Chambersburg Area School District
Career Magnet School (CMS)
Annual iPad Insurance Agreement 2017 - 2018

For: _____________________________________
(name of student)

Chambersburg Area School District Career Magnet School Annual iPad insurance is a non-refundable fee collected from each student each school year for their CASD Issued iPad.

Coverage Fees:
The initial fee of this coverage for the 2017 - 2018 school year is $50 for each student. Payment may be made in cash, money order, or by a check made payable to: Chambersburg Area School District (CASD), with the student’s name or ID number in the memo field, and delivered to the office of the Career Magnet School. This fee is due prior to the student being issued a CASD iPad or for the student to retain the CASD iPad. For students continuing to enroll at CMS, please refer to the Issuance Matrix below. For students on “Reduced” or “Free” lunch program, a discount scale is available; please contact the CMS office for information at 717-261-5656.

Issuance Matrix

<table>
<thead>
<tr>
<th>Enrollment Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50</td>
<td>$42.50</td>
<td>$25 if previous claim(s); $0 if no claims</td>
<td>$25 if previous claim(s); $0 if no claims</td>
</tr>
</tbody>
</table>

Insurance Claims:
In the event of damage to the iPad, or if it is lost or stolen, notification must be made in person to the CMS Office immediately. If necessary, a police report may be required along with proof of filing. An additional fee provided in the Claim Matrix below will be due for accidental damage, misuse or abuse, or if the iPad is lost or stolen. Deliberate damage to the iPad may result in the full replacement cost of the iPad. The CASD provides a cover. If damages are incurred and it is found that the CASD issued cover was not on the iPad at the time of damage, the student may be held responsible for all repairs or replacement cost of the iPad. Students found to have tampered with the CASD issued iPad in any way that may void the AppleCare Warranty will be responsible for the cost of repairs incurred or replacement cost. This fee must be paid by the student, or other responsible party, prior to the CASD issuing a replacement iPad. Subsequent claims will result in higher deductibles as outlined in the Claim Matrix below.

Claim Matrix:

<table>
<thead>
<tr>
<th>1st Claim</th>
<th>2nd Claim</th>
<th>3rd Claim</th>
<th>4th Claim</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50</td>
<td>$125</td>
<td>$150</td>
<td>Cost of iPad replacement</td>
</tr>
</tbody>
</table>

Students with multiple claims determined to be a result of chronic misuse or abuse of CASD issued iPads may result in disciplinary action as provided in the CASD Student Code of Conduct, policies, regulations, rules, and procedures.

In the event of loss or damage of the charging brick and/or sync cable, the student will be required to replace these items with an Apple brand charging brick and/or sync cable at their own expense.

Your signature below denotes that you have read, understand, and will comply with the above information as it pertains to the Chambersburg Area School District CMS Annual iPad Insurance Agreement.

Please return this Agreement to the office at the Career Magnet School.

Signature of Student: ________________________________ Date: __________
Signature of Parent/Guardian: ________________________________ Date: __________
ACCEPTABLE USE OF THE COMMUNICATION AND INFORMATION SYSTEMS (CIS) POLICY #815

COMPUTER HARDWARE & SOFTWARE
The Chambersburg Area School District is committed to a technology plan, which affords students optimal computer hardware and software. This is done with the hope that this major investment will be properly safeguarded. Unreasonable damage to computers, peripherals, and software will result in the cost of repairs and/or replacement of these items. Assessed costs for unreasonable damage must be paid to the office and a receipt will be issued. Willful damage or vandalism to school district technology hardware and/or software will be dealt with through the appropriate district disciplinary policy and/or procedure.

COMPUTER SYSTEM & SOCIAL MEDIA GUIDELINES
Students are required to fully read and sign the full Acceptable Use Policy (AUP) and Social Media Policy before any computer use takes place. The policies as defined in Board Policy 815 Acceptable Use of The Computers, Networks, Internet, Electronic Communication and Student Information Systems, and Social Media Policy 815.1 are school board adopted policies and current versions are always online at the District’s website located at www.casdonline.org/IT/technologyforms.

Policy 815.1 addresses Social Media and a current version can also be found at www.casdonline.org/IT/technologyforms. When using social media, students are responsible for complying with the School District’s conduct requirements and may not disrupt the learning atmosphere, educational programs, school activities, and the rights of others as outlined on the policy.

