Policy #524.1

**MacBook Air 1:1 Acceptable Use, Policy, and Procedures**

Aitkin Public Schools works diligently to improve the quality and access to technology tools and resources. Aitkin High School is expanding educational opportunities for teachers and students that will help ensure equitable access to instructional tools and resources in school and at home. Students will develop 21st century skills through the use of MacBook Airs, content-focused curriculum and collaborative technology tools.

The lessons learned and the insights gained through this technology initiative, will provide an effective and feasible blueprint for future implementations throughout the district. The policies, procedures and information within this document apply to all MacBook Air computers used at Aitkin High School, as well as any other device considered by the administration to come under this policy. Teachers may set additional requirements for use in their classroom.

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**1. RECEIVING YOUR MACBOOK AIR & END OF YEAR CHECK-IN**

**1.1 Receiving Your MacBook Air**

MacBook Airs will be distributed each fall during “MacBook Air Deployment and Orientation.” Parents & students must read, sign and return the MacBook Air Insurance Form, the MacBook Parent/Student Acknowledgement and Permission form and Student Pledge documents before the MacBook Air will be issued. Any MacBook related fees for previous years must also be paid before student will be allowed to take the MacBook Air home. The MacBook Air Insurance Policy is an option for families to protect the MacBook Air investment for the school district. Please review the MacBook Air Optional Insurance Policy included on the back pages this handbook.

**1.2 MacBook Air Return/Check-in**

MacBook Airs will be returned during the final weeks of school so they can be checked for serviceability and storage. If a student transfers out of, withdraws or is expelled from Aitkin Schools during the school year, the MacBook Air must be returned at the time of withdrawal.

**1.3 Fees for Missing or Damaged MacBook Air**

Individual school MacBook Airs and accessories must be returned to AHS IT at the end of each school year. Students who graduate early, withdraw or are expelled or terminated from enrollment in Aitkin Schools for any other reason must return their individual school MacBook Air on the date of enrollment ends. **If a student fails to return the MacBook Air at the end of the school year or upon withdrawal of enrollment from Aitkin Schools, they are subject to financial liability until the MacBook Air is returned and associated fees are received.** The student/parent/guardian will pay the replacement cost of the MacBook Air, or, if applicable, any insurance deductible. Failure to return the MacBook Air within 5 working days after the end of the student enrollment in Aitkin Schools, will result in a theft report being filed with the Aitkin Police Department. Furthermore, the student will be responsible for any damage to the MacBook Air, unless the damage & repair insurance policy has been purchased (pertaining to accidental damage), consistent with the district’s MacBook Air Insurance Policy and must return the device and accessories to AHS IT in satisfactory condition. The student/parent/guardian will be charged a fee for any needed repairs, not to exceed the replacement cost of the MacBook Air.

**2. TAKING CARE OF YOUR MACBOOK AIR**

Students are responsible for the general care of the MacBook Air they have been issued by the school. MacBook Airs that are broken or fail to work properly must be immediately taken to AHS IT for an evaluation of the equipment.

**2.1 General Precautions**

● The MacBook Air is school property and **ALL USERS** will follow this policy and the Aitkin Schools acceptable use policy for Technology, which can be found at www.isd1.org

● Only use a clean, soft cloth to clean the screen. Using a 70% isopropyl alcohol wipe, 75% ethyl alcohol wipe, or Clorox Disinfecting Wipes, you may gently wipe the hard, nonporous surfaces of your Apple product, such as the display, keyboard, or other exterior surfaces. Don’t use products containing bleach or hydrogen peroxide. Avoid getting moisture in any opening, and don’t submerge your Apple product in any cleaning agents. Don’t use on fabric or leather surfaces.

● Cords and cables must be inserted and disconnected carefully to prevent damage to the MacBook Air.

● The MacBook Air must never be left in an unlocked locker, car or any unsupervised area.

● Students are responsible for keeping their MacBook Air battery charged for school each day.

● If students use skins or covers to personalize their MacBook Air case they must be removed without damage to the device or case prior to returning it to the school.

