



Mason Kortz, Legal Fellow
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November 26, 2014

Judith Scannell
Superintendent of Schools
10 Ditson Place
Methuen, MA 01844

Re: Request for Public Records Relating to 1:1 Technology Programs

Dear Mrs. Scannell,

This is a request for public records under M.G.L. ch. 66, § 10 made on behalf of the American Civil Liberties Union Foundation of Massachusetts (ACLUM). ACLUM seeks public records relating to the use of personal technology by students in your school district. We are not requesting any personally identifiable student information.

An increasing number of schools provide students with a laptop, notebook, tablet, eBook reader, or other portable computer ("1:1 device") that a single student will regularly use for at least half the academic year ("1:1 program"). ACLUM understands that your district has a 1:1 program.

We request the following documents relating to 1:1 programs and devices:

1. Any contracts, agreements, receipts, invoices, grants, or Memoranda of Understanding for:
 - ✓ a. The purchase or acquisition of 1:1 devices.
 - ✓ b. The purchase or acquisition of software to be installed on 1:1 devices.
2. Any rules, regulations, guidelines, handbooks, training materials, student and parent handouts, or other policy records that describe policies relating to:
 - a. Prevention of unauthorized access to 1:1 devices.
 - b. Remote access to the contents, functionality, use, or location of a 1:1 device.
 - c. Limitations on the applications or software that may be installed on a 1:1 device.
 - d. Limitations on the websites that may be accessed by a 1:1 device.
 - e. Distribution of 1:1 devices to students by purchase, lease, or loan.
 - f. Use of 1:1 devices by students on or off school grounds.
 - g. Inspection of the contents of a 1:1 device by anyone other than the student, whether by physical inspection, remote access, or both.
 - h. Notification in case of unauthorized access to a 1:1 device.

Because this request involves a matter of public concern and because it is made on behalf of a nonprofit organization, we ask that you waive any copying costs pursuant to 950 C.M.R. § 32.06(5), which encourages all custodians of public records to “waive fees where disclosure would benefit the public interest.” ACLUM is a nonprofit §501(c)(3) organization dedicated to the protection of civil rights and liberties for all persons in the Commonwealth of Massachusetts.

Whenever possible, we prefer to receive the documents electronically rather than in paper form. As you know, a custodian of public records shall comply with a request within ten days after receipt. If any part of this request is unclear, please contact me at 617-482-3170 ext. 314.

Thank you for your assistance. We look forward to your response.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mason Kortz', is written over a diagonal line that extends from the top right of the word 'Sincerely,' down towards the right margin.

Mason Kortz
Legal Fellow
ACLU of Massachusetts



Master Lease Purchase Agreement

This Master Lease Purchase Agreement dated as of AUGUST 15, 2014 (this "Master Lease") is entered into by and between Apple Inc. ("Lessor") and CITY OF METHUEN ("Lessee").

1. MASTER LEASE; SCHEDULES. Subject to the terms of this Master Lease, Lessee agrees to lease, purchase and acquire from Lessor certain equipment and/or software (the "Equipment") as may be described in any lease schedule in the form of Exhibit A (each, a "Schedule") which may be executed by the parties from time to time. Nothing in this Master Lease shall be construed to impose any obligation upon, or otherwise commit, Lessor to enter into any proposed Schedule, it being understood that whether Lessor enters into any proposed Schedule shall be a decision solely within Lessor's discretion. Lessee understands that Lessor requires certain documentation and information necessary to enter into any Schedule, and Lessee agrees to provide Lessor with any documentation or information Lessor may request in connection with Lessor's review of any proposed Schedule. Such documentation may include but shall not be limited to: (a) a description of the proposed Equipment, including the cost and its contemplated use and location, (b) information related to the vendor(s) manufacturing, licensing (subject to the terms of the Vendor's applicable end user license agreement(s)), delivering, installing or maintaining the proposed Equipment for Lessee (the "Vendor"), (c) documentation or information concerning the financial condition of Lessee, and (d) other information related to the Schedule and Lessee. The terms and conditions of this Master Lease (including all exhibits and any amendments hereto), are incorporated by reference into each Schedule and each Schedule, once executed by Lessor and Lessee, shall constitute a separate and independent lease and installment purchase of the Equipment identified therein, hereinafter referred to as a "Lease."

2. INVOICE PAYMENT OR REIMBURSEMENT. With respect to any Lease, and subject to the provisions of Section 3 if applicable, Lessor shall have no obligation whatsoever to make any payment to a Vendor or reimburse Lessee for any payment made to a Vendor for the Equipment that is the subject of such Lease until three (3) business days after Lessor's receipt of the following in form and substance satisfactory to Lessor in its sole discretion: (a) a Schedule executed by a duly authorized representative of Lessee; (b) a fully executed partial or final acceptance certificate as applicable, in the form of Exhibit B ("Acceptance Certificate"); (c) a resolution or evidence of other official action taken by Lessee's governing body authorizing Lessee to enter into the related Lease and any applicable Escrow Agreement, the acquisition of the Equipment subject thereto, and confirming that Lessee's actions were in accordance with all applicable state, local and federal laws, including laws regarding open meetings and public bidding; (d) evidence of insurance with respect to the Equipment in accordance with the provisions of Section 15 of this Master Lease; (e) a Vendor invoice for the Equipment and, if such invoice has been paid by Lessee, evidence of payment thereof and, if applicable, evidence of official intent to reimburse such payment as required by the Treasury Regulations; (f) a completed and executed Form 8038-G or 8038-GC; (g) an Incumbency Certificate substantially in the form attached as Exhibit C; (h) a Bank Qualification Designation substantially in the form attached as Exhibit D; (i) Lease Payment Instructions substantially in the form attached as Exhibit E; (j) Insurance Coverage Requirements in the form attached as Exhibit F; (k) an opinion of Lessee's counsel substantially in the form attached as Exhibit G; and (l) such other documents, items, or information reasonably required by Lessor.

3. ESCROW AGREEMENT. Upon agreement by both Lessee and Lessor as to any Lease, the parties shall enter into an escrow agreement (an "Escrow Agreement") with an escrow agent selected by Lessee, such selection subject to Lessor's approval, establishing an account from which the cost of the Equipment subject to such Lease is to be paid (the "Escrow Account"). Upon execution and delivery of an Escrow Agreement by the parties thereto and satisfaction of any conditions precedent set forth in Section 2 of this Master Lease or in such Escrow Agreement, Lessor shall deposit or cause to be deposited into the Escrow Account under the related Escrow Agreement funds for the payment of the costs of acquiring the Equipment under such Lease. Lessee acknowledges and agrees that no disbursements shall be made from an Escrow Account except for portions of the Equipment that are operationally complete and functionally independent and that may be fully utilized by Lessee without regard to whether the balance of the Equipment is delivered and accepted.

4. DELIVERY AND ACCEPTANCE OF EQUIPMENT. Lessee shall order the Equipment, cause the Equipment to be delivered and installed at the location specified in each Lease, and pay any and all delivery and installation costs and applicable sales and other taxes in connection therewith. When the Equipment identified in any Lease has been delivered and installed, Lessee shall immediately inspect the Equipment and evidence its acceptance by executing and delivering to Lessor the Acceptance Certificate. If Lessee signed a purchase contract for the Equipment, by signing a Schedule Lessee assigns its rights, but none of its obligations under the purchase contract, to Lessor.

5. LEASE PAYMENTS. Lessee agrees to pay "Lease Payments" to Lessor in accordance with the payment schedule set forth in each Lease, exclusively from legally available funds, consisting of principal and interest components in the amounts and on such dates as provided in each Lease. Lessee shall pay Lessor a charge on any Lease Payment not paid on the date such payment is due at the rate of 12% per annum or the highest lawful rate, whichever is less, from such due date until paid. The "Commencement Date" for each Lease is the date when interest commences to accrue under such Lease, which date shall be the earlier of (a) the date Lessee partially or fully accepts the Equipment pursuant to Section 4, or (b) the date of Lessor's deposit into an Escrow Account of sufficient monies to purchase the Equipment. Lessor will advise Lessee as to the address to which Lease Payments shall be sent. The Lease Payment is due whether or not Lessee receives an invoice. Restrictive endorsements on checks sent by Lessee will not reduce Lessee's obligations to Lessor. Unless a proper exemption certificate is provided, applicable sales and use taxes may be paid by Lessee from funds advanced to Lessee by Lessor for such purpose in connection with the execution and delivery of the related Lease or may be paid by Lessee pursuant to Section 4 hereof. ***Lessor and Lessee understand and intend that the obligation of Lessee to pay Lease Payments under each Lease shall constitute a current***

expense of Lessee and shall not in any way be construed to be a debt of Lessee in contravention of any applicable constitutional or statutory limitation or requirement concerning the creation of indebtedness or debt by Lessee, nor shall anything contained in this Master Lease or in any Lease constitute a pledge of the general tax revenues, funds or monies of Lessee.

