

***Girard USD 248***  
***iPad Initiative***  
***Policy & Procedures***  
***2018-19***



iPad in Education. Digital Image. Apple Inc. [US]. 30 May 2017. <https://www.apple.com/ca/education/ipad/>

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# ***Girard USD 248 iPad Policy & Procedures 2018-19***

## **1. INTRODUCTION / HISTORY / OVERVIEW:**

At the December 2012 USD 248 Board of Education meeting, Girard school board members approved the recommendation of new superintendent, Blaise Bauer, to purchase 748 iPad Minis. Beginning in August 2013, all students in grades 5-12 will be issued an iPad Mini to be used throughout the school year. The student will have the option to take the iPad home each evening if their parent chooses to pay an annual technology fee. In grades K-4, each grade level will have one cart of iPad Minis.

The recommendation by Mr. Bauer was based on approximately six months of research conducted by the Girard iPad Steering Committee. The committee, headed by Tech Director Rick Duling and Middle School Principal Randy Heatherly, visited schools currently using iPad devices, participated in Apple training and other workshops, and conducted pilot studies in each of the three buildings during the 2012-13 school year.

After the iPad initiative was approved by the school board, the administration and steering committee turned the focus to providing quality staff development to teaching staff in order to prepare them for the August 2013 deployment. Additionally, the steering committee developed the following iPad Policies and Procedures Policy after reviewing policies from several current 1:1 schools.

Our steering committee, teaching staff, and school board are very excited about this iPad Initiative and believe the integration of this technology into everyday teaching and learning will have tremendous positive effect on student learning in our school district.

Our 2<sup>nd</sup> cycle began in August 2016 with the purchase of new iPad Pro full-sized 32GB iPad devices with 9.7" screens.

In August 2017, new iPad 5th Generation full-sized iPad devices with 32GB and 9.7-inch screens were purchased for 5th grade students and K-4 carts. ~~New iPad full-sized 32GB with 9.7" screens.~~

At the February 2018 and May 2018 USD 248 Board of Education meeting, Girard school board members approved the recommendation of superintendent, Blaise Bauer, to purchase 810 6th Generation iPad devices. Beginning in August 2018, all students in grades K-12 will be issued an iPad to be used throughout the school year. The 5th - 12th grade students will have the option to take the iPad home each evening if their parent chooses to pay an annual technology fee. In grades K-4, each grade level will be 1:1, with the iPad devices staying at school.

## **2. 2018 GIRARD TECHNOLOGY STRATEGIC PLANNING COMMITTEE Steering Committee**

Rick Duling, Tech Director  
~~Nancy Boore~~ Morgan Crawford, RVH Teacher  
Mark LaTurner, RVH Principal  
~~Heather Peak~~ Anna Drennick, GMS Teacher  
Rob Massa, GHS Teacher  
Todd Ferguson, GHS Principal  
~~Beth Murphy~~, School Board  
Peggy Marshall, GMS Teacher School Board  
Lisa Schossow, Parent/Community

Cindy Murphy, Integration Specialist  
Lisa Harris, RVH Teacher  
Rob Adolph, GMS Teacher  
~~Brannon Kidd~~ BJ Pruitt, GMS Principal  
~~Robyn O'Malley~~ Jeremiah Hudson, GHS Teacher  
Blaise Bauer, Superintendent  
~~Lori Johnson~~, School Board  
Rod Murphy, Parent/Community  
Brian Boore, Parent/Community

## **3. TIMELINE:**

August 2012	Staff Development (Apps, Apps, & More Apps)
2012-2013	Pilots (GHS-Adv. Chem., Calculus), (GMS-6 <sup>th</sup> Math), RVH-(Cart)
September 2012	School Visits to Abilene, Baxter Springs, Central Heights
December 2012	USD 248 Board of Education approves iPad Initiative
January 2013	Staff Development (Edmodo, iMovie, File Sharing/Notability, various apps)
August 2013	Deployment Week during enrollment

August 2016	Second iPad Deployment Cycle
August 2017	iPad 5th Generation devices for 5th grade and K-4 carts.
August 2018	iPad 6th Gen for grades 3-12, iPad 5th Gen for grades 1-2, and iPad Air 2 for Kindergarten.

