

# *School District of Marshfield Elementary Personal Learning Device*



## *Student & Family Guide – Taking the Device Home*

*School Board Approved August 10, 2016*

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# TAKING THE IPAD HOME

The use of technology in and outside of a classroom is driven by the educational needs of students and teachers. Many classroom resources such as books and activities can be accessed and enhanced using technology. Students' educational needs will drive the use of the technology at each grade level. Below you will find specific information related to the use of the device outside of the school building and the accompanying agreement form to take advantage of this opportunity.

## INTERNET ACCESS AT HOME

Internet access at home is recommended, but not required. Students and teachers will work together to download content that can be used at home offline.

## USING THE IPAD AT HOME

Students will be able to bring their iPads home for learning purposes. All use of the District-owned device by students and families must comply with the Guidelines for Acceptable Use of Technology by Students. The Guidelines are available at [www.marshfieldschools.org](http://www.marshfieldschools.org).

## CARING FOR THE SCREEN

To clean the screen use a soft, lint-free cloth -- like a clean, dry dish towel -- to wipe off the iPad. Window cleaners, household chemicals or cleaners, ammonia, alcohol or alcohol-based products, or other abrasives may damage the special coating and/or scratch the screen.

## PROTECTING THE IPAD FROM THE WEATHER

Keep the iPad in its case at all times. Whenever possible, carry it in a backpack or book bag when outside. Also:

- Keep the iPad out of direct sunlight or heat above 95 F.
- Do not leave the iPad in freezing temperatures.
- Keep the iPad away from water and extreme humidity.

## KEEPING THE IPAD SAFE

An iPad is a valuable device and could be the target of theft. To make sure this doesn't happen:

- Keep the iPad in a safe and secure location. Avoid storing the iPad where it is visible and unsupervised such as in a vehicle.
- Avoid lending the iPad to another person.
- Carry the iPad to and from school in a school bag or backpack so that it is not visible or easily dropped.
- A passcode is needed to prevent unauthorized access to information on the iPad. Use the 4 digit lunch pin provided by the school. Parents can find this on Skyward Family Access.

## CHARGING

iPads are intended to support student learning and should be brought to school every day with a charged battery. Students should ensure their iPad is available for all classes, unless a teacher specifically instructs them not to. The iPad's battery is designed for 10 hours of continuous use and can be recharged completely in three hours.



## FAMILY TIPS FOR GUIDING STUDENT ACCESS AT HOME

In partnership with the school district, parents and guardians are responsible for monitoring their child's use of the internet and access to district technology resources including the iPad, district-issued email account, online learning spaces, collaboration tools, and educational resources used outside of the school. Parents and guardians are encouraged to set clear expectations on appropriate use of electronic devices and limit access to the device in non- school hours.

### SET EXPECTATIONS

Set and communicate clear expectations for your child's use of the iPad. The [Common Sense Media Family Agreement](#) provides an age-appropriate checklist that can be used to guide conversations with your child about responsible use of media and technology.

### MONITOR AND LIMIT SCREEN TIME

The iPad is a great tool for learning, but it also has the potential to be a distraction. Have your child use the device in a central location in your home, such as the kitchen or living room, so that you can easily monitor and supervise their use.

- Set expectations that your child is to complete assignments and tasks before they use the device to access the internet, play games, or listen to music.

### MANAGE ACCESS

When the device is at school on the district network, internet access is managed through the network with industry standard content filtering tools in as required by the Children's Internet Protection Act (CIPA). Content filtering tools cannot guarantee that all undesirable content is blocked. Teachers and staff make every effort to monitor online activity during school hours.

When the device is used at home or on a public Wi-Fi network, students have restricted access to the internet, including inappropriate websites and content using the device's parental controls. Families with a home wireless network can add additional filtering software or services. The parent/guardian is responsible for set up and configuration for home filtering if desired.

### SKYWARD MOBILE APPS

Students can use the Skyward Mobile app installed on the iPad to view their grades, attendance, and upcoming assignments.

### PARENT ACCOUNTS AND PASSWORDS

Parents and guardians should not add a personal email account to the iPad's built-in Mail app or save passwords to the device.



# DAMAGED, LOST OR STOLEN IPADS AND ACCESSORIES

## WHAT DO I DO IF I DAMAGE MY DEVICE?

Students should report any damage or problems to their classroom teacher. Any damage or problems need to be reported immediately. If an issue occurs outside school hours, the student should report the next school day.

## DAMAGED DEVICES AND TECHNICAL PROBLEMS

Do not attempt to gain access to internal electronics or repair your iPad. If the iPad fails to work or is damaged, contact your teacher to report the problem as soon as possible. iPad repair/replacement will be determined by the district technology staff. If the iPad is experiencing technical difficulties outside of school hours, report it when you return to school. Do not attempt to repair an iPad yourself.

## LOST OR STOLEN IPADS AND ACCESSORIES

If the iPad is lost or stolen, report it to the main office of your school as soon as possible. If school staff is not available, report to the district IT Department at **715-384-2327 X4500** or email [support@marshfieldschools.org](mailto:support@marshfieldschools.org). The school district will work with local law enforcement and utilize location services to aid in the recovery of the device when necessary. The device is encrypted and the serial number is registered to the School District of Marshfield.

If lost students/families will be held responsible for replacement costs of accessories. The replacement costs are based on current pricing.

*Case (\$35), Cord (\$20), Power Adapter (\$20), iPad Air 2 64GB (\$404)*



## SOURCES CONSULTED

During the creation of this handbook, Marshfield School District consulted websites, handbooks, and staff from the following districts: *Waukesha School District, D.C Everest Area School District, Pewaukee School District, Becker Public Schools, Farmington Area Public Schools, Hopkins Schools, Minneapolis Public Schools, Minnetonka Public Schools, Saint Paul Public Schools, South Washington County Schools, and Spring Lake Park Schools*

# Optional Insurance Plan for Take Home Use

The School District of Marshfield will offer an optional iPad insurance plan designed to help offset the costs of a lost or damaged iPad to families. This program is optional, but can provide significant savings in the event of accidental damage or loss for devices going home with students.

The district insurance plan is an optional, annual, nonrefundable \$30/year premium for one device and \$50/year for two or more devices. It is not prorated for partial semesters. The amount of the premium may change from year to year based on data from the previous year's damage rates. To benefit from the district self-insurance plan, the premium must be paid in full prior to the occurrence.

What does insurance cover? The district self-insurance will cover the cost of the iPad in the event of breakage or if the iPad is lost or stolen at the following rate:

- One incident of damage at no charge
- A second incident of damage with a \$40.00 deductible
- One incident of loss with \$100.00 deductible

Any additional incidents that require repair or replacement will be the responsibility of the student/family. If the iPad is intentionally damaged, the student/family is responsible for the full cost of replacement less the self-insurance fee. All efforts to recover a device will be made prior to a replacement claim.

What does insurance NOT cover? The district self-insurance does not cover:

- Damage to cables or chargers
- Loss of cables or chargers
- Intentional damage
- Damage that occurs when the iPad is out of the district issued case
- Loss as a result of willful negligence
- Any damage beyond the second incident

If lost students/families will be held responsible for replacement costs of accessories. The replacement costs are based on current pricing. Case (\$35), Cord (\$20), Power Adapter (\$20), iPad Air 2 64GB (\$404)

If choosing the district self-insurance plan, you will pay the premium prior to the device coming home with your child. You will receive more information from the schools. To opt out of the insurance plan, simply disregard the fee.



# SCHOOL DISTRICT OF MARSHFIELD STUDENT IPAD LOAN AGREEMENT

## ADDITIONAL EXPECTATIONS FOR STUDENTS TAKING IPADS HOME

### BE RESPONSIBLE

- I will keep my iPad in places where the temperatures are above freezing and below 95°F, for example taking it inside with me instead of leaving it in the car on a cold or hot day.
- I will use only the district device operating systems and security profiles and will only install apps authorized by School District of Marshfield.

### BE SAFE

- I will keep my iPad in my school bag or backpack when traveling to and from school.
- I will always supervise my iPad, and when I am not in school, it will be stored in a safe and secure location.

### BE PRODUCTIVE

- I will always have enough storage on my iPad to download, access, and create any educational applications or files required by my teachers.
- I understand that I may need to delete any personal content on my iPad if I am running low on storage.

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_

*The District shall comply with all federal and state laws and regulations designed to protect students while using the iPad. Parents/guardians must understand that, although the District has internet filters in place, no filter is 100% effective and the District does not control all content published on the internet and accessible through the use of the iPad. Filtering while at home and supervising students' use of the iPads while not on campus is the responsibility of the students' parents/guardians. Upon request, the District will provide information regarding how to filter for home use of the iPad.*

*I understand that the District may charge fines may be charged for missing the loss or damaged to iPads. Such actions may also result in disciplinary action imposed upon my child, up to and including suspension or expulsion. Failure to return an iPad at the end of the school year, when discharged prior to the end of the year, or when requested, shall be treated as a loss of the iPad and will require students/parents/guardians to issue payment to the District for the value of the iPad. I further understand that if I fail to pay the District for the loss or damage to an iPad, the District may seek to recover such amounts by filing a legal claim against me.*

*I have reviewed the School District of Marshfield Elementary Personal Learning Device Family Guide with my child. We understand the expectations listed above.*

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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