

**PERSONAL iPADS / TABLETS: IN DISTRICT USE.....BY EMPLOYEES**

Employees of the Willmar Public Schools may, with prior approval; use personal iPads/tablets for work related tasks and under certain conditions may attach iPads/tablets to the district network. The use of personal iPads/tablets will not be approved if similar equipment is available/provided to the employee. Requests to use personal iPads/tablets in the buildings will be considered for approval by the appropriate building administrator. Signatures must be obtained from the appropriate building administrator and district technology support before using personal iPads/tablets in the building.

Security software may be issued/installed for each iPad/tablet to eliminate possible threats to the network. The software will be installed by district staff and must remain installed and enabled until such time as the personal iPad/tablet is permanently removed from the district. All equipment will be labeled by the district to identify it as being personal property. The label must remain attached to the iPad/tablet for the duration of approved use at the building. Installation of personal access points is prohibited.

Persons using a personal iPad/tablet on the Districts network will participate in a required training of two days as a pre-requisite to joining either the building or district PLC and receiving privileges' to use their personal iPad/tablet on the district network. In addition the employee must actively participate in the PLC. Failure to participate in these meetings four times will result in termination of wireless access for the employee's personal iPad/tablet. Persons may use VNC/RDP Clients to connect to school computers, check with building Administrator or Tech for support.

By signing this request form, the employee acknowledges they have read and agree to the following conditions:

- *The school district is not liable for any loss, theft or damage to the employee's iPad/tablet.*
- *Personal iPad/tablet use on the district network is at the discretion of the district and is available as long as there is network capacity and security available*
- *Personal iPads/tablets must be configured compatibly to the district network to provide for network use and support.*
- *The employee agrees to participate in 2 one day training sessions, join district and building PLC's to share, learn and create as outlined in the approved plan. Missing four of 18 sessions will result in loss of district wireless privileges.*
- *Any district purchased apps shall be removed by technology staff before the iPad/tablet is permanently (i.e. resignation) removed from the district. At the end of the school year, unless the employee is leaving the district the app may remain on the personal iPad/tablet.*
- *The use of VNC/Remote Desktop apps to connect to outside computers is forbidden. Such actions will result in disconnect from district wireless.*

I have read and agree to the provisions and conditions outlined on this form. I understand failure to abide by terms outlined may result in the loss of the privilege of using my iPad/tablet in district buildings.

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Sign **Into District** Date: \_\_\_\_\_

Sign **Out of District** Date: \_\_\_\_\_

Tech/Admin Signature: \_\_\_\_\_

Serial # Assigned: \_\_\_\_\_

Tech/Admin Signature: \_\_\_\_\_