

# *Girard USD 248*

## *iPad Initiative Device Agreement*

### *Policy, Procedures & Acceptable Use*

**2024-2025**



#### **K-12 Education**

K-12 Education. (2023). Retrieved 5 June 2023, from <https://www.apple.com/education/k12/>

*Revised 6/3/2024*

## Table of Contents

1. INTRODUCTION / HISTORY / OVERVIEW:	4
2. 2024-Present GIRARD TECHNOLOGY STRATEGIC PLANNING COMMITTEE	4
3. TIMELINE:	5
4. EQUIPMENT / DEPLOYMENT	5
5. BRING YOUR OWN DEVICE (BYOD)	5
5.1. BYOD Rationale	5
5.2. BYOD Requirements	5
6. TYPE OF USER ACCOUNTS:	5
The COPPA Act of 1998 (Children's Online Privacy Protection Act)	5
6.1. "INSTITUTIONAL" Managed Apple ID (used in grades PreK-12).	5
6.2. "INSTITUTIONAL" account (used in grades PreK-12).	5
6.3. Google Workspace for Education account (used in grades PreK-12).	5
7. OFF-CAMPUS RIGHTS	6
7.1. TAKE HOME 24/7 ACCESS:	6
7.2. SCHOOL DAY ONLY ACCESS:	6
8. RECEIVING YOUR iPad/DEVICE & CHECK-IN PROCEDURE	6
8.1. Receiving Your Device	6
8.2. Checking in Your iPad and Other Devices at the End of the Year	6
9. TAKING CARE OF YOUR iPad/DEVICE:	6
9.1. General Precautions	6
9.2. Carrying iPad Devices	7
9.3. Screen Care	7
10. USING YOUR DEVICE AT SCHOOL	7
10.1. Devices Left at Home	7
10.2. iPad Undergoing Repair	7
10.3. Charging Your Device Battery	7
10.4. Screensavers/Background Photos	8
10.5. Sound, Music, Games, or Programs	8
10.6. Printing	8
10.7. Home Internet Access/Printing	8
10.8. Personal Devices and iPad Storage	8
11. MANAGING YOUR FILES & SAVING YOUR WORK	8
11.1. Backing Up Data (Cloud)	8
12. SOFTWARE ON IPAD DEVICES	8
12.1. Originally Installed Software	8
12.2. Additional Software	8
12.3. Inspection	9
12.4. Software upgrades	9
12.5. Technology Support	9
13. ACCEPTABLE USE	9
13.1. Parent/Guardian Responsibilities	9
13.2. School Responsibilities are to:	9
13.3. Students are responsible for:	9
13.4. Student Activities Strictly Prohibited: (these are examples; not an all-inclusive list)	10
13.5. iPad/Device Care:	10
13.6. Legal Propriety:	10
13.7. Administrative Authority / Student Discipline:	10
14. PROTECTING & STORING YOUR IPAD/DEVICE	11
14.1. iPad/Device Identification:	11
14.2. Storing Your iPad/Device:	11
14.3. iPad/Devices Left in Unsupervised Areas:	11
15.1. Accidental Damage	11
15.2. Personal Home or Homeowners Coverage	11
15.3. Intentional Damage	11

15.4. Lost iPad/Device and/or Accessories	11
15.5. Vandalism and Theft	12
16. SCHOOL RIGHTS:	12
16.1 Right to Discipline or Revoke Use of iPad/Device	12
16.2 Right to Inspect iPad/Device and its contents	12
16.3 Right to Define Inappropriate Use of Technology	12
<b>iPad/Device User Agreement</b>	<b>13</b>
<b>Student Responsibilities</b>	<b>14</b>
<b>Parent/Guardian Responsibilities</b>	<b>14</b>

# **Girard USD 248**

## **iPad/Device Policy, Procedures, & Acceptable Use**

### **2024-2025**

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

At the December 2012 USD 248 Board of Education meeting, Girard school board members approved the recommendation of a 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 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 a 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 5th Generation full-sized iPad devices with 32GB and 9.7-inch screens were purchased for 5th-grade students and K-4 carts.