6. NON-APPROPRIATION OF FUNDS. Lessee is obligated to pay Lease Payments under each Lease for each fiscal period as may lawfully be made from funds budgeted and appropriated for that purpose for such fiscal period. Lessee currently intends to remit and reasonably believes that funds in an amount sufficient to remit all Lease Payments and other payments under each Lease can and will lawfully be appropriated and made available to permit Lessee's continued utilization of the Equipment under such Lease and the performance of its essential function during the scheduled "Lease Term" as reflected in each Lease. Lessee currently intends to do all things lawfully within its power to obtain and maintain funds from which the Lease Payments under each Lease may be made, including making provision for such payments to the extent necessary in each budget or appropriation request adopted in accordance with applicable provisions of law. Notwithstanding the foregoing, Lessor acknowledges that the decision whether or not to budget and appropriate funds or to extend the term of a Lease for any period beyond the original or any additional fiscal period is within the discretion of the governing body of Lessee. In the event that Lessee's governing body fails or is unwilling to budget, appropriate or otherwise make available funds for the payment of Lease Payments and other payments, if any, under a Lease following the then current fiscal period (an "Event of Non-appropriation"), Lessee shall have the right to terminate such Lease on the last day of the fiscal period for which sufficient appropriations were made without penalty or expense, except as to the portion of any Lease Payment for which funds shall have been appropriated and budgeted, in which event Lessee shall return the Equipment subject to such Lease in accordance with Section 19 of this Master Lease. Lessee agrees to deliver notice to Lessor of such Event of Non-appropriation with respect to a Lease and termination at least thirty (30) days prior to the end of the then current fiscal period, but failure to give such notice shall not extend the term of the affected Lease beyond such then current fiscal period.

7. UNCONDITIONAL OBLIGATION. UPON THE COMMENCEMENT DATE OF A LEASE PURSUANT TO SECTION 5 OF THIS MASTER LEASE, AND EXCEPT AS PROVIDED IN SECTION 6, "NON-APPROPRIATION OF FUNDS," THE OBLIGATIONS OF LESSEE TO MAKE LEASE PAYMENTS AND TO PERFORM AND OBSERVE THE OTHER COVENANTS AND AGREEMENTS CONTAINED IN EACH LEASE SHALL BE ABSOLUTE AND UNCONDITIONAL IN ALL EVENTS WITHOUT ABATEMENT, DIMINUTION, DEDUCTION, SET-OFF OR DEFENSE, FOR ANY REASON INCLUDING, WITHOUT LIMITATION, ANY FAILURE OF THE EQUIPMENT TO BE DELIVERED OR INSTALLED, ANY DISPUTES WITH LESSOR OR ANY VENDOR OF ANY EQUIPMENT, DEFECTS, MALFUNCTIONS OR BREAKDOWNS IN THE EQUIPMENT, ANY ACCIDENT, CONDEMNATION, DAMAGE, DESTRUCTION, OR UNFORESEEN CIRCUMSTANCE, OR ANY TEMPORARY OR PERMANENT LOSS OF ITS USE.

8. DISCLAIMER OF WARRANTIES. THE SOLE WARRANTY FOR THE EQUIPMENT IS THE APPLICABLE PRODUCT WARRANTY (DEFINED BELOW). LESSOR MAKES NO REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, WHATSOEVER, INCLUDING WITHOUT LIMITATION, AS TO THE EQUIPMENT'S MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, SUITABILITY, DESIGN, CONDITION, DURABILITY, OPERATION, QUALITY OF MATERIALS OR WORKMANSHIP, NON-INFRINGEMENT, OR COMPLIANCE WITH SPECIFICATIONS OR APPLICABLE LAW, OR THAT THE OPERATION OR USE OF THE EQUIPMENT WILL BE UNINTERRUPTED, SECURE OR FREE OF ERRORS, DEFECTS, VIRUSES, MALFUNCTIONS, AND LESSEE, AS OF THE DATE OF LESSEE'S ACCEPTANCE AS SET FORTH IN SECTION 4, ACCEPTS SUCH EQUIPMENT AS IS AND WITH ALL FAULTS. LESSEE ACKNOWLEDGES THAT LESSEE HAS SELECTED THE EQUIPMENT BASED UPON LESSEE'S OWN JUDGMENT. Lessee acknowledges that the Equipment was manufactured and/or assembled, or in the case of software was developed and licensed, by the applicable Vendor and that any warranty rights with respect to such Equipment shall be provided by the applicable Vendor (the "Product Warranty"). Lessee agrees to settle any dispute it may have regarding performance of the Equipment directly with the applicable Vendor and not to make any claim against the Lease Payments due Lessor or any Assignee (as hereinafter defined). Lessee agrees to continue to pay Lessor, or such Assignee (as applicable), all Lease Payments and other payments without abatement or set off for any dispute with a Vendor regarding the Equipment. Nothing in this Master Lease or in any Lease shall relieve Apple Inc. of its obligations under the Product Warranty offered by Apple Inc. for applicable Apple-branded Equipment. Lessee acknowledges and agrees that the Product Warranty is a separate agreement between Lessee and the applicable Vendor and that such Product Warranty is not a part of this Master Lease or any Lease.

9. TITLE AND SECURITY INTEREST. Unless otherwise required by the laws of the state where Lessee is located, during each Lease Term, title to the Equipment shall be vested in Lessee, subject to the rights of Lessor under such Lease. In the event Lessor terminates a Lease pursuant to Section 17 of this Master Lease or an Event of Non-Appropriation occurs under a Lease, title to the related Equipment shall immediately vest in Lessor free and clear of any rights, title or interests of Lessee. Lessee, at its expense, shall protect and defend Lessee's title to the Equipment and Lessor's rights and interests therein and keep the Equipment free and clear from any and all claims, liens, encumbrances and legal processes of Lessee's creditors and other persons.

To secure the payment of all of Lessee's obligations under each Lease, Lessee hereby grants to Lessor a first priority purchase money security interest in the Equipment subject to each such Lease, anything attached or added to the Equipment by Lessee at any time, Lessee's rights under each agreement for the licensing of software to the extent that a security interest therein may be granted without violating the terms of such agreement, and on all proceeds, including proceeds from any insurance claims for loss or damage, from such Equipment. Lessee authorizes Lessor to file a financing statement perfecting Lessor's security interest under the laws of Lessee's state. Lessee agrees to promptly execute such additional documents, in a form satisfactory to Lessor, which Lessor deems necessary or appropriate to establish and maintain its security interest in the Equipment. The Equipment is and will remain personal property and will not be deemed to be affixed to or a part of the real estate on which it may be situated. If applicable, as further security therefor, Lessee hereby grants to Lessor a first priority security interest in the cash and negotiable

instruments from time to time comprising each Escrow Account and all proceeds (cash and non-cash) thereof, and agrees with respect thereto that Lessor shall have all the rights and remedies of a secured party under the applicable Uniform Commercial Code.

10. USE, MAINTENANCE AND REPAIR. Upon installation, no item of Equipment will be moved from the location specified for it in the related Lease (the "Equipment Location") without Lessor's prior consent, which consent will not be unreasonably withheld, except that any items of Equipment that are intended by design to be a mobile piece of technology (i.e. laptop computers) may be moved within the continental U.S. without consent. Lessor shall have the right at all reasonable times during regular business hours, subject to compliance with Lessee's customary security procedures, to enter into and upon the property of Lessee for the purpose of inspecting the Equipment. In order to facilitate the use of the Equipment by students and/or Lessee's employees ("Authorized Users") while on premises other than those belonging to Lessee, Lessee acknowledges and agrees that: (a) Lessee shall use due care to ensure that the Equipment is not (i) used in violation of any applicable law, in a manner contrary to that contemplated by the related Lease, or for private business purposes, or (ii) used by anyone other than Authorized Users; and (b) Lessee (and not Authorized Users) shall be solely responsible for (i) maintaining insurance in accordance with the terms of the related Lease, (ii) payment of any applicable sales, property and other taxes on the Equipment, and (iii) return of the Equipment under a Lease to Lessor upon the occurrence of an Event of Default or Event of Non-appropriation thereunder. Lessee agrees that it will use the Equipment under each Lease in the manner for which it was intended, as required by all applicable manuals and instructions and as required to keep the Equipment eligible for any manufacturer's certification and/or standard, full service maintenance contract. Lessee agrees that it will, at Lessee's own cost and expense, maintain, preserve and keep the Equipment under each Lease in good repair, condition and working order, ordinary wear and tear excepted. All replacement parts and repairs shall be governed by the terms of the related Lease. Lessee will not make any permanent alterations to the Equipment that will result in a decrease in the market value of the Equipment.

