



1:1 Program Agreement

We are excited to welcome your child into our 1:1 Program. We believe that an iPad for every student is an important shift that will allow teachers to use technology in new and innovative ways, particularly for collaboration, creativity, and personalization. We also believe that an iPad for every student will ensure equity of access to technology for our student body.

Each student will receive an iPad for educational use in and out of school. This will be a District-owned item, just as textbooks are, and students will be responsible for the device. Optional insurance is available to cover accidental damage or theft. If you wish to have this protection, please complete the 1:1 Program Insurance Election form and return the form along with payment back to school.

Student Conduct

Mill Valley Middle School (MVMS) incorporates technology into its curriculum. As part of the 1:1 Program, the District is assigning iPad tablets to all students. The purpose of the iPad is to support learning and education at MVMS. The tablet remains the property of the District, and there should be no expectation of privacy for any content or data on that tablet. Mill Valley School District retains sole right of possession of the device and network resources, and grants permission to the student to use the technology according to the guidelines set forth in this document. Moreover, MVMS and District staff retain the right to collect and/or inspect the device at any time, including via electronic remote access, and to alter, add, or delete installed software or hardware. Using the device is contingent upon an express agreement by the student and parent to the following conditions, in order to ensure that the device is used for educational purposes only and to prevent abuse of computer or technological privileges.

Students understand that District-provided iPads are to be used for educational purposes only, and agree to the following conditions:

1. Students must use an assigned passcode to secure their iPad, and all account information (usernames, passwords, passcodes) must be shared with staff and parents.
2. During instructional activities, electronic communication (email, social networking, chatting, messaging, communication via Google apps, etc.) is to be focused only on the educational activity at hand. Students understand that they are not to check non-school related communications during the school day.
3. Games and other non-school apps are not to be downloaded or installed on the device.

4. Streaming music, watching videos and/or playing games is only allowed with teacher permission.
5. Students understand that security systems are in place to protect our community and the District network. Students will make no attempt to circumvent school security systems or to visit blocked websites. Students understand that the use of local area network (LAN) scanners, virtual private network (VPN) apps, unauthorized file sharing, and similar software tools and services are prohibited.
6. If students inadvertently call up a site or screen that is unrelated to course content or assignments, students must notify the teacher immediately.
7. If students are the victim of or are aware of any incidence of cyberbullying or inappropriate online behavior, students must notify a teacher or administrator immediately.
8. Students must have permission to record, save, share, post or use any photo, video, or audio from the individual(s) being recorded.
9. Students will use the device for educational purposes only. Playing games, chatting, emailing, or surfing the web during a lesson or project, unless instructed to do so, is not appropriate.
10. When in use during class, the iPad must always be visible on a desk unless the teacher instructs otherwise.
11. Students will not clear their Internet browsing history or website data at any time, nor delete email unless instructed by a teacher.
12. Students will not utilize any type of private web browsing mode.
13. Students may not make changes to or access another student's work or device without permission. Students will not touch another person's iPad without permission.
14. Students understand the value of intellectual property rights and will not attempt to use or download unauthorized and/or copyrighted material.
15. Devices are not allowed to be used during lunch, recess, or passing periods unless under the direct supervision of a teacher.
16. Students understand that the expectations set forth in the MVMS Student Handbook apply to their use of the assigned iPad.
17. Students understand that violation of any of these rules may result in disciplinary action and/or removal of iPad privileges.

These guidelines are not exhaustive, and school or District personnel are authorized to add to them based on observed needs. Any changes or additions will be clearly communicated to students and families.

Acceptable Use

Each student receiving a District-assigned iPad is bound to this Technology Use Agreement. The Agreement further details responsibilities of the school, students, and parents. This Agreement is made effective upon receipt of an iPad, between the Mill Valley School District (MVSD), the student receiving the iPad (Student), and his/her parent(s) or legal guardian(s) (Parents). The Student and Parents, being provided an iPad, software, and related materials for use during school year, agree as follows:

1. Equipment

- A. Ownership: MVSD retains sole right of possession of the iPad and grants permission to the Student to use the iPad according to the guidelines set forth in this document. Moreover, MVSD staff retains the right to collect and/or inspect the iPad at any time, including via electronic remote access, and to alter, add, or delete installed software or hardware.
- B. Equipment Provided: Students will be provided an iPad, protective case, one power/sync cable, and one power adapter.
- C. Substitution of Equipment: In the event the iPad is inoperable, MVSD has a limited number of iPads available for use by Students while the iPad is repaired or replaced. This Agreement remains in effect for such a substitute. The Student may not choose to keep a broken iPad or to avoid using the iPad due to loss or damage.
- D. Surrender of Equipment: Students must return all equipment and accessories in good working order at the end of the school year. Students who withdraw, are suspended or expelled, or terminate enrollment in MVSD must return their iPad and accessories in good working order on or before their exit.