At the February 2018 and May 2018 USD 248 Board of Education meetings, 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 parents choose to pay an annual technology fee. In grades K-4, each grade level will be 1:1, with the iPad devices staying at school.

In August 2019, grades K-5 iPad devices will be staying at school. The 6th-12th grade students will have the option to take the iPad home each evening if they choose to pay an annual technology fee.

Beginning in August 2020, preschool students will be 1:1. The device will be staying at the school.

Girard school board members approved the recommendation of superintendent, Blaise Bauer, to purchase 810 9th Generation iPad devices with keyboard cases. Beginning in August 2022, all students in grades PreK-12 will be issued an iPad to be used throughout the school year. The 6th - 12th-grade students will have the option to take the iPad home each evening if their parents choose to pay an annual technology fee. In grades PreK-5, each grade level will be 1:1, with the iPad devices staying at school.

#### **2. 2024-Present GIRARD TECHNOLOGY STRATEGIC PLANNING COMMITTEE**

Chris Swartz, GHS Assistant Principal/Co-Chair  
Aaron Coester, School Board Member  
Tim Davied, GHS Principal  
Tina Daniel, RVH Principal  
MaCahla Kugler, GHS Teacher  
Alex Childers, GMS Secretary  
Kalee Shanholtzer, RVH Teacher  
Mark Schiebe, Parent/Community

Cindy Murphy, Tech Dir/Integration Specialist/Co-Chair  
Todd Ferguson, Superintendent  
BJ Pruitt, GMS Principal  
Jeremiah Hudson, GHS Teacher  
Nate Clevenger, GMS Teacher  
Jennifer Ziegler, RVH Teacher  
Kelly Crozier, RVH Title/ Parent/Community  
Cody Rhuems, 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.
August 2019	iPad 6th Gen for grades 3-12, iPad 5th Gen for grades K & 2, and iPad Air 2 for grade 1.
August 2020	iPad 6th Gen for grades 2, 4-12, iPad 5th Gen for grades 1, 3, iPad Pro for grades PreK and K.
August 2021	iPad 7th Gen for grades 11-12, iPad 6th Gen for grades PreK-10.
August 2022	iPad 9th Gen with keyboard cases for grades 3-12, iPad 7th & 8th Gen for grades PK-2
August 2023	iPad 9th Gen with keyboard cases for grades 3-12, iPad 8th Gen for grades PK-2
August 2024	iPad 9th Gen with keyboard cases for grades 3-12, iPad 8th Gen for grades PK-2

### 4. EQUIPMENT / DEPLOYMENT

Grades PreK-2 Every student will use an Apple iPad 8th Generation 32GB with a protective case.

Grades 3-12 Every student will use an Apple iPad 9th Generation 64GB with a keyboard protective case.

Grades PreK-5 Every student will use an Apple 12W USB Power Adapter and an Apple 1m Lightning to USB Cable.

Grades 6-12 Every student will use an Apple 20W USB-C Power Adapter and an Apple 1m Lightning to USB-C Cable.

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 devices. We allow students to bring their own iPad as long as it meets the requirements listed below.

#### 5.2. BYOD Requirements

Must be an Apple iPad with at least 64GB, a screen size 10.2 or larger, and an operating system of iPadOS 17 or higher. As of June 2024, the iPad Pro (12.9-inch, 11-inch, 10.5-inch), iPad (6th generation and later), and iPad Air (3rd generation and later) all meet these requirements. Students choosing BYOD must agree to let our technology department enroll their iPad/computer to work with our Mosyle management system and place the same restrictions as a school device on the BYOD device.

### 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 PreK-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.

#### **6.2. "INSTITUTIONAL" account (used in grades PreK-12).**

The iPad for these grades are set up by the school (institution). All apps will be placed on the iPad by the school. No personal iCloud account will be used or needed.

#### **6.3. Google Workspace for Education account (used in grades PreK-12).**

Google for Education accounts will be used for education productivity tools and signing in to educational resources and tools.

