## The following policies refer to the use of an Apple MacBook and/or iPad to be used as a digital learning tool. Students are also required to follow all the guidelines outlined in the Oregon-Davis School Corporation’s (OD) Acceptable Use Policy as well as all Board policies. As Oregon-Davis School Corporation’s Digital Initiatives on new technologies and educational methodologies grow, additional policies will continually be reviewed and this set of policies updated. Please refer to the Oregon-Davis School Corporation website for the most up-to-date information.

OD retains sole right of possession of the Apple MacBook and/or iPad and related equipment. The Apple MacBook and/or iPad will be issued to students according to the guidelines set forth in this document. The classroom teacher, school administration, or district employee retains the right to collect and/or inspect the Apple MacBook and/or iPad at any time and to alter, add or delete installed software or hardware. Usage is a privilege and not a right.

### **1. Cost of the Device**

* A percentage of the cost of the device (Apple MacBook or iPad) will be included in the student's instructional fees.

* The cost of the Apple MacBook and/or iPad includes: the Apple MacBook and/or iPad, case, charger, and software applications (apps). All should be returned in good working condition at the end of the school year, when a student withdraws, or terminates enrollment at OD for any reason.

* OD will retain all licensing and possession of any applications deployed on devices.

### 2. Damaged, Lost or Stolen MacBook or iPad

* Only the MacBook rental has limited liability coverage. Should parents be required to pay for damage or replacement, payments may be made monthly to OD. Parents may choose to purchase an additional insurance policy if they are concerned about damage and/or liability. Supplemental insurance information will be provided to parents.

* OD’s coverage includes:

|  | **MacBook** | **iPad** |
| --- | --- | --- |
| **Screen Replacement** | up to $1000.00  | $100.00 - $115.00 |
| **Case/Bag** | $41.00 (bag) | Up to $76.00 (bag and case) |
| **Charger** | $80.00 | $30.00 |
| **All other results of damage** | up to $1000.00 | up to $379.00 |
| **Lost or stolen\*** | $1000.00 | $379.00 |

*\*Should an Apple MacBook and/or iPad be damaged, lost, or stolen, the student and parent/guardian should immediately notify the school administration. A police report will be filed for any lost or stolen devices.*

### 3. Student use of the Apple MacBook and/or iPad

* Apple MacBooks and/or iPads will be distributed early in the school year and collected at the end of the school year. All MacBooks and/or iPads must be returned at the end of the school year or the student may be charged replacement costs of the MacBook and/or iPad.

* Each iPad will be distributed with a school-issued case, which must remain on the iPad at all times.
* The Apple MacBook and/or iPad is the property of OD and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on a Macbook and/or iPad or a school supplied or supported email service. Devices may be selected at random and subject to inspection.

* The OD MacBook and/or iPad is the only approved personal computer allowed. All other devices are not allowed and are subject to seizure.

* The MacBook and/or iPad come equipped with camera and video capacities. Students must ask permission before recording an individual or group. OD retains the rights concerning any recording and/or publishing of any student or staff member’s work or image. Students must obtain permission from an administrator to publish a photograph or video of any school related activity.

* Students are responsible for bringing their fully charged MacBook and/or iPad to school every day. Failure to bring a MacBook and/or iPad or any other class material(s) does not release the student from their responsibility for class work. If a student repeatedly fails to bring materials to class, including a MacBook or iPad, the student will be subject to disciplinary action.

* Students may have the ability to download appropriate music to the MacBook and/or iPad. This will be a privilege, not a right and may be subject to removal. Students may bring headphones/earbuds for audio use when in class and approved by teachers.

* Students who meet specified criteria may be given rights to the App Store. For those students allowed to download additional apps, those apps must be educationally appropriate and not cause a disruption to the educational process. OD reserves the right to disable the App Store and remove any apps deemed inappropriate.

* The Apple MacBook and/or iPad affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space.

* All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

* OD requires students to take their Apple MacBook and/or iPad home at night for class work and recharging. All the rules and regulations that are in effect during the school day extend to the use of the MacBook or iPad at home.

* OD makes no guarantee, written or implied, that materials on the Apple MacBook and/or iPad, including student work, will be safe from deletion or corruption, accidental or otherwise.

### **4. Student Responsibility**

* Bring the Apple MacBook and/or iPad to school each day in working condition, fully charged.

* Use the MacBook and/or iPad as a learning tool while creating original work that is not plagiarized or borrowed from a classmate or any other individual or source.

* Assume personal responsibility for the MacBook and/or iPad and take care to avoid damage and/or loss of the device.

* Participate in classroom activities and follow directives of OD staff in regards to appropriate use of the MacBook and/or iPad.

* Use online resources safely, respectfully, and appropriately.

### 5. Parent Responsibility

* Be informed of your child’s activities on the MacBook and/or iPad, periodically use the device to become familiar with its capabilities.

* Communicate concerns with teachers regarding the implementation of technology in the classroom.

* Communicate with your child regarding their use.

* Talk to your child about values and standards that your child should follow on the Internet and any use of online resources just as you would on the use of all media information sources such as television, telephones, movies, and radio.

### **6. School Responsibilities**

* Provide access to Internet, email (age appropriate), and other online educational resources.

* Provide Internet filter to attempt to block inappropriate material.

* Provide guidance to aid students in using the MacBook and/or iPad as a learning tool and help assure student compliance of the Acceptable Use Policy (AUP).

* Use MacBook or iPad effectively as a vital tool in the instruction and learning process.

#### STUDENT & PARENT AGREEMENT

|  | **Student Initials** | **Parent Initials** |
| --- | --- | --- |
| 1. Students must abide by all school rules as outlined in the Student Handbook and Responsible Use Policy |  |  |
| 2. Students agree to participate in all class activities and assignments as directed by their teachers |  |  |
| 3. Students and parents agree to be responsible for proper care of the MacBook or iPad, and that any damage or loss may result in the financial liability referenced on Page 1. |   |   |
| 4. Students and parents agree that any inappropriate use of the MacBook or iPad will result in school discipline, that may include the loss of technology privileges, and other discipline outlined in the student handbook.  |  |  |
| 5. Students and parents agree that all apps and content to be installed on the MacBook or iPad, including music and media files, must be acceptable in a school environment.  |   |  |
| 6. Parents agree to monitor student use on the Internet while on their home network using the MacBook or iPad. |   |  |
| 7. Students and parents agree that ODSC personnel may search the school issued MacBook or iPad, and at no time, should a student expect a right to privacy of materials on the MacBook or iPad. |  |  |
| 8. Students and parents leaving ODSC must return the MacBook or iPad and accessories in good working condition. |  |  |

***By signing below, we agree to the expectations and procedures as detailed above.***

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Student Signature Date

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Parent/Guardian Signature Date