COMMUNITY WEB PORTAL
The Sapphire Community Web Portal is intended to provide a safe and secure environment for the Chambersburg Area School District community to communicate easily and effectively with parents, students and school district employees in the information age. These communications include but are not limited to, report cards, progress reports, attendance and discipline. The Portal is made available to all students, parents, and school district employees and will provide qualified users with a variety of services. Student accounts will be established at the child’s school. Parent(s)/Guardian(s) will find directions to apply for an online account at www.casdonline.org/portal.

CIS ACKNOWLEDGMENT AND CONSENT

Students
I have received, read, and understand the Acceptable Use of Communications and Information Systems (CIS) Policy # 815, and will comply with it. Someone from the School District has also reviewed the Policy with me and my parent(s)/guardian(s) have reviewed it with me. In addition, I have been given the opportunity to obtain information from the School District and my parent(s)/guardian(s) about anything I do not understand, and I have received the information I requested. If I have further questions I will ask the building principal and my parents. Additionally, I understand that if I violate this Policy, other School District policies, regulations, rules, or procedures I am subject to the School District’s discipline, and could be subject to Internet Service Providers rules, as well as local, state and federal rules and procedures.

Name of Student ___________________________ Signature of Student ___________________________

Date of Signature ___________________________
CIS ACKNOWLEDGMENT AND CONSENT

Parent(s)/ Guardian(s)

As the parent/guardian of a student of the School District, I have received, read, and understand the Acceptable Use of the Communications and Information System (CIS) Policy # 815. In addition, I reviewed the Policy with my child and answered questions he or she asked. If either my child or I have further questions I will ask the building principal. I agree to have my child comply with the requirements of this Policy, other School District policies, regulations, rules, and procedures. Additionally, I understand that if he or she violates the Policy, other School District policies, regulations, rules, or procedures he or she is subject to the School District’s discipline, Internet Service Providers rules, as well as local state and federal laws and procedures.

Name of Parent ___________________________ Signature of Parent ___________________________

Date of Signature ___________________________

<table>
<thead>
<tr>
<th>PARENT RELEASE (please initial at right)</th>
<th>APPROVE</th>
<th>DISAPPROVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>My child may have access to the District’s computers, systems and Wide Area Network.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>My child may have access to the Internet.</td>
<td></td>
<td></td>
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</tbody>
</table>

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<th>APPROVE</th>
<th>DISAPPROVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release of Student Information on District/school websites or print media: Chambersburg Area School District has established websites at both the District and building levels. On occasion, the District and/or schools may wish to post or publish in print student work, including photographs and information such as student name, grade level, and school. Under no circumstance will the following personal information be displayed for public access: home address, home phone number, or home email address.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| EXTERNAL-Newspaper/TV/District/School photograph and video clip publication |         |            |
| Permission for my child to be part of photographs or video clips of school related activities news or publicity. |         |            |

| INTERNAL-District/School Photograph and video clip productions |         |            |
| Permission for my child to be a part of school related photographs or video clips (i.e. school year books, class photos, etc.) |         |            |

| DISTRICT WEBSITES-School and District Photographs |         |            |
| Permission for my child to be included in photographs published on school and/or district website that are accessed by the Internet. |         |            |
Parent(s)/Guardian(s) - Student Electronic Communication Devices Permission Form

The Chambersburg Area School District believes that there may be circumstances and times when Electronic Communications Devices\(^1\) ("ECDs"), including students’ Personal Electronic Communication devices ("PECDs"), as defined in the School District’s Electronic Communication Devices Policy #237, can be essential to and supportive of the educational program, and also prepare students for future success; such cases merit an exception to the School District’s requirement in Policy #237 that PECDs not be turned on, in use, or visible during the school day in School District buildings and while students are attending school-sponsored activities during the regular school hours. Accordingly, the Board of School Directors has granted students the privilege, not the right, to possess and silently use PECDs during the school day in School District buildings, on School District property, and at School District-sponsored activities during the school day when they comply with Policy #237, other School District Policies, regulations, rules, procedures, terms of Internet Service Providers and websites, and local, state, and federal laws and procedures (“Policy #237, this Permission Form, and Other Laws”), and when parent(s)/guardian(s) have granted permission on this Permission Form for their child to use PECDs, or ECDs (“this Permission Form”).

