

COMMUNITY HIGH SCHOOL DISTRICT 218

iPad Policies and Procedures

I. 1:1 Technology Mission Statement

We will provide technology-rich learning environments and training that support the Community High School District 218 curriculum. We will ensure equitable technology access and utilize instructional practices that enhance critical thinking, foster effective communication, and actively engage our students and community in the learning process.

II. Responsible Use of Technology

CHSD 218 invests in educational technology, including the iPad, to support learning and promote student achievement. Students should fully utilize the unique resources and tools available on the iPad in a responsible manner that enhances their education. The following policies and procedures describe the responsibilities associated with appropriate, efficient, and ethical use of the iPad. CHSD 218 reserves the right to supervise all iPad use and may monitor and/or search a student's district-owned iPad to ensure compliance with policies. Inappropriate use of technology may result in disciplinary action.

III. iPad Protection Plan

CHSD 218 administers an iPad Protection Plan that is designed to limit a family's financial responsibility for theft or unintentional damage to the iPad. Enrollment in the protection plan is optional, but **strongly** encouraged. Students and their families carry the full liability of repair or replacement costs if they do not enroll in the protection plan.

A. Enrollment

1. A non-refundable premium of **\$25.00** per school year is required to enroll in the iPad Protection Plan. This premium will **not** be prorated for partial years or semesters and is **not** eligible for fee waivers or payment plans.
2. Families will have the option to enroll in the iPad Protection Plan during registration.
3. Families may enroll in the iPad Protection Plan during the school year if the Technology Department checks the iPad to ensure that it is in good working condition.
4. Families with multiple students will need to enroll each child separately.

B. Coverage

1. Coverage begins when **full payment** of the premium is received.
2. Coverage expires on the last day of summer vacation following the school year of enrollment or on the date of student graduation/withdrawal.
3. Coverage includes repair and/or replacement of the school-issued iPad due to unintentional damage or theft.
 - a. Unintentional damage caused by drops, liquid spills, electrical surges, fire, natural disasters, or any other unintentional event is covered by the plan.

- b. Theft is covered by the plan but requires that a police report be filed within 24 hours with the local law enforcement agency.
- 4. The protection plan includes a system of deductibles based on the number of claims per school year.
 - a. The protection plan will cover up to two unintentional damage claims per school year. The deductible for the first claim is \$50.00 and the deductible for the second claim is \$100.00.
 - b. The protection plan will cover up to two theft claims per school year. The deductible for the first claim is \$100.00 and the deductible for the second claim is \$200.00.
- 5. The protection plan is **voided** under the following circumstances:
 - a. The iPad was not protected by a case when damage occurred.
 - b. The student jailbreaks (removes software restrictions), hacks, or otherwise voids the manufacturer's warranty by altering the Apple iOS software.
 - c. The iPad is repaired or altered by any entity other than CHSD 218. All repairs must be handled through CHSD 218.

C. Exclusions

- 1. Loss is **not** covered by the protection plan. The parent/guardian and student are responsible for the full cost of replacement for a lost iPad.
- 2. Intentional or negligent behavior that results in damage to the iPad is not covered by the protection plan. The parent/guardian and student are responsible for the full cost of repair or replacement under these circumstances.
- 3. The following items are **not** included in the protection plan: protective case, USB cable, and power adapter. The parent/guardian and student are responsible for the replacement cost of these items if they are damaged, lost, or stolen.

iPad Protection Plan Deductibles			
	iPad Damage	iPad Theft	iPad Loss
1 st Claim	\$50.00	\$100.00	Full Replacement Cost
2 nd Claim	\$100.00	\$200.00	Full Replacement Cost
3 rd Claim (or more)	Full Repair Cost	Full Replacement Cost	Full Replacement Cost

Full Replacement Costs*	
iPad (including USB Cable and Power Adapter)	\$399.00
Protective Case	\$20.00
USB Cable	\$12.00
Power Adapter	\$15.00

**Costs are subject to change.*

IV. iPad Distribution and Collection

A. iPad Distribution for New Students

Parent/Guardian and student must consent to the CHSD 218 iPad Agreement before an iPad will be issued. Student will receive an Apple iPad, protective case, USB cable, and power adapter at the beginning of the school year. Students who start after the first day of school will receive information regarding iPad distribution.

B. Transfer Student iPad Distribution

All transfer students will receive their iPads after they have registered for classes. Both students and their parents/guardians must consent to the CHSD 218 iPad Agreement prior to receiving iPads. Transfer students within CHSD 218 schools/programs will retain the iPads they were initially issued.

C. iPad Collection at Graduation/Withdrawal

When students graduate or withdraw from CHSD 218, they must return their Apple iPads, protective cases, USB cables, and power adapters on or before their last day of attendance. Failure to return the iPad will result in the student being charged the full replacement cost of the iPad and all accessories. Any penalties or fines that accrue are not eligible for waiver relief. The District may file a report of stolen property with the local law enforcement agency for unreturned devices.

V. iPad Guidelines

Students are asked to treat iPads as their own property and are expected to follow all CHSD 218 and Apple guidelines. The iPad is an integral part of the educational process. Any time the student does not have the iPad available during classes will affect the learning experience.

A. Student Responsibilities

1. Bring the iPad to school fully charged for the day.
2. Keep the iPad in the school-issued protective case.
3. Never leave the iPad unattended.
4. Store the iPad in your school-assigned locker.
5. Report a missing iPad **immediately** to Security.
6. Report a damaged or malfunctioning iPad to the Technology Department.
7. Do not share your passwords with anyone.
8. Do not permit anyone else to use your iPad.
9. Back up data on your iPad regularly.
10. Adhere to the CHSD 218 Acceptable Use Policy.

B. iPad Care

1. Protecting and Storing the iPad

- a. Never leave the iPad unattended in an unlocked location. iPads found unattended may be confiscated by staff members as a protection against theft. If confiscated, the student will receive a warning before the iPad is returned.

- b. Never leave the iPad on the floor where it might be stepped on or within reach of small children or pets.
- c. Avoid exposing the iPad to extreme temperatures, water, or the elements.
- d. Do not attempt to repair or alter the iPad. All repairs must be handled by CHSD 218.
- e. Do not deface the device or protective case by adding stickers, markings, etchings, etc.
- f. Do not jailbreak (remove software restrictions), hack, or alter the Apple iOS software.

2. Charging the iPad

It is the student's responsibility to have the iPad fully charged for school each day. With proper power settings, a fully charged iPad will last an entire school day.

3. Lost/Stolen iPads

Students must report a lost iPad immediately to Security. If the iPad is not recovered, the replacement cost will be assessed to the student's school account. Students must report a stolen iPad immediately to Security and file a police report with the local law enforcement agency within 24 hours.

4. Broken/Damaged iPads

It is the student's responsibility to maintain proper working order of the iPad. The student should report any operational issues to their classroom teacher to determine if some minor troubleshooting fixes the problem. If the problem persists, the student must return the iPad to the Technology Department. CHSD 218 must handle all repairs of iPads and accessories.

Intentional damage to the iPad will not be tolerated. The cost to repair any such intentional damage will be the responsibility of the student and will be assessed to the student's school account. Other disciplinary action may ensue.

C. iPad Use

CHSD 218 is providing students with Apple iPads to be used at the teacher's discretion during class and for educational purposes outside of school.

1. iPads Left at Home

Loaners are not available. If students leave their iPads at home, they are still responsible for completing coursework. Repeat violations may be referred for disciplinary action.

2. Software/Apps

Students do not have access to the App Store on their iPads, but they may install educational apps from Self Service (the District 218 App Store). Students are responsible for appropriate use of all apps. Inappropriate material will result in disciplinary action. The iOS and apps originally installed by the District must remain on the iPad in usable condition and be easily accessible. If storage space is needed, unused apps downloaded by the student will be removed.

3. Managing Files/Cloud Storage

Students should save to cloud storage. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for incomplete assignments. Students should save and back up data often. If storage space becomes an issue, personal apps and files will be deleted.

4. Cameras

Students must exercise good judgment when using the iPad cameras. The cameras will not be used to take inappropriate, illicit, or sexually explicit photos or videos, nor will they be used to embarrass anyone. Use of the cameras and microphone during school are strictly prohibited unless permission is granted by District staff. Any use of cameras in the bathrooms or locker rooms is strictly prohibited and will be treated as a violation of the Acceptable Use Policy.

5. Wallpapers/Digital Content

Only school appropriate wallpapers and digital content may be stored on the iPad or transmitted. Examples of improper content include inappropriate language and any references to alcohol, drugs, gangs, weapons and/or pornographic materials. Storing or transmitting this type of content will result in disciplinary action.

VI. Home Procedures

Students are encouraged to use their iPads at home and other locations outside of school. Parents/Guardians are encouraged to engage with their students in the use of their iPads. Parents/Guardians should monitor iPad usage when the student is at home because Internet content will not be filtered outside of school. A Wi-Fi connection will be required for Internet use on the iPad; however, some applications can be used while not connected to the Internet.

Students are bound by the CHSD 218 Acceptable Use Policy and all other guidelines in this document when using their iPads off school premises.

COMMUNITY HIGH SCHOOL DISTRICT 218

G Suite for Education Parent/Guardian Consent

At Community High School District 218, we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by students and teachers around the world. At Community High School District 218, students will use their G Suite accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information. Please read it carefully, let us know of any questions, and sign electronically when completing the registration process to indicate that you've read the notice and give your consent.

I give permission for Community High School District 218 to create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Parent/guardian signs electronically when completing the registration process.

G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following "Core Services" offered by Google (described at https://gsuite.google.com/terms/user_features.html):

- Gmail
- Google+
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Hangouts, Hangouts Chat, Hangouts Meet, Google Talk
- Jamboard
- Keep
- Sites
- Vault

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following "Additional Services":

- Blogger
- Chrome Web Store
- Fusion Tables
- Google+
- Google Bookmarks
- Google Books
- Google Cloud Print
- Google Earth
- Google Maps
- Google My Maps
- Google Photos
- Google Play
- Google Public Data
- Google Takeout
- Science Journal
- Search and Assistant
- Web & App Activity
- YouTube

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Community High School District 218 may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

Can my child share information with others using the G Suite for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- **With parental or guardian consent.** Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- **With Community High School District 218.** G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- **For external processing.** Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- **For legal reasons.** Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
 - meet any applicable law, regulation, legal process or enforceable governmental request.
 - enforce applicable Terms of Service, including investigation of potential violations.
 - detect, prevent, or otherwise address fraud, security or technical issues.
 - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information – such as trends about the use of its services – publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting Community High School District 218. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact Community High School District 218. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the G Suite for Education Privacy Center (at <https://www.google.com/edu/trust/>), the G Suite for Education Privacy Notice (at https://gsuite.google.com/terms/education_privacy.html), and the Google Privacy Policy (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under Google's Apps for Education agreement (at https://www.google.com/apps/intl/en/terms/education_terms.html).

COMMUNITY HIGH SCHOOL DISTRICT 218

iPad, Managed Apple ID, G Suite, and Office 365 Agreement

The Student will be issued an Apple iPad, protective case, USB cable, and power adapter by CHSD 218 for educational use by the Student. The iPad is and remains the property of CHSD 218. The Student will assume responsibility for the care and proper use of the District-owned iPad. The Student will be issued a Managed Apple ID account by CHSD 218 in order to access educational services provided by Apple, including cloud storage for iPad backup. The Student will be issued G Suite for Education and Office 365 for Education accounts by CHSD 218, which includes access to Gmail, productivity software, and cloud storage. The Parent/Guardian hereby grants permission for the Student to use the iPad, Managed Apple ID account, G Suite for Education account, and Office 365 for Education account.

The Student has no expectation of privacy in use of the District-owned iPad, District-provided Managed Apple ID account, District-provided G Suite for Education account, or District-provided Office 365 for Education account. In addition, the Student and the Parent/Guardian hereby expressly consent to monitoring and inspection by school officials. Files stored and information accessed, downloaded, or transferred are not private. The iPad and accounts are subject to inspection at any time without notice, including, but not limited to, emails, messages, and files transmitted or stored on the iPad.

The District is not responsible for any loss resulting from device errors, delays, lost/corrupted data, or service interruptions. It is the student's responsibility to ensure that files and important data are properly stored and backed up.

The Student is required to comply with this Agreement, the iPad Policies and Procedures, and the Acceptable Use Policy of CHSD 218. The Student will be subject to disciplinary action and/or appropriate legal action for any violation of those requirements or for any inappropriate use of the District-owned iPad, District-provided Managed Apple ID account, District-provided G Suite for Education account, or District-provided Office 365 for Education account.

As the parent/guardian, I have read and understand this Agreement, I agree to its terms and conditions, and I give permission for my child to use the District-owned iPad, District-provided Managed Apple ID account, and District-provided Office 365 for Education account. I give permission for CHSD 218 to create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the G Suite for Education Notice to Parents and Guardians.

Parent/guardian signs electronically when completing the registration process.

As the student, I have read and understand this Agreement, I agree to its terms and conditions, and I agree to use the District-owned iPad, District-provided Managed Apple ID account, District-provided G Suite for Education account, and District-provided Office 365 for Education account for educational purposes.

Student signs on paper when receiving the iPad and accessories.