



iPad and Chromebook Acceptable Use Policy

The Clymer Central School District recognizes that effective use of technology is important to our students and will be essential to them as adults. The devices issued to the students is the property of the Clymer Central School District. Just like textbooks or other school property, the devices issued to a student must be returned to Clymer Central School District (CCS) at the end of each school year. **Additionally, all CCS devices are subject to random inspections throughout the school year!**

The care and use of the devices are the student's responsibility. Parents/Guardians *will not* be held financially responsible for any misuse or loss of an device. However, students must realize the devices are CCS property and students are subject to the Code of Conduct as a Level I offense for any misuse or carelessness resulting in loss or damage of a devices. Repeated misuse of the devices will follow the progression of Levels of the Code of Conduct as noted in the Student Handbook. Students and Parents are required to sign and follow the CCS Student iPad and Chromebook Acceptable Use Policy stated below before the devices will be issued to the student. **Please sign and return the signature page on the first day of school. Devices will only be issued to students who have returned the signature page.**

Rules and Responsibilities:

- The device is an educational tool and should be used in that capacity only. Once issued, the student is responsible for the device at all times.
- Devices should not be shared or swapped with another student.
- Each CCS devices has identifying labels which may not be removed or altered in any fashion. If this falls off please see the Technology Dept. for a new one right away.
- A device should always be secured or supervised directly by the student to whom it is assigned. Devices should never be left in an unlocked locker, unlocked car, or any unsupervised area.
- iPads, and its school issued protective case, must remain free of any writing, markings, drawings, stickers, or labels that are not the property of CCS.
- Students are responsible for keeping their devices battery charged for school each day. Devices should be charged each evening.
- Students may set a passcode on an iPad. Chromebooks are locked by the students email address and password. All set passcodes must be shared with the administrators, teachers and the district's technology staff.
- Students may change the background pictures on their iPad with an appropriate picture.
- Students are permitted to connect to home wireless networks on their devices. This will assist them with device use while at home. Students are not required to have wireless access at home.
- Students are not permitted to load additional software or Apps on their devices. CCS will push out settings and apps to the devices wirelessly so they contain the necessary apps for school work.
- All Internet usage, whether at home or school, will be monitored. Internet usage must follow the district's Acceptable Use Policy as listed in the student handbook. Failure to do so will result in disciplinary action according to the CCS Code of Conduct.
- Students are not permitted to sync their CCS issued iPad with their home or personal iTunes account.
- Devices that malfunction or are damaged must be reported immediately to the Director of Technology, Mr. Strother, or Technology Assistant, Mrs. Jones. All iPad repairs will be handled by the district.
- If a devices is stolen, the school district and the police should be notified immediately. CCS must be provided with a copy of the police report. Upon the report of a theft, the device will be rendered useless. District devices cannot be configured to be used as a consumer device.



General Care Instructions:

- Take care not to bump the device against lockers, walls, car doors, floors, etc., as it may damage or break the screen. Do not lean on or put pressure on the screen. Avoid stacking books or other items on top of the device, or wedging the device tightly into a bag or backpack.
- Power cords should be inserted into and removed from the device carefully to prevent damage. This should be done by grasping the plugs rather than the cord. The charging cord should be plugged into the wall outlet before connecting to the device. When disconnecting, remove the cable from the device before pulling the cord from the wall outlet.
- Do not eat or drink near the device. The device should be closed in its case and away from food and drinks while eating.
- Do not leave the device in a car or other vehicle. The device cannot tolerate extremes in temperature.
- The student may clean the screen with a soft, dry cloth or anti-static cloth. Chemical cleaners or liquids, including water, should not be used on the device.

**iPad and Chromebook Acceptable Use Policy
Rules and Regulations and General Care Instructions Student / Parent Agreement**

Student Name: _____

I agree to the stipulations set forth in the Clymer Central School iPad and Chromebook Acceptable Use Policy, Rules and General Care Instructions. I understand both the student and parent/guardian responsibilities.

Student Name (Please print) _____ Grade _____

Student Signature: _____ Date _____

Parent / Guardian Name (Please print) _____

Parent / Guardian Signature _____ Date _____

For Informational Purposes Only:

_____ No, Internet at home
 _____ Yes, Internet at home

Please share with us the type of internet service/connection you have at home.

_____ Wi-Fi _____ Yes _____ No