

ISD 2397 Le Sueur-Henderson Schools Student Device Handbook



2017-2018

Program Overview

ISD 2397 Mission

Unified focus on learning that inspires individual student achievement.

ISD 2397 Vision

Our vision is to provide high quality curriculum, instruction and professional development that inspires a culture of excellence, integrity and collaboration.

Technology Vision

Provide all students with access to technology in order to improve engagement, accelerate learning, develop 21st century skills, and transform instruction.

Technology Goals and Objectives

ISD 2397 Technology Goal #1: Develop a common understanding of how to effectively use technology to accelerate good instruction using a digitally rich curriculum.

ISD 2397 Technology Goal #2: Utilize technology to provide all students with experiences to develop and practice 21st century skills.

ISD 2397 Technology Goal #3: Work with families and students to provide safe, secure, and supportive online learning environments and an understanding of good digital citizenship.

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I. Student Responsibilities

- A. Students are expected to use their school issued device appropriately for educational purposes and follow all classroom practices and procedures.
- B. Students are expected to have their school issued device in school each day with a fully charged battery. A limited number of loaners may be available on a first-come, first-serve basis. Forgetting a school issued device or having a dead battery will not be accepted as a reason for failing to complete work or turn in assignments. Charging stations will be available in the media center for students who may need a recharge during the school day or for students who are not bringing their school issued device home. Repeated failure to bring the school issued device to school or failing to charge the battery will result in the loss of take home privileges for the student.
- C. Students may load photos and videos on their school issued device, as long as all content complies with the District's Internet Acceptable Use and Safety Policy. The use of music on the school issued device during instructional time will be at the discretion of the classroom teacher. The presence of inappropriate music, photos, or videos will result in the loss of the device and/or other disciplinary actions.
- D. Students must not remove any stickers or asset tags the district places on the device for purposes of identifying the device as property of the district.
- E. If non-conforming apps or software are discovered on the school issued device, the device will be restored to the school set of software and disciplinary actions may be enacted. Technology staff is not responsible for saving, restoring, or backing up documents, music, videos, or photos that students may be storing on the school issued devices.
- F. Students are encouraged to store documents, worksheets, notes and other files on their school issued devices, but they are responsible for backing up or saving all work to their cloud-based Google Drive.
- G. Students attempting to hack or jailbreak their school issued device will be subject to disciplinary action.
- H. Students will not be allowed to personalize the case provided by the school.
- I. Students must seek staff permission before printing from their school issued devices and are encouraged to share documents electronically instead of printing.
- J. Students are responsible for setting and remembering their device access codes and passwords. School staff can reset access codes or passwords at any time to gain access to district owned devices, including those issued to students.

- K. Students are required to use their school district email address for account creation related to school work or subscription services provided by the district.

II. Parent Expectations

- A. Parents are encouraged to attend a Parent Device Orientation session. At this time they will receive the *1:1 Device Policies & Guidelines Agreement* form to review and sign prior to receiving a student device. If parents are unable to attend the meeting, they are asked to complete online orientation for information and to receive a copy of the device agreement.
- B. The District asks for parents' support in communicating with their child about the standards of appropriate content and helping to monitor the use of the school issued device at home.
- C. Parents and Students are responsible for reading and signing the Student-Parent Agreement form found at the end of this handbook.
- D. Parents are encouraged to become familiar with the device and help ensure the use of the technology to track their child's progress. The school issued device allows parents and students to view teachers' assignments, calendars, track homework and monitor progress toward coursework completion.
- E. Parents should help to ensure that only the student use the school issued device.

III. Terms of the Student Device Loan

- A. A school issued device will be distributed at the discretion of the District Administration upon confirmation that the Student-Parent Agreement form has been signed.
- B. Legal ownership of the student issued device remains with the District. The use of the device is a privilege extended to students and is conditioned upon compliance with the requirements of this handbook, the District's Internet Acceptable Use and Safety Policy, and all other District policies.
- C. Just as the district currently provides textbooks and instructional materials for students at no cost, the district will supply students with a school issued device to take home to meet the instructional demands of ISD 2397 coursework at no cost. While, there is no required fee for use of a school issued device, in the case of loss, theft, or damage resulting from accidents, abuse, neglect, or intentional damage, the student or family may be charged a fee for needed repairs, not to exceed up to the full replacement cost of the device or accessories in case of loss, theft, or accidental damage as determined by the school administration. Families have the option to participate in a maintenance program for a fee to help reduce the cost of any repairs or replacements.
- D. School issued devices and accessories will be checked in at the end of each school year at a date and time determined by the Administration. Students who graduate early,

transfer, withdraw, are suspended, or expelled will return the device and accessories at the time of withdrawal.

- E. The District reserves the right to confiscate the student issued device and accessories at any time if the student does not fully comply with the terms of this handbook. The District may also choose to limit and/or withdraw home use privileges for failure to comply.
- F. Students are provided one student device charger and adapter. It is the student's responsibility to possess these accessories at all times and replace if damaged, lost or stolen.
- G. Failure to return the property in a timely fashion may result in the levying of a fine or the involvement of law enforcement. Fines will be levied if the following equipment is not returned:
 - iPad - \$329
 - Chromebook - \$206
 - Charging Cable - \$20
 - Device Case - \$25
- H. Software and apps will be managed by the District, due to the need to comply with licensing agreements.
- I. The school issued device will be subject to routine monitoring by teacher, administrators, and/or technology staff. Users have no expectation of privacy when using District equipment or technology systems.
- J. If technical difficulties arise with a school issued device, or non-conforming content is discovered, the device will be restored by technology staff. If the technology staff need to restore a device, the District is not responsible for the loss of any content added to the device by the student.
- K. Each device has identifying labels, which must not be removed or altered in any fashion. Students may not permanently mark the device or case in any fashion.
- L. **Camera and microphone use:** The device comes equipped with audio and video recording capabilities through a built-in microphone and front and/or rear-facing cameras. All electronic recordings created with the device must comply with District Policies and State and Federal Laws. Use of the device and any other devices with audio and video recording capabilities during instructional time is at the discretion of the teacher. Any electronic recordings obtained with the recording device are for instructional/educational purposes and individual use. Therefore, electronic recordings obtained with the device may not be shared, published or re-broadcasted for any reason by the student without permission. Furthermore, users of the device should be aware that State and Federal laws in many instances prohibit secret or surreptitious

recording undertaken without the knowledge and consent of the person or persons being recorded. Video and/or audio recording is strictly prohibited on school issued and personally owned devices in all locker rooms, bathrooms, and other changing areas. Violations of State and Federal recording laws may be reported to the proper authorities and may result in criminal prosecution.

- M. The use of the school issued device during instructional time is governed by classroom teachers. Failure to follow the instructions of the teacher will result in disciplinary action.

IV. General Care Instructions

- A. School issued device screens should only be cleaned with a soft, clean cloth. Chemical cleaners or liquids, including water, should not be used on the devices.
- B. Charging cables/cords should be inserted and removed carefully to prevent damage. This should be done on both ends of the cable by grasping the plugs rather than the cord. The charging cord should be plugged into the wall outlet before connection to the device. When disconnecting, remove the cable from the device before pulling the plug from the wall outlet.
- C. School issued devices must be kept in the protective cases at all times.
- D. Students should never put weight on the school issued device, stack items on top of them or wedge them tightly into a backpack or case. The device cases should not be used as a folder to carry other items, including any sharp or pointed items such as pens or pencils.
- E. Liquids, food and other debris can damage school issued devices. Devices should be closed in cases and away from food and liquids at all times.
- F. School issued devices should not be exposed to extreme temperatures. Students should not leave the device in any location where the temperature falls below freezing or exceeds 95 degrees Fahrenheit. If the device is cold, it should be allowed to warm up to room temperature before use. An device exposed to direct sunlight or high temperatures may overheat during use and must be allowed to cool down before subsequent use.
- G. Using Wi-Fi, Bluetooth, a high screen brightness, and video shortens battery life. Students should learn to manage these settings and apps to improve battery performance.

V. Chromebook Specific Guidelines

- A. **Apps and extensions:** Students will have access to the ISD 2397 Chrome Web Store. This Web Store will have a number of educationally specific apps and extensions identified by 4-12th grade teachers. These apps will be available for students to download on their own or when instructed to do so by a teacher. Students will not be able to download apps and extensions that are located outside of the ISD 2397 Chrome Web Store.

VI. Voluntary Maintenance Plan

Le Sueur-Henderson Public Schools recognizes the need to protect the investment made by the district and families when issuing devices to students. Therefore, a voluntary maintenance plan is available to each family. The cost for this insurance is \$30 per device (family maximum of \$60) and will be due upon receipt of your child's device. Families receiving educational benefits such as free or reduced lunch may be eligible for a reduced rate.

The maintenance plan will provide coverage for accidental damage (drops/spills), cracked screens, theft, vandalism, fire, flood, natural disasters, and power surges due to lightning. The \$30 payment is nonrefundable. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year. The maintenance plan does not cover lost devices or damaged charging cords or cases.

All maintenance claims must be reported to the Media Center or office of your child's school. In cases of theft or other criminal acts, a police report, or fire report in the case of fire, MUST be filed by the student or parent for the maintenance coverage to be utilized. A copy of the police/fire report must be provided to the Principal's Office.

Families who opt out of the maintenance plan will be held responsible for ALL damage to their devices including, but not limited to: broken screens, cracked casing or plastic pieces, inoperability, etc. Lost items such as devices, cases, and charging cords will be charged the actual replacement cost.

INTENTIONAL DAMAGE: Students/parents are responsible for full payment of intentional damages to devices. The maintenance plan DOES NOT cover intentional damage of the device.

Maintenance Plan Coverage Summary

Event	Maintenance Plan Coverage \$30 Annual Fee	No Maintenance Plan \$0 Annual Fee
Cracked screen or trackpad replacement	1st Event: \$0 to repair Additional Events: \$20 per event	All Events: Full repair cost (\$75-\$125 est.)
Keyboard replacement	1st Event: \$20 to repair Additional Events: \$50 to repair	All Events: Full repair cost (\$75-\$90 est.)
Device Frame Repair	1st Event: \$25 to repair Additional Events: \$60 to repair	All Events: Full repair cost (varies)
Charger Replacement	All Events: \$20	iPad: \$20 Chromebook: \$35
Device Replacement (Lost/Stolen)	1st Event: \$120 to replace Additional Events: Full cost	iPad: \$329 Chromebook: \$240

Damage/Loss/Stolen Claim Procedure

This process is to be followed for all damaged, lost, or stolen device claims regardless of whether or not the maintenance plan has been purchased.

STEP 1

The student reviews the Claim Form (see appendix) with media center or office staff with tech department assistance, if necessary.

STEP 2

Device will be turned over to school staff for repair and the Claim Form will be sent home with the student for parent/guardian signatures.

The student will receive a loaner device for the time theirs is being repaired or replaced once the signed form is received. The student will not be allowed to bring the device home until all repair fees are paid.

STEP 3

Student device will be re-issued to student once repairs have been completed and all fees have been paid.

VII. Purchase Option

- A. Families do not have an option to purchase a school owned device.
- B. An individually owned device will be subject to all of the terms and conditions of the Student Device Handbook and the Internet Acceptable Use and Safety Policy.

VIII. Security and Theft Protection

- A. The school issued device may ONLY be used by the assigned student. Family members may not use for personal use. The student may not loan the device to another student.
- B. The student is responsible for the security of the school issued device at all times. The device should never be left unsecured. When not with the student, the device should be secured or stored in a locked location out of view. During after-school activities and/or away events, students are still responsible for securing the device.
- C. Students should keep personal information about themselves and others off the school issued device. Password security for network systems should be maintained, as should the privacy of locker combinations. It is the responsibility of the student to keep his or her information secure.

IX. Damage, Theft, Repair

- A. Damage or hardware issues must be reported immediately to the appropriate school personnel. For cases of hardware failure or accidental damage, a loaner will be provided for the student throughout the repair/replacement process. There may be a delay if there are no loaners available.
- B. Repeated requests by a student for repairs to damaged or broken devices will result in the student's "Take Home Privileges" being revoked and in extreme cases the student/parents, at the discretion of district/building administration, may be required to pay for continued repairs.
- C. Students/parents are responsible for the full cost of any willful, negligent or intentional damage to the school issued device. Failure to pay for willful, negligent or intentional damage may result in legal consequences.
- D. Theft must be reported immediately to the appropriate school personnel. Students/parents will be required to complete a theft report through the local police department.
- E. The school issued device contains software that can be activated to track and recover missing school issued devices. The District will coordinate with law enforcement to track missing or lost school issued devices.

X. Personally Owned Devices

- A. School issued devices are monitored and managed by district staff. Students are asked NOT to bring their own devices for school use but instead use provided school issued device that are furnished with the latest software and security applications and function effectively in the classroom.
- B. Personally owned school issued device that are brought into the District must be brought to the media center and registered with technology staff before they are allowed onto the school network. This is for network security purposes as well as to comply with federal legislation regarding internet content filtering.
- C. The District is not responsible for the loss, theft or damage of any personally owned devices that are brought to school.

XI. Good Digital Citizenship

If students need to sign up for specific school sponsored services on their device, they should ALWAYS use their isd2397.org account because this is issued by the school. Students should not use other accounts (Gmail, Yahoo, etc.) when signing up for these

services. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

XII. Parent Guide to Online Safety

A **digital citizen** is one who knows what is right and wrong, exhibits intelligent technology behavior, and makes good choices when using technology. Too often we see students, as well as adults misusing and abusing technology. The issue is more than what the users do not know but what is considered appropriate technology usage.

Intentional, frequent discussions with your child of any age, are necessary and allow you to be proactive in protecting your child and further educating him/her. Experts warn that children are most vulnerable to online dangers while at home. Please note the following suggestions as they might be of assistance in further educating your child about appropriate use of technology including the device and home Internet use.

In alignment with the Le Sueur-Henderson Public Schools Acceptable Use Policy beyond school, parents must take responsibility for the use of technology and the Internet. As a parent, you are responsible for monitoring your child's use of school issued educational technology including school issued email and cloud accounts as well as the Internet. This includes Internet use at home or any other remote location outside of school.

Web Filter

A Web filter is a program that can screen websites to determine whether some or all of it should not be displayed to the user. A Web filter allows a school district or a family to block certain websites that may be offensive, profane, vulgar or harmful to students.

The Internet used at school is protected, as required by Federal Law, by a filtering service. School-owned Chromebooks are protected through Securly. Securly is a filtering/compliance software that manages the Chromebook. While many potential dangers are filtered and blocked on the school's wireless network and on school owned devices, children often have complete, unrestricted access to inappropriate sites at home.

If you have family owned devices, we strongly suggest installing software to filter and block inappropriate content on your home wireless network.

Families have a number of options to protect their children at home. Most Internet Service Providers (ISP's) can filter your home internet for you. Simply call your Internet Service Provider and make this request. Usually, you will be provided with a scale of maturity levels to choose from. Families without this option, or those that would like more control over what content is blocked can consider OpenDNS (free version available), SafeEyes, and NetNanny (paid for service). Some of these products offer additional protection features such as cell phone filtering, text message and photo screening tools, and digital footprint/reputation monitoring.

To learn more:

visit www.common sense media.org and search digital footprint.

visit NetSmartz and select 'Choose an issue' (<http://www.net smartz kids.org/> or <http://www.nsteens.org/> or)

Families can protect children while on their smartphones as well.

<http://www.imore.com/restrictions> - for iPhone

<http://www.androidcentral.com/setting-kid-friendly-android-device> - for Android

<https://www.bark.us/> - Monitor, detect, and sends alerts for 21 social media sites (paid for service)

Circle - Monitor, detect, alert (paid for service)

Set Expectations

Regularly share your expectations with your child about accessing only appropriate sites and content, as well as being a good person when online (even when parents aren't watching). Understand that your child's use of many technologies (such as computers, devices, iPods, video game systems, and cell phones) likely gives your teen the ability to

connect to unfiltered public wireless networks (such as in a library or coffee shop, by picking up a neighbor's wireless signal, or connecting to the Internet through a cell service). Therefore, it is important to maintain regular, open dialog about Internet use and access. Discuss your expectation for appropriate use and behavior.

Monitor & Limit Screen Time

Experts suggest having teens surf the Internet in a central place at home, such as the kitchen or family room, rather than away from adult supervision or behind a closed door. Know what your child is doing with technology and how his or her time is being spent. Technology can be a great tool and resource, but also has the potential to be a big distractor. Help your child learn to focus on completing tasks or assignments prior to engaging in other Internet activities. Teaching today's children how to manage multiple sources of information and potential distractions is a critical life skill, one best learned before heading off to college or the workplace.

Put the device to Bed, But Not in the Bedroom

Experts suggest parking all technology devices, from cellphones to devices, in a common family room overnight to discourage late night, unmonitored use and sleep disruption. Don't allow your child to sleep with the device. Remember to model appropriate use and balance of technology in your own life as well.

Media Agreements

Media Agreements are a resource and checklist that parents can use to guide conversations with their kids about media use. They are designed to help parents establish guidelines and expectations around media use and behavior that are right for their family. Some families are comfortable using them as signed agreements. Others refer to them to use simply as a checklist to guide conversations. Either way, they are a great way to help parents and kids get on the same page about media and technology use.

Take time to review these Family Media Agreements and discuss them with your child:

1:1 Family Media Agreement

1:1 Family Device Contract

Find more great tips and resources at [Common Sense Media](#)

Additional Recommendations

Regularly check your child's privacy settings on all commonly used sites and networks. Ignoring privacy settings on sites like Facebook means your teen's photos, contact information, interests, and possibly even cell phone GPS location could be shared with more than a half-billion people.

Remind your child:

Anything they do or post online creates a digital record, often called a "Digital Footprint." Nothing online is totally private, even if it is intended to be. Once digitized, it can be saved,

sent and reposted elsewhere. A good rule of thumb: If you don't want a parent, teacher, principal, future employer or college admissions office to know something, don't post it online. Set up some sort of test question to frequently ask your child, such as "Would Grandma approve?"

"Friends" aren't always who they say they are. Encourage your child to only be friends online with friends they know in person. Never give access to personal information to people met online. Never post personally identifiable information online. This includes: full name, address, phone number, email, where you are meeting friends or where you hang out. Discuss with your child how easy it is for someone to find you based on what you post online.

Cyberbullying (threatening or harassing another individual through technology) is a growing concern for today's youth. It takes many forms, such as forwarding a private email, photo, or text message for others to see, starting a rumor, or sending a threatening or aggressive message, often anonymously. Talk with your child about not partaking in this behavior and encourage her/him to report incidents of cyberbullying to an adult.

More helpful websites with Internet safety tips for parents:

Common Sense Media - www.CommonSenseMedia.org

Net Cetera - www.ftc.gov/bcp/edu/pubs/consumer/tech/tec04.pdf

Connect Safely - <http://www.connectsafely.org/>



Le Sueur-Henderson Public Schools 1:1 Device Policies & Guidelines Student and Parent Agreement (Detach and Return to the School)

Access to the technology in the Le Sueur-Henderson Public School District has been established for educational purposes. The use of the Le Sueur-Henderson Public School District's electronic technologies is a valued resource to our community. All electronic technologies must be used in support of the educational program of the District. This access may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies.

Failure to comply with the District's Bullying Prohibition Policy (Policy 514), Internet Acceptable Use & Safety Policy (Policy 524), and the guidelines stated in the Le Sueur - Henderson Student Device Handbook for care and use of the school issued devices may result in the loss of privilege to take the device home or use the device in general.

The school issued device is the property of Le Sueur-Henderson Public Schools and as a result may be confiscated and reviewed at any time. The student should have NO expectation of privacy of materials found on a school issued device.

___ I have read all the policies and guidelines in the Le Sueur-Henderson Public Schools Student Device Handbook and understand my responsibilities as a user of a school issued device:

Student Name: _____

Student Signature: _____

Date: _____

___ I/we have read all the policies and guidelines in the Le Sueur-Henderson Public Schools Student Device Handbook and understand my/our responsibilities as a parent of a student using a school issued device:

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

___ I/we are opting in to the voluntary ISD 2397 Maintenance Program.

___ \$30 Full Cost ___ \$15 Reduced Lunch Cost ___ \$0 Free Lunch Cost

___ I/we are declining the voluntary ISD 2397 Maintenance Program and understand that I will be responsible for the full cost of any damages to the school issued device.

___ I/we are opting out of the student device Take Home Privileges.

Appendix A - Commonly Asked Questions

1. What are my responsibilities as a parent/guardian in terms of replacement of the school issued device if it is damaged, lost or stolen?

The Le Sueur-Henderson School District will be responsible for the repair of the school issued device for normal wear of the unit. If the student owned device is accidentally or intentionally damaged, stolen, or lost, the student/parent/guardian is responsible for the cost of the repairs or replacing the device. Families can opt in to the voluntary maintenance program to help reduce the costs of common repairs. The school regards the devices as all other materials that are checked out to a student ex: library materials, sports equipment, etc. The student should report any damage immediately to the school media center help desk.

2. Does my child have to accept a device?

A device will be checked out to each 4th and 5th grade student for the 2017-18 school year for use at school and to take home. If a parent/guardian does not want the child to take a device home, the parent may submit that request when completing the agreement form. In this case the student will need to check the device in and out of the media center each day.

3. May my child use their own laptop or mobile device at school instead of the school-issued device?

Not if a student is issued a school device. At school, students will be required to bring and use their school issued device as their primary learning device. This will allow the school system to monitor student use and push out applications for students to use for classwork. Using a standard device also will ensure that teachers and students are "on the same page" as they teach and learn together in the classroom. Students not in the grades selected for school issued devices may bring personal devices that are subject to the Bring Your Own Device guidelines outlined in the respective student handbook.

4. How is the school paying for the Chromebooks?

The devices have been purchased using existing capital technology budgets.

5. As a parent/guardian, how do I monitor my child's use of the internet?

Internet access is filtered on devices both on and off campus. However, parents should monitor their child's internet use when off campus because it is possible to circumvent the filters. Many internet service providers offer services and tools for parents to support safe and responsible internet use for children. Also, Please see

the "Parent's Guide to Online Safety" section of this handbook for more detailed information.

6. What if we don't have wifi at home?

Google Docs allows the user to work in offline mode so students can complete classwork at home, even without internet access. Files are saved locally to the device, then automatically updated the next time a wireless connection is detected. A student can start a project at school and finish it at home, even without an Internet connection. When the student returns to school the next day, anything they worked on at home will be automatically updated to their Google Drive. Offline mode must be enabled before students can use it. In offline mode, students can edit their docs, sheets, slides, and drawings.

7. Can students buy their own cover/bag?

No, the district has provided a case, and the device should be kept in that case when not in use. The device and case are slim enough to fit inside another bag or backpack if required.

8. What if a student forgets to charge their device?

Students are expected to fully charge their device each evening at home, which should provide sufficient battery life to use the device throughout the school day. Students should also try to preserve battery power during the school day by lowering the lid whenever the device is not in use. Students are expected to leave their chargers at home. Opportunities to charge devices at school will be limited. Students who consistently come to class unprepared without a charge may be subject to disciplinary action.

9. Will students keep their device for the summer?

All devices and accessories will be returned during the final week of school so they can be checked for any service needs and prepared for use the following year. A device may be made available for students taking summer school classes that require them.

Appendix B - Device Theft, Loss, or Damage Report

This form must be completed to report a theft or loss/damage of an iPad. No new equipment will be issued or repairs will be made unless this form is completed. Please complete as many sections as possible.

Date:

Student Name:

Parent/Guardian Name:

Device Asset Tag or S/N:

Parent/Guardian Contact:

If lost or stolen, when was the device last seen?

When was the theft/loss/damage reported to the school? Who was it reported to?

Please describe, with as much detail as possible, the circumstances that resulted in the device being stolen, lost, or damaged? Include names of any individuals that could be involved.

Student Signature

Parent/Guardian Signature

School Admin Signature

Office Use:

Maintenance Plan: Y or N Notes:
