

**GLENN COUNTY OFFICE OF EDUCATION
iPad User Agreement**

By signing below, I agree to follow all rules and restrictions set forth by Glenn County Office of Education for the use of indicated devices and applications.

All devices, applications, and software are the property of Glenn County Office of Education and are to be used for professional purposes only. iPads are included in the technology use agreements as described in the GCOE Employee Handbook.

1. This agreement will be reviewed and agreed upon on an annual basis.
2. As part of the iPad checkout procedure, all GCOE iPad users must attend a mandatory iPad Introductory training provided by Educational Services.
3. Purchasing of applications "Apps" will be done through the designated "Program Facilitator". Purchasing of "Apps" made by an individual will not be reimbursed and will become the property of Glenn County Office of Education.
4. All "Apps" are to be downloaded, updated and installed on one designated computer and will be synchronized only with this specified computer. iPads shall not be connected to or synchronized with any other computer.
5. All approved "Apps" will be purchased using a school authorized and assigned iTunes account.
6. All iPad "Apps" use agreements are to be followed as written by organization policy and legal license agreements by the application vendor.
7. All iPad devices are subject to random inspection by GCOE technology staff, Program Facilitator, or supervisor at any time.
8. Default GCOE settings are not to be modified by users.
9. All iPads and assigned equipment must be secure at all times.
10. If the iPad and/or assigned additional equipment (power cord, case, adaptor, etc) is lost, stolen or damaged because of my negligence, I will be personally responsible for all cost associated with its repair and maintenance. *(Negligence: Failure to exercise the degree of care considered reasonable under the circumstances.)*
11. Failure to abide by the terms and conditions of this agreement may result in removal of the device from the classroom/program/assigned teacher.

Assigned Equipment:

- iPad Serial Number # _____ GCOE Asset Tag # _____
- Protective Case
- Power Cord
- VGA Adaptor
- _____

Primary Location of iPad _____

Employee Name

Employee Signature and Date

Supervisor's Name

Supervisor's Signature and Date

iPad User Training by GCOE Educational Services
 Completed

Ed Services trainer