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(Student's First Name)

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(Student's Last Name)

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(Entering Grade Level)

## **LIBERTY CHRISTIAN ACADEMY iPAD CONTRACT AGREEMENT**

As the Student and Parent/Guardian of the student above who is enrolled at Liberty Christian Academy (hereafter referred to as "LCA"), I acknowledge that LCA requires all students to obtain an iPad for class use owned by LCA, for use during the school year. I am entering into this agreement on my behalf for the benefit of the Student and I hereby assume responsibility for communicating the terms of this agreement to the Student.

This device is for the purpose of conducting school work/school business during school hours or while working on school-related projects. However, personal use of the device is permitted at other times within any other standards of conduct that LCA requires, such as, but not limited to: the standards found in the LCA Statement of Faith, iPad Handbook, and the Parent/Student Handbook. At all times users will be held accountable for compliance with the Student Technology Acceptable Use Policy.

iPads are available for check-out only to students when both the student and the parent/guardian have signed this **iPad Contract Agreement** for the upcoming school year. All iPads owned by LCA must be returned immediately if the student's enrollment at LCA is withdrawn at any time during the school year or asked to leave the regular Liberty Christian Academy.

### **SOFTWARE**

I also acknowledge that the iPad may contain pre-installed apps which are the property of Liberty Christian Academy and that such apps are downloaded through LCA's Management System and may not be deleted.

### **HARDWARE**

I understand that the iPad comes with a protective case that is to remain on the iPad at all times. This case is not to be removed by anyone other than a member of the IT Department at LCA. Students who wish to use their own case must have it approved by the IT Department to ensure the protection of the iPad and that case must be installed by the IT Department. The iPad screen is to be kept free of scratches or other permanent damage.

### **LICENSE TO USE**

I acknowledge that I am responsible for operating the iPad properly and responsible for its basic care and maintenance. I also am responsible for adhering to all applicable copyright and software license agreements purchased by Liberty Christian Academy.

### **LCA Wi-Fi SECURITY**

I understand and acknowledge that Liberty Christian Academy has a secure Wi-Fi network on campus that is designed to filter inappropriate internet content as much as reasonably possible. However, Liberty Christian Academy cannot 100% prevent access to all inappropriate internet content nor provide this security once the iPad is off-campus. Liberty Christian Academy's iPads are Wi-Fi only, and can only access the internet if connected to a Wi-Fi network. I further acknowledge that many vendors provide free Wi-Fi services, and Liberty Christian Academy cannot provide security relating to or limiting access at such locations.

## **INSURANCE**

LCA has chosen to self-insure the iPads. In the case of a LOST, DAMAGED, or STOLEN iPad, the student/family must fill out LCA'S iPad Property Incident Report within 48 hours, and turn it in to the I.T. Department. Additional required steps may also be described below.

### **LOST**

If the iPad is lost, the student's family is responsible for the full cost of the iPad and any associated lost items (charger and case, if the case was an LCA-supplied one), and will work through LCA to obtain the items to be replaced.

### **STOLEN**

If the iPad was stolen, when the student (or family) fills out the iPad Property Incident Report, LCA I.T. will give a copy of that report to the student (or family), who then needs to (within 24 hours) visit and give that copy to the LCA police (resource) Officer, who may ask for additional information for the official police/theft report.

### **DAMAGED**

If the iPad was damaged, the iPad will be repaired through LCA as described here:

- First incident: student/family responsible for \$50
- Second incident: student/family responsible for \$150
- Subsequent incidents: student/family responsible for the full cost of the iPad, and a meeting will be scheduled between LCA admin and the student and their parent(s) to discuss ways to help eliminate future incidents.

### **NEGLECT**

\*\*\* If the damage is determined to be due to willful neglect or intentional damage (as determined by LCA and/or its repair agents), the iPad will be repaired or replaced (depending on the severity of the damage) through LCA, and the student/family will be responsible for the full cost of the repair or replacement. Payment must be made in the Student of Accounts Office once the repair or replacement is complete. This payment cannot be added to your school bill.

Removing any part of the school-supplied/approved case from the iPad will be considered willful neglect, voiding the agreement.

### **END OF YEAR**

Once issued, students will keep their iPad as long as they are a student at Liberty Christian Academy. Students are to abide by this contract throughout holidays and breaks including summer. When a student leaves LCA, the iPad, charger, and cord should be returned to the IT Department. Grades, transcripts, and/or diplomas will be held until the iPad is returned to the IT Department, and all claims are cleared.

### **POLICY CHANGES**

Liberty Christian Academy reserves the right to update this policy at any time. Any changes to this policy will be distributed through the normal communication channels.

By signing below, I agree to the terms and conditions contained within this document and can proceed to get the iPad.

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Parent/Guardian Signature

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Print Parent/Guardian First and Last Name

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Date

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Student Signature

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Print Student Name First and Last Name

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Date