iPad Information for Parents (SBP #815)

Introduction:

Your child has been issued an iPad for use in their education in addition to any textbooks or student workbooks they may use, as such, replacement for abusive practices of the iPad will be handled similarly as it would be with a textbook when it comes to repairs, replacements and/or purposeful damage. iPads are the device of choice at Mifflinburg Area School District because they provide students of all ages with access to many tools that enhance their learning. Some highlights of those accesses:

1. Assist students in learning concepts in novel and meaningful ways not available in the past.
2. Learning can be customized to provide increased engagement and more purposeful learning.
3. Internet driven solutions are available to join student devices with teacher devices, to promote collaboration, communication, critical thinking, and creativity without regard for place and time, to make learning more seamless.
4. Provide access to schoolwork and collaboration.

Since the device is an important tool in your child's education, we have included information below on ownership, device return, failure to return, expected use, general use and care procedures, and repair responsibility below.

Ownership:

All devices, accessories, and installed applications remain the property of the Mifflinburg Area School District.

Device Return:

District-issued devices and accessories (protective case, charger, and charging cable) must be returned at the end of each school year unless otherwise authorized, or immediately upon withdrawal, transfer, graduation, or expulsion.

Failure to Return:

Failure to return a District-issued device or accessories may result in financial responsibility for repair or replacement costs, school disciplinary consequences, and referral to law enforcement when appropriate.

General Use of the iPad at School:

- The iPad is the property of Mifflinburg Area School District and should be utilized for educational purposes only. The student must adhere to the Acceptable Use Policy (815 & 815.1) and the Student Handbook. Failure to abide by these rules may result in a disciplinary referral and/or loss of privileges.
- The student is **REQUIRED** to bring the iPad to school each day, with a fully charged battery.
- The student is to be the sole user of the assigned iPad.
- The student may receive a disciplinary referral from a teacher for repeatedly failing to bring the iPad to class or repeatedly not charging the iPad battery (if applicable).
- The iPad will be subject to routine monitoring by teachers, administrators, and technology staff. The student shall have no expectation of privacy while using Mifflinburg Area School District electronic information resources, including but not limited to the contents of electronic files and/or communications undertaken using any District owned technology.
- Teachers and/or Mifflinburg Area School District administration may conduct an individual search of a student's iPad, files, music, video, e-mail or other related items if there is suspicion that District or building policies, rules, or guidelines have been violated. Student and parent/guardian are responsible for reviewing Mifflinburg Area School District's Internet Student Acceptable Use Policy (815). A copy can be found within the Technology Department at http://www.mifflinburg.org/technology.
- The student is responsible for not leaving their assigned iPad unattended and/or storing it in areas which may lead to damage or theft. The student should not use the iPad around sporting activities or events. When using the power cord, the student should not leave the cord in areas that may cause a tripping hazard.
- Mifflinburg Area School District reserves the 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 by the district's technology department. Any attempt to modify the iPad, including but not limited to changing Internet access settings, will be construed as a violation of the Acceptable Use Policy (815).
- The student is prohibited from installing or modifying any hardware, software, or peripherals on the iPad.
- The student must observe any hardware/software license agreements entered by the Mifflinburg Area School District for the iPad and/or its equipment.
- The student is expected to notify a staff member if information or a message that is inappropriate, dangerous, threatening or makes the student feel uncomfortable is viewed on the iPad.
- Any attempt to bypass the Mifflinburg Area School District filter or change the configuration of the iPad will result in disciplinary action and/or loss of privileges.

iPad Use at Home (if applicable):

- Students in Grades K-5 will not be taking their devices home unless there is the possibility of a Flexible Instructional Day (FID)
- Students in Grades 6-12 will be allowed to take their iPad home with them.
- The Internet is a powerful learning tool, but it should not be used indiscriminately or without supervision. While the student is at school, staff will make every effort to assure that this resource is used appropriately.
- The parent/guardian(s) is responsible for monitoring this resource at home (if applicable). It is not advisable for the student to be permitted to engage in long hours of unsupervised time online.
- If you need internet access assistance at home, please contact your child's school for information on obtaining access.

Caring for Your iPad:

- For prolonged periods of inactivity, please shut down the iPad completely. Simply pressing the power button is an acceptable shutdown on an iPad.
- **DO NOT write, draw, paint, place stickers/labels or otherwise deface your iPad or case. (Failure to adhere to this, WILL incur additional fees including cleaning and/or part replacement)**
- Always use the Apple provided charger and cable for your iPad, **DO NOT** purchase and/or use a self-purchased or owned charger.
- Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. NEVER PICK UP THE IPAD BY THE SCREEN. Always close the case before moving your iPad.
- When using the iPad, keep it on a flat, solid surface so that air can circulate. For example, using an iPad while it is directly on a bed or carpet can cause damage from overheating.
- Liquids, food and other debris can damage the iPad. Avoid eating or drinking while using the iPad. DO NOT keep food or food wrappers in your iPad cover.
- Take care when inserting cords, cables and other removable storage devices to avoid damage to the iPad ports.
- Do not expose your iPad to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time (including in a car). Extreme heat or cold may cause damage to the iPad. If your iPad has been in a very cold environment for a long period of time, let it warm up before using it.

Cleaning Your iPad (if applicable):

Students are encouraged to perform simple cleaning procedures to the iPad as outlined below:

- Always disconnect the iPad from the power outlet before cleaning
- Clean the screen with a soft, dry anti-static or micro-fiber cloth. Do not use any type of liquid or water to clean the screen or iPad.
- Wash hands frequently when using the iPad to avoid build-up on the touchpad. Grease and dirt can cause the cursor to "jump around" on the screen.
- You may clean the touchpad with a lightly dampened (not wet) lint free cloth.

General Security:

- Never leave your iPad unsecured.
- No barcodes or labels should be removed from the iPad.
- Lock your iPad in a designated storage facility or secure locker.

Damage, Loss, or Theft:

- The student and parent/guardian is responsible for filing a police report within 48 hours if the iPad is lost or damaged because of a theft or any other type of criminal conduct. Once the police report has been obtained, the parent/guardian is responsible for notifying building administration and providing a copy of the police report. Failure to report a stolen iPad to police within 48 hours will absolutely result in the parent/guardian being responsible for the fair market value of the iPad unless the iPad is subsequently recovered and is undamaged.
- The student and parent/guardian is responsible for reporting loss to the school administration if the iPad is lost, left unattended in a classroom, or misplaced. If not found, the student and parent/guardian is responsible for paying the fair market value of the iPad.
- The student and parent/guardian will be charged a fee for any damage to the iPad beyond normal everyday use, wear, and tear, regardless of whether the student is at fault, to help offset the actual cost of repair or replacement to Mifflinburg Area School District. Mifflinburg Area School District also reserves the right to alter costs associated with damage and repair upon market availability of replacement parts.

  Examples of fees include, but are not limited to:

iPad: $449	Cover with keyboard/touchpad: $100
Screen: $150	Charger (Apple USB-C): $25
Cleaning Fee $25	

- We recommend that an iPad should always be in the protective case when being transported, including but not limited to, travel between classes. An iPad that is damaged while being transported without the case constitutes negligence, which will incur out-of-pocket repair costs.
- If the iPad is damaged or destroyed because the student committed or facilitated a deliberate act of damage or vandalism, the student and the student's parent/guardian will be responsible for the actual cost of repair or replacement, whichever is less, and law enforcement may be notified by the school administrator of the damage or destruction of public property.
- Repeated damage/loss of the iPad and/or failing to pay fees for repair/replacement due to damage/loss may result in the student facing disciplinary action by their school principal.
- Mifflinburg Area School District reserves the right to repossess the iPad at any time if the student does not fully comply with all terms of this Agreement.
- Unpaid fees of students leaving Mifflinburg Area School District may be turned over to a collection agency. Mifflinburg Area School District may also file a report

of stolen property with the local law enforcement agency if an iPad is not returned at the school's request. If families are unable to cover the cost of damage repair, please contact the District Office to discuss repayment options.

Repair/Replacement of iPad:

- The parent/guardian(s) and student agree:
  - Not to attempt to repair or reconfigure the iPad, including but not limited to attempting to open or tamper with the internal components of the iPad.
  - Report that the iPad has problems, malfunctions, or is otherwise in need of repair to the building technology department.
- The iPad must be turned over to Mifflinburg Area School District staff upon request for maintenance, data and file backups, application upgrades, profile changes, or other administrative or support actions.
- MASD technology staff will determine whether the iPad is in functioning condition or if a loaner (if available) will be issued to the student. Classroom computers and loaner iPads are also covered by all terms and guidelines in this Agreement.

Apple Care Accidental Damage Limits

Coverage includes up to two (2) incidents of accidental damage per device during the coverage period. Beginning with the third incident of accidental damage, the parent/guardian will be responsible for additional charges, regardless of coverage status, as follows:

- Third incident: $50
- Fourth incident: $75
- Fifth incident and each subsequent incident: increases by $25 per occurrence

The Mifflinburg Area School District reserves the right to determine whether damage is accidental, negligent, or intentional. Repeated incidents of damage may result in additional consequences, including restricted take-home privileges.