#### 4. EQUIPMENT / DEPLOYMENT

Grades 3-12	Every student will use an Apple iPad 6th Generation 32GB with a protective case.
Grades 1-2	Every student will use an Apple iPad 5th Generation 32GB with a protective case.
Grades K	Every student will use an Apple iPad Air 2 64GB with a protective case.
Grades 1-12	Every student will use an Apple 12W USB Power Adapter and an Apple 1m Lightning to USB Cable.
Grades K	Every student will use an Apple 10W USB Power Adapter and an Apple 1m Lightning to USB Cable.
Grade 5	Every student will use an iPad 5th Generation 32GB with a protective case
Grades 6-12	Every student will use an iPad Pro 32GB with a Protective Case
Grades K	Kindergarten will have one cart of iPad Mini 2 32GB
Grades 1-4	Each grade level will have one cart of iPad Air 2 or iPad 5th Generation full size 32GB devices.

Cases – students must use the school provided case unless they are bringing their own device (BYOD).

#### 5. BRING YOUR OWN DEVICE (BYOD)

**5.1. BYOD rationale:** We realize that many students already possess their own iPad. We allow students to bring their own iPad as long as it meets the **requirements listed below** ~~minimum 32GB specifications.~~

**5.2. BYOD requirements:** Must be an Apple iPad with at least 32GB, and **an** operating system of IOS **11** or higher. As of **May 2018**, the ~~iPad4~~, iPad Air, iPad Air 2, iPad Mini 2, iPad Mini 3, iPad Mini 4, iPad Pro, iPad 5th generation, **and iPad 6th generation** all meet these requirements. Students choosing to BYOD must agree to let our technology department enroll their iPad to work with our ~~Jamf~~ **Mosyle** management system.

#### 6. TYPE OF USER ACCOUNTS:

##### **The COPPA Act of 1998 (Children’s Online Privacy Protection Act)**

Restricts children under the age of 13 from having most types of online accounts, including email accounts and iTunes accounts. Due to the COPPA Act, iPad devices for students under age 13 must be set up differently than for those students age 13 and older.

##### **6.1. “INSTITUTIONAL” Managed Apple ID (used in grades K-12).**

Managed Apple ID for education has 200GB of iCloud storage for student data. All school requested apps and books will be pushed to the device. If the device is going home and approved by administration, the iTunes and App store will be opened for a short time to allow 9th-12th grade the ability to add a personal apple id for personal apps and itunes.

##### **6.2. 8-3 users (grades K-12).**

All apps will be placed on the iPad by the school. No personal iCloud account will be used or needed.

##### **6.3. “INSTITUTIONAL” account (used in grades K-5-7).**

The iPad for these grades are set up by the school (institution). Students cannot add or delete apps.

##### **6.4. “PERSONAL” and “INSTITUTIONAL” account (used in grade 8).**

The iPad devices for 8th grade are set up by the school. However, after the first 3 weeks and depending on student grades, students can choose to use their Apple ID to manage their own apps, music, videos, ...

##### **6.5. “PERSONAL” and “INSTITUTIONAL” account (used in grades 9-12).**

Students **may** use their own Apple ID **for the iTunes and app store**. In addition to the apps placed on the iPad by the school, student can manage their own apps, music, videos, ...

#### 7. OFF CAMPUS RIGHTS

##### **7.1. TAKE HOME 24/7 ACCESS:**

During the school year, students may use the iPad off campus on a 24 hour/7 day basis if they pay an annual

technology fee of \$50. This annual technology fee must be paid at the time of enrollment along with the \$30 school enrollment fee before an iPad is checked out to the student. Students enrolling during the second semester will be charged ½ of the annual fee (\$25). The administration reserves the right to adjust the technology fee for students transferring in/out of the district during the school year.

To be eligible for 24/7 off campus access, the student must complete all of the following:

- ✓ Have a parent and the student present at enrollment to pick up the iPad
- ✓ Have a parent pay the applicable technology fee
- ✓ Have both a parent and student sign the iPad User Agreement

## **7.2. SCHOOL DAY ONLY ACCESS:**

For the students whose parents choose NOT to pay the annual technology fee, an iPad will be checked out on the first day of school and used throughout the school year. However, the iPad must be checked in daily before leaving school. The iPad will be stored and charged overnight. The student will pick up the iPad the next morning from the designated storage area for use during the school day.

