Wausau School District

iPad Procedures and Information Handbook

Student Engagement➡Student Learning➡ Student Achievement

Integration of a 1:1 Digital Device Program

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The District does not discriminate on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, or any other characteristic protected by law in its practices.

KEY INTERESTS

· Advance student learning, achievement, and success by keeping it at the heart and as the filter for our decision making.

· Utilize research-based curricula that reflect 21st Century themes and applications and are responsive to the needs and potential of all students, preparing them for a global society.

· Provide real-life, diverse learning opportunities with practical applications in the classroom and beyond.

· Inform and engage the community in shaping educational strategy and formulating responses to change.

· Attract, retain, and develop a high quality, diverse, creative, and innovative workforce of leaders.

· Provide safe, secure, flexible, inviting, and well-maintained environments that nurture student well-being and enhance teaching and learning.

· Identify, integrate, and expand technology to foster adaptability and maximize learning for all.

· Foster mutually beneficial partnerships and collaborations that expand learning opportunities and resources.

Proposed Revisions: July 13, 2011
Final Revisions: August 10, 2011

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Integration of a 1:1 Digital Device Program

Since the 2016-2017 school year, the Wausau School District has been implementing a 1:1 digital device program in the Wausau School District. This program incorporates the use of the Apple iPad.

Why is the Wausau School District 1:1?

The Wausau School District's mission is to advance student learning, achievement and success. To accomplish this mission we must provide teachers the tools required to meet the needs of students in a classroom who don't naturally all learn in the same manner at the same rate and in the same way. 1:1 instructional environments allow teachers to differentiate their teaching to meet the different needs of all students. In 1:1 instructional environments, assignments can be individualized through the use of adaptive technology that gets harder or easier based on student answers. This approach also provides students with immediate feedback as learning occurs. Just as teachers are able to match instruction to students, students have a greater ability to differentiate how they demonstrate learning.

Chromebooks and iPads are powerful and engaging technology devices. When each student has a device just for his or her own use, the learning can be personalized to meet individual interests and learning styles. Chromebooks and iPads include a camera, wireless internet, a word processor, and access to all sorts of easy-to-use software applications (known as "apps" or "extensions"). These devices also come with built-in features that make learning easy and enjoyable for everyone.

Additionally, to live our mission we must prepare our students for the future that is filled with jobs that do not yet exist utilizing technologies that have not yet been created. All students will need to have the skills to work with technology in a creative and collaborative manner. This means learning must effectively integrate technology so students develop the social and jobs skills to be successful in their lives no matter the career they pursue.

Why the Apple iPad?

- Apple has a strong history of educational connections.
- Versatility (eReader, camera, video camera, calculator, word processor, web browser, etc.).
- The wide array of available and vetted apps.
- Mobility/portability.
- One touch, instantaneous start-up.
- Many materials and apps already on the iPad can be used without wifi connectivity.
- Extended battery life – 10 hours on a full charge.
- Apple's commitment to continued professional development.

1:1 Main Objectives:

- Increasing student engagement and student learning and achievement.

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- Providing improved instructional differentiation for students.
- Students demonstrating learning through a variety of methods
- Using formative assessments on a regular (daily/weekly) basis to inform instruction.
- Increasing student fluency in their use of 21st century skills such as critical thinking, problem solving, creativity, collaboration, and communication.
- Providing digital opportunities and accessibility for all students.
- Extending student learning beyond the classroom and school day.
- Increasing collaboration among teachers.

1.1 Receiving an iPad

a. Students will be provided use and care of the iPad by their classroom teacher. Any parent may request an overview of the iPad through their building principal. Each student will receive an iPad with a cover and USB cable/AC charger, and Logitech Crayon. Equipment will be distributed in the classroom, during the school day.
b. Parents/guardians and students must sign and return the Wausau School District iPad Use Acknowledgement before a student will be allowed to bring an iPad off of District property.
c. iPads will be labeled in a manner specified by the Wausau School District (WSD); this will include an Asset Tag and the serial number. The Asset Tag is not to be removed for any reason.
d. The iPad is the property of the WSD and as a result is subject to inspection at any time. The student should have NO expectation of privacy of materials found on an iPad or a school supplied or supported email service.

