

Girard USD 248

***iPad Initiative
Device Agreement***

***Policy, Procedures &
Acceptable Use***

2026-2027



K-12 Education

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

Revised 6/8/2026

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Girard USD 248

iPad/Device Policy, Procedures, & Acceptable Use

2026-2027

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 through 12 will be issued an iPad Mini to use throughout the school year. Students will have the option to take the iPad home each evening if their parent pays an annual technology fee. In grades K-4, each grade level will have one cart of iPad Minis.

Mr. Bauer's recommendation 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 their 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 that integrating this technology into everyday teaching and learning will have a tremendous positive effect on student learning in our school district.

Our 2nd 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 iPads with 32GB storage 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 Superintendent Blaise Bauer's recommendation 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. Students in 5th- 12th grade will have the option to take their iPads 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, K-5 iPad devices will remain at school. Students in 6th-12th grade may take iPads home each evening by paying an annual technology fee.

Beginning in August 2020, preschool students will have one-on-one instruction. The device will stay at the school.

Girard school board members approved Superintendent Blaise Bauer's recommendation 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 use throughout the school year. Students in 6th-12th grade will have the option to take the iPads 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.

At the May 2026 USD 248 Board of Education meeting, Girard school board members approved Superintendent Todd Ferguson's recommendation to purchase 940 11th generation (A16) iPad devices with cases. Beginning in August 2026, all students in grades 2-12 will be issued an iPad to be used throughout the school year. Students in 6th- 12th grade will have the option to take their iPads home each evening if their parents choose to pay an annual technology fee. In grades 2-5, each grade level will be 1:1, with the iPad devices staying at school. Pre-K will have 2 devices; grades K-1 will have 10 devices per classroom.

2. 2026-Present GIRARD TECHNOLOGY STRATEGIC PLANNING COMMITTEE and TECHNOLOGY TEAM

Chris Swartz, GHS Assistant Principal/Co-Chair
Valerio Bevilacqua, Technology Support Specialist
Todd Ferguson, Superintendent

Cindy Murphy, Tech Dir/Integration Specialist/Co-Chair
Aaron Coester, School Board Member
Jeff Wilkie, GHS Principal

BJ Pruitt, GMS Principal
 Jeremiah Hudson, GHS Teacher
 Chris Dunlap, GHS Teacher
 Renee Scales, GMS Teacher
 Alex Childers, GMS Secretary
 Leanne Prince, RVH Teacher
 Kelly Crozier, RVH Title/ Parent/Community
 Cody Rhuems, Parent/Community

Tina Daniel, RVH Principal
 MaCahla Kugler, GHS Teacher
 Nate Clevenger, GMS Teacher
 Wendi O'Rand, GMS Teacher
 Kalee Shanholtzer, RVH Teacher
 Casey Swartz, RVH Teacher
 Mark Schiebe, Parent/Community

3. TIMELINE:

August 2012	Staff Development (Apps, Apps, & More Apps)
2012-2013	Pilots (GHS-Adv. Chem., Calculus), (GMS-6 th 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
August 2025	iPad 9th Gen with keyboard cases for grades 3-12, iPad 8th Gen for grades PK-2
August 2026	iPad 11th Gen (A16) grades 3-12 with keyboard case, PK-2 without keyboard cases

4. EQUIPMENT / DEPLOYMENT

Grades PK:	Each classroom will have two Apple iPad 11th Generation (A16, 128GB) with protective cases.
Grades K-1:	Each classroom will have 10 Apple iPad 11th Generation (A16, 128GB) with protective cases.
Grade 2:	Each student will have an Apple iPad 11th Generation (A16, 128GB) with a protective case.
Grades 3-12:	Each student will have an Apple iPad 11th Generation (A16, 128GB) with a keyboard-protective case.
Grades PK-1:	Each iPad will have an Apple 20W USB-C Cable and Power Adapter.
Grades 2-12:	Each student will have an Apple 20W USB-C Cable and Power Adapter.
Cases:	Students must use the school-provided case.

5. TYPE OF USER ACCOUNTS:

The COPPA Act of 1998 (Children's Online Privacy Protection Act)

Restricts children under 13 from creating most online accounts, including email and iTunes accounts. In compliance with the COPPA Act, the iPad devices for students are managed by age groups in our Mobile Device Management System, Mosyle.