11. LIENS; TAXES. LESSEE WILL NOT SELL, TRANSFER, ASSIGN, PLEDGE, SUB-LEASE OR PART WITH POSSESSION OF THE EQUIPMENT, OR FILE OR PERMIT A LIEN TO BE FILED AGAINST THE EQUIPMENT, EXCEPT AS OTHERWISE EXPRESSLY PROVIDED UNDER THIS MASTER LEASE AND THE RELATED LEASE. The parties to this Master Lease intend that the Equipment will be used for governmental or proprietary purposes of Lessee and that the Equipment will be exempt from all property taxes. Lessee shall timely pay all assessments, license and filing fees, taxes (including sales, use, excise, personal property, ad valorem, stamp, documentary and other taxes) and all other governmental charges, fees, fines or penalties whatsoever, whether payable by Lessor or Lessee, now or hereafter imposed by any governmental body or agency on or relating to the Equipment or the Lease Payments or the use, registration, rental, shipment, transportation, delivery, ownership or operation of the Equipment and on or relating to this Master Lease or any Lease; *provided, however*, that the foregoing shall not include any federal, state or local income or franchise taxes of Lessor.

12. LIMITATION OF LIABILITY. NOTWITHSTANDING ANYTHING TO THE CONTRARY, LESSOR SHALL NOT BE LIABLE FOR ANY DIRECT DAMAGES OF LESSEE RESULTING FROM, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, WHETHER ARISING IN CONTRACT, TORT, STRICT LIABILITY OR OTHERWISE, REGARDLESS OF THE THEORY OF LIABILITY. FURTHER, NOTWITHSTANDING ANYTHING TO THE CONTRARY, with respect to each Lease, Lessee agrees that (a) Lessor shall have no liability, cost or expense with respect to transportation, installation, selection, purchase, lease, ownership, possession, modification, maintenance, condition, operation, use, return or disposition of the Equipment, and (b) Lessor shall have no responsibility in connection with the selection of the Equipment, the ordering of the Equipment, its suitability for the use intended by Lessee, Lessee's compliance or non-compliance with competitive pricing and/or bidding requirements, the acceptance by the Vendor of the order submitted, if applicable, or any delay or failure by the Vendor or its sales representative to, deliver, install, or maintain the Equipment for Lessee's use. IN NO EVENT SHALL LESSOR BE LIABLE FOR ANY INCIDENTAL, INDIRECT, SPECIAL, CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES IN CONNECTION WITH OR ARISING OUT OF ANY LEASE OR THE EXISTENCE, FURNISHING, FUNCTIONING OR LESSEE'S USE OF ANY ITEM OF EQUIPMENT PROVIDED FOR IN ANY LEASE, WHETHER IN CONTRACT, TORT, STRICT LIABILITY OR OTHERWISE, REGARDLESS OF THE THEORY OF LIABILITY AND REGARDLESS OF WHETHER LESSOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE PARTIES AGREE THAT THE PROVISIONS IN THIS MASTER LEASE FAIRLY ALLOCATE THE RISKS BETWEEN THE PARTIES WITHOUT WHICH THEY WOULD NOT HAVE ENTERED INTO THIS MASTER LEASE.

13. IDENTIFICATION. Lessor shall be entitled to insert missing or correct information on the related Lease, including, without limitation, Lessee's official name, serial numbers and any other information describing the Equipment under such Lease; provided that Lessor forwards copies of such changes to Lessee.

14. LOSS OR DAMAGE. Lessee shall be responsible for any loss, theft of and/or damage to the Equipment or any portion thereof from any cause whatsoever, regardless of the extent or lack of insurance coverage, from the time the Equipment is delivered to Lessee pursuant to the related Lease until the end of the Lease Term thereunder or until the Equipment is returned to Lessor pursuant to Section 19 of this Master Lease. If any item of the Equipment is lost, stolen or damaged, Lessee shall immediately provide written notice of such loss to Lessor and shall, within fifteen (15) days after such loss, at Lessee's option, either: (a) repair the damaged Equipment so that it is in good condition and working order, eligible for any manufacturer's certification, (b) replace the damaged Equipment at Lessee's sole cost and expense with equipment having substantially similar manufacturer's specifications and of equal or greater value to the damaged Equipment immediately prior to such Equipment being damaged, such replacement equipment to be subject to Lessor's approval, whereupon such replacement equipment shall be substituted in the applicable Lease and the other related documents by appropriate endorsement or amendment; or (c) pursuant to Section 18(b), purchase Lessor's interest in the damaged Equipment on a pro rata basis (notwithstanding the limitation in Section 18(b) only to prepaying in whole) and continue the related Lease for the non-damaged Equipment for the balance of the applicable Lease Term. In such event, Lessor will provide Lessee with a revised amortization of Lease Payments for the non-

damaged Equipment. Lessor will forward to Lessee any insurance proceeds which Lessor receives for damaged Equipment for Lessee's use in the repair or replacement of the damaged Equipment, unless there has been an Event of Default or an Event of Non-appropriation by Lessee, in which event Lessor will apply any insurance proceeds received to reduce Lessee's obligations under Section 17 of this Master Lease.

15. INSURANCE. In the event that Lessee is not self-insured (as hereafter provided), Lessee shall, at its expense, keep the Equipment fully insured against loss, fire, theft, damage or destruction from any cause whatsoever in an amount not less than the greater of (a) the total Lease Payments for the Lease Term under the related Lease or (b) the full replacement cost of the Equipment without consideration for depreciation. Upon Lessor's request, Lessee shall also provide such additional insurance against injury, loss or damage to persons or property arising out of the use or operation of the Equipment as is customarily maintained by owners of property similar to the Equipment. With Lessor's prior written consent, Lessee may self-insure against such risks. The policy shall state that Lessor shall be notified of any proposed cancellation at least 30 days prior to the date set for cancellation. All such insurance shall be in form, issued by such insurance companies and be in such amounts as shall be satisfactory to Lessor, and shall provide that losses, if any, shall be payable to Lessor as "loss payee," and all such liability insurance shall include Lessor as an "additional insured." Upon Lessor's request, Lessee shall provide Lessor with a certificate or other evidence of insurance acceptable to Lessor evidencing the insurance coverage required under the related Lease. In the event Lessee fails to provide such evidence within 10 days of Lessor's request, or upon Lessor's receipt of a notice of policy cancellation, Lessor may (but shall not be obligated to) obtain insurance covering Lessor's interest in the Equipment at Lessee's sole expense. Lessee will pay all insurance premiums and related charges.

16. DEFAULT. Lessee will be in default under a Lease upon the occurrence of any of the following (each, an "Event of Default"): (a) Lessee fails to pay any Lease Payment or other payment due in full under such Lease within 10 calendar days after its due date; (b) Lessee fails to perform or observe any other promise or obligation in this Master Lease and/or any Lease and does not correct the default within 30 days after written notice of default by Lessor; (c) any representation, warranty or statement made by Lessee in this Master Lease or any Lease shall prove to have been false or misleading in any material respect when made; (d) Lessee fails to obtain and maintain insurance as required by Section 15, or any insurance carrier cancels any insurance on the Equipment; (e) the Equipment or any portion thereof is misused, used in a manner not authorized by the applicable end user license agreement (if any) accompanying such Equipment, or used in violation of the terms of the related Lease; (f) the Equipment or any part thereof is lost, destroyed, or damaged beyond repair and remains uncured in accordance with Section 14; (g) a petition is filed by or against Lessee under any bankruptcy or insolvency laws; or (h) an Event of Default occurs under any other Lease or prior financing with Lessor or assigns or their respective affiliates, but any such Assignee may only exercise remedies with respect to other Leases for which it is the Assignee.

17. REMEDIES. Upon the occurrence of an Event of Default under a Lease, Lessor may, in its sole discretion, do any or all of the following (without penalty, liability or obligation on Lessor's part and without limiting any other rights or remedies available to Lessor): (a) provide written notice to Lessee of the Event of Default; (b) as liquidated damages for loss of a bargain, and not as a penalty, declare due and payable any and all amounts which may then be due and payable under the Lease, plus all Lease Payments remaining through the end of the then current fiscal period; (c) with or without terminating the Lease Term under such Lease, (i) enter the premises where the Equipment is located and retake possession of such Equipment or require Lessee at Lessee's expense to promptly return any or all of such Equipment to the possession of Lessor in accordance with the requirements in Section 19, and (ii) at Lessee's expense, sell or lease such Equipment or, for the account of Lessee, sublease such Equipment, continuing to hold Lessee liable for the difference between the Lease Payment payable by Lessee pursuant to the terms of such Lease to the end of the current fiscal period and the net proceeds of any such sale, lease or sublease. Lessor may require Lessee to remove all proprietary data from the Equipment, holding Lessor and its assigns harmless if Lessee fails to do so. Lessee will not make any claims against Lessor or the Equipment for trespass, damage or any other reason. The exercise of any of such remedies shall not relieve Lessee of any other liabilities under any other Lease. Without limiting the foregoing, Lessor may take whatever action, either at law or in equity, may appear necessary or desirable to enforce its rights under any Lease, or as a secured party in any or all of the Equipment. No remedy of Lessor is intended to be exclusive and every such remedy, now or hereafter existing, at law or in equity, shall be cumulative and shall be in addition to every other remedy given under a Lease. In the event that Lessor sells or otherwise liquidates the Equipment following an Event of Default or an Event of Non-appropriation as herein provided and realizes net proceeds (after payment of costs) in excess of total Lease Payments under the related Lease that would have been paid during the related scheduled Lease Term plus any other amounts then due under the related Lease or Leases, Lessor shall immediately pay the amount of any such excess to Lessee.