● Do not use any markers, make engraving, scratches or apply stickers on the MacBook Air itself or the school provided carrying case.

**2.2 Carrying MacBook Airs**

The protective case provided with MacBook Air has sufficient padding to protect the MacBook Air from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

● The MacBook Air should always be within the protective case and secured closed when carried between classes and outside of school.

● Avoid placing too much pressure and weight on the MacBook Air.

**2.3 Screen Care**

The MacBook Air screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

● Do not lean on the top of the MacBook Air when it is closed.

● Do not place anything near the MacBook Air that could put pressure on the device.

● Do not place anything in the carrying case that will press against the device.

● Clean the screen with a soft, dry cloth or anti-static cloth.

● Do not “bump” the MacBook Air against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

● Treat the MacBook Air with care and respect.  You are responsible for its care and financially responsible for any damages.

NOTE: Most screen damage occurs when items are closed in the computer (i.e., pens, paperclips, charger cables, etc.)

**3. USING YOUR MACBOOK AIR AT SCHOOL**

Your MacBook Air is intended for use at school each day. In addition to teacher expectations for MacBook Air use, school messages, announcements, calendars and schedules may be accessed using the MacBook Air device. Students are expected to bring their MacBook Air to all classes.

**3.1 MacBook Airs Left at Home**

If students leave their MacBook Air at home, they are responsible for getting the course work completed as if they had their MacBook Air present. Repeat violations will result in action as detailed in section 6.7 “Student Conduct and Discipline”.

**3.2 MacBook Air Undergoing Repair - Loaner**

A MacBook Air may be issued to students when they leave their MacBook Air for repair with AHS IT. There may be a delay in getting a MacBook Air should the school not have enough to loan. Any damage to a MacBook Air that is loaned to a student will be the responsibility of the student borrowing the computer.

**3.3 Charging Your MacBook Air Battery**Your MacBook Air must be brought to school each day in a fully charged condition. Students need to charge their MacBook Airs each evening. If a MacBook Air loses charge due to use throughout the school day, charging stations are available in the Media Center.

**3.4 Screensavers/Background Photos**

● Any media deemed inappropriate by staff at Aitkin Schools, or that violates school policy, may not be used as a screensaver or background photo.

● Violation of this rule will result in actions as detailed in section 6.7, “Student Conduct and Discipline”.

**3.5 Sound, Music, Games, or Programs**

● Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

● Music is allowed on the MacBook Air and can be used at the discretion of the teacher.

● Students are encouraged to carry earphones.

● Students are permitted to download applications and games. However, any personally downloaded games and applications may be removed by AHS IT without notice.

**3.6 Printing**

Printing is discouraged in order to preserve resources. Student printing is available in the high school Media Center. Printing will also be available through a request to the teacher. Students can work with teachers to print in instances where printing cannot be avoided. Printing at home is permitted.

**3.7 Home Internet Access**

Students are allowed to connect to wireless networks on their MacBook Air. This will assist them with MacBook Air use while at home. The policies outlined in this document are applicable to home use of an Aitkin Schools provided device. Any violation of the policy will result in the student’s home use privilege being suspended. Students experiencing Internet issues at home should contact their Internet Service Provider (ISP) for support.

**3.8 Hardware Repairs**

All hardware repairs will be performed by Apple Certified Technicians to avoid any warranty issues related to the MacBook Air computer. DO NOT attempt service of any sort.

**4. MANAGING YOUR FILES & SAVING YOUR WORK**

**4.1 Saving to the MacBook Air/Home Directory**

Students should save work from their MacBook Air to their Google Drive or their Apple iCloud. Storage space will be available on the MacBook Air – BUT it will NOT be backed up in case of re-imaging. It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Unreported MacBook Air malfunctions are not an acceptable excuse for not submitting work.

**4.2 Network Connectivity**

The Aitkin School District has a very robust network and stable internet connections, but makes no guarantee that the data 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.

It is a violation of the Acceptable Use Policies to use applications (VPN, proxy or other) that bypass ISD 1 content filtering or any device management software. Repeat violations will result in disciplinary action as detailed in section 6.7, Student Conduct and Discipline.

