

i3 Learning



Innovate
Integrate
Inspire

i³ Table of Contents

1. Introduction

2. Using the Device

- Adding a Wireless Network-Ipad
- Applications (Apps) for devices

3. Care and Maintenance of Device

4. Gower School District 62 Process for Damage/Lost/Stolen Devices

- Damaged Devices
- Lost/Stolen Devices
- Claim Form
- i3 Learning FAQ

5. Authorization for Electronic Network Access and Responsibilities, Technology Lending Agreement, i3 Learning Parent Agreement, and Google Apps for Education letter

Introduction

Continuous improvement and looking for innovative ways to engage students and increase student learning are important goals of the administrative team and teachers. The Gower INNOVATE 62 Committee created a five-year vision for teaching and learning in Gower:

- More devices—access for kids to be able to collaborate anywhere anytime
- Learning Management System—consistency across the District
- Professional Development to utilize more student led strategies, more 21st Century skills, use of the SAMR model, more standards based
- Global learning and collaboration
- Flipped classrooms
- 21st Century skills—real world problem solving
- Student led learning in classrooms
- Flexible learning spaces to promote small group collaboration

INNOVATE 62 and the administrative team have worked together to research different devices and how increasing student access to devices and digital resources can change teaching and learning for students in Gower. Administrators and teachers collaboratively completed a three year technology plan for the Illinois State Board of Education, involved students in a “Take-The-Home” pilot, and completed site visits.

As a result of this process, INNOVATE 62 launched the i³ Learning Initiative in the 2014-2015 school year and we are excited to begin our 3rd year in 2016-2017. The i³ Learning: Innovate, Integrate, and Inspire will focus on innovating in the classroom, integrating digital learning beyond the traditional classroom setting, and inspiring students to create content rather than just consume content.



i3 Learning Responsibilities

Students will:

- use device to enhance learning
- keep the protective cover on the device at all times
- log in to the device using the account information that Gower 62 has provided
- protect personal information online, such as name or address
- make the device available at any time for a random inspection by a Gower 62 staff member upon request
- follow the Gower 62 Acceptable Use Policy at all times
- abide by copyright laws and all other laws
- access only your information and not other student's information
- follow the directions of the teacher or staff member at all times
- use only the hardware, programs, and installations provided by Gower 62
- use only appropriate language in all communications
- take care of the device as the same device will be re-issued next year
- share work with parents on the device weekly
- complete a student help-desk ticket if a repair is needed or if device needs to be charged
- innovate, integrate, and inspire others to be at their best!

Parents will:

- discuss appropriate use of the Internet and the device at home
- assume responsibility for any family member's use of the device
- assume financial responsibility if the device is damaged, lost, or stolen
- file a Police Report if the device is lost or stolen within 24 hours
- supervise child's use of the wireless device at home
- use the device for educational purposes only not for personal use

Parents and students will:

- report any problems or damage immediately to the classroom teacher
- ensure that the students are taking the device home immediately following the school day and securing it until school the next day
- choose a secure location to store the device and charge the device at home
- charge the device so it is ready for the next school day
- keep the device on my person or in a secure, locked place at all times
- NOT download or attempt to install any programs, Apps, or files
- NOT attempt to repair or fix the device from anyone outside of District 62
- NOT change or attempt to change the configuration of hardware or software on the device or remove programs, documents, media, or web history
- NOT sync the device to any other device that is not a Gower 62 device

Care and Maintenance of the devices

- Student devices are labeled by District 62 for identification and tracking. Students are prohibited from altering any identifying marks.
- Each device has the ability to be remotely located. Modifying, disabling or attempting to remove the locator is a violation of the Acceptable Use Policy.
- Neither parents nor students may add apps to the devices or alter the device in any way.
- Each device is to be used only by the student to whom it was issued. That student is responsible for its care and safety.
- Damage or loss should be reported immediately to the classroom teacher.
- Devices and their cases must remain free of any writing, drawing, stickers, or labels that are not approved by the district.
- Cameras/video tools should only be used appropriately with teacher permission.
- The device screens can be easily damaged if treated roughly. Do not touch the iPad screen with anything other than your finger or a stylus. Do not lean on top of either the iPad or the Google Chromebook.
- Only use a clean, soft cloth to clean the screen. Do not use cleansers or liquid (including water) of any type.
- The device must remain in the school-issued protective case at all times.
- When not in use, the device should be kept in secure environment whether at home or school.
- Avoid leaving the device in a vehicle. If you must leave the device in a vehicle for a short period of time make sure it is not visible.
- Care must be taken when inserting and removing cords and cables to and from the devices to prevent damage.
- Do not expose your device to extreme temperatures, direct sunlight or ultraviolet light for extended periods of time. If your device has been in a cold environment for a long period of time, let it warm up before using it.

Gower School District 62

Process for Damage/Lost/Stolen Devices

<p>I3 Program: There is no additional fee for your child to be part of the i3 Learning Initiative, however, should the device be damaged, lost, or stolen there will be fees/costs depending on the circumstances.</p>	<p>Dates/Expiration: Begins on the date signed form is received. Ends last day the student is in attendance.</p>
<p>Incidental Damages: (costs assessed per claim)</p> <ul style="list-style-type: none"> ● Accidental Damage: caused by liquid spills, drops, or any other intentional event. ● Electrical Surge: damage to the device due to an electrical surge. ● Natural Disasters: Loss or damage caused by natural disasters. 	<p>Exclusions:</p> <ul style="list-style-type: none"> ● Cosmetic damage: does not affect the functionality of the device. This includes but is not limited to scratches, dents, and broken ports or port covers. ● Parts: Charger (\$20 Chromebook, \$35 iPad), case (\$17-30), Charger Port for Chromebook (\$40), Screen for Chromebook (\$50), Screen for iPad (\$125) ● Software Damage: voiding manufacturer's warranty by altering the software ● Dishonest/Negligent/Fraudulent (not locked/stored), intentional, criminal acts: The parents/guardians and students will be responsible for the full amount of repair or replacement. <p>Costs of repairs can vary depending on the damage and the device.</p> <p>Full Replacement of a device can range from \$250-\$550.</p>

Payment per claim:

Claim	Damage/Repair Payment
1	\$10
2	\$25
3	\$50

Process for Damaged Devices

Steps	Responsibility	Timeframe
Help Desk Ticket is created to report damages.	Classroom Teacher	Immediately after damage occurs
Classroom Teacher retrieves loaner device from Engaged Learning Specialist to replace damaged device. (Loaners always stay at school.)	Engaged Learning Specialist for assigned school.	Within 24 hours
Parent/Guardian is contacted to report damage. The repair/replacement process is to be explained along with the required fee, if any.	Via email and follow up phone call by the Technology Department	Before the end of the day on which the damage is reported
Technology Department runs a diagnostic check to determine the amount of damage.	Technology Department	Within 24 hours
Fee is collected by cash/check at school building	Parent/Guardian	Before device is returned for home use
Repaired device will be returned to classroom teacher/student	Engaged Learning Specialist for assigned school	Within 3-5 school days

Gower School District 62 i3 Learning Claim Form

Please fill out the claim form and submit immediately to Engaged Learning Specialist, Principal, or Dean of Students.
Also refer to the Process for Damage/Lost/Stolen Devices (on back)

Student Name: _____ School: _____

Home Address: _____

Home Phone: _____ Date of Incident: _____

Time Discovered: _____ (am / pm) Discovered By: _____

Location of Incident: _____

This is a claim for damage (skip remainder of this section)

This is a claim of vandalism or theft (please fill out information below)

Did you notify the police? _____ Investigating Officer: _____ Case Number: _____

Describe, in detail, the circumstances of the incident:

Describe Damages

The Information Provided above is True and Correct to the Best of my Knowledge.

Student Signature

Date

Internal School Use Only

Level One Repair - iFixit Level Two Repair - ELS Level Three- Samsung / Apple

Device Exam Fee: Claim #1 (\$10) Claim #2 (\$25) Claim #3 (\$50) Waived

Parts Needed: ___ Screen (\$40) ___ Charging Port (\$6) ___ Hinge Cover (\$15) ___ Hinge (\$5)

 ___ Charger (\$15) ___ Bezel (\$14) ___ Battery (\$50) ___ Top or Bottom Casing (\$25)

 ___ Misc. Part: _____ (\$ _____) **Total Payment Owed: \$ _____**

Please return this form with payment to begin repairs. (In the meantime, please remember that you may check out a loaner from the LRC for use during the school day. Loaners may not go home.)

i3 Learning FAQs

If my child's device is stolen or lost, can it be tracked?

- Yes. It is very important to contact your child's building principal and teacher immediately, so that the District can begin trying to locate the device.

What if parents/guardians do not sign the Gower District 62 i3 Learning Agreement?

- The device will have to be checked in daily to the specified location at their building.
- Parents/guardians will be expected to pay in full for any damage that occurs at school. Families will be notified of damages/costs immediately. If payment is not received, the district will follow the same procedure that the business department does to ensure other fees are paid.

What happens if the device is damaged?

- If the device is damaged inside school, a school or district administrator will determine the level of neglect and whether a replacement should be provided while original device is being repaired or replaced. If a replacement is provided, the student will not be allowed to take it home.
- If the device is damaged outside of school, a new device will be provided while the other is being repaired or replaced. The building principal or district administrator will determine the level of neglect and if a device will be given to the student immediately. The student will lose the privilege of taking the device home until the original is repaired and payment is collected.
- Per the Gower School District 62 Process for Damaged/Lost/Stolen Devices, charges/fees can range from \$10.00 to full replacement cost, \$250.00-\$550.00.

What if the device is lost or stolen?

- If the device is lost or stolen outside school boundaries, the student will be issued a replacement device to be used at school only, until payment is collected from family.
- Lost/stolen devices are not covered under the Gower School District 62 Process for Damaged/Lost/Stolen Devices and full replacement payment is required (\$250.00-\$550.00).