## **7. OFF-CAMPUS RIGHTS**

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

During the school year, students may use the iPad or a school-issued laptop for special courses off campus on a 24-hour/7 day basis if they pay an annual technology fee of \$50.00. This annual technology fee must be paid at the time of enrollment along with the \$30.00 school enrollment fee **before** a device 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 and past fees
- ✓ Have both a parent and student sign the iPad User Agreement
- ✓ Sign the adapter and cable card

### **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/DEVICE & CHECK-IN PROCEDURE**

### **8.1. Receiving Your Device**

- 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/Device User Agreement and an adapter and cable card.
- 8.1.2. Laptops will be distributed in special courses. Before the laptop is taken home, the student must pay a 24/7 off-campus access fee. (One off-campus access fee. If a student paid for an off-campus iPad fee, then there is no other fee.)

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

- 8.2.1. All 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 a device, the device will be returned at the time of checkout.
- 8.2.3. If a student fails to return the device 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 device. Failure to return the device will result in a theft report being filed with the Girard Police Department.
- 8.2.4. The student is expected to return the school-issued devices, case, and charging adapters to the building principal in satisfactory condition. The student will be responsible for any damage to the device and will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.
- 8.2.5. Beginning in August 2022, when students check out their new iPad, they will be given a charging cable and a 20W USB-C power adapter. They will keep this charging cable and a 20W USB-C power adaptor for the remainder of the iPad cycle or until they depart from Girard Schools. Students will NOT return the charging cable and the 20W USB-C power adaptor at the end of each school year. It is the student's responsibility to replace faulty/lost cables or adaptors with Apple Certified charging cables and a 20W USB-C power adapter from USD 248.
- 8.2.6. Beginning in August 2021, students being issued a laptop for special courses, must return the charging cable with the computer at the end of each school year.

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

### **9.1. General Precautions**

- 9.1.1. The iPad/Device is school property that may be inspected by school officials at any time. All users will follow Girard USD 248 iPad Initiative/Device Policy and Procedures and the iPad/Device 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/Device to prevent damage.
- 9.1.4. 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/Device.
- 9.1.5. Students are responsible for charging their iPad/Device 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 day. 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/Device 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 device.
- 9.3.3. Do not place anything near the device 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 device against walls, lockers, car doors, floors, etc. as it may crack or break the screen.
- 9.3.7. Screen protectors are not allowed on the devices.

## 10. USING YOUR DEVICE 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. If a laptop has been issued to a student, the laptop should be brought to the special course, unless specifically instructed not to do so by their teacher.

### 10.1. Devices Left at Home

*If students leave their device at home, upon arrival at school, they should notify the office. Students will be asked to contact parents to bring the device 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 device to school.*

### 10.2. iPad Undergoing Repair

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

### 10.3. Charging Your Device Battery

10.3.1 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 20W USB-C power adapter. Failure to use an approved charging cable and/or a 20W or higher USB-C power adapter may lead to school discipline or the replacement cost of the iPad. Apple Certified charging cables and a 20W USB-C power adapter must be purchased through USD 248.**

*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.**

[Identify counterfeit or uncertified Lightning connector accessories](#)  
[Power Adapter](#)  
[Charging Cable](#)

**10.3.3 The laptop must be charged with an Apple Certified 30W USB-C Power Adapter. Failure to use an approved power adapter may lead to school discipline or replacement cost of the laptop. Apple Certified power adapter must be purchased through USD 248.**

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

- *The 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 device may not sync or charge.*

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

#### **10.4. Screensavers/Background Photos**

Students will not 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. 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 device. Earbuds/headphones may be used in the classroom based on individual teacher approval. During passing periods, students may not use earbuds/headphones.

#### **10.6. Printing**

- 10.6.1. Limited printing services will be available with the device. Students are required to gain teacher approval before printing from their device.
- 10.6.2. Students will be given information and instructions on printing with the device at school.

