

EAST STROUDSBURG AREA SCHOOL DISTRICT

iPad Use and Security Consent Form # 815-AR-3-FORM

As an East Stroudsburg Area School District (“School District”) employee, I understand that the Apple iPad and the peripheral devices, software, systems, information, data, and records (the “Apple iPad Items”) (collectively the “iPad” or “iPads”) assigned to me remain the property of the School District. I understand that I am permitted to take the iPad home at the end of the work-day, or during week-ends, holidays, school vacations, and the summer, if I agree to comply with the Acceptable Use Policy, #815, accompanying Administrative Regulation, #815-AR, other relevant School District Policies (for example, but not limited to, the Data Breach Policy), this Consent Form, the relevant law, as well as the directives of the administration.

I. Physical Security and Protection

- The iPad must be secured in the classroom, office, and at home when not in use.
- The iPad must be protected from misuse, danger, and theft. For example, the iPad must not be left in any vehicle, or similar place where it could be stolen, or damaged in any way, including damage from temperature changes.
- Keep the iPad in your possession and within sight whenever possible, just as if it were your wallet, handbag or mobile phone.
- Never leave the iPad unattended. Lock the iPad and place it away and out of sight when not in use. This applies at home, in the office or elsewhere.
- The iPad must always be in the padded case provided by the School District to minimize any risk of theft or damage.
- The School District will request that you return the iPad for upgrades, support, maintenance, and/or for other purposes. You must comply immediately.
- If the iPad is misused, lost or stolen, you must immediately notify the School District Police and Information Technology & Educational Computing (“ITEC”) office and file a report with the police (if the theft occurred off School District property).
- If the iPad you are issued becomes inoperable, the ITEC staff will expedite repairs and may need to provide you a ‘loaned’ iPad until the assigned iPad is repaired.
- You must return the iPad to the School District if you resign or if you are planning a leave of absence.
- School District ITEC personnel are not responsible for home access or for setting up connections outside of the School District.

- If any necessary School District approved add-ons and storage devices (e.g. pack, keyboard, monitor, case) are purchased by the School District for the iPad, such purchases are the property of the School District.

- You are not permitted to allow students or anyone else to use the iPad, except during classroom instruction or a demonstration while under your direct and close supervision. For example, you may not lend the iPad to anyone, including family members, for any reason.

II. Unauthorized Access to iPad Information/Data

- Student, employee, and other data may be confidential and sensitive. You must take appropriate measures to prevent unauthorized disclosure. You must also protect data that is accessible through School District software and programs to avoid any data breach. You must report any suspected data breach immediately to your supervisor.

- Be alert and aware of information stealing methods such as: social engineering, phishing scams, and shoulder surfing to obtain personal and sensitive information about you.

- You must establish strong password(s) syntax and protect your password(s). Ensure passwords contain upper and lower case characters, symbols, and numbers.

- You must not share any passwords related to the iPad or School District owned software with anyone.

- Prevent user names from being remembered.

- If you are logged into a session, remember to log out after you are finished.

- Disable accounts that are not used and always change default passwords. Some operating systems come with predefined user accounts. These accounts are active by default.

- Disable service that is not needed.

- You are personally accountable for the appropriate use of the iPad, including anything stored on the machine by anyone, for any length of time.

III. Additional Security and Protection Rules and Considerations

- You may need to attend an orientation session (or complete an on-line course) to learn about the use of the iPad, and the policies, regulations, and procedures that regulate it.

- The School District will not tolerate inappropriate materials such as pornographic, racist, defamatory or harassing files, pictures, videos, or e-mail messages that could be offensive or embarrassing.

Never store, use, copy or circulate such material on the iPad and do not use unacceptable websites. (See Acceptable Use Policy #815 for further information.)

I have received, read and understand the iPad Use and Security Administrative Regulation and this iPad Use and Security Consent Form and will comply with them. I also agree to comply with the School District's Acceptable Use Policy, #815, and all other relevant School District Policies, the relevant laws, as well as the directives of the Administration. In addition, I have been given the opportunity to obtain information from the School District about anything I do not understand, and I have received the information I requested. If I have further questions I will ask an ITEC representative. Additionally, I understand that if I violate the Acceptable Use Policy, the Administrative Regulation, this Consent Form, other relevant School District Policies, the relevant laws, and/or the directives of the administration, I am subject to the School District's discipline and that the School District will cooperate with Internet Service Providers, as well as local, state, and federal officials to the extent required by law. See the Consequences for Inappropriate, Unauthorized and Illegal Use section of the Acceptable Use Policy #815, and the Administrative Regulation # 815-AR for further disciplinary information.

Printed Name

Signature

Date

Make _____ **Model Number** _____

Serial Number _____ **Asset Tag #** _____

cc: Building personnel file, Building ITEC Analyst, ITEC Central Office.