## **8. RECEIVING YOUR iPad & CHECK-IN PROCEDURE**

### **8.1. Receiving Your iPad**

8.1.1. iPad devices will be distributed during enrollment week in August. Before an iPad is issued to a student, both parent and student must sign an iPad User Agreement.

### **8.2. Checking in Your iPad at the End of the Year**

8.2.1. iPad devices will be returned during the final week of school so they can be checked for serviceability.

8.2.2. If a student leaves Girard schools for any reason during the year after being issued an iPad, the iPad will be returned at the time of checkout.

8.2.3. If a student fails to return the iPad at the end of the year check-in or upon termination of enrollment in Girard Schools, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad. Failure to return the iPad will result in a theft report being filed with the Girard Police Department.

8.2.4. The student is expected to return the iPad and case to the building principal in satisfactory condition. The student will be responsible for any damage to the iPad and will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

8.2.5. Starting in August 2016, when students are checked out their new iPad, they will be given a charging cable and a 12W USB power adaptor. They will keep this charging cable and a 12W USB power adaptor for the remainder of the ~~four-year~~ iPad cycle or until their departure from Girard Schools. Students will NOT return the charging cable and the 12W USB power adaptor at the end of ~~each school~~ the year. It is the student's responsibility to replace faulty/lost cables or adaptors with Apple Certified charging cables and a 12W USB power adapter from USD 248 ~~or Apple~~.

## **9. TAKING CARE OF YOUR iPad:**

### **9.1. General Precautions**

9.1.1. The iPad is school property that may be inspected by school officials at any time. All users will follow Girard USD 248 iPad Initiative Policy and Procedures and the iPad User Agreement.

9.1.2. Only use a clean soft cloth to clean the screen. No cleansers of any type.

9.1.3. Cords and cables must be inserted carefully into the iPad to prevent damage.

9.1.4. iPad devices and iPad cases must remain free of any writing, drawing, stickers, or labels. The only exception: the Girard Technology Department will place an identification sticker on the iPad.

9.1.5. Students are responsible for charging their iPad overnight to ensure its usage throughout the next day.

### **9.2. Carrying iPad Devices**

9.2.1. A protective case/cover for the iPad is required to help protect the iPad and provide a suitable means for carrying the device throughout the days. iPad devices should always be within the protective case when carried. Students are required to use the school issued protective case unless they are a BYOD user using their own iPad.

### **9.3. Screen Care**

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

- 9.3.2. Do not put unnecessary pressure on the top of the iPad.
- 9.3.3. Do not place anything near the iPad that could put pressure on the screen.
- 9.3.4. Do not place anything in the carrying case that will press against the case/cover.
- 9.3.5. Clean the screen with a soft, dry cloth or anti-static cloth. Do not use cleansers.
- 9.3.6. Do not bump the iPad against walls, lockers, car doors, floors, etc. as it may crack or break the screen.

## 10. USING YOUR iPad AT SCHOOL

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

### 10.1. iPad Left at Home

*If students leave their iPad at home, upon arrival at school, they should notify the office. Students will be asked to contact parents to bring the iPad to school. If that is not possible, they will be issued a "loaner" iPad but may be disciplined for failure to bring their fully-charged iPad to school.*

### 10.2. iPad Undergoing Repair

A loaner or **substitute** iPad may be issued to **the** students whose device is being repaired.

### 10.3. Charging Your iPad Battery

10.3.1 iPad devices should be charged overnight to full capacity before they are brought to school each day.

**10.3.2 The iPad must be charged with an Apple Certified charging cable and a 12W USB power adapter. Failure to use an approved charging cable and/or a 12W USB power adapter may lead to school discipline or replacement cost of iPad. Apple Certified charging cables and a 12W USB power adapter must be purchased through USD 248 or Apple.**

*If a counterfeit or uncertified accessory is used, these issues could occur:*

- The iOS device could become damaged.
- The cable might be easily damaged.
- The connector end might fall off, get very hot, or might not fit properly into your device.
- The iPad may not sync or charge.