1.2 Returning an iPad

a. iPads and all WSD accessories will be returned during the final week of school so they can be checked for serviceability.
b. iPads must be returned immediately when a student transfers out of the Wausau School District, is expelled, or terminates enrollment for any reason.

1.3 Fines related to an iPad

a. iPads, covers, and USB cable/AC charger, and Logitech Crayon will be turned into the classroom teacher when requested in satisfactory condition. iPads will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the iPad, case and Logitech Crayon. The WSD Administration will make the final determination of any fees assessed.
b. If a student fails to return the iPad, the student/parent/guardian will pay the

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replacement cost of the iPad, and peripherals, or if applicable, any insurance deductible. Failure to return the iPad will result in a theft report filed with the Wausau Police Department.

2. Taking Care of an iPad

The iPad is legal property of the Wausau School District. All users will follow Wausau School District policy and acceptable use policy for technology. Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be returned as soon as possible to the teacher so an evaluation of the equipment can be completed.
Students are responsible for the general care of the iPad they have been issued by the WSD. iPads that fail to work properly must be given to the teacher for an evaluation of the equipment. Special care must be taken to protect the screen.

Students are responsible for any activity undertaken, message or email sent, document created, or website visited using their assigned iPad or their login. Care should be taken to ensure that the only person using the iPad is the student to which the iPad was assigned.

iPads are the property of the WSD and all users will follow these procedures and the WSD Acceptable Use Policy.

2.1 General Precautions

a. While the iPad is considered scratch resistant the iPad will scratch. Avoid using any sharp object(s) on the iPad.
b. iPads do not respond well to liquids. Avoid applying liquids to the iPad. The iPad can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings.
c. Do not attempt to gain access to the internal electronics or repair an iPad. If an iPad fails to work or is damaged, report the problem to the classroom teacher.
d. There is to be no “jail breaking” of the device.
e. Never throw or slide an iPad.
f. Cords and cables must be inserted carefully into the iPad to prevent damage.
g. iPads and the district-provided cover must remain free of any writing, drawing, stickers or labels that are not the property of the WSD.
h. iPads have the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the Acceptable Use Policy (AUP) and grounds for disciplinary action.
i. iPads have a unique identification number and at no time should the numbers or labels be modified or removed.
j. iPads must never be left in the hallway, non-classroom area, playground, in an unlocked car, or in any unsupervised area.

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k. iPads should be placed vertically in the top locker compartment or in a backpack/book bag to avoid putting any pressure on the screen.
l. iPads must not be left in a vehicle or a location that is not temperature controlled.
m. iPads must be charged for school each day. This is the student's responsibility.
n. iPads are assigned to individual students. The responsibility for the care of the iPad solely rests with that individual. Students should not lend their iPad to another person.
o. PLEASE DO NOT ATTEMPT TO CONTACT APPLE SERVICE DIRECTLY FOR REPAIR QUESTIONS. PLEASE CONTACT THE CLASSROOM TEACHER OR SCHOOL PRINCIPAL.

2.2 Carrying iPads

The protective cover provided with the iPad has sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The cover must remain on the iPad at all times.

2.3 Screen Care

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

a. Do not lean on the top of the iPad when it is closed.
b. Do not place anything near the iPad that could put pressure on the screen.
c. Do not place anything in the carrying case that will press against the cover.
d. Do not "bump" the iPad against lockers, walls, car doors, floors, etc as it may eventually break the screen.
e. Do not place any object other than an iPad stylus on or against the screen.