5.1. "INSTITUTIONAL" Managed Apple ID (used in grades PreK-12).

Managed Apple IDs for education include 200GB of iCloud storage for student data. All school-requested apps and books will be pushed to the device.

5.2. "INSTITUTIONAL" account (used in grades PreK-12).

The iPads 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 is needed.

5.3. 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.

6. OFF-CAMPUS RIGHTS

6.1. TAKE HOME 24/7 ACCESS:

During the school year, students may use an 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. The yearly technology fee must be paid at the time of enrollment, along with the \$30.00 school enrollment fee, **before** a device is issued 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 or 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

6.2. 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 from the designated storage area the next morning for use during the school day.

7. RECEIVING YOUR iPad/DEVICE & CHECK-IN PROCEDURE

7.1. Receiving Your Device

- 7.1.1. iPad devices will be distributed during enrollment week in August. Before an iPad is issued, both the parent and student must sign an iPad/Device User Agreement and an adapter and cable card.
- 7.1.2. Laptops will be distributed in special courses. Before the laptop is taken home, the student must pay a fee for 24/7 off-campus access. One off-campus access fee. If a student has paid the off-campus iPad fee, there are no other fees.

7.2. Checking in Your iPad and Other Devices at the End of the Year

- 7.2.1. All devices will be returned during the final week of school for serviceability checks.
- 7.2.2. If a student leaves Girard Schools for any reason after being issued a device during the year, the device will be returned at checkout.
- 7.2.3. If a student fails to return the device at the end-of-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 Crawford County Sheriff's Department.
- 7.2.4. 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 necessary repairs, not to exceed the iPad's replacement cost.
- 7.2.5. Beginning in August 2026, 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 or lost cables or adapters with Apple-certified charging cables and a 20W USB-C power adapter. These are available for purchase from USD 248.
- 7.2.6. Beginning in August 2021, students who are being issued a laptop for special courses must return the charging cable with the computer at the end of each school year.

8. TAKING CARE OF YOUR iPad/DEVICE:

8.1. General Precautions

- 8.1.1. 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.
- 8.1.2. Only use a clean, soft cloth to clean the screen. No cleansers of any type.

- 8.1.3. Cords and cables must be inserted carefully into the iPad/Device to prevent damage.
- 8.1.4. 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.
- 8.1.5. Students are responsible for charging their iPad/Device overnight to ensure it is fully charged for use the next day.

8.2. Carrying iPad Devices

- 8.2.1. A protective case for the iPad is required to help protect the device. iPad devices should always be kept in their protective case when carried. Students are required to use the school-issued protective case.

8.3. Screen Care

- 8.3.1. The iPad/Device screens can be damaged if subjected to rough treatment. The screens are susceptible to damage from excessive pressure or weight applied to them.
- 8.3.2. Do not put unnecessary pressure on the top of the device.
- 8.3.3. Do not place anything near the device that could put pressure on the screen.
- 8.3.4. Do not place anything in the carrying case that will press against the case/cover.
- 8.3.5. Clean the screen with a soft, dry cloth or anti-static cloth. Do not use cleansers.
- 8.3.6. Do not bump the device against walls, lockers, car doors, floors, etc., as it may crack or break the screen.
- 8.3.7. Screen protectors are not allowed on the devices.

9. USING YOUR DEVICE AT SCHOOL

iPad devices are intended for everyday use at school. In addition to teacher expectations for iPad use, the iPad can be used to access school messages, announcements, calendars, and schedules. Students should bring the iPad to all classes unless their teacher specifically instructs them not to. If a laptop has been issued to a student, the laptop should be brought to the special course unless specifically instructed otherwise by their teacher.

9.1. Devices Left at Home

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

9.2. iPad Undergoing Repair

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

9.3. Charging Your Device Battery

- 9.3.1 Devices should be charged overnight to full capacity before they are brought to school each day.

9.3.2 The iPad must be charged using 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 result in school discipline or the cost of replacing 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, overheat, or not fit properly into your device.
- The iPad may not sync or charge.

For more information, please review the following.