18. PURCHASE OPTION. At the option of Lessee, and provided that no Event of Default or Event of Non-appropriation has occurred and/or is continuing under any Lease, Lessor's interest in all, but not less than all, of the Equipment subject to a Lease will be transferred, conveyed and assigned to Lessee, free and clear of any right or interest of Lessor, and such Lease shall terminate: (a) upon payment in full of all Lease Payments under such Lease and all other amounts then due thereunder or (b) on any Lease Payment due date under such Lease, provided that Lessee shall have delivered written notice at least 30 days prior to such date of Lessee's intention to purchase the Equipment subject to such Lease pursuant to this provision, by paying to Lessor, in addition to the Lease Payment due on such date, an amount equal to the purchase price (the "Purchase Price") shown for such Lease Payment due date in the payment schedule included in the applicable Lease. Lessee hereby acknowledges that the Purchase Price under a Lease includes a prepayment premium.

19. RETURN OF EQUIPMENT. In the case of an Event of Default under a Lease or an Event of Non-appropriation by Lessee with respect to a Lease in accordance with Section 6, Lessee will, at Lessee's sole cost and expense, immediately return the Equipment (including all copies of any software free of any proprietary data), manuals, and accessories to any location and aboard any carrier Lessor may designate in the continental United States. The Equipment must be properly packed for shipment in accordance with the manufacturer's recommendations or specifications, freight prepaid and insured, and maintained in accordance with the terms of the related Lease. All Equipment must be free of markings. Lessee will pay Lessor for any missing

or defective parts or accessories. Lessee will continue to pay Lease Payments until the Equipment is accepted by Lessor, which acceptance shall be deemed to occur fifteen (15) days after delivery unless Lessor rejects the Equipment for good cause within such fifteen (15) day period. Notwithstanding anything in this Section 19 to the contrary, any amounts to be paid by Lessee as provided in this Section 19 shall be payable solely from funds legally available for the purpose.

20. LESSEE'S REPRESENTATIONS AND WARRANTIES. Lessee hereby represents, covenants and warrants for the benefit of Lessor that as of the date hereof and as of Commencement Date for each Lease, and throughout each Lease Term: (a) Lessee is a state or political subdivision thereof within the meaning of Section 103 of the Internal Revenue Code of 1986, as amended (the "Code"); (b) Lessee is duly organized and existing under the Constitution and laws of the state in which Lessee is located; (c) Lessee is authorized to enter into and carry out its obligations under this Master Lease and each Lease and every other document required to be delivered in connection with this Master Lease and a Lease; (d) this Master Lease and each Lease have been duly authorized, executed and delivered by Lessee in accordance with all applicable laws, codes, ordinances, regulations, and policies; (e) any person signing the Master Lease and each Lease has the authority to do so, is acting with the full express authorization of Lessee's governing body, and holds the office indicated below his or her signature, which is genuine; (f) the Equipment is essential to the immediate performance of a governmental or proprietary function by Lessee within the scope of Lessee's authority and shall be used during the Lease Term only by Lessee and only to perform such function; (g) Lessee intends to use the Equipment for the entire Lease Term and shall take such action, in accordance with Section 6, to include in its annual budget request, for submission to Lessee's governing body, any funds required to fulfill Lessee's obligations for each succeeding fiscal period during the applicable Lease Term; (h) Lessee has complied fully with all applicable laws, codes, ordinances, regulations, and policies, governing open meetings, competitive pricing and/or public bidding and appropriations required in connection with each Lease, the selection and acquisition of the Equipment and the selection of Vendor; (i) all payments due and to become due during Lessee's current fiscal period under a Lease are within the fiscal budget of such fiscal period, and are or will be included within an unrestricted and unencumbered appropriation currently available for the lease/purchase of the Equipment under the related Lease; (j) Lessee shall not do or cause to be done any act which shall cause, or by omission of any act allow, the interest portion of any Lease Payment to become includible in Lessor's gross income for Federal income taxation purposes under the Code; (k) Lessee shall comply with the information reporting requirements of Section 149(e) of the Code with respect to each Lease (such compliance shall include, but not be limited to, the execution of Form 8038-G or 8038-GC information reporting returns as appropriate); (l) all financial information provided by Lessee is true and accurate and fairly represents Lessee's financial condition; (m) Lessee has not for at least its most recent ten fiscal periods failed to appropriate or otherwise make available funds sufficient to pay rental or other payments coming due under any lease purchase, installment sale or other similar agreement; (n) there is no litigation, pending or threatened that would materially adversely affect the transactions contemplated by this Master Lease, any Lease or the financial condition of Lessee; and (o) any and all Equipment that Lessee leases, purchases and/or acquires pursuant to this Master Lease and any Lease hereunder is for Lessee's internal purposes only and Lessee is not and will not lease, purchase or acquire the Equipment for resale.

21. ASSIGNMENT. Lessor may, upon notice to Lessee but without Lessee's consent, sell, assign, or transfer from time to time Lessor's rights, title, and interest under this Master Lease and/or any Lease or Leases or interest therein, including the right to receive Lease Payments under a Lease and Lessor's security interest in the Equipment under a Lease and any related Escrow Agreement to one or more assignees or subassignees (each, an "Assignee"). Lessee agrees that, upon such assignment, the Assignee will have the same rights and benefits of Lessor under the terms of the related Lease. Lessee agrees that the rights of Assignee will not be subject to any claims, defenses, or set-offs that Lessee may have against any Vendor. Upon notice to Lessee of such assignment, Lessee agrees to respond to any requests about the related Lease and, if directed by Lessor, to pay Assignee all Lease Payments and other amounts due under such Lease. Lessee hereby appoints Lessor as its agent to maintain a record of all assignments of each Lease in a form sufficient to comply with the registration requirements of Section 149(a) of the Code and the regulations prescribed thereunder from time to time, and Lessor agrees to maintain such registration record.

22. ADDITIONAL PAYMENTS. Lessor may, but is not obligated to, take on Lessee's behalf any action which Lessee fails to take as required by any Lease, and Lessee shall pay any expenses incurred by Lessor in taking such action, which will be in addition to the Lease Payments as set forth in the related Lease.

23. RELEASE AND INDEMNIFICATION. To the extent permitted by applicable state law and subject to Section 6, Lessee shall indemnify, release, protect, hold harmless, save and defend Lessor from and against any and all liability, obligation, loss, claim, tax and damage whatsoever, regardless of the cause thereof, and all costs and expenses in connection therewith (including, without limitation, attorneys' fees) arising out of or resulting from (a) entering into this Master Lease and/or any Lease; (b) the ownership of any item of Equipment; (c) the ordering, acquisition, use, installation, deployment, testing, operation, condition, purchase, delivery, rejection, storage or return of any item of Equipment; (d) any damage to property or personal injury or death of any person in connection with the operation, use, installation, deployment, testing, condition, possession, storage or return of any item of Equipment, or in connection with or resulting from Lessee's acts, omissions, negligence, misconduct or breach of any provision of this Master Lease or any Lease(s) hereunder; and/or (e) the breach of any covenant or any material representation of Lessee contained in this Master Lease or any Lease. The indemnification obligations set forth herein shall continue in full force and effect notwithstanding the payment in full of all obligations under any Lease or the termination of the Lease Term under any Lease for any reason.

24. MISCELLANEOUS. Each Lease, together with this Master Lease, contains the entire agreement of the parties regarding the subject matter hereof which is limited to lease financing. TIME IS OF THE ESSENCE IN EACH LEASE. If a court of competent jurisdiction finds any provision of any Lease to be unenforceable, the remaining terms of such Lease shall remain in full force and effect. Each Lease may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument; provided, however, that only counterpart one of each Lease (including the terms and conditions of this Master Lease incorporated therein by reference) shall constitute the original for such Lease for purposes of the sale or transfer of such Lease as chattel paper. References herein to "Lessor" shall be deemed to include each of its

Assignees from and after the effective date of each assignment; references herein to "Lessor" shall not refer to Apple Inc. in its capacity as a Vendor or in any capacity other than as a lessor hereunder. The captions or heading in this Master Lease and in each Lease are for convenience only and in no way define, limit or describe the scope or intent of any provisions. This Master Lease and each Lease will be governed by the laws of the state where Lessee is located without regard to the conflict of law principles thereof. Lessor and Lessee both intend to comply with all applicable laws. If it is determined that Lessee's payments under the Lease result in an interest payment higher than allowed by applicable law, then any excess interest collected will be applied to the repayment of principal, and interest will be charged at the highest rate allowed by law.

