



## Friends of the North Syracuse Early Education Program iPad Acceptable Use and Liability Agreement

Updated June 1, 2017

### **As a borrower of a FNSEEP iPad, I accept the following responsibilities:**

- I understand iPad borrowing is available only to educators whose primary location of employment is at Main Street.
- I will follow the guidelines established by the North Syracuse Central School District for internet usage and technology usage.
- 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 not change the password, passcode, or Apple ID on the iPad (contact Shannon Knapp-sknapp@nscsd.org for password recovery).
- I will report any other problems/issues I encounter promptly to Friends of NSEEP so that those problems may be addressed.
- I will only download applications for the purposes of educating students.
- Any videos and photos taken will be appropriate and for educational purposes.
- I understand that the iPad may need to be set back to factory settings if it becomes unusable or unstable and this may result in the loss of data from the iPad.
- iPads are requested to be returned at the end of the school year for inventory and/or software updates.
- By individual request, iPads may be borrowed for the summer by teachers whom continue to teach during summer session or for the purposes of preparation and planning for the upcoming school year.
- Any iPads borrowed during extended school year are expected to return to the program with the teacher in the Fall.

### **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. Use the appropriate iPad A/C adapter to charge the iPad
  - e. Keep iPad in its protective case.
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.
  - c. Do not leave iPad unattended in a public setting.



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I understand that the iPad, case, and charger that FNSEEP has provided to me are the property of Friends of the North Syracuse Early Education Program. I agree to return all equipment immediately if requested to do so or if I cease to be a teacher at the Early Education Program. I agree to the terms previously outlined. I understand that I will promptly report any damage, loss, or theft of the iPad, case, and/or charger to FNSEEP by calling (315)289-8715 or emailing [socialmedia@fnseep.org](mailto:socialmedia@fnseep.org). 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 accessories **due to negligence**. All iPads are covered by Apple Care which carries a fee of \$49. The cost of replacing the iPad is \$500.

Date: \_\_\_\_\_ iPad# \_\_\_\_\_

Name of Borrower: \_\_\_\_\_

Signature: \_\_\_\_\_

Please make any notes on the condition of the iPad, case and charger in the box below: