



## WEST LIBERTY-SALEM High School & Middle School

7208 US HWY 68 N, WEST LIBERTY OH 43357

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**Students need to come to school to pick-up iPads, make lease payments, and turn in iPad forms. Students will enter through the high school science wing doors. Students can come at anytime during the scheduled time for their grade. If a student can't come during their scheduled time, they need to contact Rich Johnson to make other arrangements: [rjohnson@wlstigers.org](mailto:rjohnson@wlstigers.org).**

### **Monday, August 20<sup>th</sup> - SENIORS**

From 11:00am - 1:00pm Seniors last name A-L Pick-up of Leased iPads

From 2:00pm – 4:00pm Seniors last name M-Z Pick-up of Leased iPads

Time to download required materials

Required payment of \$75 for iPad lease

All iPad lease and usage forms need to be turned in

Students should be prepared to be at school for about 30 minutes

### **Tuesday, August 21<sup>st</sup>- JUNIORS**

From 11:00am - 1:00pm Juniors last name A-L Pick-up of Leased iPads

From 2:00pm – 4:00pm Juniors last name M-Z Pick-up of Leased iPads

Time to download required materials

Required payment of \$75 for iPad lease

All iPad lease and usage forms need to be turned in

Students should be prepared to be at school for about 30 minutes

### **Wednesday, August 22<sup>nd</sup> - SOPHOMORES**

From 12:00pm - 2:00pm Sophomores last name A-L Pick-up of Leased iPads

From 3:00pm – 5:00pm Sophomores last name M-Z Pick-up of Leased iPads

Time to download required materials

Required payment of \$75 for iPad lease

All iPad lease and usage forms need to be turned in

Students should be prepared to be at school for about 45 minutes

### **Thursday, August 23<sup>rd</sup> – FRESHMEN Last Name A-L**

From 12:00pm - 4:00pm Freshmen last name A-L Pick-up of Leased iPads

Training on how to use iPad and several important iPad apps

Time to download required materials

Required payment of \$75 for iPad lease

All iPad lease and usage forms need to be turned in

Students should be prepared to be at school for about 60-90 minutes

### **Friday, August 24<sup>th</sup> – FRESHMEN Last Name M-Z**

From 12:00pm - 4:00pm Freshmen last name M-Z Pick-up of Leased iPads

Training on how to use iPad and several important iPad apps

Time to download required materials

Required payment of \$75 for iPad lease

All iPad lease and usage forms need to be turned in

Students should be prepared to be at school for about 60-90 minutes

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Greg Johnson – HS/MS Principal





Dear Parents and Students,

The 2018-2019 school year will be the sixth year that West Liberty-Salem will utilize iPads as a key part of the education experience. Previously, we have had a one-to-one student to iPad environment for just our seniors or for our juniors and seniors. This will be the third year that all students in grades 9-12 will be using an iPad on a daily basis. As our use of iPads evolves, we are excited to see the new and innovative ways that iPads will be used this year. According to our students, some of the “best” things about iPads are:

- the student-to-student, student-to-teacher, and teacher-to-student email that is used.
- the paperless assignments, ease of note taking on the iPads and paperless teacher feedback that happens
- some textbooks are completely on the iPad allowing for easy note taking and studying
- the ease of starting an assignment at school on the iPad and taking it home on the iPad, no hassle with flash drives, etc.

In this packet you will find lots of information as well as various forms. Here are some highlights:

- **All high school students will be using a school-issued and student-leased iPad. Students in grades 10-12 will use the same school-issued iPad that they used during the 2017-2018 school year. Each freshman will get the newest version of the iPad. Students can lease the device for \$75 a year or can choose to check it out daily at school. Students who qualify under the free lunch program will have their entire lease fee waived. Students who qualify for a reduced lunch will be able to lease for the discounted amount of \$25 per year.**
- **Every student (Freshman thru Senior) needs to sign and return a 2018-2019 iPad Acceptable Use Policy and Lease Agreement – found on the next several pages.**  
***(Students must submit completed paperwork and full payment prior to receiving an iPad.)***

**Schoology** will be our Learning Management System this year. Teachers will all be using Schoology to some degree this year. Schoology has many features that teachers, students and parents will be utilizing throughout the year – including teacher-student and teacher-parent communication, paperless assignments and submissions and student-student collaboration and communication.

**Damage/Replacement/Repair** – as with any school property, students are responsible for lost or damaged iPads. As these devices are school-owned, students need to report damaged or broken devices to the school technology department and should not attempt to fix something on their own or pay to have an outside person or company fix it.