25. NOTICES. All written notices under any Lease must be sent by certified mail or recognized overnight delivery service, postage prepaid, to the addresses as stated on each Lease, or by facsimile transmission, with written confirmation of receipt.

IMPORTANT: READ BEFORE SIGNING. THE TERMS OF THIS MASTER LEASE AND EACH LEASE SHOULD BE READ CAREFULLY BECAUSE ONLY THOSE TERMS IN WRITING ARE ENFORCEABLE. TERMS OR ORAL PROMISES WHICH ARE NOT CONTAINED IN THIS MASTER LEASE OR A LEASE MAY NOT BE LEGALLY ENFORCED. THE TERMS OF THIS MASTER LEASE OR A LEASE MAY ONLY BE CHANGED BY ANOTHER WRITTEN AGREEMENT BETWEEN THE PARTIES. EXCEPT FOR AN EVENT OF NON-APPROPRIATION, EACH LEASE IS NOT CANCELABLE BY LESSEE.

LESSOR: APPLE INC.

LESSEE: CITY OF METHUEN
41 Pleasant Street
Methuen, MA 01844

BY: _____

BY: Stephen N. Zanni

TITLE: _____

TITLE: MAYOR

FED TAX ID#: 04-6001220

EXHIBIT A

Schedule No. 1 Dated AUGUST 15, 2014 to Master Lease Purchase Agreement Dated AUGUST 15, 2014

This Schedule No. 1 ("Schedule") is entered into pursuant to that Master Lease Purchase Agreement dated AUGUST 15, 2014 ("Master Lease"), and is effective as of AUGUST 15, 2014. All of the terms and conditions of the Master Lease, including Lessee's representations and warranties, are incorporated herein by reference. Unless otherwise indicated, all capitalized terms used but not otherwise defined herein shall have the same meaning as set forth in the Master Lease.

To the extent that less than all of the Equipment subject to this Schedule has been installed and accepted by Lessee on or prior to the date hereof, Lessee hereby acknowledges that a portion of the Equipment has not been delivered, installed and accepted by Lessee for purposes of this Lease. In consideration of the foregoing, Lessee hereby acknowledges and agrees that its obligation to make Lease Payments as set forth in this Schedule is absolute and unconditional as of the date hereof and on each date and in the amounts as set forth in the Lease Payment Schedule, subject to the terms and conditions of the Lease.

Lessee expressly represents that at least ninety-five percent (95%) of the financing cost set forth in this Schedule is being used to acquire Equipment that will be capitalizable for federal income tax purposes

EQUIPMENT INFORMATION	
QTY	EQUIPMENT DESCRIPTION
	Computer Hardware--See attached Exhibit 1.

LEASE PAYMENT SCHEDULE						
Pmt #	Payment Date	Payment Amount	Interest	Principal	Purchase Price after scheduled payment(s)	Outstanding Balance
1	08/15/2014	148,578.11	0.00	148,578.11	436,966.02	429,317.89
2	08/15/2015	148,578.11	8,157.05	140,421.06	292,757.57	288,896.83
3	08/15/2016	148,578.11	5,489.04	143,089.07	147,107.04	145,807.76
4	08/15/2017	148,578.11	2,770.35	145,807.76	0.00	0.00
Grand Totals		594,312.44	16,416.44	577,896.00	1.9% Rate	

Lessee acknowledges that the discounted purchase price for the Lease is \$573,531.10 and that such amount is the Issue Price for the Lease for federal income tax purposes. The difference between the principal amount of this Lease and the Issue Price is Original Issue Discount ("OID") for federal income tax purposes. The Yield for this Lease for federal income tax purposes is 2.426% per annum. Such Issue Price and Yield will be stated in the Form 8038-G or 8038-GC, as applicable.

IMPORTANT: Read before signing. The terms of the Master Lease should be read carefully because only those terms in writing are enforceable. Terms or oral promises which are not contained in this written agreement may not be legally enforced. The terms of the Master Lease or Lease may only be changed by another written agreement between Lessor and Lessee. Lessee agrees to comply with the terms and conditions of the Master Lease and this Lease.

Commencement Date: **AUGUST 15, 2014**

LESSOR: **APPLE INC.**
 SIGNATURE: X _____
 NAME / TITLE: X _____
 DATE: X _____

LESSEE: **CITY OF METHUEN**
 SIGNATURE: X Stephen N. Zanni
 NAME / TITLE: X MAYOR
 DATE: X 7/28/14

EXHIBIT 1 – EQUIPMENT INFORMATION to Schedule No. 1
under Master Lease Purchase Agreement dated AUGUST 15, 2014

Part Number	Description	Qty	Price	Extended
BK752LL/A	BNDL IPAD WIFI 16G BLK W/CS 10PK EDU-USA iPad with Retina display Wi-Fi 16GB - Black (10 Pack)	142	3,990.00	566,580.00
ZONQ	Mac mini with OS X Server 065-COH6 2.3GHz Quad-core Intel Core i7 065-COHD 8GB 1600MHz DDR3 SDRAM - 2x4GB 065-C17M 2x1TB Serial ATA Drive @ 5400 rpm 065-COJ2 User's Guide (English)	2	1,069.00	2,138.00
S3132LL/A	AppleCare Protection Plan for Mac mini – Auto Enroll	2	99.00	198.00
MD825ZM/A	Lightning to VGA Adapter	20	49.00	980.00
D6701Z/A	Volume Purchase Program Credit for Education VPP Credit Details : Name : Ed Lussier Company/Institution : Methuen Public Schools Email : edlussier@methuen.k12.ma.us	1	8,000.00	8,000.00

The above Equipment includes all attachments and accessories attached thereto and made a part thereof.

Acceptable Use Policy

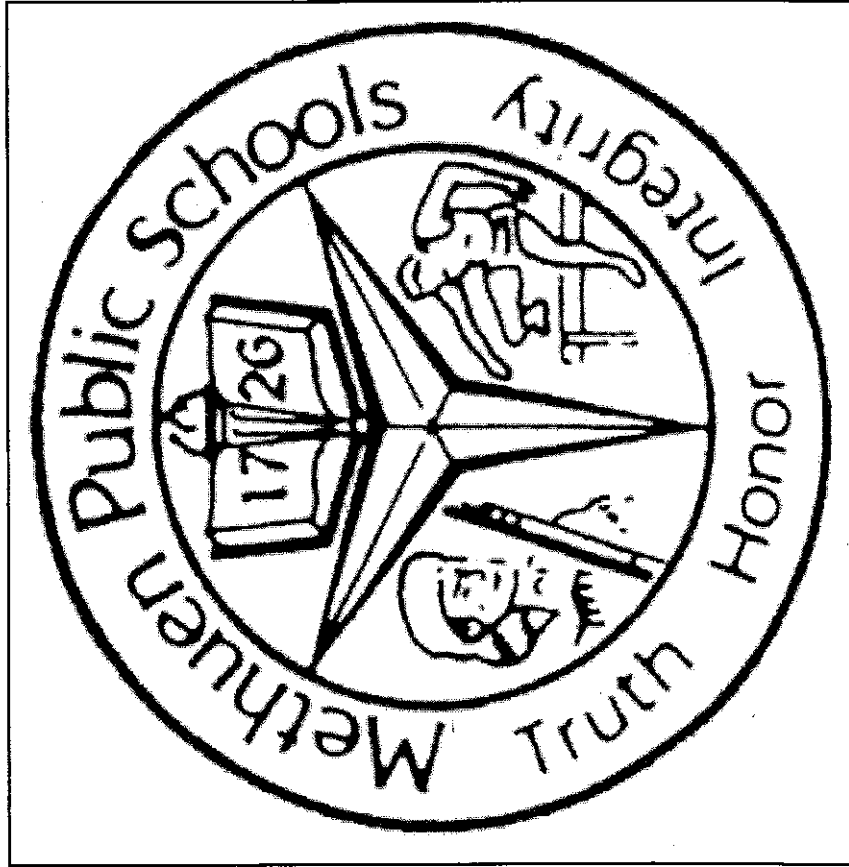
Methuen Public Schools Acceptable Use Policy

Introduction

The Methuen Public Schools (MPS) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, collaborate, and develop skills that will prepare them for work, life, and citizenship. Our goal is to promote educational excellence by encouraging and facilitating resource sharing, innovation, and communication. We are committed to helping students develop 21st-century technology and communication skills. To that end, we provide the privilege of access to technologies for student and staff use.

Internet use that is integrated into the school curriculum fosters the development of research and information skills encourages critical and higher level thinking and provides expanded educational opportunities for both students and staff. While supporting the rights of students and staff to use all available tools, the Methuen Public Schools recognize that there is material on the internet that is objectionable or devoid of educational value in the context of a school setting. The Methuen Public Schools have taken steps to restrict access to inappropriate or controversial material. In addition to utilizing an internet content filter, MPS staff will closely supervise students' use of the internet.