<https://mfi.apple.com/account/accessory-search>
[Power Adapter](#)
[Charging Cable](#)

9.3.3 The laptop must be charged with an Apple Certified 30W USB-C Power Adapter. Failure to use an approved power adapter may result in school discipline or the cost of replacing the laptop. Apple-certified power adapters 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, overheat, or not fit properly into your device.
- The device may not sync or charge.

For more information, please review the following.

<https://mfi.apple.com/account/accessory-search>
[Power Adapter](#)

Charging Cable

9.4. Screensavers/Background Photos

Students will not be able to customize their iPad's screen background. Appropriate media will be used. Students may use screen-locking passcodes. However, care should be exercised when using passcodes. If a student enters an incorrect passcode **three times**, they should stop and ask the technology department for help. The iPad will be disabled **after 10** incorrect passcode attempts and will need to be **restored to factory settings**, which will **result in the loss of personal data**.

9.5. Sound, Music, Games, or Programs

- 9.5.1. Sound must be muted at all times unless you have obtained the teacher's permission for instructional purposes.
- 9.5.2. Appropriate music is allowed on the device. Wired headphones may be used in the classroom with individual teacher approval. During passing periods, students are not allowed to use headphones.

9.6. Printing

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

9.7. Home Internet Access/Printing

- 9.7.1. Students are allowed to set up additional wireless networks on their devices during both before- and after-school hours. This will be necessary to use web-based services outside of the school setting.
- 9.7.2. 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.

9.8. Personal Devices and iPad Storage

- 9.8.1. Girard USD 248 will, within reason, provide configuration settings that prevent inappropriate content, apps, or music from being on the device. This does not limit what can be downloaded to the student's individual iTunes account on other personal devices, such as iPhones, iPods, etc.
- 9.8.2. If storage space becomes an issue on individual iPad devices, students' music, videos, and photos will need to be deleted. 15GB of storage must be reserved at all times for additional educational tools and updating requirements.

10. MANAGING YOUR FILES & SAVING YOUR WORK

10.1. Backing Up Data (iCloud)

- 10.1.1. Students should save their work on the device. It is recommended that students regularly back up data. It is suggested that the student save school-related data to the Cloud. Storage space on the device will be limited. Data will not be backed up if a device needs 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 failing to submit work. The school does not accept responsibility for the loss of any apps or documents that are deleted due to the need for a reformat and/or reimage.

11. SOFTWARE ON IPAD DEVICES

11.1. Originally Installed Software

- 11.1.1. 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.
- 11.1.2. 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 in accordance with the disciplinary guidelines in the student handbook.

11.2. Additional Software

- 11.2.1. Student iPad devices will be preloaded with apps such as Pages, Keynote, Numbers, iMovie, and Notability. Additional apps requested by the district/teacher will also be loaded on the iPad.

11.3. Inspection

- 11.3.1. iPad/Devices owned by USD 248 – Since these devices are owned by USD 248, school officials may inspect the contents at any time. Students should not expect any right to privacy, since these devices are owned by the school, and the expectations for appropriate use have been explained in this policy.

11.4. Software upgrades

- 11.4.1. Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their devices for periodic updates and syncing. Operating systems on Apple devices change.

11.5. Technology Support

- 11.5.1. 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 available immediately or to leave a help request. Typically, the technology office is open from 7:45 a.m. to 3:30 p.m. each school day. After-hours support will not be available.

12. 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. It terminates when a student is no longer enrolled in the Girard School District. This policy is designed to inform all users of their responsibilities for using technology resources efficiently, ethically, and lawfully. If a person violates any of the User Terms and Conditions outlined in this policy, their privileges may be terminated, access to the school district's technology resources may be denied, and appropriate disciplinary action will be taken. 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.

12.1. Parent/Guardian Responsibilities

- 12.1.1. 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.
- 12.1.2. Students in grades 6-12 may have access to their device 24/7 if the technology fee has been 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 browsing environment. However, when not connected to the school's internet service, you need to understand that this iPad will not be fully filtered.

12.2. School Responsibilities are to:

- 12.2.1. Provide internet access to its students via the wifi network.
- 12.2.2. Provide internet filtering.
- 12.2.3. Provide staff guidance to aid students in doing research and help ensure student compliance with the acceptable use policy.
- 12.2.4. Provide an account for "cloud" data storage of school-related content.
- 12.2.5. Monitor pictures, videos, and audio recordings of any student or staff member and ensure they are used in an appropriate manner.