## 2018-2019 iPad Acceptable Use Policy and Lease Agreement

(Please check the ownership scenario that applies.)

STUDENT NAME (Printed): \_\_\_\_\_ 2018-2019 Grade: \_\_\_\_\_

### Ownership Scenario #1

#### School-Owned iPads – leased devices

The "West Liberty-Salem Local Schools Acceptable Use Policy Summary and Agreement For Computer Network and Internet (and email, if approved)" policy applies as do all applicable sections of the Student Code of Conduct. The Acceptable Use Policy Summary can be found in the student handbook and is contained in this document.

One Apple iPad, charger and case are being lent to the Student and are in good working order. It is the Student's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and at all times remains, the property of West Liberty-Salem Local Schools and is herewith lent to the student for educational purposes only for the Academic School Year. The student may not deface or destroy this property in any way.

Inappropriate use of any iPad may result in the student losing their right to use the iPad.

The iPad will be returned when requested by West Liberty-Salem Local Schools, or sooner, if the student withdraws from West Liberty-Salem Local School prior to the end of the school year.

The District Property may be used by the Student only for non-commercial purposes, in accordance with District's policies and rules, the District Acceptable Use Policy, as well as local, state, and federal statutes.

Student may not install or use any software other than software owned or approved by the District and made available to the Student in accordance with this Receipt and Agreement.

One user with specific privileges and capabilities has been set up on the iPad for the exclusive use of the Student to which it has been assigned. The Student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The student may not make any attempt to add, delete access, or modify other users accounts on the iPad or on any school owned computer.

The West Liberty-Salem Local School network is provided for the academic use of all students and staff. The Student agrees to take no action that would interfere with the efficient, academic use of the network.

Identification labels have been placed on the iPad. These labels are not to be removed or modified. If they become damaged or missing, contact tech support for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the machine.

An email account will be available for each Student to use for appropriate academic communication with other students and staff members only. This email is for communication within the school district.

Student agrees to use best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Student's possession.

As with all school-owned equipment and property, if an iPad is lost, stolen, or damaged beyond repair (as determined by the school district), the student/family will be responsible for paying the full cost of replacement (or the balance due in case of deferred payment).

The Student acknowledges and agrees that the Student's use of the District Property is a privilege and that by the Student's agreement to the terms hereof, the Student acknowledges the Student's responsibility to protect and safeguard the District Property and to return the same in good condition repair upon request by West Liberty-Salem Local Schools.

#### **Parent Responsibilities**

Your son/daughter has been issued an iPad to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer,

- I will supervise my child's use of the iPad at home
- I will discuss our family's values and expectations regarding the use of the Internet and email at home
- I will supervise my child's use of the Internet and email
- I will not attempt to repair the iPad, nor will I attempt clean it with anything other than a soft, dry cloth
- I will report to the school any problems with the iPad I will not load or delete any software from the iPad
- I will make sure my child recharges the iPad battery nightly
- I will make sure my child brings the iPad to school every day
- I understand that if my child comes to school without the iPad, I may be called to bring it to school
- I agree to make sure that the iPad is returned to school when requested and upon my child's withdrawal from West Liberty-Salem Local Schools

## **Student Responsibilities**

Your iPad is an important learning tool and is to be used for educational purposes only. In order to take your iPad home each day, you must be willing to accept the follow responsibilities:

- When using the iPad at home, at school, and anywhere else I may take it, I will follow the policies of West Liberty-Salem Local Schools, especially the Student Code of Conduct and Acceptable Use Policy, and abide by all local, state, and federal laws.
- I will treat the iPad with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby
- I will not lend the iPad to anyone, not even my friends or siblings; it will stay in my possession at all times
- I will not load any software onto the iPad
- I will not use my iPad with personal email accounts. Ex: gmail
- I will not remove programs or files from the iPad
- I will honor my family's values when using the iPad
- I will not give personal information when using the iPad
- I will bring the iPad to school everyday
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students
- I will not attempt to repair the iPad
- I will recharge the iPad battery each night.
- I will return the iPad when requested and upon my withdrawal from West Liberty-Salem Local Schools.
- I will keep the iPad in its school-issued protective case at all times
- West Liberty-Salem schools reserves the right to inspect the iPad at any time. When requested, the student must comply with this request

## **Ownership Scenario #2**

### **School-Owned iPads – checked out by students every morning and returned every afternoon**

The "West Liberty-Salem Local Schools Acceptable Use Policy Summary and Agreement For Computer Network and Internet (and email, if approved)" policy applies as do all applicable sections of the Student Code of Conduct. The Acceptable Use Policy Summary can be found in the student handbook and is contained in this document.