Attached to this Permission Form is a copy of the School District’s Policy #237; a copy is also available on the School District’s website, at: http://www.psba.org/districts_policies/c/115/POLCHMB237.pdf. Students and Parents must read the Policy and this Permission Form carefully, discuss the content, seek answers to their questions, sign and date this Permission Form, then return the Form to the main office of your child’s school. Other School District policies are also available on the website under http://www.psba.org/districts_policies/c/115/chmb-contents.asp#200.

Responsibilities come with this privilege (See full Policy #237, also):

1. Students may not allow the use of their PECDs or ECDs to interfere with their learning, and the learning of others in their classroom, program and/or activities, and building, may not be disruptive to the educational process, and may not negatively affect the School District’s mission or environment.

2. Each student must use their PECD or ECD in compliance with Policy #237, this Permission Form, and Other Laws, and may only use their PECDs and ECDs as authorized by the School District, building administration, and/or teacher.

3. Students may use the School District’s WiFi service and may use their 3G/4G cellular service. Students may not use their PECDs and ECDs in unauthorized ways as determined by the School District, its administration and/or its teachers, for example by, using them: during tests, examinations, and/or assessments, unless the teacher authorizes such use; in locker rooms, changing area, and lavatories; to cheat; to engage in unethical conduct, and threaten academic integrity; to cyberbully, sext, harass, intimidate, and threaten others; to access blocked or filtered websites; and to take, store, or disseminate images of others in violation of Policy #237. The School District will not be responsible for student’s acts conducted through their 3G/4G cellular service. Parent(s)/Guardian(s) are responsible for their child’s use of their 3G/4G service. This means that parent(s)/guardian(s) are responsible for their child’s misuse of their PECD or ECD in violation of Policy #237, this Permission Form, and Other Laws, and that they will cooperate with the School District if disciplinary matters arise.

4. Each student is solely responsible for his/her own PECD, and ECD. The School District assumes no responsibility for devices if they are lost, stolen, or loaned, and will not guarantee time or resources will be used by the

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\(^1\) See the Definition section in the Electronic Communication Devices Policy #237 for the defined terms generally provided in initial capital letters throughout this Permission Form.
School District to locate stolen or lost PECDs or ECDs. If a PECD or ECD is stolen or lost notify the main office of your child’s school and report a theft to your local law enforcement entity.

5. The School District is not responsible for the security or privacy of the information/data on the student’s PECD or ECD. The Student is responsible for any costs of repair, maintenance, replacement, upgrades, enhancements, or modifications to their PECD or ECD; School District employees will not provide such support. School District technology staff, and/or other School District employees will not service any PECD or ECD not belonging to the School District, and will not provide or pay for software or other components.

6. Students are prohibited from trading and selling their PECDs or ECDs, and/or the School District’s ECDs, to other students on School District property during regular school hours, and at School District-sponsored activities.

7. The School District reserves the right to limit the use, confiscate, and search student’s PECDs and ECDs as provided in Policy #237, this Permission Form, and Other Laws, and to discipline students when use is in violation of Policy #237, this Permission Form, and Other Laws. Disciplinary consequences will be in accordance with Policy #237, this Permission Form, and Other Laws. Failure to turn over the PECD or ECD to a school official and/or teacher when requested may result in disciplinary action.

Students

I have received, read, and understand this Permission Form and Electronic Communication Device Policy #237. Someone from the School District has also reviewed the Policy and this Permission Form with me, and my parent(s)/guardian(s) have reviewed them with me. In addition, I have been given the opportunity to obtain information from the School District and my parent(s)/guardian(s) about anything I do not understand, and I have received the information I requested. If I have further questions, I will ask the Principal or Assistant Principal of my school, and my parents. If I need a copy of Policy #237 I understand that I can access it on the School District’s website, and if I need a copy of this Permission Form I can access it from www.casdonline.org/IT/technologyforms. I will use my PECD, and if relevant ECD, responsibly and comply with Policy #237, this Permission Form, Other Laws, including other School District Policies such as, but not limited to, the School District’s acceptable use, social media, bullying/cyberbullying, harassment, and copyright policies, regulations, rules, and procedures, the rules of ISPs and websites, and local state and federal laws and procedures. Additionally, I understand that if I violate this Policy, this Permission Form, and Other Laws I am subject to the School District’s discipline provided in School District policies, regulations, rules, procedures, and could be subject to the rules of ISPs and websites, and local, state and federal laws and procedures.