**For more information please review the following information.**

<https://support.apple.com/en-us/HT204566>

[https://www.apple.com/us\\_smb\\_78313/shop/product/MD836LL/A/apple-12w-usb-power-adapter?fnode=91](https://www.apple.com/us_smb_78313/shop/product/MD836LL/A/apple-12w-usb-power-adapter?fnode=91)

### 10.4. Screensavers/Background Photos

Students will have the ability to customize their iPad's screen background. Appropriate media will be used. Students are allowed to use screen-locking passcodes. However, care should be exercised if using passcodes. If a student enters incorrect passcodes three times, they should stop and ask the technology department for assistance. The iPad will be disabled if ten incorrect passcode attempts are entered and the iPad will have to be restored to factory settings with loss of personal data.

### 10.5. Sound, Music, Games, or Programs

10.5.1. For students with personal accounts, the student may add music, games, etc. using their personal Apple ID. Apple ID's can be set up without using credit card information. Using iTunes cards may be the simplest way to add money to your Apple ID account if students want to add music and personal apps to their account. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

10.5.2. Appropriate music is allowed on the iPad. Earbuds/headphones may be used in the classroom based upon individual teacher approval. During passing periods, students may not use ear buds/headphones.

### 10.6. Printing

10.6.1. Limited printing services will be available with the iPad. Students are required to gain teacher approval before printing from their iPad.

10.6.2. Students will be given information and instruction on printing with the iPad at school.

## **10.7. Home internet Access/Printing**

- 10.7.1. Students are allowed to set up additional wireless networks on their iPad device. This will be necessary to use web-based services outside of the school setting.
- 10.7.2. Printing at home will require a wireless printer, proper settings on the iPad, an ePrint compatible printer and possibly an additional app or software on your home computer/printer.

## **10.8. Personal Apps**

- 10.8.1. Students in grades 8-12 may install appropriate personal apps on their iPad via their personal iTunes account. ~~With parental consent, students in grades 6-7 may install appropriate personal apps on their iPad using Apple ID's set up by their parents.~~ Girard USD 248 will, within reason, provide configuration settings that will not allow inappropriate content/apps/music to be installed on the iPad. This does not limit what can be downloaded to the students individual iTunes account or other personal device (iPhone, iPod,...).
- 10.8.2. In the event storage space becomes an issue on individual iPad devices, student music, videos, photos and apps will need to be deleted. 4GB of storage must be reserved at all times for additional education tools and updating requirements.

## **11. MANAGING YOUR FILES & SAVING YOUR WORK**

### **11.1. Backing Up Data**

- 11.1.1. Students should save work to the iPad. It is recommended students regularly back up data. It is suggested the student save school-related data to the Cloud. Limited storage space will be available on the iPad—Data will NOT be backed up in the event an iPad has to be re-imaged or restored to factory settings. 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. The school does not or will not accept responsibility for the loss of any apps or documents deleted due to the necessity of a re-format and/or re-image.

## **12. SOFTWARE ON IPAD DEVICES**

### **12.1. Originally Installed Software**

- 12.1.1. The apps and operating system originally installed by USD 248 must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add additional apps and OS upgrades.
- 12.1.2. Periodic checks of iPad devices will be made to ensure that students have not removed required apps or installed inappropriate material. Violations would be handled through the disciplinary guidelines in the student handbook.

### **12.2. Additional Software**

- 12.2.1. Student iPad devices will be pre-loaded with apps like Pages, Keynote, Numbers, iMovie, Notability, ... Additionally apps that have been requested by the district will also be loaded on the iPad.

### **12.3. Inspection**

- 12.3.1. iPad devices owned by USD 248 – Since these devices are owned by USD 248, the contents of the iPad may be inspected by school officials at any time. Students should not expect any right or expectation of privacy since these iPad devices are owned by the school and the expectations for appropriate usage have been explained in this policy.
- 12.3.2. BYOD iPad devices – Since these devices are owned by the student and/or parent/guardian, these iPad devices will not be subject to random searches like the school-owned iPad devices. However, much like with student cellphones, the school reserves the right to search devices confiscated due to reasonable suspicion that school policies have been violated or a criminal offense has occurred. If a school policy has been violated or a criminal offense has been committed, the student should understand there is “no right or expectation of privacy”.

### **12.4. Software upgrades**

- 12.4.1. Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPad devices, even if it is their own device, for periodic updates and syncing. Operating systems with Apple devices change. Students on “personal” accounts are responsible for keeping their own downloaded apps updated.

### **12.5. Technology Support**

- 12.5.1. Technology support for iPad devices will be available during the normal business day at **RVH Elementary** and Girard Middle/Senior High School. Students needing iPad assistance should first contact the principal's office. Office personnel will then contact the technology office to see if help is immediately available or to leave a help request with the tech office. Typically, the technology office is open from 7:45-3:30 each school day. After hours support will not be available.

### **13. ACCEPTABLE USE**

The use of the Girard School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Girard 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 Girard 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 appropriate disciplinary action shall be applied. The Girard School District's Student Code of Conduct shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

#### **13.1. Parent/Guardian Responsibilities**

- 13.1.1. 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.
- 13.1.2. Students may have access to their device 24/7 if the technology fee is paid. As parents, you will need to establish ground rules for iPad use outside of the school day. While using the iPad at school, our internet filter should provide a safe surfing environment. However, away from school when not connected to the school's internet service, you need to understand that this iPad will not be filtered.

#### **13.2. School Responsibilities are to:**

- 13.2.1. Provide internet access to its students via the wifi network.
- 13.2.2. Provide internet filtering.
- 13.2.3. Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
- 13.2.4. Recommend students use the "cloud" for data storage of school related content.
- 13.2.5. Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

#### **13.3. Students are responsible for:**

- 13.3.1. Using iPad devices in a responsible and ethical manner.
- 13.3.2. Obeying general school rules concerning behavior and communication that applies to iPad/computer use.
- 13.3.3. Bringing their iPad to school each day fully charged (if they are a 24/7 user).
- 13.3.4. Handing over their iPad or putting away their iPad if requested to do so by the teacher.
- 13.3.5. Staying connected to the wifi network during the school day and while on school property.
- 13.3.6. Keeping their Bluetooth setting turned ON during the school day and while on school property.
- 13.3.7. Using all technology resources in an appropriate manner so as to not damage school equipment.
- 13.3.8. Helping Girard School District protect our computer system/device by contacting an administrator about any security problems they may encounter.
- 13.3.9. Monitoring all activity on their account(s).
- 13.3.10. Securing their iPad after they are done working to protect their work and information.
- 13.3.11. Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.
- 13.3.12. Returning their iPad to the Technology Department at the end of each school year. Students who graduate, withdraw, are suspended or expelled, or terminate enrollment at Girard for any other reason must return their individual school iPad, case, Apple Certified charging cable and a **12W USB** power adapter on the date of termination.

#### **13.4. Student Activities Prohibited: (these are examples; not an all-inclusive list)**

- 13.4.1. Illegal installation, downloading or transmission of copyrighted materials (apps/music/movies/etc.).
- 13.4.2. Any action that violates existing Board Policy or public law.



- 13.4.3. Turning on Airplane mode during the school day or while on school property.
- 13.4.4. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- 13.4.5. Inappropriate use of the camera/recorder: improperly utilizing photos, video, and/or audio recordings of any other person.
- 13.4.6. Changing iPad settings and profiles in an effort to circumvent the filtering and management system.
- 13.4.7. Downloading inappropriate apps or downloading paid apps without paying for them.
- 13.4.8. Participating in any inappropriate or illegal activity with the iPad.
- 13.4.9. Spamming-Sending inappropriate emails.
- 13.4.10. Using, sharing, or gaining access to other student's iPad, files, data, or homework.
- 13.4.11. Sharing Apple ID accounts with other students.
- 13.4.12. Sharing usernames and passwords with other students.
- 13.4.13. Vandalism to your iPad or another student's iPad.
- 13.4.14. Recording a teacher or staff member without their permission.
- 13.4.15. Posting of pictures or videos online without the permission of the parties involved.
- 13.4.16. Any attempt to circumvent the filtering and management system.
- 13.4.17. Using social media/instant messaging/texting during the school day without teacher permission.
- 13.4.18. Gaming during the school day without teacher permission.
- 13.4.19. All other inappropriate uses of the iPad that may be disruptive to the school environment, is considered to be "off task" behavior, or is not of educational value as determined by administration.

**13.5. iPad Care:**

- 13.5.1. Students will be held responsible for maintaining their individual iPad, and keeping them in good working order.
- 13.5.2. iPad batteries must be fully charged and ready for school every day.
- 13.5.3. iPad devices that are stolen must be reported immediately to the principal's office and the Girard SRO.

**13.6. Legal Propriety:**

- 13.6.1. 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. Apps obtained by individual students should not be shared with other students.
- 13.6.2. Plagiarism is a violation of the Girard Schools Code of Conduct. 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. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

**13.7. Administrative Authority / Student Discipline:**

- 13.7.1. The activities listed in Section 13.4 are just a guideline and is not an all-inclusive list. Technology is changing every day. Administration reserves the right to deviate from this policy when necessary depending on the severity and details of the individual situation. If a student violates any part of the above policy, board policy, or school handbook policy related to the use of technology, he/she may be subject to the following disciplinary steps:
- 13.7.2. Loss of privilege to take the iPad off campus.
- 13.7.3. Loss of privilege of using the iPad during the school day.
- 13.7.4. Restriction or "locking" of the apps that are available on the iPad for specified time.
- 13.7.5. Disciplinary/Legal action as deemed appropriate.

**14. PROTECTING & STORING YOUR IPAD**

**14.1. iPad Identification:**

- 14.1.1. The student iPad will be labeled by the technology department.

**14.2. Storing Your iPad:**

- 14.2.1. When students are not using their iPad, they should be stored in their backpack or school locker according to building expectations.
- 14.2.2. Nothing should be placed on top of the iPad. Students are encouraged to take their iPad devices home every day after school, regardless of whether or not they are needed. iPad devices 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 overnight, they may check it in for storage at the technology department.

### **14.3. iPad Devices Left in Unsupervised Areas:**

- 14.3.1. Under no circumstances should iPad devices be left in unsupervised areas. Unsupervised areas include the school grounds/campus, commons area, lunchroom, 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.

## **15. REPAIRING OR REPLACING YOUR IPAD/COST OF REPAIRS**

The Girard School District recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both the District and the Student/Parent. Therefore, we have set the following guidelines in place. While USD 248 has chosen to allow personally owned iPad devices if they meet the requirements and are enrolled through our technology department, the district technology staff will NOT be responsible for the repair of personally owned iPad devices.

### **15.1. Accidental Damage**

- 15.1.1. Students will be responsible for caring for their iPad and school issued accessories. They will be expected to return them at the end of the year in good working condition.
- 15.1.2. Students will be responsible for the first \$125 of the cost of repairs/replacement of an iPad that has been damaged accidentally per incident.
- 15.1.3. Students will be responsible for the replacement cost of school issued cases.
- 15.1.4. Students will be responsible for replacing faulty/lost charging cables and **the 12W USB** power adaptor with Apple Certified charging cables and **a 12W USB** power adapter approved by the Technology office. <https://support.apple.com/en-us/HT204566>

### **15.2. Personal Home or Homeowners coverage**

- 15.2.1. Students or parents may wish to carry their own personal insurance to protect the iPad in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the iPad device.

### **15.3. Intentional Damage**

- 15.3.1. Students will be responsible for the entire cost of repairs or replacement of the iPad, case, charging cable, **12W USB** power adapter, etc. that are stolen, lost, or intentionally damaged as determined by school administration.

### **15.4. Lost iPad and/or Accessories**

- 15.4.1. If a student loses his/her iPad, they should immediately contact the principal. Additionally, the student will be required to immediately file a police report with the school resource officer. Students/parents will be responsible for the entire replacement cost to replace a lost iPad.
- 15.4.1.1. **Once the student pays a portion of the iPad replacement fee (at least 125.00) they will be given an 8-3 iPad.**
- 15.4.1.2. **Once the entire replacement amount has been paid the student may use the iPad 24/7.**
- 15.4.2. Lost cases will be charged the actual replacement cost.
- 15.4.3. Lost charging cables or **12W USB** power adaptors will be replaced with Apple Certified charging cables and **12W USB** power adapters and paid for by the student/parent.
- 15.4.4. **Replacement Costs**  
[https://docs.google.com/spreadsheets/d/1QXQGVcKEzPU7r-EQq65TUJyLtKEH3k\\_P79dif8pabqk/ed it?usp=sharing](https://docs.google.com/spreadsheets/d/1QXQGVcKEzPU7r-EQq65TUJyLtKEH3k_P79dif8pabqk/ed it?usp=sharing)

### **15.5. Vandalism and Theft**

- 15.5.1. In cases of theft, vandalism and other criminal acts, a police report MUST be filed by the student or parent with the Girard SRO.