Although guidelines cannot totally eliminate the possibility of inadvertent or intentional access to such information, we believe that they can significantly limit such possibilities. The Methuen Public Schools believe that the access to valuable resources on the Internet far outweighs the concerns that the users may procure material that is not consistent with the educational goals of the Methuen Public Schools, and we intend to maximize the Internet's educational value.



The Methuen Public Schools will insure that it adheres to the most recent Children's Internet Protection Act (CIPA) requirements of 2001 by:

- implementing an Internet filter for the purpose of blocking access to visual depictions deemed obscene, child pornography, or harmful to minors. It may be disabled for adults engaged in bona fide research or other lawful purposes.
- providing for educating minors (in this case 'minors' refer to school aged children up to the age of 17) about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

This Acceptable Use Policy outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally-owned devices on the school campus, including:

- The MPS network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Users are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- MPS makes a reasonable effort to ensure users' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Technologies Covered

MPS may provide the privilege of Internet access, desktop computers, mobile com-

puters or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. This Acceptable Use Policy applies to both school-owned technology equipment utilizing the MPS network, the MPS Internet connection, and/or private networks/Internet connections accessed from school-owned devices at any time. This Acceptable Use Policy also applies to privately-owned devices accessing the MPS network, the MPS Internet connection, and/or private networks/Internet connections while on school property. As new technologies emerge, MPS will seek to provide access to them. The policies outlined in this document cover all available technologies now and into the future, not just those specifically listed or currently available.

Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics as well as the spirit of this document: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Web Access

MPS provides its users the privilege of access to the Internet, including web sites, resources, content, and online tools. Access to the Internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect the web filter as a safety precaution and shall not attempt to circumvent the web filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a request for website review through the the email link provided on all blocked pages.

Email

MP's may provide users with the privilege of email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, the account(s) should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origins; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and as a school department, all email communications are archived for seven (7) years.

Technology Specialists who operate the system have access to all mail, including deleted messages. Messages relating to or in support of illegal activities may be reported to the authorities. All communications and information accessible via the network should be considered public property; however, the use of another person's intellectual property without that individual's prior written approval or authorization is prohibited. The school district will completely and periodically delete information from the system.

Legal Implications of Electronic Mail (Email)

For the purpose of this policy email is defined as messages created and received on an electronic mail system. The email message may be text or word processing documents, spreadsheets or other data compilations transmitted through such a system.

Email created or received by an employee of a government unit is a public record. In Massachusetts, the term "public record" is broadly defined to include all documentary materials or data created or received by any officer or employee of any governmental unit, regardless of physical form or characteristics. G.L. c. 4, sec. 7(26). Email is therefore a public record and subject to the requirements of the Public Records Law G. L. C. 66.

Email messages are subject to public access through the Public Records Law G. L. C. 66, Sec.10. A determination as to whether an email message is exempt from disclosure depends upon the content of the message. G. L.C. 4, Sec. 7(26)(a-m).

Email messages may be sought through the discovery process in litigation and may be admissible in evidence. Like all electronically created and stored records, email is subject to the rules of evidence and a judge will rule on its admissibility.

Refer to the Commonwealth of Massachusetts Public Records Division SPR- Bulletin No. 1-99 dated February 16, 1999 for additional information.

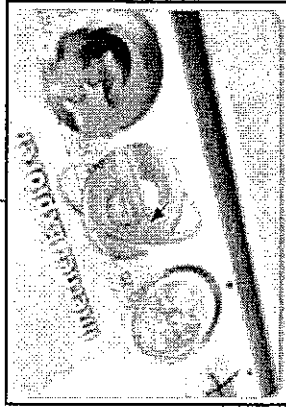
Network Accounts

Do not use another individual's account or password. Do not give your password to others. Attempts to log-on to the system as another user may result in cancellation of user privileges.

Network Use Limitations

The district's computer network may not be used to disseminate commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, self-replicating programs, etc.), or any other unauthorized materials. Staff and students may not use the school system's Internet connection to download games or other entertainment software or to play non-educational games over the Internet. Additionally, you may not use the computer network to display, store or send (by email or any other form of electronic communication such as bulletin boards, chatrooms, Usenet groups, etc.) material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise inappropriate or unlawful.

Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all users connected to the network have a responsibility to conserve these resources. As such, the user must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include but are not limited to, streaming music or videos for non-



educational purposes, sending chain letters, spending , playing online games, or otherwise creating unnecessary loads on network traffic associated with non-business-related uses of the Internet.

Social/Web 2.0 / Collaborative Content

Recognizing the benefits that collaboration brings to education, MPS may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Mobile Devices Policy

MPS may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should immediately report any loss, damage, or malfunction to IT staff. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

Personally-Owned Devices Policy

Students should keep personally-owned devices (including laptops, tablets, smart phones, cell phones, e-readers, iPod touch) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes. Devices are to be used as part of classroom lessons upon teacher approval, and they should not be used in between classes or in the hallways or other common areas. Because of security concerns, when personally-owned mobile devices are used on campus, they must be used over the school network. Access to cellular connections is strictly prohibited. Gaming devices are prohibited.

All devices are on a use at your own risk policy. The School District is not accountable for loss, damage, theft, etc.

Please remember, this Acceptable Use Policy applies to privately-owned devices accessing the MPS network, the MPS Internet connection, and private networks/Internet connections while on school property. Virus protection for PC's is required.

Users who cannot access the MPS network or who may have technical issues with their technology tool need to take care of this issue by working with the user's manual that came with the device outside of the classroom. These are not MPS devices and the district is not allocating resources at this time to troubleshoot issues.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or attempt to download any programs to help remove the virus.

You are responsible for any misuse of your account, even if the inappropriate activity was committed by another person. Therefore, you must take steps to ensure that others do not gain unauthorized access to your account. In addition, you may not use your account to breach security of another account or attempt to gain unauthorized access to another network or server.

Your password provides access to your account. Sharing your password and account access with unauthorized users is prohibited. You should take care to prevent others from using your account by keeping your password secure since you will be held responsible for such use. Do not leave an unsupervised computer logged on to the network.

Downloads

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from IT staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use trusted sources when conducting research via the Internet. Users should remember not to post anything online that they wouldn't want students, parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in real life someone they meet online without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

MPS makes an attempt to protect private information but users who submit personal information online do so at their own risk.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scar-

ing, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Social Media Policy

The district has a separate Social Media Policy that applies to all staff, and may have implications for students. By signing the Acceptable Use Policy users are acknowledging they have been made aware of the Social Media Policy and agree to abide with the requirements of the Social Media Policy. Violations of the Social Media Policy are in effect violations of the Acceptable Use Policy.

Vandalism

Any verified acts of vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, the Methuen Public Schools' network, or other networks that are connected to our system through the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

Privacy

Staff and students are given access to computers and the Internet to assist them in furthering the educational process. Users should have no expectation of privacy in anything they create, store, send or receive using the district's computer equipment. In addition the district, through its designees, reserves the right to monitor, examine, evaluate and disclose all aspects of the technology resources and their use.

Methuen Public Schools is committed to protecting private information of staff and students contained within emails or other online transmissions.

While we cannot guarantee the privacy or confidentiality of information within electronic documents, which is public information, the following procedure will help to protect the privacy and confidentiality of such information.

1. Remember when sending emails regarding students to use **ONLY** the student identification numbers and the first initial of both their first and last name eg: John Smith would be J.S.#12345.
2. Remember when sending emails regarding staff to use **ONLY** the staff members initials and job eg: John Smith teacher would be J.S. teacher.

Examples of Acceptable Use

I will:

- ✓ Use school technologies for school-related activities.
 - ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
 - ✓ Treat school resources carefully, and alert staff if there is any problem with their operation.
 - ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
 - ✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
 - ✓ Use school technologies at appropriate times, in approved places, for educational pursuits.
 - ✓ Cite sources when using online sites and resources for research.
 - ✓ Recognize that use of school technologies is a privilege and treat it as such.
 - ✓ Be cautious to protect the safety of myself and others.
 - ✓ Help to protect the security of school resources.
- This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use

I will not:

- ✓ Use school technologies in a way that could be personally or physically harmful.
- ✓ Attempt to find inappropriate images or content; intent to seek inappropriate images or content is a violation of this Acceptable Use Policy.
- ✓ Create a personal mobile "hot-spot" or use a "proxy site" for the purpose of circumventing network safety measures and filtering tools.
- ✓ Create, distribute or deploy multi-user servers or gaming software on or within the MPS network.
- ✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- ✓ Use of obscene, inflammatory, harassing, threatening, or abusive language or images
- ✓ Try to find ways to circumvent the school's safety measures and filtering tools; intent to circumvent safety measures and filtering tools is a violation of this Acceptable Use Policy.
- ✓ Use school technologies to send spam or chain mail.
- ✓ Plagiarize content I find online.
- ✓ Post or otherwise disclose personally-identifying information, about myself or others.
- ✓ Agree to meet someone I meet online in real life.
- ✓ Use language online that would be unacceptable in the classroom.
- ✓ Use school technologies for illegal activities or to pursue information on such activities.
- ✓ Attempt to hack or access sites, servers, or content that isn't intended for my use.

