

Northwest Suburban Special Education Organization

iPad Agreement

As a borrower of an NSSEO iPad, I accept the following responsibilities:

- I will follow the guidelines established in the NSSEO **Network Access Agreement** and I have signed the **Employee Authorization for Network Access**.
- I will follow the guidelines listed below for proper care of the iPad.
- I will not write on or place any labels or stickers on the iPad.
- I will report any problems/issues I encounter while using the iPad to the technology department immediately through the help desk.
- I understand that the technology staff may set the iPad back to factory settings at any point if it becomes unusable or unstable or at the end of the year.
- I understand that setting the iPad to factory settings may be a course of action for any repairs or modifications on the iPad and this may result in the loss of data from the iPad.
- iPads will be requested to be returned at the end of the school year for inventory and/or software updates. iPads will be reassigned as deemed appropriate by the administration.

Guidelines for Proper Care of the iPad

1. The iPad is not to be loaned to anyone.
2. Proper care is to be given to the iPad at all times, including but not limited to the following:
 - a. Give care appropriate for any electrical device.
 - b. Keep food and drink away from the iPad.
 - c. Do not leave the iPad out in extreme heat or cold
 - d. Do not attempt to repair a damaged or malfunctioning iPad.
 - e. Do not upgrade the iPad operating system.
 - f. Use the appropriate iPad A/C adapter to charge the iPad
3. Proper security is to be provided for the iPad at all times, including, but not limited to, the following:
 - a. Secure your iPad in a safe place at the end of the day.
 - b. Do not leave the iPad in an unlocked car or in open view.

iPad Management

1. iPads can only be synced to 5 computers. One computer will be at Central Office, one at the building level. Do not sync to a home computer. Please check with your building technician to designate additional computers for syncing.
2. The Apple policy for licensing apps for school owned iPads is the following: if there is a charge for apps, you need to purchase that app for every iPad in which it will be installed.
3. Apps purchased by NSSEO will be through the Apple Volume Purchase Program. Apps purchased through this program need to be approved by an administrator.
4. School iTunes accounts for the iPads will be set up with unique NSSEO email accounts for the purpose of purchasing apps. They will not be tied to individual email accounts.
5. We cannot guarantee apps that are purchased through personal iTunes accounts to stay on the iPad if we need to sync it or set to factory settings.
6. Staff may download free apps keeping in mind the NSSEO Acceptable Use Policy.

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iPad Acceptance Form

Date: _____ Asset Tag Number: _____ Serial Number _____

Name: _____

Program: _____ Work Phone Number: _____

Date Assigned: _____ Date to be returned: _____

I understand that iPads, equipment, and/or accessories that the NSSEO has provided to me are the property of the Northwest Suburban Special Education Organization. I agree to the terms outlined in NSSEO's Employee iPad Agreement and the Network Access Agreement.

I understand that I will report any damage, loss, or theft of the iPad computer to the Technology Coordinator or NSSEO Administration. Additionally, I understand that I will not be held responsible for iPad problems resulting from regular school-related use; however, I understand that I am personally responsible for any damage, theft, or loss of the iPad computer and/or related equipment and accessories due to negligence.

I understand that a violation of the terms and conditions set out in the Employee iPad Agreement and the Network Access Agreement will result in the restriction and/or termination of my use of the NSSEO's iPads, equipment, and/or accessories and may result in further discipline up to and including termination of employment and/or legal action.

Items Loaned/Condition

<u>Item</u>	<u>Loaned</u>		<u>Condition</u>	
iPad	Yes	No	New	Used
Power Supply and Cable	Yes	No	New	Used
iPad Case	Yes	No	New	Used

Comments: (overall condition, scratches, dents, etc.)

Signature: _____

Date: _____