## **16. SCHOOL RIGHTS:**

- 16.1.1 USD 248's network, facilities, and/or mobile devices are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD ~~No.~~ 248. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in disciplinary action and/or revocation of the offender's mobile device and/or network privileges.
- 16.1.2 The administration and/or their designee(s) have the right to inspect any mobile device, application, or peripheral device associated with any or all USD 248 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all USD 248 technology.

16.1.3 Girard Schools reserves the right to define inappropriate use of technology.

## iPad User Agreement

Print Student Name \_\_\_\_\_ School: RVH GMS GHS Grade: \_\_\_\_\_

One Apple iPad, one case, one 12W USB charging adapter, and one 1m lightning to usb charging cable have been issued to the student for the 2018-19 school year. These items are in good working order. It is the student's responsibility to take care of the equipment and ensure that it is retained in a safe, secure environment at all times.

Students who pay a \$50 annual technology fee will be allowed to take the iPad home with them each day provided they responsibly care and use the iPad. Students enrolling during second semester will pay ½ the annual fee (\$25) provided they have paid their applicable enrollment fee. The administration reserves the right to adjust the technology fee for students transferring in/out of the district during the school year. The tech fee must be paid before the iPad can leave the building. If the iPad or any other technology device checked out to the student is damaged due to an accident, the student must pay the first \$125 of the repair/replacement per incident. If the iPad is lost, stolen, or intentionally damaged, the student must pay the entire replacement cost. If the student breaks, loses, or has their iPad stolen, the student must pay the appropriate fees listed in Section 15 of this policy before they regain 24/7 access privileges if applicable. If school-issued cases are damaged or lost, the student is responsible to pay full replacement cost. If the charging cable or **12W USB** power adaptor is damaged or lost, the student is responsible for purchasing an Apple Certified replacement from USD 248 ~~or Apple~~. If parents do NOT want the iPad going home with their child, then the \$50 tech fee is not assessed.

This equipment is, and at all times remains, the property of USD 248 Girard School District and is herewith only being lent to the student for educational purpose only during the academic school year. The student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing their right to use the iPad. The equipment will be returned when requested by Girard school officials, or sooner, if the student withdraws from the Girard school district prior to the end of the school year. Since the device belongs to USD 248, the student has no expectation or right of privacy while using or possessing this device. Upon request by school officials, the student must present the iPad for inspection of all content and applications by school officials.

Students may be subject to loss of privilege, disciplinary action, or legal action in the event of intentional damage and/or violation of policies and guidelines as outlined the in the Girard iPad Policy and Procedures handbook as well as the Girard School Technology iPad User Agreement.

Legal title to the technology device is with the Girard Schools USD 248. A student's right of possession and use is limited to and conditioned upon full and complete compliance with the following Board policies: iPad Policy and Procedures handbook, Copyright Laws, and other guidelines as outlined in the student handbook.

Identification labels have been placed on the iPad. These labels are not to be removed or modified. If the label becomes damaged or missing, contact tech support for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the iPad or case.

The student acknowledges and agrees that the student's use of the district property is a privilege and that by the student's agreement to the terms hereof, the student acknowledges the student's responsibility to protect and safeguard the district property and to return the same in good condition upon request by Girard USD 248.

In the event an iPad is stolen or lost, the student or parent/guardian is required to immediately notify the principal. Upon return to school, the student and/or parent/guardian will immediately contact the school resource officer to fill out a police report.

In the event a student and his parent/guardian choose to bring their own iPad (which meets specifications), the student waives all "expectations of privacy" with regard to their personal device. While the school agrees not to conduct random searches on BYOD devices, the school reserves the right to search devices confiscated due to reasonable suspicion that a violation of school policy or committal of a criminal offense has occurred.

Please read through user agreement stipulations on the following pages. User agreement forms signed by both the student and parent/guardian must be submitted during enrollment before an iPad can be issued.