One Apple iPad and case are being lent to the Student and are in good working order each day. It is the Student's responsibility to care for the equipment while in their possession each school day.

This equipment is, and at all times remains, the property of West Liberty-Salem Local Schools and is herewith lent to the student for educational purposes only for the Academic School Year and during regular school hours while at school. The student may not deface or destroy this property in any way.

Inappropriate use of any iPad may result in the student losing their right to use the iPad.

The iPad will be turned in when requested by West Liberty-Salem Local Schools.

The District Property may be used by the Student only for non-commercial purposes, in accordance with District's policies and rules, the District Acceptable Use Policy, as well as local, state, and federal statutes.

Student may not install or use any software other than software owned or approved by the District and made available to the Student in accordance with this Receipt and Agreement.

One user with specific privileges and capabilities has been set up on the iPad for the exclusive use of the Student to which it has been assigned. The Student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The student may not make any attempt to add, delete access, or modify other users accounts on the iPad or on any school owned computer.

The West Liberty-Salem Local School network is provided for the academic use of all students and staff. The Student agrees to take no action that would interfere with the efficient, academic use of the network.

Identification labels have been placed on the iPad. These labels are not to be removed or modified. If they become damaged or missing, contact tech support for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the machine.

An email account will be available for each Student to use for appropriate academic communication with other students and staff members only. This email is for communication within the school district.

Student agrees to use best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Student's possession.

As with all school-owned equipment and property, if an iPad is lost, stolen, or damaged beyond repair (as determined by the school district), the student/family will be responsible for paying the full cost of replacement (or the balance due in case of deferred payment).

The Student acknowledges and agrees that the Student's use of the District Property is a privilege and that by the Student's agreement to the terms hereof, the Student acknowledges the Student's responsibility to protect and safeguard the District Property and to return the same in good condition repair upon request by West Liberty-Salem Local Schools.

### **Student Responsibilities**

Your iPad is an important learning tool and is to be used for educational purposes only. In order to use an iPad at school each day, you must be willing to accept the follow responsibilities:

- When using the iPad at school, I will follow the policies of West Liberty-Salem Local Schools, especially the Student Code of Conduct and Acceptable Use Policy, and abide by all local, state, and federal laws.
- I will treat the iPad with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby
- I will not lend the iPad to anyone, not even my friends; it will stay in my possession at all times
- I will not load any software onto the iPad
- I will not use my iPad with personal email accounts. Ex: gmail
- I will not remove programs or files from the iPad
- I will not give personal information when using the iPad
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students
- I will not attempt to repair the iPad
- I will turn in the iPad when requested
- I will keep the iPad in its school-issued protective case at all times
- West Liberty-Salem schools reserves the right to inspect the iPad at any time. When requested, the student must comply with this request

### Acceptable Use Policy – as found in student handbook

## **West Liberty – Salem Local Schools Acceptable Use Policy Summary and Agreement for Computer Network and Internet (and email, if approved)**

The West Liberty-Salem School District, hereafter known as the School, is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other staff will make reasonable efforts to supervise student use of the network and internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below are the Computer Network and Internet Acceptable Use Policy and Agreement ("Policy and Agreement") of the School District and the Data Acquisition Site that provides Internet access to the School District.

The student and parent must review, sign, and return this Policy and Agreement as directed to be given the opportunity to have Internet access at School

If a student is under 18 years of age, he/she must have his/her parents or guardians read and sign the Policy.

The School District cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed, or, if under 18, does not return the Policy and Agreement as directed with the signatures of the student and his/her parents or guardians.

If any user violates this Policy and Agreement, the student's access will be denied, if not already provided, or withdrawn, and she/he may be subject to additional disciplinary action (see Failure to Follow Policy below) and to possible consequences of law.

If you have any questions about these provisions, you should contact the principal at the school (Mr. Hollar/elementary; Mr. Johnson/Middle/High School)

### **Personal Responsibility**

By signing this Policy and Agreement, you are agreeing not only to follow the rules in this Policy and Agreement, but are encouraged to report any misuse of the network to your classroom teacher or school principal. Misuse means any violation of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his/her property.

### **Term of the Permitted Use**

A student who submits to the School, as directed, a properly signed Policy and Agreement and follows the Policy to which she/he has agreed will have computer network and Internet access during the Board-approved instructional year. To have the opportunity to have internet access each year, students and parents will need to sign a new Policy and Agreement form each year during which they are students in the School District before they are given an access account. The agreement slip will support this Acceptable Use Policy and Agreement, but the parent and student will also be asked to sign a new Policy and Agreement slip at any time this Acceptable Use Policy and Agreement must be revised to reflect not only improved procedure and safeguards but new laws (see updates below).

