

West Seneca Central School District (WSCSD)
iPad Terms of Use
Agreement Form

1. Apps can be purchased in two ways
 - A) Through the district WSCSD "Program Facilitator"
 - 1) App remains the property of the WSCSD
 - 2) Paid by school P.O.
 - B) Personally
 - 1) App remains with your personal iTunes account
 - 2) App is your property
 - 3) Any App purchased personally will not be reimbursable
 - 4) Apps purchased for use with a district owned iPad must be for educational purposes, and must align with curriculum and standards
 - 5) Network management Apps, or Apps that pose a security risk may NOT be installed
 - 6) iPad assignee is responsible for any app personally installed
 - C) Program Facilitator (district) purchases must be requested through the use of the "WSCSD App Request Form"
2. All iPads will be managed by a Mobile Device Manager (MDM), the MDM will
 - A) Remotely install WSCSD Purchased Apps
 - B) Verify it can manage the iPad.
 - C) Provide management if lost or stolen.
3. The WSCSD iPad (hereinafter referred to as iPad) and App use must adhere to District Policy and regulations.
4. The iPad and installed Apps are to be used for educational purposes only.
5. If iPad is lost or stolen, the iPad Assignee must notify a member of the IT Department immediately.
6. The iPad is not to be factory reset by anyone other than a member of the IT Department.
7. Do not remove or circumvent security measures or "jailbreak" device
8. District email access through the iPad mail App requires email synchronization authorization form to be completed.
9. All iPad Internet access will be filtered through the WSCSD webfilter (in-district and out)
10. Every iPad Assignee will be required to set and maintain a passcode on their assigned iPad.
 - A) Do not give your passcode to another staff member or student.** Remember, you are responsible for your assigned iPad.
 - B) If password is forgotten, contact the IT Department for assistance.
11. If iPad is in need of repair, it must be submitted to the IT Department through the WSCSD helpdesk, **do not take to any other repair facility.**
12. iPad is and remains property of the WSCSD and must be returned to the WSCSD when requested, or upon employment separation with district.
13. Never upload or transfer, personal, private or sensitive information (PPSI) including but not limited to:
 - A) Addresses, phone numbers, individualized education profiles (IEPs), 504 plans or other personally identifiable information.
14. Never leave device unattended.

Please confirm below your understanding and acceptance of this form in its entirety.

Staff Member Name (WSCSD iPad Assignee) _____

Staff Member (WSCSD iPad Assignee) Signature _____ Date _____

Please note that at the current time only Apple iOS (iPhone, iPod Touch and iPad), Android and Windows Mobile Smartphones can use our Exchange ActiveSync service to receive West Seneca Central School District (WSCSD) Emails. Blackberry devices have limited functionality.

In addition, we need verification that you will adhere to our mobile device security guidelines.

Please be aware that WSCSD IT Group can only offer limited support of personal mobile devices. The IT Group can not help configure personal Internet email accounts nor help backup the contents.

This verification can be done by reading the guidelines and then completing and submitting the information at the bottom of this page.

Email Synchronization Acknowledgement Form - ActiveSync & Blackberry

Please be reminded that employees are responsible for district related confidential information stored on portable electronic devices. Employees will assume full responsibility for any data breach that occur secondary to their disregard of IT Security guidelines. (See HIPAA & FERPA Regulations)

If you receive WSCSD confidential information then you must use an encryption capable mobile device.

If you decide to access WSCSD email services using your mobile device, you must agree to the following:

1. If your mobile device supports built in or third party encryption of data in transit and while at rest (on the device), it must be used. Any additional cost for enabling encryption is the responsibility of the user.
2. The WSCSD Help Desk (716-677-3832) will be notified as soon as the mobile device is lost or stolen so that a remote data wipe command can be sent to the device.
3. You will agree to password protect your mobile device.
4. During the initial synchronization process, ALL personal information on mobile devices MAY be deleted. You must backup any Contact, Calendar or other information on your mobile device before the mobile device is configured for ActiveSync. West Seneca Central School District is NOT liable for any lost information on your personal mobile device.
5. You are using West Seneca Central School District's ActiveSync service voluntarily and are responsible for your own (appropriate) data service on your mobile device. The District will NOT reimburse you for any portion of your data plan fees..
6. You will agree that upon separation of service from West Seneca Central School District, your mobile device may be automatically wiped. This will potentially deleted all data stored on the mobile device (including any information stored on memory cards.)

I acknowledge that I have read and understood the limitations with utilizing the ActiveSync service to connect my mobile device to the West Seneca Central School District Email system.

Name (Print): _____

Signature: _____

Date: _____