



Port Neches-Groves Independent School District

iPad Agreement

(This agreement needs to be signed only once for the current school year.)

Port Neches-Groves ISD (hereinafter “the District” or “PNGISD”) has allowed an iPad be taken home by a classroom teacher based upon the stipulations outlined below:

I understand that this device is being provided to me for use during my employment, in the best interest of the District. I understand that the intended primary use of the device is instructional and that all use of the iPad must abide by the PNGISD Acceptable Use Policy and is subject to review by the District at any time. I understand there is no reasonable expectation of privacy in the use of the device and the contents of this device may be subject to the Texas Public Information Act.

- I understand that this device is not my property, but the sole property of the District and that the District has the right, at its sole discretion, to retrieve this device from me at any time, with or without cause and with or without prior notice to me.
- Only iPads purchased with technology funds (black case or black/yellow case), can leave the campus.
- At this time, iPads will not go home during the summer.

I hereby agree to and shall:

- Use reasonable care in the operation and handling of the iPad and peripherals;
- Keep the device secure when not in use;
- Return the iPad to school on Monday morning if I bring it home for the weekend;
- Return the iPad to school each weekday so that it is available for student use;
- Return the iPad to school on the first day of instruction following a holiday;
- If the device is lost or stolen, then:
 - Immediately, but not later than 24 hours, notify the campus principal in writing;
 - Notify Dale Fontenot in writing within 24 hours;
 - File a police report within 72 hours; and
 - Provide a hard copy of the police report to my campus principal within 24 hours of filing the police report.
- If an iPad or any peripheral for the iPad (case, cord, etc.) is lost or stolen, I am responsible for the replacement cost.
- If an iPad or any peripheral for the iPad is damaged, I am responsible for the repair cost or the replacement cost if it is cheaper to replace it.

Other requirements I hereby agree to:

- Under NO circumstance should the iPad be connected to an iTunes account other than the school-account in which it was created.
- Under NO circumstance should the iPad be left unattended in a vehicle. iPads are sensitive to extreme temperatures!
- Keep the iPad dry and away from sinks, pools, and bathtubs and otherwise avoid water damage.
- Any App added to this iPad MUST be approved by the campus designee.
- Keep the iPad in its protective case at all times.
- Do not let the iPad be crushed by other heavy items in a backpack, book bag, briefcase, or purse.
- Keep track of the iPad and take steps to prevent it from being lost or stolen.
- Recharge the iPad, if necessary, before returning it to the campus.

Printed Name of Teacher

Signature of Teacher

Date

****Proper check in/check out documentation is required EACH time an iPad is checked out...Use the form on the back of this page.****