## **Purpose and Use**

The School District is providing access to its computer networks. The Internet is to be used for teacher-directed activities only. If you have any doubt about whether a contemplated activity is teacher directed, please consult your teacher or building principal.

All users must abide by rules of Netiquette which include:

- Be polite
- Use appropriate language (no swearing; vulgarities; suggestive, obscene, belligerent, or threatening language).
- Be safe. In using the computer network and Internet, Do NOT reveal personal information such as your home address and telephone number. Do NOT arrange face-to-face meetings with someone you "meet" on the computer network or Internet

Examples of uses considered unacceptable and in violation of this Policy and Agreement include:

- Uses which are offensive to others such as accessing sites which depict pornography and/or which express hatred.
- Uses that violate the law and encourage others to violate the law.
- Uses that access controversial or offensive materials
- Uses that jeopardize the security of student access and of the computer network or other networks on the Internet
- Uses that are commercial transactions
- Uses that cause harm to others or damage to their property

## **Specific Guidance**

- Don't access the Internet except when you have authorization to work on a teacher-assigned project or have otherwise been granted permission to do so.
- Don't download anything from the Internet other than text files and graphics that are not copyright protected.
- Don't disclose or share your password with others; don't impersonate another.
- Don't try to hack into another user account.
- Don't access any part of the school system set up to govern the overall school's, teachers', and other students' data and records such as the system administrator.
- Don't access chat rooms.
- Don't use access to make ethnic, sexual preference or gender-related slurs or jokes.
- Don't transmit offensive, obscene or harassing messages.
- Don't view, transmit, or download pornographic materials or materials that encourage others to violate the law: intrude into the networks or computers of others; download or transmit confidential, trade secret information, or copyrighted materials.
- Don't sell or buy anything over the Internet or attempt to do so. You should not give others private information about you or others, including credit card numbers and social security numbers.
- If approved, don't use any email other than the account issued to you by the school (note: email accounts will NOT be automatically created for each student, but will only be created for specific purposes approved by the principal)

## **Special Note**

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his/her use of the computer network and Internet and stay away from these sites. Parents of minors should also provide important guidelines to their students. If a student finds that other users are visiting offensive or harmful sites, he/she is encouraged to report such use to the teacher in charge or to the building principal.

## **Monitoring the Use of Technology**

Network and Internet access is provided as a tool for your education. The School District, through tracking software, reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

## **Failure to Follow Policy and Breach of Agreement**

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy and breaches his/her Agreement: Shall at a minimum, have his/her access to the computer network and Internet terminated, which the School District may refuse to reinstate up to the maximum of the remainder of the student's tenure in the School District. A user breaches his/her Agreement not only by affirmatively violating the above Policy, but also by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy and Agreement if he/she permits another to use his/her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. Students are subject to other disciplinary action the consequences of which will depend upon the seriousness and extent of the problem. Some violations may require the attention and assistance of law enforcement.

## **Warranties/Indemnification**

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy and Agreement. It shall not be responsible for any claims, losses, damages, or cost (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his/her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy and Agreement. By signing this Policy and Agreement, each user is taking full responsibility for his/her use. The user who is 18 or older and the parent(s) or guardian(s) of a user under 18 are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access, and all administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet. Included, but not limited to such claims are any fees or charges incurred through purchases of goods or services by the user. The user who is 18 or older and the parent(s) or guardian(s) of a user under 18 agree to

cooperate with the School in the investigation of a user's misuse of his/her access to its computer network and the Internet. Such investigations will include misuse of a School computer and may expand to access of the School District's network from an outside source.

**Updates**

Users, and if appropriate, the user's parents/guardians, may be asked from time-to-time to provide new or additional registration and account information or to sign a new Policy and Agreement, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy and Agreement must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the building principal to receive such information.

By signing below, we understand and agree to follow all rules, regulations, and policies as stated above.

STUDENT NAME (Printed): \_\_\_\_\_

Student's 2018-2019 Grade: \_\_\_\_\_

With this signed paperwork, we are turning in all of our \$75 iPad lease payment. We are paying the following amount (please circle amount being paid).

\$75                      OR                      Reduced Lunch Applicants \$25

\_\_\_\_\_ Cash                      \_\_\_\_\_ Check made out to West Liberty-Salem Schools

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date