-managed solutions will help maintain an accurate inventory.

1.4 Transferring Student Devices

If a student transfers to another WCPS school the device will remain with the student and be required to check in their new school’s technology coach to update their location in the inventory.

1.5 Returning Student Devices

If a student leaves WCPS, the student is expected to return the device and accessories immediately upon withdrawal from school. Devices should be returned to the person responsible for device inventory at the school.

1.6 End of Year Student Device Collection

All WCPS student devices and accessories must be turned into their respective school at a date determined by the school administration at the end of each school year.

2. Taking Care of your Device

Students are responsible for the general care of the device. Devices that are broken or fail to work properly must be taken to the WCPS tech coach assigned to that building for an evaluation of the equipment.

2.1 General Precautions and Screen Care

- Use only a clean, soft cloth to clean the screen; do not use cleansers of any type.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Devices must remain free of any writing, drawing, stickers, or labels except for WCPS inventory labels.
- Avoid bumping or dropping your device or putting excess pressure on the screen.

2.2 Protecting Your Device

iPads come with a Logitech protective case and the Logitech protective case should not be removed. Keeping iPads in the proper case will prevent accidental damage.

3. Using your Device at School or Home

Devices are intended for use at school **every** day. You may use your device outside of school, but you must bring it to school every day.

3.1 Classroom Use

Ethical use of your device is always required. When using written materials, photographs, videos, or other content created by others, appropriate citation must be given.

3.2 Camera Use

The camera may never be used to take photos or videos of other people without their permission. Photos or videos taken with the device should not be posted to any social media site and must conform to the mission and philosophy of the school system. Any photos or videos related to guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang-related symbols or pictures will result in disciplinary actions.

3.3 Use during Outside Time

If permitted to take their school issued device(s) home, students should use the device to support their WCPS-related academic work. All device activity should be of a responsible nature. Students should exercise caution, sound judgment and common

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sense when accessing web sites on their device.

3.4 Social Media

Personal information should not be posted on social networks or sites. Social media should be utilized responsibly and must be compliant with existing policies and applicable laws, including, but not limited to, prohibitions on the disclosure of confidential information and prohibitions on the use of harassing, obscene, discriminatory, defamatory and/or threatening language.

3.5 Inspection

All devices are subject to inspection by WCPS staff at any time to ensure that they are used and cared for properly.

4. Originally Installed Software and Additional Software

4.1 Saving Work to the Device

Students may save work directly to the device in several applications. It is recommended that students save important work to a cloud storage location (i.e., OneDrive or iCloud). It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work. Devices may need to be wiped and restored to the most recent iCloud setting using one's WCPS Apple ID.

5. Repairing/Replacing your Device

5.1 Damaged or Malfunctioning Devices

Each device is covered by Apple Care; accessories are not covered under Apple Care and students are responsible for replacement costs. Devices that are damaged will be replaced with another device.

Apple Care will **NOT** cover repairs from issues resulting from:

- Damage caused by use with non-issued products
- Damage caused by accident abuse or misuse
- Damage as a result of a pet
- Damage as a result of the violation of the Responsible Use Policy (ex. involving food, drink or other liquid on or near the device)
- Damage as a result of negligence (ex. the iPad is placed in an unsafe location or position, misuse of iPad not handled properly)
- Damage caused by operating the product outside the permitted or intended uses described by the manufacturer
- Damage caused by service performed by anyone who is not a representative of the manufacturer or a manufacturer-authorized service provider
- Damage to a part or product that has been modified to alter functionality or capability without the written permission of the manufacturer
- Consumable parts, such as batteries, unless damage has occurred due to a defect in materials or workmanship
- Damage that is cosmetic, including, but not limited to scratches, dents, and broken area around ports, that does not otherwise affect functionality or materially impair your use
- Any issue when the WCPS and/or Apple serial numbers have been removed
- Loaning your iPad or charger to another student
- Lost or stolen iPads are not covered under Apple Care

5.2 Lost or Stolen Device

iPads that are misplaced or stolen should be reported immediately to the WCPS technology coach in your building. Students are financially responsible for lost or stolen iPads as well as the device related licenses and protection plan fees.
