

# Tishomingo County School District 1:1 iPad Initiative

## Technology Handbook 2017/2018



### **OVERVIEW**

After several years of research, testing multiple devices in the classroom, evaluating how our teachers use technology, consulting with other schools who have implemented 1:1 Initiatives, and keeping fiscal responsibility at the forefront, Tishomingo County School District (TCSD) is proud to announce that we are embarking on a **1:1 iPad Initiative** for all high school students in the 2017 – 2018 school year. This is an initiative that aims to enhance student learning by creating a personalized, student centered learning environment where every student in grades 9-12 will receive an iPad to use in school and at home.

Tishomingo County School District's mission is to provide an excellent education in a safe environment that promotes our students to be highly successful in a competitive global society. Our vision states that together we strive to prepare every student to be productive citizens by ensuring excellence. Our goal is not only to help each child reach his or her fullest potential, but also for each child to excel.

Our district has initiated a student BYOD (Bring Your Own Device) program for middle school and high school students, block scheduling in the high schools, ICT/STEM course offerings beginning in 7th grade, and instituted ACT Preparation course options for our

high school students. Our focus is to enhance student learning through the use of technology tools.

TCS D strives to develop students who are critical thinkers, creative, can identify and solve problems, have strong communication skills and are technologically savvy. We believe this is the key to developing lifelong learners and foster 21st century skills. Simply being able to use technology is no longer enough. Today's students need to be able to use technology to analyze, learn and explore. Digital age skills are vital for preparing students to work, live and contribute to the social and civic fabric of their communities.

TCS D has always had a big emphasis on student learning and assessment. One of the investments we made starting in the 2017-2018 school year was a new Learning Management System (LMS), CANVAS. This is an important building block for our 1:1 iPad Initiative, because an LMS provides a centralized, consistent virtual learning space through which parents, students, and teachers can work. Through CANVAS, educational resources are posted and teachers can give timely and informative feedback to students. For example, a student can write a paper, turn it in on CANVAS, and then receive written and/or verbal feedback from the teacher online. Online quizzes and tests can be created for instant feedback. Teachers can record their lessons so that students can review if they are absent or just need to refresh their memory.

Families will pay a non-refundable \$35 annual fee per 9-12 grade student as a form of insurance for the devices.

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## **TECHNOLOGY PLAN IMPLEMENTATION**

Schools of the information age must effectively employ technology to better meet the needs of students, parents, teachers, and administrators. Since the Tishomingo County School District (TCSD) completed its first written technology plan, it has had an outline of very specific technology goals, along with objectives and strategies to reach those goals.

### **Technology Goals**

Equip all stakeholders to use technology to positively impact and interact with the world around them.

- Teach digital citizenship.
- Integrate technology seamlessly in the teaching and learning process while ensuring that the use of technology adds value to learning.
- Develop a new set of knowledge and skills for the 21st-century learner.
- Provide greater access to educational opportunities and differentiated instruction by utilizing access to technology for anytime, anywhere learning.
- Improve communication and widen our sense of community by expanding the way teachers, students, and parents are able to interact with each other.
- Integrate digital tools for students to develop products demonstrating their understanding.
- Provide greater access to digital content in a variety of formats and modes.

### **Acceptable Use Policy**

Tishomingo County School District (TCSD) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. The District is committed to helping students develop progressive technology and communication skills.

TCSD is committed to providing educational opportunities for all students and maintaining compliance with the Individuals with Disabilities Education Act 2004 (20 U.S.C. 1400 et seq.).

To that end, the District provides the privilege of access to technologies for student and staff use.

This Acceptable Use Policy (AUP) outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally-owned devices on school property, including:

- The Tishomingo County School District network is intended for educational purposes.
- All activity over the network or use of District technologies may be monitored, documented and retained.
- Access to online content via the network may be restricted in accordance with District policies and procedures and federal regulations, such as the Children's Internet Protection Act (CIPA).

- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Using an Internet filter and other technologies, the District makes a reasonable effort to ensure students' safety and security online, but it will not be held accountable for any harm or damages resulting or arising from use of TCSD technologies.
- Users of the District network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.
- Users have no expectation of privacy.

### **Technologies Covered**

TCSD may provide the privilege of Internet access, desktop computers, mobile computers or devices, video conferencing capabilities, online collaboration capabilities, message boards, email, and more.

This Acceptable Use Policy applies to both District-owned technology equipment utilizing the TCSD network, the TCSD Internet connection, and/or private networks/Internet connections accessed from District-owned devices at any time. This AUP also applies to privately-owned devices accessing the TCSD network, the TCSD Internet connection, and/or private networks/Internet connections while on school property or participating in school functions or events off campus. TCSD policies outlined in this document cover all available technologies now and in the future, not just those specifically listed or currently available.

### **Usage Policies**

All technologies provided by the District are intended for education purposes. All users are expected to use good judgment by following the TCSD student code of conduct and social media policy. Users should be safe, appropriate, careful, and kind; should not try to disable or get around technological protection measures; use good common sense; and ask if they don't know.

### **Internet Access**

TCSD provides its users the privilege of access to the Internet, including web sites, resources, content, and online tools. Access to the Internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored, and web activity records may be retained indefinitely.

Users are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a request for website review through the TCSD Technology Help Desk or restricted access screen.

**Email**

TCSD provides faculty, staff and students in grades 3-12 with the privilege of email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

Users provided with email accounts should use these accounts with care. Users should not send personal information and should not attempt to open files or follow links from unknown or untrusted origins.

Users should use appropriate language and should only communicate with other people as allowed by District policy or the teacher or administrator. Users are expected to communicate with the same appropriate, safe, mindful, courteous manner online as offline. Email usage may be monitored and archived.

**iPad Usage**

TCSD may provide users with iPads or other devices to promote learning outside of the classroom. Users should abide by the same Acceptable Use Policies when using school devices off the school network as on the school network.

Users are expected to treat the devices with extreme care and caution; these are expensive devices that the District is entrusting to users' care. Users should immediately report any loss, damage, or malfunction to his/her teacher. Users will be financially accountable for any damage resulting from negligence or misuse.

Use of District-issued iPads off the District network can be monitored.

**Policy**

In some cases, a separate network may be provided for personally owned devices. Please remember, this Responsible Use Policy applies to privately owned devices accessing the TCSD network, the TCSD Internet connection, and private networks/Internet connections while on school property.

**Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the TCSD network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. Users should never share personal information.

If users believe a computer or iPad they are using might be infected with a virus, they should alert his/her teacher. Users should not attempt to remove the virus themselves or download any programs to help remove the virus.

**Netiquette**

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use known or trusted sources when conducting research via the Internet.

Users should remember not to post anything online that they would not want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

### **Plagiarism**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online. Information obtained via the Internet should be appropriately cited, giving credit to the original author.

### **Personal Safety**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in person someone they meet online without parental permission.

If users see a message, comment, image, or anything else online that makes them concerned for their personal safety or the safety of someone else, they should immediately bring it to the attention of an adult (teacher or administrator if at school, parent if using the device at home).

### **Cyber-bullying**

Cyber-bullying including, but not limited to, harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking will not be tolerated. Users should not be mean or send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student a hostile school environment.

Engaging in these behaviors or in any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber-bullying can be a crime. Users should remember that online activities might be monitored.

All students will be educated about appropriate online behavior, including interacting with other persons on social networking websites and in chat rooms, and cyberbullying awareness and response.

## **Social Media Policy**

The District has a separate Social Media Policy that applies to all employees and may have implications for students. By signing the Acceptable Use Policy, users are acknowledging they have read the Social Media Policy and agree to abide by its requirements. Violations of the Social Media Policy are violations of the Responsible Use Policy.

## **Examples of Responsible Use**

I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher, administrator, or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use District technologies at appropriate times, in approved places, for educational pursuits.

This is not intended to be an exhaustive list. Users should use their own good judgment when using District technologies. You can also visit [www.common sense media.org](http://www.common sense media.org) for further information.

## **Limitation of Liability**

TCSD will not be responsible for damage or harm to persons, files, data, or hardware.

While TCSD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

TCSD will not be responsible or liable for, financially or otherwise, for unauthorized transactions conducted over the TCSD network.

Violations of this policy may have disciplinary consequences, including:

- Suspension of network, technology, or computer privileges;
- Notification of parents;
- Detention or suspension from school and school-related activities;
- Employment disciplinary action up to and including termination of employment;
- Legal action and/or prosecution.

Employees, students, and parents/guardians shall be required to sign the District's Acceptable Use Policy annually before Internet or network access shall be allowed.

## **Saving Your Work**

Storage space will be available on the iPad – but it will not be backed up in case of reimaging. 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 not submitting work. We encourage all students to sign up for a virtual cloud storage system on their iPad. (Something similar to Dropbox, iCloud, Google Drive, Etc)

### **Network Connectivity**

Tishomingo County School District makes no guarantee that the 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.

### **Software on iPads**

#### *Originally Installed Software*

The software/apps originally installed by Tishomingo County School District must remain on the iPad. From time to time the school may add software applications for use in a particular course. The licenses for this software are owned by Tishomingo County School District and will be taken back at the completion of each course. Periodic checks of iPads may be made to ensure that students have not removed required apps.

#### *Additional Software*

Students will not be allowed to load additional software/apps unless it is specifically approved by the student's teacher/school's administration.

#### *Procedure for Re-loading Software*

If technical difficulties occur or illegal/inappropriate software is discovered, the iPad will be restored from backup to its original state. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

#### *Software Upgrades*

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

### **Using Your iPad at School**

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, 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 their teacher. The iPad is the property of Tishomingo County School District; therefore, school staff and administration have the right to check any material stored on a student's iPad at anytime.

#### *iPads Left at Home*

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. If a student repeatedly leaves

their iPad at home, it will be considered defiance and discipline measures will be taken.

### *iPad Undergoing Repair*

Loaner iPads may be issued to students when their iPad is being repaired. A loaner iPad can only be checked out through the Principal's office with the principal's permission. Using a loaner iPad is subject to the reasoning behind the need to utilize a loaner. The principal may deny the use of a loaner iPad based upon the circumstances of the need.

### *Charging Your iPad's Battery*

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Only charge your iPad with the provided charger.

### *Screensavers and Backgrounds*

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in disciplinary actions.
- Passwords may be used, but students must comply with any administrator to view password-protected material.

### *Sound, Music, Games or Programs*

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Only music that comes with the iPad is allowed on the device and can only be used at the discretion of the teacher.
- Internet games are not allowed to be played during instructional time. If game apps are installed, they must meet the requirements of the Acceptable Use Policy.
- All software/apps provided by the district must remain on the iPad.

### *Printing*

- Printing will not be available at school.

## **Receiving Your iPad & Check-In**

### *Receiving Your iPad*

iPads will be distributed to students and parents through iPad orientation. iPad orientation is mandatory for students receiving their iPad for the first time. Before receiving an iPad, students and parents must sign and return copies of the following documents:

- Student/Parent/Guardian Technology Agreement (pages 21-22)
- Student Mobile Device Release Form (page 23)

- Device Payment Receipt Form (page 39)
- Student/Parent Check List and Signature Page (page 41)

### *iPad Inspection*

iPads may be inspected periodically. If a student transfers out of the Tishomingo County School District during the school year, their iPad **MUST** be returned at that time.

### *Check-In Fines*

Individual school iPads and accessories may be inspected each school year. Students who withdraw, are expelled, or terminate enrollment at Tishomingo County School District for any other reason must return their iPad on the date of termination. If a student fails to return the iPad at the appropriate date and time, that student will be subject to criminal prosecution or civil liability. The student will also pay the cost of the iPad. Failure to return the iPad will result in a theft report being filed with the Tishomingo County School District Campus Police Department.

The student will be responsible for any damage to the iPad, consistent with the District's user Agreement Form and must return the iPad and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

### **Proper Etiquette for Online Classroom Activities**

As part of your classes on Canvas, you will be engaging in topic-specific online activity. Remember that facial expressions and voice inflections are completely unreadable in online discussions; therefore, particular care in the crafting of both your postings and your responses is required.

*Participate:* This is a shared learning environment. For the maximum benefit to all, everyone must contribute.

*Report Glitches:* If for any reason you are having difficulty participating, please inform the teacher of the issue immediately. Glitches are not excuses for incomplete assignments!

*Respect Your Classmates:* Remember that though these conversations are virtual, the participants are human beings. They deserve and expect the same respect and courtesy from you as you deserve and expect from them.

*Be Constructive:* Criticism must be constructive. Rants directed at or about any of your classmates are simply unacceptable and will not be tolerated. The same goes for profanity. The academic environment expects higher-order language.

*Respect Diversity:* It's a multicultural world in which we live. Use no language that is offensive—or could be construed as such—toward others. Racist and sexist

comments are unacceptable, as are derogatory and/or sarcastic jokes directed at religious beliefs, disabilities, and age.

*No YELLING!* Be friendly. Using bold, upper-case letters is bad form, like yelling at somebody.

*Proper Writing Style:* Write as if you were writing a formal paper. Use correct spelling, grammatical construction, and sentence structure.

*Be Brief:* You want to be clear—and to articulate your point—without being preachy or pompous. Be direct. Stay on topic.

*Cite Your Sources:* Another big must! If your contribution to the assignment includes the intellectual property (authored material) of others, e.g., books, newspaper, magazine, or journal articles—online or print—they must be given proper citation.

*Emoticons and Acronyms:* The rise in social networking and text messaging popularity has spawned a body of linguistic shortcuts that are not part of the academic dialogue. Please refrain from :- ) faces and c u l8r's.

*Proof before you Post:* Language is your only tool in an online environment. The electronic footprint you leave behind is strictly verbal. Review your written posts and responses to ensure that you've conveyed exactly what you intended.

## **IPAD INFRACTIONS**

Students may be subjected to disciplinary action provided by district policies in relation to iPad infractions, including but not limited to the following reasons:

- Device left at home
- Device not charged
- Inappropriate care of the device
- Password infraction
- Email infraction
- Downloading inappropriate material
- Inappropriate touching of another student's device
- Homework not submitted as instructed
- Damage to the device
- Student not following directions regarding use of iPad
- Student taking photos without permission
- Student recording without permission
- Student accessing/using social media without permission
- Any other inappropriate or unauthorized use

## **FREQUENTLY ASKED QUESTIONS**

TCSD recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate and develop skills that will prepare them for work, life and citizenship. We are committed to helping students develop progressive technology and communication skills.

TCSD strives to develop students who are critical thinkers, creative, can identify and solve problems, have strong communication skills and are technologically savvy. We believe this is the key to developing lifelong learners and foster 21st century skills. Simply being able to use technology is no longer enough. Today's students need to be able to use technology to analyze, learn and explore. Digital age skills are vital for preparing students to work, live and contribute to the social and civic fabric of their communities.

### **What is 1:1 iPad Initiative?**

1:1 is a program being implemented in Tishomingo County High School and Belmont High School. Students in grades 9-12 will receive an iPad. TCSD recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate and develop skills that will prepare them for work, life and citizenship. We are committed to helping students develop progressive technology and communication skills.

### **Is there a fee to participate in the program?**

Yes, there is a \$35.00 annual non-refundable technology fee for each student, with deductibles per damage incident. This fee DOES NOT cover the first incident. Please refer to the Technology Handbook for all cost per occurrence.

### **Does every student have to participate in the 1:1 iPad Initiative?**

Every high school student will be required to participate in the initiative or he/she will utilize a paper and pencil method.

### **What are the procedures if my child breaks a device?**

In the event that an iPad is damaged, lost or stolen, the iPad user will be assessed a \$50.00 deductible for the repair or replacement of the iPad for the first occurrence. Additional fees will be charged after the first occurrence per device. Please refer to the Student Technology Handbook for all costs per occurrence.

- First damage occurrence: \$50.00 deductible to cover damage.
- Second damage occurrence: \$50.00 deductible plus 25% of the repair cost to repair the device and possible loss of take home privileges.
- Third damage occurrence: \$50.00 deductible plus 50% of the repair cost to repair the device and loss of take home privileges.
- Fourth damage occurrence: Fair market value to repair or replace the device.

Any damage must be reported to school authorities immediately. Power adapters and sleeves must be returned or paid in full.

**Will students be able to access any website once they leave the campus?**

No, the Internet filter provided by TCSD will continue to filter on and off campus. Children's Internet Protection Act (CIPA) requires our network to be restricted of online content. No filter is guaranteed to provide 100% safety at all times. TCSD does its best to ensure that our students are not exposed to undesirable content.

**Can students individualize their iPad desktop?**

Yes, as long as they meet the guidelines set forth in the Internet/Technology Acceptable Use Policy and the Technology and Instruction / Electronic Information Resources Policy.

**Can students customize their iPad sleeve and/or protective case?**

Yes, but can only use a removable vinyl sticker that is appropriate in a public education setting. Items used must be easily removable and must not leave any indication of ever being used.

**Can students remove their iPad protective case?**

No, keep the iPad in the district-issued approved sleeve and case. Disciplinary action may occur if not followed.

**What if we already own a device and want to use it?**

In grades where students are issued an iPad by the district, students will not be allowed to use their personal devices in place of the district iPad. The goal of the 1:1 initiative is to provide every student with the same device. The district is not able to provide support or install software on personal devices. Therefore, the use of personal devices is not a viable alternative to a district provided device. This initiative is all about teaching and learning.

**Will student files be backed up?**

No, all users are responsible for keeping backups of important data. If a device has to be repaired, there may be a need to reset it to the original settings. The technology department will not be responsible for any user data that might be lost as a part of this process.

**What accounts will each student have?**

Students in grades 3-12 have email and students in grades 9-12 have CANVAS (Learning Management System) accounts provided by TCSD.

**Can I get my home printer to work on my iPad?**

Yes, many printers will work by simply by connecting the printer to the iPad. Students will have rights to install printers.

**What comes with the iPad?**

- iPad 9.7-Inch 5th Gen (Wi-Fi Only)
  - MP2F2LL/A iPad Wi-Fi 32GB Space Gray
  - Model A1822
  - 2 GB Ram, Two Core, 1.8 GHz Apple A9 processor, 32 GB Flash Memory Storage
  - 9.7" 2048x1536 (264 ppi) LED-backlit IPS touch-sensitive "Retina" display

- "Touch ID" fingerprint sensor
- Lightning Port Power Cable
- Dual Cameras: Rear-mounted 8 megapixel "iSight" camera & Front-mounted 1.2 megapixel "FaceTime HD" camera
- Logitech Rugged Combo with Detachable Keyboard
  - Height x Width x Depth: 273.5 mm x 193.9 mm x 25.8 mm
  - Weight: 744 g

Logitech worked with Apple to design the Rugged Combo to be incredibly durable and protect iPad while bringing a secure keyboard connection that's approved for testing, so teachers and students can focus on expanding what's possible inside the classroom and beyond.

The Rugged Case's frame is lined with soft polymer ribs that flex on impact to protect iPad from drops as high as six feet onto surfaces as hard as concrete. The kick-back stand has sturdy mechanical hinges that move freely within a 40-degree range, while staying firmly in place, without collapsing, even with aggressive tapping.

The keyboard physically connects to iPad using Logitech's proprietary connector, making it a secure solution for student testing and exams. The keyboard also sources power directly from iPad, so teachers or students never have to charge the keyboard. The keyboard's design leverages Logitech's extensive expertise to provide laptop-like, comfortable typing to minimize mistakes. Its dedicated row of short-cut and function keys, also make it easy to navigate various iPad functions, directly from the keyboard.

### **What are the Terms?**

All users of district provided laptops, tablets, or other personal computing devices will comply at all times with the Tishomingo County School District (TCSD) School Board policies. Any failure to comply may result in termination of user rights of possession effective immediately and the District may repossess the device. Any lost, stolen and damaged devices must be reported to school authorities immediately.

### **Who has the Title to the iPad?**

The District has legal title to the property at all times. The user's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement and all District policies and procedures.

### **What if the iPad is Lost, Stolen, or has Full Damage?**

If a device is stolen, the employee or parent/guardian (in the case of a student) should immediately notify the school administration. At that time, the user or the parent/guardian will be required to file a police report through campus police. Once a police report has been filed, the district, in conjunction with the local law enforcement agency, may deploy locating software to aid authorities in recovering the device. It is imperative that a lost or stolen device be reported immediately. If the stolen device is not reported within three

calendar days to a district school administrator, the employee or parent/guardian will be responsible for full replacement cost.

If a device is damaged, lost or stolen as a result of irresponsible behavior, the user or the parent shall be responsible for the full replacement cost. The user or the parent/guardian will be responsible for full replacement cost of the device if not reported to district personnel within three calendar days of missing or damaged device.

In the event that a device is damaged, lost or stolen, the user will be assessed a deductible for the repair or replacement of the device for the first occurrence per device. A chart listing replacement cost is included in this policy.

Students or employees who leave the district during the school year must return all devices and additional accessories to the school administrator. If devices are not returned, charges will be filed with local authorities.

### **Can the iPad be Repossessed?**

If the user does not fully comply with all terms of this Agreement and the TCSD School Board policies, including the timely return of the property, TCSD shall be entitled to declare the user in default and come to the user's place of residence, or other location of the property, to take possession of the property.

### **What are the Terms of Agreement?**

The user's right to use and possession of the property terminates not later than the last day of enrollment, unless earlier terminated by TCSD or upon withdrawal from TCSD.

### **What is an Unlawful Appropriation?**

Failure to timely return the property and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.

### **What are Use and Maintenance Fees?**

- Parents/guardians shall pay a non-refundable annual fee of \$35 for student use of devices.
- The annual fee is by device.
- The annual fee must be paid immediately upon registration each school year.
- For damage that occurs to any district device (students and employees) there will be a required deductible to cover damage by incident (i.e. 1st damage, 2nd damage) AND by incident type (i.e. cracked glass, broken LCD, bent frame, etc.).
- If the device is lost, stolen, or totally damaged as a result of irresponsible behavior, the person the device is issued to shall be responsible for the replacement cost. A campus police report will be required for all stolen devices.
- District may disable the device remotely to protect the device and/or data on the device.
- Seniors must clear all records and pay all fees before they shall be allowed to participate in commencement exercises.

### **How do I properly Handle and Care for the iPad?**

- Keep the device in the district-issued approved sleeve.
- Keep the device and sleeve free of any writing, drawing, stickers, or labels that are not applied by TCSD.
- Use the device on a flat, stable surface.
- Do not place books on the device.
- Do not have food or drinks around the device.
- Wipe surfaces with a clean, dry soft cloth.
- Avoid touching the screen with pens or pencils.
- Do not leave the device exposed to direct sunlight or near any heat or moisture sources for extended periods of time.

### **What about Power Management for the device?**

- It is the user's responsibility to recharge the device's battery so it is fully charged by the start of each school day.
- Devices with little or no battery life must be charged in the classroom or at a provided charging station. When charged in the classroom, the student may be required to forfeit use of the device for the entire time it takes to charge it. A student must be present when charging the device at a provided charging station.
- All class work missed because of uncharged batteries must be made up on a student's own time.
- Students may also bring a teacher approved small portable charging device to assist with charging during school hours.
- Students may purchase additional charging devices at the school store.

### **How do I properly Transport the iPad?**

- Transport the device in its protective sleeve.
- Do not leave the device in a vehicle for extended periods of time or overnight.
- Do not leave the device in visible sight if left in a vehicle.

### **What about Monitoring and Supervision of the Device?**

- Do not leave the device unattended in an unlocked classroom or during an extracurricular activity.
- Do not lend the device to a classmate, friend, or family member. If any person damages the device, it will be the user's (parent/guardian in the case of a student) responsibility and the damage cost policy will be in effect.
- Any attempt to "jailbreak" or remove the TCSD profile could result in disciplinary action, including suspension.
- Students are responsible for the safety and security of the device and any activity on the device.

### **What if I need Help and/or Support?**

Each school will have a designated technology support person. Teachers and staff will be the only individuals to submit TCSD technology work orders or call the TCSD Technology Help Desk. Students will contact their teachers as a first level of support. If

the student needs additional assistance, they will visit the designated technology support person at their school. An authorized individual will contact the technology department for additional assistance as needed.

**Is there a Fee Payment Plan if I cannot pay the initial \$35.00 fee at one time?**

*Full Fee Payment:* \_\_\_\_\_ \$35.00 (full fee for current school year)

*Refusal of Services to iPad* \_\_\_\_\_ \$0.00, denied his/her child access to iPad

*Fee Payment Plan*

\_\_\_\_\_ \$10.00 (1st of 3 payments – due on parent meeting night)

\_\_\_\_\_ \$12.50 (2nd of 3 payments – due on February 1st)

\_\_\_\_\_ \$12.50 (3rd of 3 payments – due on April 1st)

**Is there a Fee Payment Plan if I cannot pay the cost at one time for damages?**

\$25 must be paid on the first day of each month, until the amount of the cost is paid in full. (Example: If the first occurrence is in February, the deductible is \$50, therefore, the parent will be responsible for paying \$25 on March 1<sup>st</sup> and \$25 on April 1<sup>st</sup>.)

**What happens if I refuse for my child to participate in iPad initiative?**

The student will use a paper and pencil option.

**What happens if my child does not bring his/her iPad to school?**

The student will revert to a paper and pencil option.

**What happens if my child does not bring the iPad to school charged?**

The student will revert to a paper and pencil option or can bring his/her own small portable charging device that can be used during class. Be sure the charging device being used is the correct voltage for the iPad.

**Can my child bring a portable charging device to be used during class?**

Yes, a student may bring a small personal portable charging device and utilize it during instructional time. Be sure the charging device is the correct voltage for the iPad.

**Will students be allowed to download additional programs/apps at certain times?**

Students will be allowed to download additional programs/apps for various reasons during the school year as rewards for good behavior, attendance, etc. A kiosk of approved programs/apps will be available for students to choose from during these occasions.

**Will additional programs/apps be locked by the district?**

If a student does not comply with classroom requirements, instructions, iPad guidelines, etc, the student can lose the privilege of utilizing the additional access.

**What if I fail to return the device my final day of school?**

This can result in criminal prosecution, holding transcripts, denying graduation participation, denying school provided scholarship award letters, etc.

## FORMS AND DAMAGES COST

### Forms

The following forms are needed for Teachers and Students participating in Tishomingo County School District's 1:1 iPad Initiative.

<b>Teacher Forms</b>	<b>Student Forms</b>
Handle and Care of the iPad	Handle and Care of the iPad
Employee Mobile Device Release Form	Student Mobile Device Release Form
Acceptable Use Policy	Acceptable Use Policy
Employee iPad Repair Form	Student iPad Repair Form
Inspection Form for iPad	Student/Parent/Guardian Technology Agreement
Suggestions and Feedback Form	Suggestions and Feedback Form
	Device Theft Form
	Device Payment Receipt Form
Employee Password Reset Request Form	Student Password Reset Request Form

### Damaged iPads

In the event that an iPad is damaged, lost or stolen, the iPad user will be assessed a \$50.00 deductible for the repair or replacement of the iPad for the first occurrence. Additional fees will be charged after the first occurrence per device. Please refer to the Student Technology Handbook for all costs per occurrence.

### Deductibles:

- First damage occurrence: \$50.00 deductible to cover damage.
- Second damage occurrence: \$50.00 deductible plus 25% of the repair cost to repair the device and possible loss of take home privileges.
- Third damage occurrence: \$50.00 deductible plus 50% of the repair cost to repair the device and possible loss of take home privileges.
- Fourth damage occurrence: Fair market value to repair or replace the device.

### Is there a Fee Payment Plan if I cannot pay the cost at one time for damages?

\$25 must be paid on the first day of each month, until the amount of the cost is paid in full. (Example: If the first occurrence is in February, the deductible is \$50, therefore, the parent will be responsible for paying \$25 on March 1<sup>st</sup> and \$25 on April 1<sup>st</sup>.)

### Table of Estimated Repair Pricing for Deductibles

<i>Loss, Deliberate Damage, or Neglect</i>	<i>iPad Estimated Repair/Replacement</i>
Broken Screen	\$150.00
Broken Keyboard	\$50.00
Power Adapter + Cord	\$70
Power Adapter	\$35
Power Cord	\$35
Liquid Damage to iPad	\$150.00
District Assigned Case	\$99.00

Any damage must be reported to school authorities immediately. Power adapters and sleeves must be returned or paid in full.

### **HANDLE AND CARE OF THE IPAD**

- Keep the device in the district-issued approved sleeve.
- Keep the device and sleeve free of any writing, drawing, stickers, or labels that are not applied by TCSD, unless it is a public education appropriate removable vinyl sticker.
- Use the device on a flat, stable surface.
- Do not place books on the device.
- Do not have food or drinks around the device.
- Wipe surfaces with a clean, dry soft cloth.
- Avoid touching the screen with pens or pencils.
- Do not leave the device exposed to direct sunlight or near any heat or moisture sources for extended periods of time.

### **Power Management**

- It is the user's responsibility to recharge the device's battery so it is fully charged by the start of each school day.
- Devices with little or no battery life must be charged in the classroom or at a provided charging station. When charged in the classroom, the student may be required to forfeit use of the device for the entire time it takes to charge it. A student must be present when charging the device at a provided charging station.
- All class work missed because of uncharged batteries must be made up on a student's own time.
- Students may also bring a teacher approved small portable charging device to assist with charging during school hours.

### **Transport**

- Transport the device in its protective sleeve.
- Do not leave the device in a vehicle for extended periods of time or overnight.
- Do not leave the device in visible sight if left in a vehicle.

### **Monitoring and Supervision**

- Do not leave the device unattended in an unlocked classroom or during an extracurricular activity.
- Do not lend the device to a classmate, friend, or family member. If any person damages the device, it will be the user's (parent/guardian in the case of a student) responsibility and the damage cost policy will be in effect.
- Any attempt to "jailbreak" or remove the TCSD profile could result in disciplinary action, including suspension.
- Students are responsible for the safety and security of the device and any activity on the device.

**Tishomingo County School District**  
**Student/Parent/Guardian Technology Agreement 2017 – 2018**

Student Name: Last \_\_\_\_\_ First \_\_\_\_\_

Parent Name: Last \_\_\_\_\_ First \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Parent Email: \_\_\_\_\_ Parent Phone #: \_\_\_\_\_

The TCSD Responsible Use Policy allows students to use technology inside and/or outside of the classroom. TCSD may provide Internet access, desktop computers, mobile devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. I have reviewed the TCSD Student Technology Handbook and understand the rules and guidelines for the following:

1. District Technology Goals
2. Responsible Use Policy
3. Use of District Mobile technology
4. Financial Terms of iPad Agreement - annual usage fee for iPad is \$35.00 and is non-refundable

**Terms of Agreement**

The student is responsible at all times for the care and appropriate use of technology. I understand if my student violates the guidelines agreed to in the TCSD Student Technology Handbook, his/her privilege to use technology may be restricted or removed and he/she may be subject to disciplinary action.

I understand that I may be held responsible for reimbursement for loss, damage, or repair of my student's mobile device, which may have occurred at school, at home, or while the mobile device was being transported.

The iPad remains the property of the District. In the incident that the assigned iPad listed below cannot be repaired, TCSD has the right to assign a replacement iPad. Replacement iPad notification will be sent home with the student. At the end of the school year or upon transfer from the District, parents and students agree to return the iPad to the District in the same condition it was issued to the student less reasonable wear.

*As a borrower of a TCSD iPad:*

- I have signed and will follow the policies established in the TCSD Student Technology Handbook.
- I will follow the guidelines listed below for proper care of the iPad.
- I will report to school authorities any problems/issues I discover while using the iPad.

- I understand that resetting the iPad to factory settings may occur as a result of any repairs or modifications on the iPad, and this reset may result in the loss of data.
- I understand that it is my responsibility to turn in my iPad for periodic updates throughout the school year.
- I understand that the primary use of the iPad is as an instructional tool.

*Guidelines for Proper Care of the iPad*

1. I shall not loan the iPad to anyone.
2. I will not remove labels, stickers, or screen protectors already placed on the iPad by the technology department.
3. I will not write on or place any labels or stickers on the iPad.
4. I shall give proper and due care to the iPad at all times, including but not limited to the following:
  - a. Keeping food and drink away from the iPad.
  - b. Not exposing the iPad to extreme heat or cold.
  - c. Not attempting to repair a damaged or malfunctioning iPad.
  - d. Not upgrading the iPad operating system, unless directed by District staff.
  - e. Using the appropriate iPad power adapter and cord to charge the iPad.
5. I shall provide proper security for the iPad at all times including, but not limited to, the following:
  - a. Not leaving the iPad unattended in an unlocked classroom or during an extra-curricular activity.
  - b. Not leaving the iPad in an unlocked vehicle.

*Laptop Management*

1. I shall not sync the iPad to personal or school computers.
2. District purchased software will be installed onto student iPads.
3. To protect the students and the district from loss of an iPad, the CompuTrace service must remain on at all times.

**Signatures**

<b>Parent/Guardian</b>	<b>Signature Student</b>	<b>Signature Date</b>
<b>School</b>	<b>Grade Level</b>	<b>iPad Asset Number</b>

**FEE PAYMENT**

*Full Fee Payment:* \_\_\_\_\_ \$35.00 (full fee for current school year)

*Refusal of Services to iPad* \_\_\_\_\_ \$0.00, denied his/her child access to iPad

*Fee Payment Plan*

- \_\_\_\_\_ \$10.00 (1st of 3 payments – due on parent meeting night)
- \_\_\_\_\_ \$12.50 (2nd of 3 payments – due on February 1st)
- \_\_\_\_\_ \$12.50 (3rd of 3 payments – due on April 1st)

**STUDENT MOBILE DEVICE RELEASE FORM**

SCHOOL: \_\_\_\_\_

ITEM DESCRIPTION: \_\_\_\_\_

MANUFACTURER: \_\_\_\_\_ SERIAL #: \_\_\_\_\_

IPAD ASSET #: \_\_\_\_\_

CONDITION OF ITEM: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

CHECKOUT DATE: \_\_\_\_\_ RETURN DATE: \_\_\_\_\_

I understand my child is responsible for the care and upkeep of the above named piece of equipment as public property of Tishomingo County School District. If my child cannot present the equipment, when asked, in the same condition as when originally checked out, I understand I will be financially responsible for either the repair or the replacement of the equipment. If I cannot reimburse the district for the cost to repair or replace the equipment, I understand legal measures will be taken to recoup equipment costs.

I understand that while in my child’s possession, my child will abide by the district’s acceptable use policy.

\_\_\_\_\_  
Parent Signature (Receipt of Equipment) Date

\_\_\_\_\_  
Student Signature (Receipt of Equipment) Date

\_\_\_\_\_  
Technology Department Signature (Receipt of Equipment) Date

\*\*\*\*\*

I have accepted the returned equipment in an acceptable condition.

\_\_\_\_\_  
Signature (Technology Department) Date

Original: Retained by the Technology Department. Copy: To Financial Director

# **Tishomingo County School District**

## **Acceptable Use Policy**

### **INTERNET ACCESS:**

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Internet access is now available to students and teachers in the Tishomingo County School District (TCSD). We are very pleased to bring this access to TCSD and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our schools by facilitating resource sharing, innovation and communication. This computer technology will help propel our schools through the communication age by allowing students and staff to access and to use resources from distant computers, communicate and collaborate with other individuals and groups, and significantly expand their available information base.

Internet access is coordinated through a complex association of government agencies and regional state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. To this end, Congress has passed and President signed into law, the Children's Internet Protection Act (CIPA).

CIPA requires that schools receiving certain federal funds, including E-Rate discounts and Title III of the Elementary and Secondary Education Act, put into place Internet Safety policies. These Internet safety policies must include a technology protection measure for blocking access to visual depictions of obscene material, child pornography, and material that is harmful to minors when minors are accessing the computer. CIPA also requires that the Internet safety policy include monitoring of all online activities of minors.

Additionally, the policy must address all of the following: (a) access by minors to inappropriate matter on the Internet and World Wide Web, (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, (c) unauthorized access, including so-called hacking, and other unlawful activities by minors online, (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures designed to restrict minors access to materials harmful to minors.

### **NETWORK RULES:**

Tishomingo County School District provides adequate Wi-Fi on all campuses. This includes a wireless access point in every classroom and academic area. Students and Employees are required to use Wi-Fi provided by the district when using devices owned by TCSD. The use of Wireless Hot Spots is prohibited on all TCSD campuses. These include but are not limited to Cell Phones and Mi-Fi devices that can be used as personal Wireless Access Points.

Tishomingo County School District provides an Ethernet network to every classroom and academic area. These Ethernet ports are put in place to connect TCSD owned desktop computers, printers, etc. to the TCSD network. Students and Employees are prohibited from plugging any device not owned by TCSD into Ethernet ports. These include, but are not limited to laptops, desktops, printers, media players (i.e. Apple TV, Amazon Fire, Roku) and gaming consoles.

Tishomingo County School District provides content filtering to comply with CIPA requirements for safe Internet browsing of minors. Any attempt to bypass this content filter with the use of proxies or any other method is a direct violation of this agreement.

**ACCEPTABLE/UNACCEPTABLE USES OF TECHNOLOGY:**

Tishomingo County School District technology resources will be used only for learning, teaching, and administrative purposes consistent with the District's mission and goals.

Students are prohibited from installing ANY software on district owned computers or mobile devices. Employees are allowed to install software that has been approved by District Technology Department.

Improper use of any computer, mobile device, or the network is prohibited. This includes but is not limited to the following:

- Accessing, transmitting or retransmitting:
  - Any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of United States, Mississippi, local government, or Mississippi State Department laws, policies or regulations
  - Copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or other material that is inappropriate to minors
  - Any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or any similar materials
  - Language that may be considered offensive, defamatory, abusive or any forms of cyber bullying
  - Information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks
  - Information that harasses another person or causes distress to another person
- Using the network in such a way that would disrupt the use of the network by other users
- Participating in chat sessions outside of classroom activities
- Installing software not approved by Technology Department
- Downloading files from the Internet that do not relate to classroom activities or administrative tasks
- Purchasing or selling goods and/or services via the Internet

- Disclosing, using, disseminating or divulging personal and/or private information about himself/herself, minors or any others including personal identification information
- Attempting to bypass the TCSD Content Filter
- Attempting to “hack” network resources including, but not limited to servers, switches, access points, routers, computers, mobile devices, and printers

**DIGITAL CITIZENSHIP:**

Tishomingo County School District will educate minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms as well as cyber bullying awareness and response.

**EMAIL:**

Tishomingo County School District provides a Google Apps for Education (@tcsk12.com) account for student and employee email services. TCSD creates and manages account information (Login/Password). Employees and Students are responsible for maintaining the information inside their account (Emails/Contacts). TCSD does not archive employee or student email. Student email accounts are restricted to prevent sending emails or receiving emails outside of the tcsk12.com domain.

Tishomingo County School District allows outside email (i.e. Yahoo, Outlook, etc.) to be used on the network, but official Teacher to Parent, Teacher to Student, or Staff to Staff email must be communicated using tcsk12.com email account.

TCSD does maintain the right to access employee or student email if deemed necessary, with Superintendent permission only.

**SECURITY:**

Tishomingo County School District has measures in place to protect end users on our network through the use of Firewalls, Content Filters, and Malware/Antivirus software. These measures are not always 100% effective and users should take reasonable safeguards against security threats over the TCSD network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. Users should not share personal information over the TCSD network.

In the event a user feels their device has been compromised or infected, they should immediately notify the Technology Department. Employees and Staff are never to attempt to remove a virus or malware on their own. This includes deleting files, downloading Malware/Virus removal tools, or installing Antivirus software.

**MONITORING:**

Tishomingo County School District has the ability to monitor data transmitted over the TCSD network at any time. Data transferred can be tracked and identified and users held liable if their use of the network violates established policies, regulations, or laws. The

content filter used at TCSD has the ability to flag and notify the Technology Department if a user searches for or accesses sites that contain certain keywords. Computers that continue to be flagged for inappropriate sites can be remotely monitored and screen captured or recorded. Data stored on devices owned by TCSD are the property of TCSD. This data includes, but is not limited to email, text documents, images, music, and other digital or electronic files.

**LIMITATION OF LIABILITY:**

Recognizing that no filtering solution can be 100% effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA, schools are expected to engage in a good faith effort to abide by the requirements of CIPA. CIPA does not create a private right to action, meaning that the discovery of objectionable material on a computer cannot result in a lawsuit complaining that a school violated CIPA.

The Tishomingo County Special Municipal Separate School District makes no warranties of any kind, whether expressed or implied, for the service it provides. The TCSD will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, miss-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. TCSD specifically disclaims any responsibility for the accuracy of information obtained through its services.

Tishomingo County School District will not disclose personal information about Students on websites - such as their full name, addresses, telephone number, or social Security Number.

**EXCEPTION OF TERMS AND CONDITIONS:**

These guidelines are provided so that you, the user and /or parent of the user, are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical, and legal utilization of the network resources. If a TCSD user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

The signature(s) at the end of this document is (are) legally binding and indicated the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

All terms and conditions as stated in this document are applicable to the TCSD. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Mississippi, and the United States of America.

**STUDENT:**

I (user name) please print)\_\_\_\_\_ understand and will abide by the terms and conditions of the Network system. I understand that any violation of the regulation is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.

**User Signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_

If you are under the age of 18 a parent or guardian must also read and sign this agreement.

**PARENT OR GUARDIAN:**

As the parent or guardian of this student I have read the terms and conditions of Network access. I understand that this access is designed for educational purpose and TCSD has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for TCSD to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child’s use is not in a school setting.

I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

**Parent or Guardian** (please print)\_\_\_\_\_

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

**EMPLOYEE:**

I (user name) please print)\_\_\_\_\_ understand and will abide by the terms and conditions of the Network system. I understand that any violation of the regulation is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.

**User Signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_

*Tishomingo County School District will not disclose personal information about students on websites - such as their full name, addresses, telephone number, or social security number.*

**EMPLOYEE MOBILE DEVICE RELEASE FORM**

SCHOOL/DEPT: \_\_\_\_\_

ITEM DESCRIPTION: \_\_\_\_\_

MANUFACTURER: \_\_\_\_\_ SERIAL #: \_\_\_\_\_

IPAD ASSET #: \_\_\_\_\_

CONDITION OF ITEM: \_\_\_\_\_

ASSIGNED TO (ROOM #): \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_

CHECKOUT DATE: \_\_\_\_\_ RETURN DATE: \_\_\_\_\_

I understand I am responsible for the care and upkeep of the above named piece of equipment as public property of Tishomingo County School District. If I cannot present the equipment, when asked, in the same condition as when originally checked out, I understand I will be financially responsible for either the repair or the replacement of the equipment. If I cannot reimburse the district for the cost to repair or replace the equipment, I agree to have the amount withheld from my paycheck.

I understand that while in my possession, I will abide by the district’s acceptable use policy.

\_\_\_\_\_  
Employee Signature (Receipt of Equipment) Date

\_\_\_\_\_  
Signature (Principal/Director) Date

\_\_\_\_\_  
Technology Department Signature (Receipt of Equipment) Date

\*\*\*\*\*

I have accepted the returned equipment in an acceptable condition.

\_\_\_\_\_  
Signature (Principal/Director) Date

Original: Retained by the Principal/Director. Copy: To Financial Director

## STUDENT IPAD REPAIR FORM

Date: \_\_\_\_\_

Student Name (First): \_\_\_\_\_ (Last): \_\_\_\_\_

iPad Asset Number: \_\_\_\_\_ Phone #: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Student Email: \_\_\_\_\_

Parent Email: \_\_\_\_\_

Type of Problem(s): Please check below.

- Wifi/Internet
- Keyboard not working
- Cracked Screen
- Liquid Spill
- Software
- Power Adapter/Power Cord not working
- Power will not come on
- Sound
- Other: \_\_\_\_\_

Detailed Description of Problem:

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**EMPLOYEE IPAD REPAIR FORM**

Date: \_\_\_\_\_

Employee Name (First): \_\_\_\_\_ (Last): \_\_\_\_\_

iPad Asset Number: \_\_\_\_\_ Phone #: \_\_\_\_\_

School: \_\_\_\_\_ Room #: \_\_\_\_\_

Employee Email: \_\_\_\_\_

Type of Problem(s): Please check below.

- Wifi/Internet
- Keyboard not working
- Cracked Screen
- Liquid Spill
- Software
- Power Adapter/Power Cord not working
- Power will not come on
- Sound
- Other: \_\_\_\_\_

Detailed Description of Problem:

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## INSPECTION FORM FOR IPAD

<b>Teacher's Name:</b>	
<b>Asset Number:</b>	

In the event that an iPad is damaged, lost or stolen, the iPad user will be assessed a \$50.00 deductible for the repair or replacement of the iPad for the first occurrence. Additional fees will be charged after the first occurrence per device. Please refer to the Student Technology Handbook for all costs per occurrence.

- First damage occurrence: \$50.00 deductible to cover damage.
- Second damage occurrence: \$50.00 deductible plus 25% of the repair cost to repair the device and possible loss of take home privileges.
- Third damage occurrence: \$50.00 deductible plus 50% of the repair cost to repair the device and loss of take home privileges.
- Fourth damage occurrence: Fair market value to repair or replace the device.

Table of Estimated Repair Pricing for Deductibles

<i>Loss, Deliberate Damage, or Neglect</i>	<i>iPad Estimated Repair/Replacement</i>
Broken Screen	\$150.00
Broken Keyboard	\$50.00
Power Adapter + Cord	\$70
Power Adapter	\$35
Power Cord	\$35
Liquid Damage to iPad	\$150.00
District Assigned Case	\$99.00

Any damage must be reported to school authorities immediately. Power adapters and sleeves must be returned or paid in full.

<b>Teacher's Signature:</b>	
<b>Inspector's Signature:</b>	
<i>Notes:</i>	

Payment Received:     Yes                       No

## SUGGESTIONS AND FEEDBACK FORM

### Suggestions and Feedback

1. School Name

- Belmont High School
- Tishomingo County Career and Technical Center
- Tishomingo County High School

2. Contact Information

- Name: \_\_\_\_\_
- Phone: \_\_\_\_\_
- Email: \_\_\_\_\_
- Ipad Asset #: \_\_\_\_\_

3. Please Select Category

- Apps
- Email
- Installation
- Internet
- Printer
- Other: \_\_\_\_\_

4. Please explain your suggestion or concern

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5. Would you like to be contacted?     Yes                       No

## DEVICE THEFT FORM

### Device Theft Form

1. School Name (dropdown menu)

\_\_\_\_\_ Belmont High School

\_\_\_\_\_ Tishomingo County Career and Technical Center

\_\_\_\_\_ Tishomingo County High School

2. Student Name

\_\_\_\_\_

3. iPad Asset Number

\_\_\_\_\_

4. Date of Incident

\_\_\_\_\_

5. Time of Incident

\_\_\_\_\_

6. Address Where Theft Occurred

\_\_\_\_\_

\_\_\_\_\_

7. Description of Incident

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Was the Power Cord Stolen?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

9. Law Enforcement Info

\_\_\_\_\_ Police Agency

\_\_\_\_\_ Investigating Officer

\_\_\_\_\_ Case #

SUBMIT BUTTON

CANCEL BUTTON

## IPAD SUPPORT LINKS

[iPad Technical Specifications](#)

[Parental Controls](#)

[iPad Tips](#)

[Accessibility Features](#)

[Lessons for Beginners](#)

[Tutorial](#)

[Beginner's Guide](#)

[Teaching with the iPad](#)

[Apple Teacher](#)

[Free Education Apps for the Classroom](#)

[Numbers Help for iPad](#)

[iMovie Help for iPad](#)

[GarageBand Help for iPad](#)

[Google Chrome Help for iPad](#)

[Keynote Help for iPad](#)

[Pages Help for iPad](#)

[iPad Help](#)

[iWork Help for iPad](#)

[Fostering Creativity with the iPad](#)

[iBooks Help for iPad](#)

[iTunes Help](#)

[Apple ID Support](#)

[iPad Troubleshooting and Help](#)

[The Livewire iPad Troubleshooting Guide](#)

[iPad Shortcuts](#)

[AirPlay or Screen Mirroring Setup Apple TV using the iPad](#)

[Stream iPad Screen to Apple TV](#)

[Force Quit an iPad App](#)

[Restart Apple TV](#)

[iPad Orientation for Students](#)

## STUDENT PASSWORD RESET REQUEST FORM

Date: \_\_\_\_\_

School: \_\_\_\_\_

Student Name (First): \_\_\_\_\_ (Last): \_\_\_\_\_

iPad Asset Number: \_\_\_\_\_ Phone #: \_\_\_\_\_

Apple ID: \_\_\_\_\_

Student Email: \_\_\_\_\_

I am requesting the following:

\_\_\_\_\_ Reset iPad Passcode

\_\_\_\_\_ Reset Apple ID Password

*Note: Once the Passcode and/or Apple ID Password has been reset, the temporary password will be sent to your school email.*

## EMPLOYEE PASSWORD RESET REQUEST FORM

Date: \_\_\_\_\_

School: \_\_\_\_\_

Student Name (First): \_\_\_\_\_ (Last): \_\_\_\_\_

iPad Asset Number: \_\_\_\_\_ Phone #: \_\_\_\_\_

Apple ID: \_\_\_\_\_

Student Email: \_\_\_\_\_

I am requesting the following:

\_\_\_\_\_ Reset iPad Passcode

\_\_\_\_\_ Reset Apple ID Password

*Note: Once the Passcode and/or Apple ID Password has been reset, the temporary password will be sent to your school email.*

**DEVICE PAYMENT RECEIPT FORM**  
2017/2018 School Year

Date: \_\_\_\_\_

Parent Name (First): \_\_\_\_\_ (Last): \_\_\_\_\_

The parent has paid the following fee for the iPad (please check appropriate option):

**Full Fee Payment**

\_\_\_\_\_ \$35.00 (full fee for current school year)

**Refusal of Services to iPad**

\_\_\_\_\_ \$0.00, denied his/her child access to iPad

**Fee Payment Plan**

\_\_\_\_\_ \$10.00 (1st of 3 payments – due on parent meeting night)

\_\_\_\_\_ \$12.50 (2nd of 3 payments – due on February 1st)

\_\_\_\_\_ \$12.50 (3rd of 3 payments – due on April 1st)

Guardian Signature: \_\_\_\_\_  
(Guardian who makes payment)

Employee Signature: \_\_\_\_\_  
(Employee who accepts payment)

**DAMANGED DEVICE PAYMENT RECEIPT FORM**  
2017/2018 School Year

Date: \_\_\_\_\_

Parent Name (First): \_\_\_\_\_ (Last): \_\_\_\_\_

The parent has paid the following fee for the Damaged iPad (please check appropriate option):

**Full Damaged iPad Fee Payment**

\$ \_\_\_\_\_ (enter amount)

**Damaged iPad Fee Payment Plan**

\$ \_\_\_\_\_ (Total amount owed)

\$ \_\_\_\_\_ (Amount paid today)

Payment \_\_\_\_\_ of \_\_\_\_\_

Employee Signature: \_\_\_\_\_  
(Employee who accepts payment)

## Student/Parent Check List and Signature Page

As parent or guardian my initial of each section is an indication that I read and agree to the terms and conditions of each section initialed and the Technology Handbook.

- \_\_\_\_ Initial 1. Receiving Your iPad & iPad Check-in
  - Receiving Your iPad
  - Check-In
  - Check-In Fines
- \_\_\_\_ Initial 2. Taking Care of Your iPad
  - General Precautions
  - Carrying iPads
  - Screen Care
- \_\_\_\_ Initial 3. Using Your iPad at School
  - iPads Left at Home
  - iPad Undergoing Repair
  - Charging Your iPad's Battery
  - Screensavers and Backgrounds
  - Sound, Music, Games, or Programs
  - Printing
- \_\_\_\_ Initial 4. Managing Your Files and Saving Your Work
  - Saving Your Work
  - Network Connectivity
- \_\_\_\_ Initial 5. Software on iPads
  - Originally Installed Software
  - Additional Software
  - Inspection
  - Procedure for Re-loading Software
- \_\_\_\_ Initial 6. Acceptable Use
  - Acceptable Use
  - Network Guidelines
  - iPad Use Agreement
- \_\_\_\_ Initial 7. Repairing or Replacing Your iPad
  - Schedule of Payments
  - Claims
- \_\_\_\_ Initial 8. Proper Etiquette for Online Classroom Activities
- \_\_\_\_ Initial 9. Technology Plan Implementation
- \_\_\_\_ Initial 10. Technology Handbook

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_