What happens if the parent/guardian refuses to pay the required deductible for damaged/lost or stolen device?

- The child will receive a replacement device until the original device is repaired or replaced, but will only be able to use the replacement at school.

Gower School District 62 Student Authorization for Electronic Network Access

Dear Parents/Guardians,

Our School District has the ability to enhance education through the use of electronic networks, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students and their parents/guardians need to sign this Authorization for Electronic Network Access this year and it will be kept on file for the time that the student is enrolled in the School District.

The District filters access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child should follow, and the School District respects each family decision on whether or not to authorize Internet access.

With this educational opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for the actions of your child. If you agree to allow your child to have an Internet account, sign the *Authorization* form below and return it to your school.

Authorization for Electronic Network Access Form

Students must have a parent/guardian read and agree to the following before being granted unsupervised access: All use of the Internet shall be consistent with the Gower School District 62 goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The failure of any user to follow the terms of the *Acceptable Use of Electronic Networks* will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

I have read this *Authorization* form. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the *Acceptable Use of Electronic Networks* with my child. I hereby request that my child be allowed access to the District's electronic network, including the Internet.

_____ Parent/Guardian Name (please print)

_____ Parent/Guardian Signature _____ Date

Gower School District 62

Technology Lending Agreement

Student Name:

Grade/School:

Parent(s)/Guardian(s):

Technology Device(s), Software, and/or Equipment (include name (*e.g.*, Apple Tablet Notebook), model (*e.g.*, iPad2) and serial/asset tag numbers): *(School will provide this number after devices are issued in August 2016)*

For Student Use From 8/19/2016 To: 5/31/2017

- I/we have read and agree to comply with the requirements of the District's policy regarding Computer Network and Internet Safety, Access and Use (Board Policy #6:235) and the related Student Handbook provisions. Any failure to comply may result in termination of my child's (*i.e.*, the student identified above) possession, effective immediately, and the District may repossess the device/software/equipment.
- I/we agree that the device/software/equipment is the District's property and is being loaned for use by my child. The device/software/equipment will be used only by my child and exclusively for school/educational purposes in accordance with and contingent upon our full and complete compliance with this Agreement and the District's acceptable use policy and guidelines.
- I/we agree to observe any hardware/software license agreements entered into by the District for this device/software/equipment.
- I/we agree that the device/software/equipment will be connected and synched to District computers and content management accounts (*e.g.*, iTunes) only; the device/software/equipment may not be connected to a personal computer or synched with a personal content management account. I/we have been informed of Internet security concerns inherent in the Windows Software installed on the District's computers.
- I/we agree that the device/software/equipment must be turned over to District staff upon request for maintenance, data and file back-ups, application upgrades, profile changes, or other administrative or support actions.
- I/we agree that the District reserves its right to block application downloads, implement security measures, change user permissions, change device settings, or take any other administrative or security steps, as deemed necessary in the District's sole discretion. Any attempt to modify the device/software/equipment, including but not limited to changing

Internet access settings, will be construed as a violation of the District's policy regarding use of District-provided computer and other technology.

- I/we agree that the District is not responsible for District software loaded on home computers or the effect or interaction that the software may have on the home computer's other programs or systems.

- I/we agree to accept full responsibility for the proper care and treatment of the device/software/equipment. I/we agree to promptly notify the District if there are any problems with or malfunctions of the device/software/equipment. Additionally, if the device/software/equipment is stolen, lost, or damaged, I/we will notify the District immediately. If it is determined by District officials that the device/software/equipment, or any component thereof, has been damaged through normal every-day use, wear, and tear, the District will repair or replace the device/software/equipment at no cost to me. However, if District officials determine that the device/software/equipment has been stolen, lost or damaged through negligence or misuse, it will be my responsibility to pay for the cost of repair or pay for a replacement device/software/equipment.

- I/we agree to return the device/software/equipment to the District immediately if my residency status changes and my child is no longer a student of the District.

- I/we agree that our failure to return the device/software/equipment in a timely manner and/or the continued use of the device/software/equipment for non-school/educational purposes without the written consent of the District may be considered unlawful appropriation of the District's property.

I/we have read, understand, and agree to the terms and conditions of this Technology Lending Agreement.

Parent/Guardian Signature:

Date:

Parent/Guardian Signature:

Date:

Gower District 62 i3 Learning Parent Agreement

Please read and initial each of the following:

_____ I understand the Gower District 62 Acceptable Use Policy and have signed the Authorization for Electronic Network Access Form.

_____ I have read and understand the Technology Lending Agreement.

_____ I understand the expectations of the District, Students, and Parents/Guardians.

_____ I understand there is no additional fee for i3 Learning unless my child damages the device, loses the device, or there is a theft of the device.

_____ I understand the details of the process/procedures for damaged, lost, or stolen devices.

Parent/Guardian (Print Name): _____

Parent/Guardian Signature: _____

Date: _____

Student Name (Print Name): _____

Grade: _____