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

- 10.7.1. Students are allowed to set up additional wireless networks on their devices before and after school hours. 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 Devices and iPad Storage**

- 10.8.1. Girard USD 248 will, within reason, provide configuration settings that will not allow inappropriate content/apps/music to be on the device. This does not limit what can be downloaded to the student's 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, and photos will need to be deleted. 6GB 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 (Cloud)**

- 11.1.1. Students should save work on the device. 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 device—Data will NOT be backed up in the event a device 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/Device 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 iOS 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, and Notability. Additional 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 device may be inspected by school officials at any time. Students should not expect any right or expectation of privacy since these 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 cell phones, 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 device, even if it is their own device, for periodic updates and syncing. Operating systems with Apple devices change.

### **12.5. Technology Support**

- 12.5.1. Technology support for 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, in grades 6-12, 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/Device use outside of the school day. While using the iPad/Device 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 devices responsibly and ethically.
- 13.3.2. Obeying school rules concerning behavior and communication that apply to iPad/computer use.
- 13.3.3. Bringing their device to school each day fully charged (if they are a 24/7 user).
- 13.3.4. Handing over their device or putting away their device 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. Appropriately use all technology resources 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 device 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 device 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/device, case, Apple Certified charging cable(s), and a 20W USB-C power adapter on the date of termination.

**13.4. Student Activities Strictly 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/device settings and profiles 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 students' iPad/Devices, 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 device or another student's device.
- 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 the teacher's permission.
- 13.4.18. Gaming during the school day without the teacher's permission.
- 13.4.19. All other inappropriate uses of the device that may be disruptive to the school environment, are considered to be "off task" behavior or is not of educational value as determined by administration.

**13.5. iPad/Device 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/Device 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 school 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 a guideline and are 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/Device off campus.
- 13.7.3. Loss of privilege of using the iPad/Device during the school day.
- 13.7.4. Restriction or “locking” of the apps that are available on the iPad/Device for a specified time.
- 13.7.5. Disciplinary/Legal action as deemed appropriate.

## **14. PROTECTING & STORING YOUR IPAD/DEVICE**

### **14.1. iPad/Device Identification:**

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

### **14.2. Storing Your iPad/Device:**

- 14.2.1. When students are not using their device, 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 device. Students are encouraged to take their iPad/Device 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 home. If a student needs a secure place to store their iPad/Device 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 device left in these areas is in danger of being stolen. If a device is found in an unsupervised area, it will be taken to the office.

## **15. REPAIRING OR REPLACING YOUR IPAD/DEVICE /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/Device 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 \$125.00 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 first \$300.00 of the cost of repairs/replacement of a laptop that has been damaged accidentally per incident.
- 15.1.4. Students will be responsible for the replacement cost of school-issued cases.
- 15.1.5. Students will be responsible for replacing faulty/lost power adapters, charging cables, and the 20W USB-C power adaptor with Apple Certified charging cables and a 20W USB-C 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 device 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 and laptop, case, power adapter, charging cable, 20W USB-C power adapter, etc. that are stolen, lost, or intentionally damaged as determined by the school administration.

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

- 15.4.1. If a student loses his/her iPad/Device, 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, laptop, or other device.
  - 15.4.1.1. Once the student pays a portion of the replacement fee (at least 125.00 for iPad/300.00 for laptop) 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/Device 24/7.
- 15.4.2. Lost cases will be charged the actual replacement cost.
- 15.4.3. Lost power adapters, charging cables, or 20W USB-C power adaptors will be replaced with Apple Certified power adapters, charging cables, and 20W USB-C power adapters and paid for by the student/parent.
- 15.4.4. Replacement Costs  
[2024-2025 iPad/Accessory Replacement Costs](#)

**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 Right to Discipline or Revoke Use of iPad/Device**

- 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 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.

**16.2 Right to Inspect iPad/Device and its contents**

- 16.2.1 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.

**16.3 Right to Define Inappropriate Use of Technology**

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

## iPad/Device User Agreement

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

One Apple iPad, one case, one 20W USB-C charging adapter, and one 1m lightning to USB-C charging cable have been issued to the student for the 2024-2025 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.