✓ Access materials or use email for nonacademic purposes or for purposes that are not approved by the staff member in charge

✓ Tamper with data and files being used by others.

✓ Use school accounts for personal messages, political lobbying, union messages, gambling, or business transactions, advertising, or commercial (offering or providing products or services) activities.

✓ Use or transmit materials that violates copyright laws

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability

MPS will not be responsible for damage or harm to persons, files, data, or hardware.

While MPS employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

MPS will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

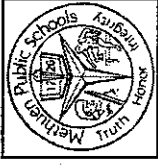
Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension or termination of network, technology, or computer privileges;
- Notification to parents;
- Detention or suspension from school and school-related activities;
- Employment disciplinary action, up to and including termination of employment;
- Legal action and/or prosecution.

The Methuen Public Schools will provide staff with Internet guidelines and training and support in the appropriate and effective use of the internet. The school system will inform parents about Internet guidelines through the use of letters, school newsletters, and handbooks. Additionally, the Methuen Public Schools will continually evaluate tools and software which can potentially assist staff in implementing guidelines, effectiveness, manageability, and any cost for initial purchase and upgrades will be considered.

iPad Policy, Procedures, and Info



The focus of the iPad program at Methuen High School is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future, and one of the learning tools of these 21st Century students is the iPad computer. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all iPads used at Methuen High School, including any other device considered by the administration to come under this policy. Teachers may set additional requirements for use in their classroom.

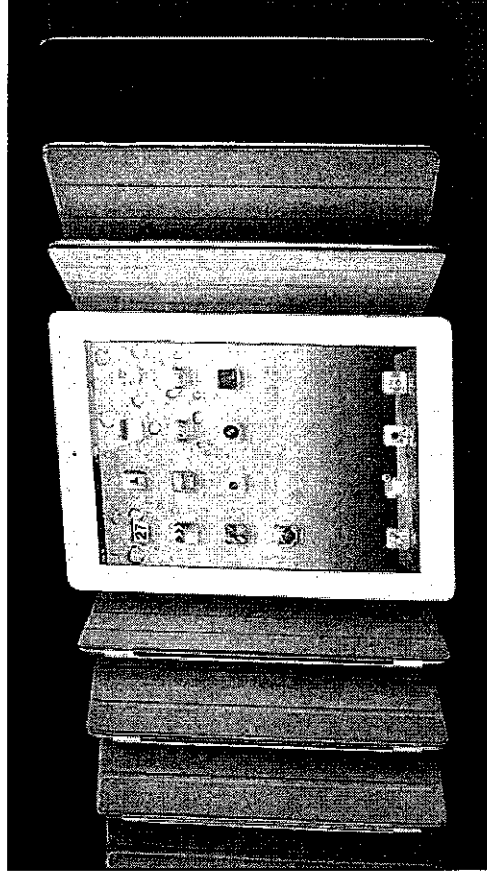


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1. Receiving Your iPad & Check-In

1.1 Receiving Your iPad

iPads will be distributed in August prior to the first full week of school. Parents and students must sign and return copies of the iPad Protection Plan, Student Pledge, and Acceptable Use Policy documents before the iPad can be issued.

1.2 iPad Check-In

iPads will be returned during the final week of school during student checkout so they can be examined for serviceability. If a student transfers out of the Methuen School District during the school year, their iPad will be returned at that time.

1.3 Check-In Fines

Individual school iPads and accessories must be returned at the end of each school year. Students who graduate early, withdraw, are expelled, or terminate enrollment at Methuen School for any other reason must return their individual school iPad on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the cost of the iPad, or, if applicable, any insurance deductible. Failure to return the iPad will result in a theft report being filed with the Methuen Police Department.

Furthermore, the student will be responsible for any damage to the iPad and must return the iPad and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

2. Taking Care of Your iPad

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the IT department for an evaluation of the equipment.

2.1 General Precautions

- The iPad is school property and all users will follow this policy and the Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.

- iPad must remain free of any writing, drawing, stickers, or labels that are not the property of the Methuen School District.

- iPads must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.
- iPads that malfunction or are damaged must be reported to the IT Department. The school district will be responsible for repairing iPads that malfunction. iPads that have been intentionally damaged from student misuse or neglect will be repaired with the cost being borne by the student. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally or be responsible for full replacement cost.
- iPads that are stolen or lost must be reported immediately to the Office and the Police Department.

2.2 Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- Do not "bump" the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. Using Your iPad at School

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

3.1 iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. If a student repeatedly (three or

more times as determined by any staff member) leaves their iPad at home, they will be required to "check out" their iPad from the help desk or designated staff member for two (2) weeks.

3.2 iPad Undergoing Repair

Loaner iPads may be issued to students when they leave their iPads for repair with the IT Department. There may be a delay in getting an iPad should the school not have enough to loan.

3.3 Charging Your iPad's Battery

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Repeat violations (minimum of three days – not consecutively) of this policy will result in students being required to "check out" their iPad from the help desk for three (3) weeks.

In cases where use of the iPad has caused batteries to become discharged, students may be able to connect their iPads to a power outlet in class.

3.4 Screensavers

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in disciplinary actions.

3.5 Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the iPad and can be used at the discretion of the teacher.

3.6 Printing

Printing will be available with the iPad on a very limited basis.

3.7 Home Internet Access

Students are allowed to set up wireless networks on their iPads. This will assist them with iPad use while at home. Printing at home will require a wireless printer, proper settings on the iPad, and the correct app.

4. Managing Your Files & Saving Your Work

4.1 Saving to the iPad/Home Directory

Students may save work to the home directory on the iPad on a limited basis. It is recommended that students email documents to themselves and utilize Google Drive for creating, sharing, and storing work. Storage space will be available on the iPad – but it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

The Methuen School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

5. Software on iPads

5.1 Originally Installed Software

The software/apps originally installed by Methuen School District must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

5.2 Inspection

Students may be selected at random to provide their iPad for inspection.

5.3 Procedure for Re-loading Software

If technical difficulties occur or illegal software or non-Methuen School installed apps are discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

5.4 Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and syncing.

6. Acceptable Use

The use of the Methuen School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Methuen School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Methuen School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Methuen School District's Acceptable Use Policy as well as the Student Handbook shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

6.2 School Responsibilities

- School will provide Internet and email access to its students.
- School will provide Internet blocking of inappropriate materials as able.
- School will provide Google Drive accounts. These will be treated similar to school lockers. Methuen School District reserves the right to review, monitor, and restrict information stored on or transmitted via Methuen School District owned equipment and to investigate inappropriate use of resources.
- School will provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

6.3 Student Responsibilities

- Students will use computer/devices in a responsible and ethical manner.

- Students will obey general school rules concerning behavior and communication that apply to iPad/computer use.
- Students will use all technology resources in an appropriate manner so as not to damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions cause by the student's own negligence, errors or omissions. Use of any information obtained via Methuen School District's designated Internet system is at your own risk. Methuen School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Students will help the Methuen School District protect its computer system/devices by contacting an administrator about any security problems they may encounter.
- Students will monitor all activity on their account(s).
- Students should always turn off and secure their iPad after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he or she is asked to print a copy and turn it in to the office.
- Students will return their iPad to the IT Department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Methuen School for any other reason must return their individual school iPad computer on the date of termination.

6.4 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Removing school imposed configuration profiles.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Messaging services (i.e. MSN Messenger, ICQ, etc.)
- Spamming -- sending mass or inappropriate emails.
- Gaining access to another student's accounts, files, and/or data.

- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Methuen School web filter through a web proxy.

6.5 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the Methuen High School Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession or hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

6.6 Student Discipline

If a student violates any part of the above policy, he or she will be subject to consequences as listed in the Acceptable Use Policy and Methuen High School Student Handbook.

7. Protecting & Storing Your iPad

7.1 iPad Identification

Student iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:

- Record of serial number and correlated asset tag.

7.2 Storing Your iPad

When students are not using their iPads, they should be stored in their school-issued lockers. The Methuen School District recommends the students use the lockers provided on their school-issued lockers to secure and store their iPads. Nothing should be placed on top of the iPad when stored in their locker. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their iPad, they may check it in for storage with the help desk.

Do NOT leave your iPad in a place that is experiencing extreme hot or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself. Extreme cold will cause severe screen damage.

7.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the office. Violations may result in loss of iPad privileges and/or other privileges.

8. Repairing or Replacing Your iPad Computer

8.1 Claims

All protection plan claims for accidental damage and maintenance must be reported and filed with the high school office. In cases of theft or loss, students or parents must file a police or fire report and bring a copy of the report to the principal's office before an iPad can be replaced with the School District Protection Plan.