## Student Responsibilities

Your iPad is an important learning tool and while at school should be used for only educational purposes.

When using the iPad at home, at school, and elsewhere, I will follow the policies of Girard USD 248, especially those outlined in the iPad Policy and Procedures handbook and Technology User Agreement, while also abiding by all local, state, and federal laws.

- ✓ I will take good care of my iPad by not dropping it, getting it wet, leaving it outdoors, using it nearby food or drink, ...
- ✓ I will never leave ~~the~~my iPad unattended.
- ✓ I will never loan out my iPad to other individuals, not even my friends. While at school, it will stay in my possession at all times.
- ✓ I will protect my iPad by keeping it in a protective case.
- ✓ I will charge my iPad battery every night and bring it to school fully charged every day.
- ✓ 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, meet Girard Schools' expectations, and are educational in nature.
- ✓ I will not place decorations (such as stickers, markers, etc.) on the iPad or case and will not deface the serial number label.
- ✓ I understand that my iPad is subject to inspection at any time without notice and remains the property of the Girard School District.
- ✓ I will follow the policies outlined in the iPad Handbook and the iPad User Agreement 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.
- ✓ I will notify the principal immediately if my iPad is damaged or not working properly.
- ✓ I will be responsible for all damage or loss caused by neglect or abuse.
- ✓ I agree to return the District iPad and case in good working condition.
- ✓ I understand I need to take care of my cable/adaptor because I am responsible to purchase an Apple Certified replacement if necessary.
- ✓ I will not utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.
- ✓ I will reserve 2 GB of storage at all times for addition of educational tools and updating requirements.
- ✓ I am responsible for knowing my Apple ID/Password if needed for maintenance by the tech department.
- ✓ I will not share my Apple ID/passwords/account info/data files with other students.
- ✓ I understand all students are encouraged to use "Find My iPad" during the school year and turn it off before checking in my iPad at the end of the school year.

I agree to the stipulations set forth in the above documents including the Girard iPad Policy and Procedures; and this signed iPad user agreement.

Student Name (Please Print): \_\_\_\_\_ GRADE \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Parent/Guardian Responsibilities

Your student is being issued an iPad to improve and personalize his/her education this year. As the parent/guardian, you agree to the stipulations set forth in the iPad user agreement signed above by your student along with the regulations contained in the Girard iPad Policies and Procedures handbook and the Girard Technology User Agreement. Additionally, you agree to follow the guidelines listed below to ensure the safe, efficient, and ethical operation of this iPad.

- ✓ I will supervise my child's use of the iPad while at home and assume responsibility for the child's use of the iPad off campus.
- ✓ I will discuss our family's values and expectations regarding the use of the internet and the iPad.
- ✓ I will monitor my child's use of the internet during use of the iPad off campus.
- ✓ I will not attempt to repair the iPad, nor will I attempt to clean it with anything other than a soft, dry cloth.
- ✓ I will report to the school any problems with the iPad.
- ✓ I will make sure my child recharges the iPad battery nightly.
- ✓ I will make sure my child brings the iPad to school every day fully charged.
- ✓ I understand that if my child comes to school without the iPad, I may be called to bring it to school.
- ✓ I agree to make sure that the iPad, iPad case, Apple Certified charging cable and **12W USB** power adapter are returned to school when requested and/or upon my child's departure from Girard schools.
- ✓ I understand an annual technology fee of \$50 must be paid before my child can take home the iPad.
- ✓ I understand that I will be responsible per incident for the first \$125 of repair/replacement cost for accidental damage to the iPad or any other technology device that is checked out to me.
- ✓ I understand that I will be responsible for the entire repair cost for intentional damage to the iPad, the replacement value of the iPad if stolen or lost, and for the replacement cost of the school issued case, Apple Certified charging cable and a **12W USB** power adapter.
- ✓ I understand that my student was given a **1m lightning to USB** charging cable and a **12W USB** power adaptor they will keep using until the end of the current iPad cycle or their departure from Girard schools. If the cable or adaptor is faulty or lost, I am responsible for purchasing a replacement from USD 248 technology department ~~or Apple~~.

Please check this box if you have an active internet connection in your home.

Please check this box if you have Wireless access to the internet in your home.

Parent/Guardian Name (Please Print): \_\_\_\_\_ GRADE \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_