**Jackson County Central Technology Use Policy**

The Jackson County School District provides staff with a District owned iPad or Chromebook. The purpose is to allow teachers to become acquainted with using the iPads or Chromebooks and to also find apps they will find beneficial for use in their classrooms. Staff may download any apps they would like, but should follow the district guidelines when purchasing apps. Staff WILL NOT be reimbursed for any apps purchased. Observe the following when using and caring for the iPad or Chromebook:

Taking Care of the iPad or Chromebook

* Use only a clean soft cloth to clean the iPad, no cleansers or water.
* Keep the iPad or Chromebook out of extreme heat or cold, do not leave it in your car.
* Cords and cables must be inserted into and removed carefully from the iPad to prevent damage.
* Do not use any sharp objects on the iPad or Chromebook screen. Do not write on or affix any stickers to the device or the case.
* Batteries will be cared for and charged as described during training.

iPad or Chromebook usage

* iPads and Chromebooks are covered under the school’s appropriate use policy and must be used accordingly.
* Any iPad or Chromebook that malfunctions or is damaged should be returned immediately to the technology department.
* Any iPad or Chromebook that has been damaged by misuse, neglect, or accidental damage must be repaired with the cost be borne by the teacher who checked out the iPad or Chromebook.
* Teachers are responsible for any and all damage the iPad or Chromebook incurred while checked out under their name.
* iPads or Chromebooks that are stolen must be immediately reported to the technology department and the police department.

**I agree to the stipulations set forth in the above document and will pay any damages to the iPad/Chromebook, case, USB cord or charger.**

Staff Name (Please Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

iPad/Chromebook Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_