3. Using an iPad at School

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

3.1 iPads Left at Home

If a student leaves the iPad at home, the student is responsible for getting the coursework completed. If a student repeatedly (3 or more times as determined by teachers/staff member) leaves the iPad at home, the student may be required to leave the iPad at school for a period of time to be determined by the school.

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3.2 Charging an iPad's Battery

a. iPads must be brought to school each day in a fully charged condition. A USB cable/AC charger will be issued to the student for charging at home.

b. Repeated violations (a minimum of three days) of this procedure will result in students being required to leave their iPad at school for a period of time determined by the school.

c. In cases where the battery is depleted while at school due to it not being fully charged, students **MAY** be able to connect their iPad to a power outlet in class depending on availability.

d. The fastest and most efficient method of charging the battery is to plug the iPad directly into an outlet using the supplied cable and AC charger. If you choose to charge the iPad by connecting it to the USB Port on a computer, the iTunes preferences **MUST NOT** be set for automatic syncing.

3.3 Screensavers/Background Photos

While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including, but not limited to, pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and subject to disciplinary action.

3.4 Sound and Apps

a. During the school day, sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students may be required to use headphones if sound is required.

b. All software/apps needed by the students will be provided by WSD. Data storage will be through apps on the iPad and Google Drive.

3.5 Printing

a. Students will be given information and instruction if printing with the iPad is necessary at school.

b. Students may be able to print at home if they have a wireless printer.

3.6 Home Internet Access

To the extent possible, and in compliance with the Children's Internet Protection Act (CIPA), the District filters Internet access on all devices capable of accessing the District's Internet connection. *The District recognizes that no technology measure can block 100% of the undesirable content and emphasizes the importance of staff/parent supervision in monitoring student use*.

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WSD provides internet filtering on all District provided devices both inside and outside of the District through Securly. All parents/guardians are strongly encouraged to utilize the history and filter settings available through the Parent Portal provided by Securly. It is the family's responsibility to monitor the student's use of the internet outside of the school setting. Parents/guardians, please take the necessary precautions for internet safety with your student! For more tips, please see the *Parents'/Guardians' Guide for Student Use.*

a. Students are allowed to set up wireless networks on their iPads. This will assist them with iPad use while at home. Printing at home will require a wireless printer, proper settings on the iPad and the correct app.
b. All students should recognize and guard their personal and private information. While on the Internet, students must not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
c. The iPad is meant for student use only. It is not meant to be a family computer or to be used by siblings. Students will be solely responsible for all content, material, information and data on the iPad.

3.7 Using the iPad Camera

The iPad comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. ***iPad cameras may never be used in a locker room or restroom per state statute.***

4. Managing Files and Saving Work

4.1 Saving to the iPad

a. The iPad affords limited electronic storage space. As with all electronic files, it is good practice to backup, duplicate, or archive files to independent storage as directed by your teacher.
b. Students may also email documents to themselves for storage with Google.
c. A limited amount of storage space is available on the iPad - **BUT WILL NOT BE BACKED UP** as in the case of re-imaging.
d. It is the student's responsibility to ensure proper precautions have been taken so that work is not lost due to accidental deletion.
e. The WSD makes no guarantee, written or implied, that materials on the iPad, including student work, will be safe from deletion or corruption, accidental or otherwise.

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4.2 Network Connectivity

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

5. Apps on the iPads

5.1 Originally Installed Apps

a. The apps originally installed by the WSD must remain on the iPad in usable condition and be easily accessible at all times.

b. From time to time the school may add apps for use in a particular course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

5.2 Additional Apps

Students are not allowed to load extra apps on their iPads. WSD will synchronize the iPads so that they contain the necessary apps for school work. ***Students will not be allowed to synchronize iPads or add apps to their assigned iPad to include personal accounts.***

5.3 Inspection

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

5.4 Procedure for Reloading Apps

If technical difficulties occur, illegal apps are found, or non-WSD-installed apps are discovered, the iPad will be restored from a backup. When warranted, iPad use restrictions may be imposed as a consequence. The WSD does not accept responsibility for the loss of any apps or documents deleted due to a reformat or re-image.