12.3. Students are responsible for:

- 12.3.1. Using the devices responsibly and ethically.
- 12.3.2. Obeying school rules concerning behavior and communication that apply to iPad/computer use.
- 12.3.3. Bringing their device to school each day fully charged (if they are a 24/7 user).
- 12.3.4. Handing over or putting away their device if requested by the teacher.
- 12.3.5. Staying connected to the wifi network during the school day and while on school property.
- 12.3.6. Keeping their Bluetooth setting turned ON during the school day and while on school property.
- 12.3.7. Using all technology resources appropriately to avoid damaging school equipment.
- 12.3.8. Helping the Girard School District protect its computer system by contacting an administrator about any security problems they may encounter.
- 12.3.9. Monitoring all activity on their account(s).
- 12.3.10. Securing their device after they are done working to protect their work and information.
- 12.3.11. Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language, or if the subject matter is questionable.
- 12.3.12. Returning their device to the Technology Department at the end of each school year. Students who graduate, withdraw, are suspended or expelled, or terminate their 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.

12.4. Student Activities Strictly Prohibited: (these are examples; not an all-inclusive list)

- 12.4.1. Illegal installation, downloading, or transmission of copyrighted materials (apps/music/movies/etc.).
- 12.4.2. Any action that violates existing Board Policy or public law.
- 12.4.3. Turning on Airplane mode during the school day or while on school property.
- 12.4.4. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- 12.4.5. Inappropriate use of the camera/recorder: improperly utilizing photos, video, and/or audio recordings of any other person.
- 12.4.6. Changing iPad or device settings and profiles to bypass the filtering and management system.
- 12.4.7. Downloading inappropriate apps or paid apps without paying.
- 12.4.8. Participating in any inappropriate or illegal activity with the iPad.
- 12.4.9. Spamming- sending inappropriate emails.
- 12.4.10. Using, sharing, or gaining access to other students' iPad/Devices, files, data, or homework.
- 12.4.11. Sharing Apple ID accounts with other students.
- 12.4.12. Sharing usernames and passwords with other students.
- 12.4.13. Vandalism to your device or another student's device.
- 12.4.14. Recording a teacher or staff member without their permission.
- 12.4.15. Posting pictures or videos online without the permission of the parties involved.
- 12.4.16. Any attempt to circumvent the filtering and management system.
- 12.4.17. Using socialmedia/instantmessaging/texting during the school day without the teacher's permission.
- 12.4.18. Gaming during the school day without the teacher's permission.
- 12.4.19. All other inappropriate uses of the device that may disrupt the school environment are considered "off-task" behavior or of no educational value, as determined by the administration.

12.5. iPad/Device Care:

- 12.5.1. Students will be held responsible for maintaining their individual iPad and keeping them in good working order.
- 12.5.2. iPad/Device batteries must be fully charged and ready for school every day.
- 12.5.3. Stolen iPads/devices must be reported immediately to the principal's office and the school SRO.

12.6. Legal Propriety:

- 12.6.1. 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.
- 12.6.2. Plagiarism violates 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.
- 12.6.3. [Girard USD 248 Artificial Intelligence \(AI\) Policy](#)

12.7. Administrative Authority / Student Discipline:

- 12.7.1. The activities listed in Section 13.4 are guidelines and not an all-inclusive list. Technology is changing every day. The administration reserves the right to deviate from this policy when necessary, depending on the severity and specifics 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:
- 12.7.2. Loss of privilege to take the iPad/Device off campus.
- 12.7.3. Loss of privilege of using the iPad/Device during the school day.
- 12.7.4. Restriction or "locking" of the apps that are available on the iPad/Device for a specified time.
- 12.7.5. Disciplinary/Legal action as deemed appropriate.

13. PROTECTING & STORING YOUR IPAD/DEVICE

13.1. iPad/Device Identification:

- 13.1.1. The student's iPad/Device will be labeled by the technology department.

13.2. Storing Your iPad/Device:

- 13.2.1. When students are not using their device, it should be stored in their school locker according to building expectations.