A laptop and 30-watt USB-C Power Adapter may be issued to a student for the 2024-2025 school year for special courses/circumstances.

Students, in grades 6-12, who pay a \$50 annual technology fee will be allowed to take the iPad/Device home with them each day provided they responsibly care and use the device. Students enrolling during the 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/Device 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 for an iPad and the first \$300 for a laptop for the repair/replacement per incident. If the iPad/Device 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 for paying full replacement costs. If the power adapter, charging cable, or 20W USB-C power adaptor is damaged or lost, the student is responsible for purchasing an Apple Certified replacement from USD 248. 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 purposes 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 in the Girard iPad Policy and Procedures handbook as well as the Girard School Technology iPad User Agreement.

The 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/Device. 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 device 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/Device 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 the 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/Device is an important learning tool and, while at school, should be used for only educational purposes. When using the iPad/Device at home, at school, and elsewhere, I will follow the policies of Girard USD 248, especially those outlined in the iPad/Device 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/Device by not dropping it, getting it wet, leaving it outdoors, and using it near food or drink, ...
- ✓ I will never leave my iPad/Device unattended.
- ✓ I will never loan out my iPad/Device 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 the school-issued protective case.
- ✓ I will charge my iPad/Device battery every night with the school-issued charging cable and power adapter and bring it to school fully charged every day.
- ✓ I will keep food and beverages away from my iPad/Device since they may cause damage to the device.
- ✓ I will not disassemble any part of my iPad/Device or attempt any repairs.
- ✓ I will use my iPad/Device in appropriate ways, meet Girard Schools' expectations, and are educational in nature.
- ✓ I will not place decorations (such as stickers, markers, etc.) on the iPad/Device or case and will not deface the serial number label.
- ✓ I understand that my iPad/Device 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/Device 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/Device 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/Device and case in good working condition.
- ✓ I understand I need to take care of my cable/adapter because I am responsible for purchasing 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 6 GB of storage at all times for the 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 agree to the stipulations set forth in the above documents including the Girard iPad/Device Policy and Procedures; and this signed iPad/Device user agreement.

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

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

## Parent/Guardian Responsibilities

Your student is being issued an iPad/Device to improve and personalize his/her education this year. As the parent/guardian, you agree to the stipulations set forth in the iPad/Device user agreement signed above by your student along with the regulations contained in the Girard iPad/Device 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/Device.

- ✓ I will supervise my child's use of the iPad/Device while at home and assume responsibility for the child's use of the iPad/Device off campus.
- ✓ I will discuss our family's values and expectations regarding the use of the internet and the iPad/Device.
- ✓ I will monitor my child's use of the internet during use of the iPad/Device off campus.
- ✓ I will not attempt to repair the iPad/Device, 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/Device.
- ✓ I will make sure my child recharges the iPad/Device battery nightly with the school-issued charging cable and power adapter.
- ✓ I will make sure my child brings the iPad/Device to school every day fully charged.
- ✓ I understand that if my child comes to school without the iPad/Device, I may be called to bring it to school.
- ✓ I agree to make sure that the iPad/Device, cases, 30-watt USB-C Power Adapter Apple Certified charging cable, and 20W USB-C power adapter, and cables 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/Device.
- ✓ I understand that I will be responsible per incident for the first \$125 of repair/replacement cost for accidental damage to the iPad and \$300.00 of repair/replacement cost for accidental damage to the laptop or 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/Device, the replacement value of the iPad/Device if stolen or lost, and for the replacement cost of the school-issued case, power adapter, Apple Certified charging cable and a 20W USB-C power adapter.
- ✓ I understand that my student was given a 1m lightning to USB-C charging cable and a 20W USB-C power adapter they will continue using until the end of the current iPad cycle or their departure from Girard schools. If the cable or adapter is faulty or lost, I am responsible for purchasing a replacement from the USD 248 technology department.

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): \_\_\_\_\_

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