Name of Student ___________________________ Signature of Student ___________________________

Date of Signature __________________________

Parent(s)/Guardian(s)

As the parent(s)/guardian(s) of a student participating in a School District program, service, and/or activity, I grant my child permission to bring and to use his or her PECD or ECD (defined in Policy #237), in this Permission Form, and Other Laws. I have received, read, and understand Policy #237, and this Permission Form (particularly #3 above) and agree to comply with them. In addition, I reviewed the Policy and the Permission Form with my child and answered questions he or she asked. If either my child or I have further questions, I will ask the Principal or Assistant Principal of my child’s school. If I need a copy of Policy #237 I understand that I can access it on the School District’s website, and if I need a copy of this Permission Form I can access it from www.casdonline.org/IT/technologyforms. I agree to have my child comply with the requirements of Policy #237, this Permission Form, and Other Laws. Additionally, I understand that if he or she violates
Policy #237, this Permission Form, and Other Laws, he or she is subject to the School District’s discipline, and could be subject to the rules of ISPs and websites, and local state and federal laws and procedures.

Name of Parent(s)/Guardian(s)  

Signature of Parent(s)/Guardian(s)  

Device and Serial Number  

Date of Signature
Social Media Administrative Regulation – Students

Purpose

1. The Chambersburg Area School District ("School District" or "CASD") intends to strictly facilitate a learning and teaching atmosphere, to foster the educational purpose and mission of the School District, and to protect its computers, devices, systems, network, information and data against outside and internal risks and vulnerabilities. Students are important and critical players in protecting these School District assets and in lessening the risks that can destroy these important and critical assets. Consequently, students are required to fully comply with this Administrative Regulation and its accompanying Social Media Policy, as well as the CASD’s Acceptable Use Policy # 815, Website Development Policy, and all other relevant CASD policies, administrative regulations, rules, procedures, social media websites’ terms of use and other legal documents, and local, state and federal laws. Students must immediately report any violations or suspicious activities to their principal, and/or designee, who in turn may contact the Director of Technology for assistance. Conduct otherwise will result in actions further described in the Consequences for Inappropriate, Unauthorized and Illegal Use section found in the last section of the Social Media Policy, and provided in other relevant School District policies, regulations, rules and procedures.

Regulations

1. Students are responsible for their own behavior when communicating with social media and will be held accountable for the content of the communications that they state/post on social media locations. Use good judgment. Students are responsible for complying with the School District’s conduct requirements. Students may not disrupt the learning atmosphere, educational programs, school activities, and the rights of others.

2. In addition, students may be required to also comply with policies, administrative regulations, rules and procedures at the entity and/or program in which they are assigned or in which they participate. If a student believes there is a conflict in the requirements (s)he is to comply with (s)he must bring the matter to the attention of their teacher, who will in turn assist the student.

3. This Administrative Regulation applies to all School District environments, whether the social media is used on School District property, or beyond School District property including but not limited to, at a third-party’s contracted property.

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1 This Administrative Regulation is intended to accompany the Chambersburg Area School District Social Media Policy # _____. The Policy is incorporated into and must be read with this Administrative Regulation. Terms used in this Administrative Regulation are defined in the Social Media Policy.
4. In addition to the regulations provided in the School District’s Social Media Policy, some guidelines include but are not limited to the following. The School District reserves the right to determine if any guideline not appearing in the list below constitutes acceptable or unacceptable social media use.

- Students must not promote illegal drugs, illegal activities, violence, and/or illegal student drinking.

- Students should state/post only what they want the world to see. Imagine your parents, the teachers, and the administrators visiting your social media. Essentially, once a student shares something it is likely available after (s)he removes it from the social media and could remain on the internet permanently.

- Students should be cautious when they use exaggeration, colorful language, guesswork, derogatory remarks, humor, and characterizations. It is difficult for readers to determine the seriousness of the statements/posts.

- Students should run updated malware protection to avoid spyware, adware, spiders, bots, crawlers and other infections that may be placed on their social media and computer to obtain personal information, breach security, and cause various technology problems. Students should also be mindful and careful to not fall for phishing, fraudulent schemes, and other means of acquiring personal information.

- Students should stay informed and cautious for new problems in the use of social media.

- Students should comply with the rules that have been established for the School District’s educational social media when they use it.

Further Reference: CASD Board Policies, Administrative Regulations, Rules, and Procedures

Legal Authorization: Public School Code of 1949 – Section 5-510