- 13.2.2. 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 at home. If a student needs a secure place to store their iPad/Device overnight, they may check it in for storage at the GHS Media Center or the GMS 8-3 carts.

13.3. iPad/Devices Left in Unsupervised Areas:

- 13.3.1. Under no circumstances should iPads or 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.

14. 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 established the following guidelines.

14.1. Accidental Damage

- 14.1.1. 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.
- 14.1.2. Students will be responsible for the first \$125.00 of the cost of repairing or replacing an iPad that has been accidentally damaged, per incident.
- 14.1.3. Students will be responsible for the first \$300.00 of the cost of repairing or replacing a laptop that has been accidentally damaged, per incident.
- 14.1.4. Students will be responsible for the replacement cost of school-issued cases.
- 14.1.5. Students will be responsible for replacing faulty or lost power adapters, charging cables, and the 20W USB-C power adapter with Apple-certified charging cables and a 20W USB-C power adapter approved by the Technology office. <https://support.apple.com/en-us/HT204566>

14.2. Personal Home or Homeowners Coverage

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

14.3. Intentional Damage

- 14.3.1. Students will be responsible for the full cost of repairs or replacement of the iPad and laptop, case, power adapter, charging cable, and 20W USB-C power adapter that are stolen, lost, or intentionally damaged, as determined by the school administration.

14.4. Lost iPad/Device and/or Accessories

- 14.4.1. If a student loses their iPad or device, they should immediately contact the principal. Additionally, the student will be required to file a police report with the school resource officer immediately. Students and parents will be responsible for the entire replacement cost of a lost iPad, laptop, or other device.
 - 14.4.1.1. Once the student pays a portion of the replacement fee (at least 125.00 for an iPad/300.00 for the laptop), they will be given an 8-3 iPad.
 - 14.4.1.2. Once the entire replacement amount has been paid, the student may use the iPad/Device 24/7.
- 14.4.2. Lost cases will be charged the actual replacement cost.
- 14.4.3. Lost power adapters, charging cables, or 20W USB-C power adapters will be replaced with Apple-certified power adapters, charging cables, and 20W USB-C power adapters, and the cost will be paid by the student or parent.
- 14.4.4. Replacement Costs
[iPad/Accessory Replacement Costs](#)

14.5. Vandalism and Theft

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

15. SCHOOL RIGHTS:

15.1 Right to Discipline or Revoke Use of iPad/Device

15.1.1 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 and 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.

15.2 Right to Inspect iPad/Device and its contents

15.2.1 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.

15.3 Right to Define Inappropriate Use of Technology

15.3.1 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 USB-C charging cable have been issued to the student for the 2026-2027 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 a 30-watt USB-C Power Adapter may be issued to a student for the 2026-2027 school year for special courses or circumstances.

Students in grades 6-12 who pay a \$50 annual technology fee may take the iPad/Device home each day, provided they care for and use it responsibly. 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 or 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 or device is lost, stolen, or intentionally damaged, the student must pay the full 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 during the academic school year. The student may not deface or destroy this property in any way. Inappropriate use of the device 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 is missing, contact tech support for a replacement. 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 using district property is a privilege. By agreeing to the terms hereof, the student acknowledges their responsibility to protect and safeguard the district property and to return it 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 returning to school, the student and/or parent or guardian will immediately contact the school resource officer to file a police report.

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

Student Responsibilities

Your iPad or device is an important learning tool, and, it should be used only for 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 or device to anyone, 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, as they may damage it.
- ✓ I will not disassemble any part of my iPad/Device or attempt any repairs.
- ✓ I will use my iPad or device appropriately, meet Girard Schools' expectations, and use it for educational purposes.
- ✓ 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 both at school and 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 that I need to take care of my cable/adapter and that I am responsible for purchasing an Apple Certified replacement if necessary.
- ✓ I will not use photos, videos, or audio recordings of myself or any other person in an inappropriate manner.
- ✓ I will reserve 15GB 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 internet use while the iPad/Device is 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 any problems with the iPad/Device to the school.
- ✓ 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 ensure 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 of intentional damage to the iPad/device, the replacement value of the iPad or device if stolen or lost, and for the replacement costs 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 USB-C charging cable and a 20W USB-C power adapter. They will continue using these 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: ____/____/____