



# ELKHART COMMUNITY SCHOOLS

Dear Parents/Guardians:

You are receiving this letter because your child will be receiving an iPad for instructional use. The iPad will provide access to Google Apps for Education, Canvas, the Apple creative suite, and other web based tools to foster student creation, collaboration and creativity. Students with iPads will now have access to tools on the Internet that will allow them to work collaboratively on documents, presentations and projects, and have the ability to electronically submit assignments to their instructor for immediate feedback.

While the iPad is in your student's possession, the district will expect this technology to be used in an ethical and responsible manner at all times. Examples of irresponsible uses of technology include but are not limited to the following:

- Using technology to bully or intimidate others;
- Using technology to access pornographic websites;
- Using technology to transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
- Using technology to engage in an illegal act or to violate local, state or federal statutes or laws.

A more detailed listing of inappropriate uses is provided in policy documents adopted by the school board and can be found at <http://elkhart.k12.in.us/home/administration/policies-forms>. While the school district does not actively monitor student usage on a daily basis, you and your student should understand that students have no privacy rights when they are using technology provided by the district both at home or at school.

In addition to receiving an iPad, your student will have an email address provided to him or her by the school district. In order to be in compliance with the Federal Children's Internet Protection Act (CIPA) we are required to filter all student emails in the same manner that Internet access at school is filtered. Our intention is to ensure that a student's safety online is protected. The district's filtering tool scans emails for both language and images, and your student's email address will have restrictions on what can be both sent and received. Because no filter can assure complete screening on content, should your student receive an inappropriate email, you or your student should report this to the district's Technology Services Department.

In order to provide the greatest level of functionality to the iPad, it is necessary to provide wireless access to the Internet. Should your home be without such access, please contact <https://www.internetessentials.com/> to learn more about low cost options.

WHERE LEARNING HAS NO LIMITS

As is the case with any material (e.g. books, etc.) provided to a student during the school year, the student and the student's family are responsible for damage to the iPad not covered by Apple Care+ and would be expected to reimburse the district should the iPad be irreparable or lost. The district is offering insurance for stolen iPads through a third party, Worth Insurance. Insurance with Worth Ave. Group is recommended to protect student iPads against theft. The insurance policies provide replacement cost coverage and protects the device both on and off school grounds. Insurance is not mandatory, but those who opt out take 100% responsibility for all replacement costs. The insurance for theft through Worth Ave Group is \$14 for the year. The cost for for a lost or stolen iPad without insurance will be \$325. The link to purchase iPad insurance for the 2018-2019 school year is:

Lost or stolen accessories and replaceable parts are not covered under insurance and are the full responsibility of the student. \$5.00 for the charging cord and \$25.00 for the white charging brick.

Finally, with your student having access to the Internet both at home and at school, now is an appropriate time to have a discussion about online manners. Here are some topics to consider:

- Politeness counts. We teach our students to be polite offline; talk to them about being courteous online as well.
- Digital footprints are permanent and what we post on social media, even when deleted, can be accessed by others.

### **Responsibilities**

As part of the 1:1 initiative, the Elkhart Community Schools District has purchased an iPad for students to use. The district retains ownership of the device. This document lists basic responsibilities and requirements to use and care for the device.

1. It is the responsibility of the student and parents/guardians to exercise reasonable care of the device at all times.
2. Students are expected to bring the device with them to school every day, ready to use, fully charged, and in the provided case.
3. If a family leaves the district, the student must return the device.
4. iPads are covered with AppleCare + warranty. Damages made not covered by this warranty will be charged to the families. Students with more than two non-warranty repairs during the life of the device will be charged the actual repair cost.
5. If the device is lost or stolen when it is not at school, the district requires a police report to be filed, and a copy of the report be submitted along with the insurance deductible fee before a replacement device is issued. The device may contain tracking and/or monitoring software to locate the device in case of theft, including the **Find My iPad** service. For safety reasons, parents or students should **never** attempt to recover a stolen device on their own.
6. Lost or stolen accessories and replaceable parts are **not** covered under insurance and are the full responsibility of the student. \$5.00 for the charging cord and \$25.00 for the white charging brick.
7. The district is the only party authorized to repair/service the devices. Any additional money spent by parents/students to repair/service a device will not be reimbursed.
8. Students must provide access, including usernames, passwords, and passcodes, to the device upon request by any school administrator.

9. Confidentiality of information, data, images, and messages on a district-owned computer should **not** be assumed. Users have no expectation of privacy in materials or content created, received, sent, viewed, or otherwise accessed on the device, even if using a personal account.
10. Students will be assigned a managed Apple ID using a district username. A district-managed Apple ID allows the student to download applications and have access to 200GB of free iCloud storage
11. Elkhart Community Schools distributes district purchased or approved software through the Self Service App. Student will not have access to the Apple App Store.
12. The device is intended for use only by the student for school-related/educational purposes while on the district network. All use of the device must comply with all Elkhart Community School policies and procedures.
14. Use of a device and the district network is a privilege, not a right. Elkhart Community Schools may revoke a student's privilege to use a device and related services at any time.
15. The district employs a content filter for the internet. The district is not responsible for supervision of the device or protection of the student when the device is used outside of the schools in the district, however the district has deployed an internet filtering service on each iPad that works everywhere including at home.
16. Students must always treat the device with care so it can be used as a learning tool. While devices experience normal wear through daily use, students are ultimately responsible for handling the device responsibly, using the provided case, keeping it charged, and ensuring safe storage when not in use.

-----

Student Name: \_\_\_\_\_ (Printed)

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

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

Parent/Guardian Name: \_\_\_\_\_ (Printed)

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

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