Student Pledge for iPad Use

- I will take good care of my iPad.
- I will never leave my iPad unattended.
- I will never loan out my iPad to other individuals.
- I will know where my iPad is at all times.
- I will charge my iPad's battery daily.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will use my iPad in ways that are appropriate and meet Methuen School District expectations.
- I will not place decorations (such as stickers, markers, etc.) on my iPad; I will not deface the serial number iPad sticker on any iPad.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of the Methuen School District.
- I will follow the policies outlined in the *Student Handbook, iPad Policy, Procedures, and Information*, and the *Acceptable Use Policy* while at school, as well as outside the school day.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance as well as report to the Methuen School District.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the iPad and power cords in good working condition.

I agree to the stipulations set forth in the above documents including the *iPad Policies, Procedures and Information*, the *Acceptable Use Policy*, and the *Student Pledge for iPad Use*.

Student Name (Please Print): _____ Date: _____

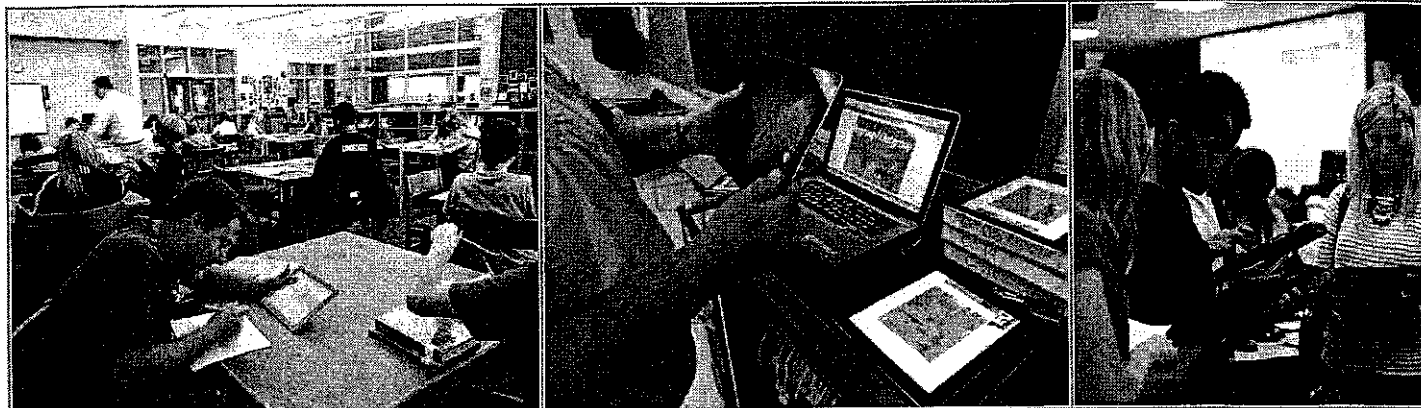
Student Signature: _____

Parent/ Guardian Name (Please Print): _____

Parent/ Guardian Signature: _____ Date: _____

Individual school iPads and accessories must be returned to Methuen High at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Methuen School District for any other reason must return their individual school iPad on the date of termination.

Questions & Answers



Overview

What is the initiative?

During the 2014-2015 school year, the district will phase in a 1:1 Digital Learning Initiative, putting a technology learning device – an iPad- in the hands of every student at Methuen High School with a primary goal of continuously improving student engagement, and personalizing and improving the learning of each student. The new high school is blanketed with a robust wireless network, providing faculty, staff, and students with connectivity in a multitude of learning spaces. The typical classroom features a 70" flat screen television which can be used as a wireless display board by teachers and students. The iPads will allow teachers to be mobile in the classroom and still have the ability to mirror anything on their iPad screen through the television.

Which model iPad will the district be providing?

The Sophomore class will continue to use the iPad 2 that they were issued at the beginning of last year. All other grades- 9th, 11th, and 12th will be issued a new iPad 4.

Will a case be provided with the iPad?

The school district will provide a sleeve (zipper pouch) for student iPads. The iPad 4 (to be used by 9th, 11th, and 12th graders) comes with a STM DUX case. This deal was not available for the iPad 2 model.

Will the district charge a fee for the device my student uses?

No, there is no fee unless a device is damaged or lost.

Home use/management

Will students need the Internet to use the device at home?

While it may be easier to do some work with access to the Internet, students will be able to download most information they need onto their device while at school to work on at home.

Will there be tech support from home?

We are in the process of gathering information and creating iPad resource webpages for both students and parents. Information will be forthcoming.

Can parents use the device?

While the devices are meant for student use, we encourage parents to explore and learn alongside their children. We also encourage parents to check the devices on a regular basis to see how their students are using them.

Will there be filters be on the devices?

The school's Internet filter is only good when connecting to the Internet at school. It is not part of the iPad. When the iPad goes home or to any other location and connects to the Internet, content will only be filtered based on that connection.

What control do I have of device at home?

At home the parent is in charge. You have the right to make the rules as to when the student can use the device at home.

What control does the school have of a device?

Our Mobile Device Management system monitors all of the devices, showing useful metrics such as installed apps information and recent location, and even lets administrators remotely lock and erase devices.

Will students be able to keep the devices at the end of each school year?

We will collect devices at the end of each school year in order to update, make repairs, and clean the devices.

School Management

Will the devices remain with students from year to year?

Our plan is that students will retain the same device each year until upgraded. Our research showed that students take better care of the devices when they know are using them over multiple years.

Will tech support be available during the school day for students who have iPad issues?

Tech support will be available throughout the school day. Students will also be provided a help desk email address to send questions or to report issues.

What happens if a student forgets his iPad at home?

We will have a few iPads to loan out to students who forget them. These iPads will never be taken home, they are for in school use only.

Should students expect to be on the iPad all day?

Absolutely not. The iPads are tools that the district is providing to help facilitate learning and engagement. Teachers are in charge of their classroom lessons and the frequency of iPad use depends on their plans.

Ownership

Can student user purchase their devices at the end of the year or upon graduating?

At this time the district has yet to determine whether this option will be made available to students.

What if the students already have the device?

Students will be asked to use a school-issued iPad due to app licensing and the instructional materials that will be loaded on the devices for classroom learning. In the future, we may explore opportunities for student/family-owned devices to be used for school, but for the first year, we will only use school-issued devices so we can manage the apps/licensing, settings, and configurations within our network.

Device Management

Can personal apps be installed on the iPads?

Students will be allowed to purchase their own apps as long as they choose appropriate apps and comply with the Methuen Public Schools Acceptable Use Policy. The devices are monitored and administration has the ability to see a list of apps that are installed on each device.

Who is paying for the apps?

Administration and teachers have identified a handful of paid apps that will be most utilized. These apps will be provided for free on the student iPads but the app license belongs to the district and can be 'pulled back' at any time. Students can log in to the Apps Store using their own account and download apps under their own ID.

Any apps downloaded in this way are linked to their account- not the device. So if students decide to purchase

an app, it will stay with them even after they return the school issued iPad.

Parent Support

Will there be classes to support parents?

We plan to offer courses for parents in the fall. Also, email the Director of Instructional Technology if you can assemble a group of parents who share a common interest regarding the iPad or our 1:1 initiative. He can arrange for focused discussions and/or trainings as needed.

Teachers

Will all teachers participate?

All teachers have been integrating iPads into their instruction and curriculum for at least a year. Further professional development will be provided as well.

Technology Devices

What about changing technology?

Although we have committed to iPads as our 1:1 device for the next few years, we are open to exploring other possible solutions in the future. During this time and as always, we will continuously monitor trends in technology education and make decisions based upon the needs of our students.

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MPS Protocols for iPad issues

PROBLEM.....



WHAT DOES IT MEAN...

- Either you don't have a network account, your password is incorrect, or there is an issue with your account

HOW TO FIX IT.....

- Visit the Tech Help Table in the Media Center during Block 1 or 2. You can also visit during last block or right after school until 2:15

| Slide 6 |

Slides

All students need to:

- Set up an iTunes account
- If you already have an iTunes account, don't create another one. It is suggested that you have ONE apple ID. When creating a new iTunes account, it will be set up with your personal information

and email address. It's an Apple ID that will stay with you even after you graduate.

- Set up Find my iPhone
- Name the iPad- Settings>General>About>Name (enter your ID as the name)
- Set up Mail App

Frequently Asked Questions:

I forget my passcode. What should I do?

Guess once or twice, but then stop guessing! You will disable the iPad and cause more headaches. After two attempts, contact tech support and we can wirelessly send a command to remove the passcode lock for you.

How do I set up my email?

Follow these directions: [MPS Email Account](#)

What do I do if an app keeps crashing?

First, try powering off the iPad by pressing and holding the power button on the top corner and swiping the on

screen Power Off button. If the app continues to crash, delete it and re-download it from the App Store. Make sure you make a copy of all data that is stored in the app before deleting it!

I'm missing an app- Notability, Pages, Keynote, iMovie, Garageband

Email helpdesk@methuen.k12.ma.us. If you have previously accepted an invitation from Cisco/Meraki, you will just get an invitation later in the day to download the requested app. If you never accepted the Cisco Meraki invitation, you'll have to do that first by opening the email from Cisco Meraki and following the directions.

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