



East Allen County Schools

Technology Department
800 Homestead Drive, New Haven, IN 46774
Telephone 260-446-0129 – Facsimile 260-446-0126

STAFF iPad Acceptance Form

Name: _____

School _____

Asset Tag Number: _____

Serial Number _____

Program:

I understand that the iPad, equipment, and/or accessories that EACS has provided to me are the property of East Allen County Schools. I agree to the terms outlined in the EACS' iPad User Agreement and the Acceptable Use Policy.

I understand that I will report any damage, loss, or theft of the iPad to the Technology Department or EACS 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 and/or related equipment and accessories due to accidental damage or negligence. I understand that EACS will cover the first occurrence and I am responsible for the second (or subsequent) incidents/damages. After the first incident/damage of the EACS issued iPad, EACS offers staff members the option to purchase a \$30 insurance. This insurance will cover all repairs and losses. The one-time payment of \$30 is to be paid by cash/check to the Technology Department Coordinator. An iPad, charger, and case will be provided. EACS staff iPads must remain in the issued case at all times. If a damaged iPad is not in the EACS approved case, the employee assumes full financial responsibility for the first and all subsequent damages.

I understand that a violation of the terms and conditions set out in the Employee iPad User Agreement and the Acceptable Use Policy will result in the restriction and/or termination of my use of an EACS iPad, equipment, and/or accessories.

Items Received:

Item	Loaned		Condition	
iPad	<input checked="" type="radio"/> Yes	<input type="radio"/> No	New	Used
Power Supply and Cable	<input checked="" type="radio"/> Yes	<input type="radio"/> No	New	Used
iPad Case	<input checked="" type="radio"/> Yes	<input type="radio"/> No	New	Used

Signature: _____

Date: _____

STAFF iPad User Agreement

As a borrower of an EACS iPad:

- I have signed and will follow the guidelines established in the **East Allen County Schools Acceptable Use Policy**.
- I will follow the guidelines listed below for proper care of 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 resetting 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.
- I understand that it is my responsibility to update the iPad when it is available.
- I understand that the primary use of the IPAD is as an instructional tool.

First incident damages to iPad will be paid by the district, subsequent incidents will be paid for by the staff member.

Guidelines for Proper Care of the iPad:

1. The iPad is not to be loaned to anyone.
2. I will not remove labels, stickers, or screen protectors already placed on the iPad by the technology department.
3. I will not write on or place any labels or stickers on the iPad.
4. Proper care is to be given to the iPad at all times, including but not limited to the following:
 - a. Keep food and drink away from the iPad.
 - b. Do not leave the iPad out in extreme heat or cold.
 - c. Do not attempt to repair a damaged or malfunctioning iPad..
 - d. Use the appropriate iPad A/C adapter to charge the iPad.
5. Proper security is to be provided for the iPad at all times, including, but not limited to, the following:
 - a. Do not leave the iPad unattended in an unlocked classroom or extra-curricular activity.
 - b. Do not leave the iPad in an unlocked vehicle.
 - c. All staff will always lock classrooms in which student iPads are unattended.

iPad Management:

1. **Do not sync the iPad to personal or school computers (contact technology if necessary).**
2. Apps purchased by EACS will be through the Apple Volume Purchase Program. Apps purchased through this program need to be approved by the Assistant Superintendent.
3. District purchased apps will be pushed out to the iPads using FileWave software.
4. Each user needs to create their own personal iTunes account to purchase personal apps, free school-related apps, music, and iBooks (**in compliance with the EACS Acceptable Use Policy**).
5. We cannot guarantee apps that are purchased through personal iTunes accounts that do not utilize iCloud back-up will stay on the iPad if we need to sync it or set to factory settings.
6. To protect the teacher and the district from loss of an iPad, the FindMyiPad service must remain on at all times.