

## 1.0 General Information

The policies, procedures, and information within this document apply to all student iPads used by students enrolled in Skokie School District 68 (the District). Teachers may set additional requirements for use in their classroom.

### 1.1 Receiving the iPad

Parents and students must review this *Student/Parent iPad Guide* and sign the *Student/Parent Agreement and Acceptable Use and Electronic Network Access Policy* before the iPad can be issued to the student. Students will only use their district Apple ID, created through Apple's Students under 13 Apple ID program on the iPad.

### 1.2 Returning the iPad

iPads and accessories will be returned to the District during the final week of each school year as facilitated by the student's homeroom teacher. If a student transfers out of Skokie School District 68 during the school year, the iPad will be returned to the school office prior to the student's transfer. Students who withdraw, are expelled, take an extended vacation (over 10 days) or terminate enrollment at Skokie School District 68 for any other reason must return their District-issued iPad with accessories on the date of termination to the school office.

### 1.3 Failure to Return iPad

If a student fails to return the iPad and/or its accessories at the end of the school year or upon termination of enrollment at Skokie School District 68, that student/parents will be subject to criminal prosecution or civil liability. Failure to return the iPad at the end of the school year or upon termination of enrollment is not covered under the District Protection Plan and will result in a theft report being filed with the Skokie Police Department. Damaged, lost or stolen accessories, such as carrying cases, chargers and cables, are the sole responsibility of the parent/guardian. If an accessory is damaged, lost or stolen, the parent/guardian will be responsible for the full replacement cost of that District-provided accessory, unless the District otherwise excuses such payment.

## 2.0 Care of the iPad

The iPad is school property and all users will follow this handbook and the Skokie School District 68 Acceptable Use Policy for this technology. Students are responsible for the general care of the iPad they have been issued by the District

### 2.1 General Precautions

- Only use a clean, soft cloth to clean the screen; no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the District.
- iPads should never be dropped, tossed, or stepped on.
- District iPads should always remain in the protective case.
- District iPads should never be transported, stored, or used in the same location as water bottles or other liquids.
- Do not place anything near the iPad that could put pressure on the screen.
- iPads should not be left in places of extreme temperatures or limited ventilation (e.g., in a car).
- iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.

## **3.0 Managing Your Files and Saving Your Work**

### **3.1 Saving Student work**

Students may save work directly on the iPad. It is recommended that students also save/back- up documents and files to their Google Apps for Education account or their iCloud storage. Please note: Storage space will be available on the iPad, but it is LIMITED and it will NOT be backed up in case of re-imaging or device malfunction. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

## **4.0 Software on iPads**

### **4.1 Originally Installed Software/Apps**

Apps will be available via the Self-Service App on the student iPad. Students will be directed by teachers as to which apps to install and use in the classroom. Periodic checks of iPads may be made to ensure that students have not removed required apps or added apps that are not authorized by the school.

### **4.2 Additional Software**

Students are not allowed to load extra software apps on their iPads. The District will facilitate the distribution of apps required on the iPads. Students are not allowed to sync iPads to personal Apple ID's

## **5.0 Repairing or Replacing the iPad**

The 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. If the iPad should be in need of repair, the iPad must be brought to the student's teacher immediately so the District Technology Department can assess for damage or determination of malfunction. Students and their parents will be held responsible for ALL damage to the iPads including, but not limited to: cracked plastic pieces, damaged ports, frayed cables, and inoperability of any kind, etc. The following outlines the areas of the iPad repair policy:

### **5.1 iPad Repair Policy**

As a district we are self-insuring the iPads. Skokie School District 68 will cover the cost of one accidental damage claim during the student's time in district. Damage claims are for cracked or broken screens or broken buttons on the iPad. After the first incident, repair costs will be the responsibility of the student/parent.

### **5.2 iPad Theft Policy**

If an iPad is stolen, parents must file a police report and provide a copy to the building principal for replacement of the device. Stolen iPads will be locked by District software rendering them useless.

### **5.3 Student/Parent Damage, Loss and Theft Procedures**

You must do the following in the event of a lost, damaged, or stolen iPad:

1. Report loss or damage to the student's homeroom or 1<sup>st</sup> period teacher as soon as possible.
2. If the iPad is stolen or vandalized, file a police report with the local police department and submit the report to your building principal. Stolen iPads will be replaced based upon the police report.
3. If the accessories are lost or damaged, the student/parent is responsible for replacement.
  - Charging Cable: \$20
  - Charging Block: \$20
  - Case: \$30
4. If the iPad is lost, student/parents are responsible for the replacement cost of the iPad and case (\$400).

*Note: The accidental repair policy will not cover damage caused by intentional damage or destruction of the iPad*