5.5 App Upgrades

Upgrade versions of licensed apps are available from time to time. Students will be required to check in their iPad for periodic updates and syncing.

6. Wausau School District Acceptable Use Policy (#7540.03)

BUILDING-WIDE AND SYSTEM-WIDE SERVICES

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Acceptable Use of Technology and Internet Safety For Students, Staff, and Guests

The Wausau School District supports access by students, staff, and guests to a wide range of technologies. It is anticipated that this access will enrich the teaching and learning environment.

Technology Defined

The use of technology that is owned or leased by the Wausau School District is subject to the terms of this policy. Technology is defined under this policy as including, but not limited to, audio and video equipment, computer hardware and software, email, fax and copy machines, telecommunications devices, and the network and infrastructure that support end devices.

Purpose

The Board of Education of the Wausau School District provides access to technology for a limited purpose. The access granted to students, staff, and guests is solely for the educational goals of the District. Access to technology is designed to create engaging teaching and learning environments, provide staff with productivity tools and avenues to learn and grow, and allow guests to provide educational services consistent with the mission of the District. Access to technology is a privilege, not a right. As such, the Superintendent of Schools or his/her designee may revoke this privilege at any time for any reason.

Privacy

In order to insure the appropriate use of technology and conformity to this policy and legal guidelines, the District reserves the right to monitor, access, and disclose the messages and files contained, stored, or transmitted using District. End-users of technologies shall have no expectation of privacy. Such monitoring, access, and disclosure will be conducted as the District deems necessary and may occur with or without notice, or with or without consent.

Responsibilities

To the extent possible, and in compliance with the Children's Internet Protection Act (CIPA), the District filters Internet access on all devices capable of accessing the District's Internet connection. The District recognizes that **no technology measure can block 100% of the undesirable content and emphasizes the importance of staff supervision in monitoring student use.** It is also the responsibility of all staff to:

1. Guide students in the selection and evaluation of educational materials.
2. Help students develop information literacy skills including conformity to copyright laws and the concept of intellectual property.
3. Help students develop safe practices while learning in an online world, particularly when the educational experience involves social networking, chat rooms, email, and other forms of direct electronic communications.

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4. Provide instruction on the topics of Internet safety and cyberbullying.
5. Report inappropriate uses to a direct supervisor, technology director, or the Superintendent of Schools.

COPPA

Under federal law, the Child Online Privacy Protection Act requires commercial websites or online services marketed to children under 13 to notify and gain permission from a parent or guardian before collecting data on that child. Schools may act *in loco parentis* (in place of a parent) for educational tools that the district has entered into a contract with. The Wausau School District has contracted with the following operators; Google Apps for Education, Canvas, Infinite Campus, Really Great Reading, iReady, and Follett Destiny (library catalog). Upon entering the district, all students will receive accounts through these online services. To learn more about COPPA, please visit goo.gl/nnlA1P.

In addition to contracted educational services, classrooms will be utilizing other web tools and apps to further enhance your child's learning experience. Wausau School District libraries utilize a variety of platforms to provide students access to electronic books and resources including, but not limited to: BookFlix, TrueFlix, PebbleGo/PebbleGo Next and SORA. Some of these may ask students to create an account using personal, identifiable information such as a name and school email address. A list of commonly used educational tools has been made available online for parents to view on the district website.

The law permits schools to collect parental notice and permission for students under 13 to access these web tools and apps. This eliminates the need for operators to collect parent notification individually. A parent or guardian signature on the Wausau School District COPPA agreement constitutes consent for the Wausau School District to provide personal identifying information for the child consisting of: first name, last name, email address and username for educational tools and services including, but not limited to: those posted on the wausauschools.org website.