2. Damage or Loss of Equipment

- A. Warranty for Equipment Malfunction: A manufacturer warranty covers parts and labor for one year from date of purchase. The warranty only covers damage to the iPad caused by manufacturer's defects. Families incur no charges for repairs due to manufacturer's defects.
- B. Optional Insurance: MVSD recommends families purchase supplemental insurance to cover the tablet in the event of accidental damage or theft. Insurance may be purchased from MVSD under a discounted group policy that has been set up for District families. The insurance policy is managed by Worth Ave Group, and the 1:1 Program Insurance Election form must be submitted prior to issuance of an iPad, whether the family chooses to purchase insurance or not.
- C. Responsibility for Damage: The Student is responsible for maintaining a working iPad and accessories at all times. The Student shall use reasonable care to ensure that the iPad and accessories are not damaged. In the event of damage not covered by the warranty or supplemental insurance, the Student and Parent will be billed for the cost of the repair. The accessories (case, charging cord and power adapter) are not covered by insurance, and, if damaged, are the responsibility of the family to replace.

- D. Responsibility for Theft: If the iPad is stolen, the Parent will be billed the full cost of replacement. Supplemental insurance covers iPad theft as long as a police report is filed. Theft from a vehicle is only covered if the vehicle was secured and there is evidence of forced entry. Supplemental insurance does not cover theft of accessories only, but will cover replacement if stolen with the iPad.
- E. Responsibility for Loss: If the iPad or its accessories are lost or misplaced, the Parent will be billed the full cost of replacement. Supplemental insurance does not cover loss.
- F. Actions Required in the Event of Damage or Loss: All incidents must be reported to the Technology Department (iPadSupport@mvschools.org) within 24 hours. During school hours, any damage or loss should be reported immediately to a teacher or staff member. If the iPad is stolen or vandalized while not on MVSD property, the Parent shall file a police report.
- G. Consequences in Cases of Inaction: In cases of iPad loss or theft, the parent is required to either provide the necessary information to make an insurance claim or make arrangements for payment to the district within two weeks of the delivery of a spare device to the Student. If this timeline is not met, then the Student may be required to leave the spare iPad at school at the end of each day until the situation is resolved.
- H. Consequences in Cases of Repeated Damage: If a Student damages an assigned iPad, whether permanently assigned or not, 3 times during a school year, then the Student may be required to leave their assigned iPad at school at the end of each day.

3. Legal and Ethical Use Policies

- A. Monitoring: MVSD reserves the right to monitor tablet use, including via remote access, to assure compliance with appropriate use. Students should not have any expectation of privacy on District-owned equipment. The District will not remotely enable the camera or microphone.
- B. File-Sharing and Software: MVSD explicitly prohibits the installation or use of any Internet-based file-sharing tools other than those approved by MVSD. File-sharing programs may not be used to facilitate illegal sharing of copyrighted material. Any software known to cause system problems to the iPad, or that may be used to circumvent MVSD security, is also prohibited. Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Technology Department.
- C. Allowable Customizations: The Student is permitted to alter or add files to customize the assigned iPad to their own working styles (i.e. background screens, default fonts, and other system enhancements). MVSD may periodically conduct maintenance on iPads. This work may require the Student to re-customize any non-MVSD settings.

4. Proper Care of Tablet

- A. The iPad should be brought to school fully charged every school day. If a Student forgets the iPad, a substitute will not be provided.
- B. Students are expected to keep the equipment in good working condition. Only a clean, soft cloth should be used to clean the screen. Do not use cleansers or chemicals of any type. Cables should be inserted and removed carefully to avoid damage.

- C. The iPad must be kept in the Student's possession at all times or stored in a secure place, such as the Student's backpack with a lock on the backpack. Unattended and unlocked equipment, if stolen, will be the full financial responsibility of the Parents.
- D. Students may not attempt to change the physical structure of the iPad, including the screen and protective case. iPads and their cases must remain free of any permanent writing, etching, drawing, or stickers. Students may not remove or interfere with the serial number, MVSD asset tag, or any identification placed on the iPad. Students may not permanently alter the iPad in any way. Promptly report any problems to the Technology Department (iPadSupport@mvschools.org).