

## Tolles iPad Guidelines 2019 - 2020

### Terms

**Students assigned a take-home iPad will pay a non-refundable, annual \$25 protection plan charge.** Users will comply at all times with the Tolles Student Technology Handbook policies. Any failure to comply may terminate user rights of possession effective immediately and the district may repossess the iPad. Any lost, stolen and damaged iPads must be reported to school authorities immediately.

### **Distribution and Collection**

Tolles will distribute iPads at the start of each school year. Students will be issued an iPad only when they 1) have paid the \$25 annual protection plan charge and 2) have completed the required online registration forms that include the Acceptable Usage of Technology Agreement (AUA). This is done online at the beginning of each school year.

Devices will be collected in May of each school year. The Technology Department will collect the iPad, case, charger and cord. Families may be responsible for any missing items, which will be added to the students' fee sheets.

### **Title**

Tolles 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 the Tolles Student Technology Handbook policies.

### **Restrictions**

Tolles has implemented a basic set of restrictions on the student-issued iPads. These restrictions are intended to provide a base level of protection to the student and the device. Additional restrictions or limitations may be put in place by Tolles Administration at any time. The restrictions that are in place do not replace the need of a parent or guardian to monitor their child's activity on the iPad. If a parent or guardian becomes aware of a problem or inappropriate activity on the iPad, we ask that you please contact Administration immediately. A parent or guardian may also request additional restrictions be put in place for their student's device. These requests should also be directed to the Administration.

### **What is Covered in the Protection Plan?**

The annual \$25 protection plan covers the following:

- Accidental damage to the device on-campus and off-campus, pending an investigation the student did not deliberately damage the device;
- Lost or stolen devices on-campus or off-campus. Tolles will report these incidents to our protection plan. A police report must be filed as well as an incident report. It is important that these scenarios are reported immediately. The family may be responsible for the full replacement cost, which is at the discretion of our protection plan and investigation.

## Tolles iPad Guidelines 2019 - 2020

- With the protection plan, students will receive repair services for a maximum of two (2) incidents. After the second incident, a \$75 deductible will be charged for every incident following.

### **Off-Campus Loss or Theft**

Should an iPad be stolen or lost off-campus, the student or parent/guardian should immediately notify the proper authorities (local police) and file a police report. Homeowner's or Renter's Insurance plans may cover stolen or lost devices and the student/family will be responsible for filing such claims with their respective insurance provider for any lost or stolen iPad scenarios that occur off school grounds. **If the iPad is lost or stolen off-campus, the family may be responsible for the full replacement cost, which is at the discretion of the insurance provider.**

Insurance providers will need the following information at the time of the claim filing, which may include but is not limited to: police report case number, the name of the investigating officer, as well as their badge number.

A copy of the police report must be given to the Technology Department and an incident report must also be filed in the Technology Department. In the event of a lost or stolen iPad, and once a police report is filed, Tolles, in conjunction with police, may deploy location software which may aid the police in recovering the iPad.

### **What happens if I leave Tolles?**

Students who cease to be enrolled in Tolles must return the iPad, along with any other accessories, at the time they leave the school. The iPad and all accessories should be returned to district administration. The annual protection plan charge collected as a part of this initiative will not be refunded.

### **Repossession**

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

### **Terms of Agreement**

The user's right to use and possession of the property terminates no later than the last day of the school year unless earlier terminated by Tolles or upon withdrawal from Tolles.

### **Unlawful Appropriation/Theft**

Failure to timely return the property or the continued use of the device for non school purposes without the District's consent is considered unlawful appropriation of the District's property. This may constitute theft, a felony, or conversion, for which parents and students could be liable for three times the cost of the property plus attorney's fees.

## Tolles iPad Guidelines 2019 - 2020

### Financial Terms of Mobile Technology Use

#### **Use and Maintenance Charges**

Students assigned a take-home iPad will pay a non-refundable, annual \$25 protection plan charge. Seniors must clear all records and pay all fees before participating in commencement exercises.

#### **iPad Costs – for Lost, Stolen or Full Cost Damage**

If the iPad is lost, stolen, or totally damaged as a result of irresponsible behavior, the parent/guardian may be responsible for the full replacement cost.

Cost to the district:

- iPad \$329
- Power adapter \$10.00
- Charging Cable \$10.00
- Case \$25.00

#### **Mobile Technology Precautions**

- Keep the iPad in the district issued or approved case.
- Keep iPads and cases free of any writing, drawing, stickers, or labels that are not applied by Tolles.
- Use the iPad on a flat, stable surface.
- Do not set books on the iPad.
- Do not have food or drinks around the iPad.
- Wipe surfaces with a clean, dry soft cloth.
- Avoid touching the screen with pens or pencils.
- Do not leave the iPad exposed to direct sunlight or near any heat or moisture sources for extended periods of time.
- Find my iPad must be turned on at all times.

#### **Power Management**

- It is the user's responsibility to recharge the iPad's battery so it is fully charged by the start of the next school day. It is up to individual teachers whether or not they will allow students to charge the device during class time.
- All class work missed because of uncharged batteries must be made up on students' own time.
- The iPad must remain on (awake or sleep mode) at school at all times, with no exceptions.

#### **Transport**

- Transport iPad in its protective case.
- Do not leave the iPad in a vehicle for extended periods of time or overnight.
- Do not leave the iPad in visible sight when left in a vehicle.

## Tolles iPad Guidelines 2019 - 2020

### **Monitoring and Supervision**

- Do not leave the iPad unattended in an unlocked classroom or during an extracurricular activity.
- Do not lend the iPad to a classmate, friend, or family member.
- Any attempt to “jailbreak” or remove the Tolles profile could result in suspension.
- Students are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter. No VPN apps can be downloaded. The Technology Department is aware when these apps are downloaded.
- Students are responsible for the safety and security of the iPad and any activity on the device.
- District may disable the iPad remotely to protect the device and/or data on the device.

NOTE: Failure to follow these precautions could result in a student being charged full replacement cost in the event of a lost, stolen or damaged iPad.