Unacceptable Use

Examples of unacceptable use include, but are not limited to:

1. General school rules for behavior and communications apply to the use of technology, including those regarding sexual harassment. Technology should not be used to transmit jokes or other comments that may be discriminatory, harassing, or offensive to others or material that defames an individual.
2. The use of technology to perform acts of bullying or cyberbullying are strictly prohibited.
3. The use of technology to record, upload, or broadcast images or video without proper authorization is prohibited.
4. End-users shall not disclose the personal information of students, staff or others without authorization.
5. The use of technology to access and/or distribute objectionable material is prohibited. Prohibited material includes, but is not limited to that which is pornographic, material harmful to minors, and/or obscene.

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6. The use of technology for illegal activity is prohibited.
7. End-users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent themselves on the networks without authorization.
8. Technology shall not be used in any manner that disrupts the use of systems by others. Hardware or software shall not be destroyed, modified, or abused in any way without authorization
9. End-users shall not use technology for business or commercial purposes that are not specifically authorized by the District.
10. End-users shall not use technology to gain or attempt to gain unauthorized access to internal or external systems.
11. End-users shall maintain the privacy of their account information and shall not allow others to access their accounts unless otherwise required for educational purposes or otherwise required by law.
12. End-users shall comply with all copyright laws and guidelines with respect to copying material in digital format and intellectual property.
13. End-users shall not use technology for political lobbying, partisan political activity, or to advance specific political ideas or agendas unless specifically authorized by the District.
14. End-users shall not install unauthorized software or connect unauthorized hardware to District systems.
15. The use of technology for personal entertainment is prohibited.

Personal Technology Devices Defined

The acceptable uses listed above shall also apply to the use of laptop computers, netbook computers, and other portable computing devices or accessories such as handheld computers, cell phones, tablet devices, digital cameras, digital readers, music players, flash drives or other storage devices not owned by the Wausau School District and brought into the school by students, guests, or staff members.

In addition to the unacceptable uses listed above, the following policy statements apply regarding personally-owned devices:

1. The District will not be held liable for any damage that may occur as a result of the use of technology.
2. The District will not be held responsible for any physical damage, loss, or theft of the device.
3. The District is not obligated to supply electrical power access.
4. Employee use of devices will be at the discretion of the Superintendent of Schools or designee.
5. Student and guest use of devices will be at the discretion of the principal of the school building.

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6. The District may conduct searches of personally-owned devices utilizing District resources in a manner consistent with existing search and seizure laws.

Consequences

Violation(s) of the above regulations shall be subject to disciplinary procedures commensurate with the violation. These procedures may involve revocation of access privileges, suspension or expulsion, or referrals to the appropriate authorities. Student disciplinary actions are under the authority of the building principal or his/her designee(s). In the case of employee misconduct, the matter will be referred to the Superintendent of Schools or his/her designee(s).

Legal Ref.: Title XVII Children's Internet Protection Act
Wisconsin statutes 11.36 - Political solicitation involving public officials and employees restricted
Wisconsin Statutes 943.70 – Computer crimes
Wisconsin Statutes 944.21 – Obscene material or performance
Wisconsin Statutes 947.0125 – Unlawful use of computerized communication systems
Wisconsin Statutes 947.013 – Harassment
Wisconsin Statutes 948.11 – Exposing a child to harmful material or harmful descriptions or narrations.
Wisconsin Statutes 948.12 – Possession of child pornography
Policy 5136 - Personal Communication Devices
Policy 5500 - Student Code of Classroom Conduct
Policy 5500.01 - Conduct in Virtual Classroom
Policy 5513 - Care of District Property
Policy 5517 - Student Anti-Harassment
Policy 5517.01 - Bullying
Policy 7540.02 Web Content, Services, and Apps
Policy 7540.03 - Student Technology Acceptable Use And Safety
Adopted: July 8, 1996
Revised and Adopted: March 11, 2003
Revised and Adopted: April 14, 2003
Updated: July 16, 2008
Revised and Adopted: June 13, 2011
Revised and Adopted: March 11, 2024

6.1 Parent/Guardian Responsibilities

a. Talk to your child about internet safety and the standards that your child should follow in the use of the internet just as you do on the use of all media information sources such as television, telephones, movies, music, and radio.

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b. If the option is available for your child to bring an iPad home, you will need to indicate the such on the iPad Use Acknowledgement form. If your child does not bring an iPad home, they will pick up and return an iPad from the classroom each day for use during the school day. Students are responsible for following the Acceptable Use Policy and appropriate handling of the device during school.

c. Reminder: **School District supplied filtering will be applied to School District provided devices both inside and outside of School District buildings**. Even with filtering in place, it is the family's responsibility to monitor the student's use of the internet outside of the school setting.

6.2 Legal Propriety

a. Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask your teacher or principal.

b. Plagiarism is a violation of the WSD rules. 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.

c. Use or possession of hacking software is strictly prohibited and violators will be subject to WSD discipline. Violation of applicable state or federal law may result in criminal prosecution.

7. Repairing or Replacing an iPad

7.1 School District Protection

The Wausau School District offers 1:1 Device Insurance to all students and families. This program is designed to develop student ownership of their District issued device as it is utilized over a four year period. While the District WSD will generally assume the financial liability for iPad repairs or replacement due to normal and typical daily use, Device Insurance covers damages caused by most misuse and accidents. A full explanation of the Wausau School District 1:1 Device Insurance Program is outlined further along in this document.

7.2 1:1 Device Insurance Claims

a. All insurance claims must be reported to the school's office. All necessary information will be gathered and the parent will be notified. Once repair cost and insurance coverage is determined, the parent will be notified.

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b. In cases of theft, a Wausau Police Department theft report MUST be filed to obtain Wausau School District 1:1 Device Insurance Coverage. If no report is filed, the family will be charged full replacement cost.

c. Lost iPads/Devices will not be covered by Wausau School District 1:1 Device Insurance and must be reported immediately. It may be possible for the District to employ location software to assist in recovery or location.

7.3 iPad Undergoing Repair

A small number of loaner iPads **MAY** be available to issue to students when repair of an iPad is necessary.

Wausau School District 1:1 Insurance Program

Why is the Wausau School District 1:1?

The Wausau School District's mission is to advance student learning, achievement and success. To accomplish this mission we must provide teachers the tools required to meet the needs of students in a classroom who don't naturally all learn in the same manner at the same rate and in the same way. 1:1 instructional environments allow teachers to differentiate their teaching to meet the different needs of all students. In 1:1 instructional environments, assignments can be individualized through the use of adaptive technology that gets harder or easier based on student answers. This approach also provides students with immediate feedback as learning occurs. Just as teachers are able to match instruction to students, students have a greater ability to differentiate how they demonstrate learning.

Chromebooks and iPads are powerful and engaging technology devices. When each student has a device just for his or her own use, the learning can be personalized to meet individual interests and learning styles. Chromebooks and iPads include a camera, wireless internet, a word processor, and access to all sorts of easy-to-use software applications (known as "apps" or

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"extensions"). These devices also come with built-in features that make learning easy and enjoyable for everyone.

Additionally, to live our mission we must prepare our students for the future that is filled with jobs that do not yet exist utilizing technologies that have not yet been created. All students will need to have the skills to work with technology in a creative and collaborative manner. This means learning must effectively integrate technology so students develop the social and job skills to be successful in their lives no matter the career they pursue.

Why provide Chromebook/iPad Insurance?

Wausau School District students will develop a great sense of ownership for their device over the course of the next four years as it is an integral part of every instructional experience. Purchasing insurance increases the care a student exercises with their device as it sends a strong message of responsibility, digital citizenship and ownership. Insurance will also reduce the cost of any repairs that might be required during your child's use of the Chromebook/iPad.

Device Insurance - Cost of Enrollment

- Enrollment Fee Paid ($10.00/iPad, $20.00/Chromebook)
- With the **exception of intentional/purposeful damage** all repairs will be covered under the insurance plan which varies based upon device issued to student
- Family Cap - Only pay for three children to insure all children enrolled as students. (Pay for the three most affordable children- See Chart)
- Insurance plan begins new with each year's enrollment
- Coverage Includes: Device, Charging Equipment and Case
    - iPad
        - $10.00 Yearly Enrollment Fee
        - First Break forgiveness - no charge
        - Second Break forgiveness - no charge
        - Half price for all remaining repairs
        - Full Device Replacement - Half Price
            - District retains damaged device
    - Chromebook
        - $20.00 Yearly Enrollment Fee
        - First Break Forgiveness
        - Second Break Forgiveness
        - Half price for all remaining repairs

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        - Full Device Replacement - Half Price
            - District retains damaged device
- Coverage DOES NOT include lost or missing devices/items.
- Stolen devices will be covered with the filing of a theft report with the Wausau Police Department.

Decline Insurance - No Enrollment Cost

- ***Family assumes the full cost of any and all repairs caused by misuse, abuse or accident***. (See List of Repair Costs)
- Student may be issued a "loaner" device until repair is made and payment is received. It is possible that a student will lose access to a device until repair/replacement is paid for or a payment plan has been arranged with the office.
- Coverage Includes: Nothing

Approximate Costs (subject to change) of Repair/Replacement

iPad	$294.00
Cracked Screen	$130
Dented Device	Estimate based on inspection
Charger Set	$38.00
Charger Cube	$19.00
Charger Cord	$19.00
Case with Keyboard	$79.00
Logitech Crayon	$63.00
Chromebook	$249.00
Motherboard	$206
Keyboard	$31.00
Cracked Screen	$20.00

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Case	$30.00
LCD Back Covers	$12.00
Charger and Cord	$20.00
Trackpad	$15.00
Bottom Case	$14.00
Hinges	$4.00
Camera	$9.00

Insurance Costs
Family Cap

Families are encouraged to purchase insurance for all of their children. In an effort to make insurance as affordable as possible, the Wausau School District has developed a **Family Cap**. The **Family Cap** limits the number of children a family will need to pay for to three. Once a family purchases insurance for three children all other children in the family are automatically enrolled into the insurance program. While the **Family Cap** requires payment for three children, it should be the three children that result in the lowest total enrollment fee for the family. The chart below breaks down the potential **Family Cap** enrollment fees.

Three Children		
Elementary Children	Secondary Children	Total Insurance Cost
3	0	$30.00
0	3	$60.00
Four Children		
Elementary Children	Secondary Children	Total Insurance Cost
3	1	$30.00
2	2	$40.00
1	3	$50.00

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Five Children		
Elementary Children	Secondary Children	Total Insurance Cost
5	0	$30.00
0	5	$60.00
4	1	$30.00
1	4	$50.00
2	3	$40.00
3	2	$30.00
Six Children		
Elementary Children	Secondary Children	Total Insurance Cost
6	0	$30.00
0	6	$60.00
1	5	$50.00
5	1	$30.00
2	4	$40.00
4	2	$30.00
3	3	$30.00
Seven Children		
Elementary Children	Secondary Children	Total Insurance Cost
7	0	
0	7	
1	6	$50.00
6	1	$30.00
2	5	$40.00

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5	2	$30.00
3	4	$30.00
4	3	$30.00

FREQUENTLY ASKED QUESTIONS

1. What are my responsibilities as a parent/guardian in terms of replacement of the iPad if it is damaged, lost or stolen?

The WSD will be responsible for the repair of the iPad for normal wear of the unit. If the iPad is damaged, stolen, or lost, the student/parent/guardian is responsible for replacing the unit (approximately $500). The WSD regards the iPad as all other materials that are checked out to a student (ex: library materials, sports equipment, etc.). *We recommend that all families contact their insurance agent to determine if their policy provides coverage in the event that the unit needs to be replaced.*

2. What are the replacement costs of the iPad and accessories?

Prices are approximate and subject to change:

iPad: up to $294.00
AC Charger: $38.00
USB Cord: $19.00
USB Cube: $19.00
Cover with Keyboard: $77.00
Logitech Crayon: $63.00

3. Does my child have to accept an iPad?

Yes. An iPad will be checked out to each enrolled student. All students and parents/guardians are required to sign the Wausau School District iPad Use Acknowledgement before utilizing an iPad at school. At each building's discretion students may be allowed to take the iPad home provided the parent has acknowledged this on the iPad Use Acknowledgement form.
No student will be allowed to take an iPad home without a parent/guardian signed Wausau School District iPad Use Acknowledgement specifically granting the student Take Home privileges.

4. As a parent/guardian, how do I monitor my child's use of the internet?

While your child is using the WSD network, there are filters available. When your child uses another network, the Wausau School District filter remains in place. This allows for District

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filtering of District owned devices both inside and outside of the District. Parents/Guardians are strongly encouraged to make use of the Securly Parent Portal. The Securly Parent Portal will provide parents/guardians the ability to review internet history by logging into the Parent Portal. Additionally, weekly reports of student internet history will be emailed to parents/guardians. Parents/Guardians will also have the ability to place additional restrictions on internet access during off school hours. Additional tips for parents are located in the attached document entitled *Parents'/Guardians' Guide to Student Internet Use*.

5. What if we don't have wifi at home?

An iPad's use is maximized with wifi. In a survey last fall the vast majority of families indicated that they have internet capability at home. If a family does not have wifi, a student may use the iPad at school, at the public library, at local businesses with wifi capabilities, or wherever wifi is available.

6. Can students buy their own cover?

No. The WSD is supplying a protective cover for each iPad. Because of the protective nature of the cover, we are not allowing students to purchase their own cover at this time. All students are required to leave the provided cover in place at all times.

7. Can a student download apps or music?

No, the iPad is formatted to have apps added at school. When teachers request that apps be added, generally one time per month, students will be notified that it is "time to sync".

8. What if a student forgets to charge the iPad?

There will be an extra cord available in the student's classroom. Students who consistently (three times or more) come to class unprepared without a charge will be required to turn the iPad into the classroom teacher at the end of each day and pick it up each morning for a period of time determined by the building.

9. Can an iPhone charger charge the iPad?

Chargers for an iPhone will work to charge the iPad. However, the iPhone charger will take a longer time to charge because it draws 1 amp and the iPad charger draws 2 amps.

10. Will students keep the iPad for the summer?

No, not currently.

11. Can a student use a personal iPad at school?

No, not at this time. The WSD will not put school purchased apps on a personal unit.

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Parents' Guide to Student Internet Use

The Wausau School District recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your child's use of the iPad.

1. Take extra steps to protect your child. Encourage your child to use and store the iPad in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online.

2. Go where your child goes online. Monitor the places that your child visits. Let your child know that you are there, and help teach her/him how to act as s/he works and socializes online. Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.

3. Review your child's friend list. You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.

4. Understand sites' privacy policies. Internet sites should spell out your rights to review and delete your child's information.

5. Limit the time your child is on the iPad. While the iPad is very engaging device, it is a school work device. Care and constant monitoring will reduce your child's exposure to excessive use. Declare "Tech Free Zones" such as the dinner table or "Tech Free Times" such as after 8:00 pm.

6. Report unwelcome or malicious online threats. Report in a timely fashion to the school any online interactions that can be considered threatening.

7. Help your child develop a routine. Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the iPad is cared for and when and where its use is appropriate.

8. Take a look at the apps. It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and students' work found on the iPad.

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For more healthy media tips and resources visit commonsensemedia.org.

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