**5. SOFTWARE ON MACBOOK AIRS**

**5.1 Originally Installed Software**

The software originally installed by AHS IT must remain on the MacBook Air in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from MacBook Airs at the completion of the course. Periodic checks of MacBook Airs will be made to ensure that students have not removed required software. Repeat violations will result in action as detailed in section 6.7, “Student Conduct and Discipline”.

**5.2 Additional Software**

Students are allowed to use Apple’s App Store or Aitkin Gobbler Self Service to download additional software on their MacBook Air. AHS will synchronize the MacBook Airs so they contain necessary software required for academic work. In the event that space is needed on MacBook Airs for academic related software, student downloaded/purchased software will be removed.

**5.3 Inspection**

Students may be selected at random to provide their MacBook Air for inspection. If a student’s device is requested for an inspection, passwords to unlock device must be provided. Aitkin Schools reserves the right to confiscate the device for any reason, at any time if inappropriate materials are found on the device.

**5.4 Procedure for Re-loading Software**

If technical difficulties occur, illegal, or non-Aitkin School installed software/apps are discovered, the MacBook Air will be restored to a fresh state. The school does not accept responsibility for the loss of any software or documents deleted due to re-formatting and re-imaging.

**5.5 Software Upgrades**

Upgrade versions of licensed software are available from time to time. AHS IT may push updates to the MacBook Airs without notice to students.

**6. ACCEPTABLE USE**

The use of Aitkin Public School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Aitkin School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled at Aitkin High School. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Aitkin Public School District's Student Code of Conduct shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

**6.1 Parent/Guardian Responsibilities**

● Talk to your children about values and the standards that should be followed on the use of the internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

● During registration, back to school night, or other scheduled time, parents are expected to attend in order to receive necessary information regarding the 1:1 program and sign the Insurance and Permission/Acknowledgement forms.

● Should you want your student to opt out of taking a MacBook Air home, your student will be assigned a MacBook Air to be checked out and returned at the end of each school day. Your student is responsible for meeting course requirements.

● Should you want your student to opt out of having a MacBook Air, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements.

**6.2 School Responsibilities**

● Provide internet access at school.

● Provide academic email account (username@isd1.org) to its students.

● Provide internet filtering and blocking of inappropriate materials as able while utilizing the Aitkin Public School District's Internet service.

● The Aitkin Public School District reserves the right to review, monitor, and restrict information stored on or transmitted via Aitkin School District owned equipment and to investigate inappropriate use of resources.

● Provide staff guidance to aid students in doing research, and academically related activities, help ensure student compliance of the acceptable use policy.

**6.3 Student Responsibilities**

● Read, understand and follow this policy (Policy #524.1 “Macbook Air 1:1”).

● Use computers/devices in a responsible and ethical manner.

● Obey general school rules concerning behavior and communication that applies to MacBook Air/computer use.

● Technology resources shall be used in an appropriate manner that does not result in the informational damage of school equipment. This damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student’s own intention, negligence, errors or omissions. Use of any information obtained via AHS District’s designated Internet System is at your own risk. Aitkin Public School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

● Physical damage to devices must be reported immediately to school staff.

● Secure MacBook Air devices against theft or loss.

● Help Aitkin Public School District protect our computer system/device by contacting an administrator about any security problems they may encounter.

● Monitor all activity on their account(s).

● Students should always secure their MacBook Air after they are done working to protect their work and information. Securing the MacBook Air includes storing the device out of sight and in a restricted access location.

● If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to forward a copy to a teacher and delete it from their MacBook Air.

● Students will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

● Students will respect the rights of copyright owners.

● Students must return their MacBook Air to the Aitkin Schools IT department at the end of each school year. Students who graduate early, withdraw, or are expelled, or terminate enrollment at Aitkin Schools for any other reason must return their MacBook Air computer on the date enrollment ends.

**6.4 Student Activities Strictly Prohibited:**

● Illegal installation or transmission of copyrighted materials.

● Any action that violates existing Aitkin Public School District's Board policy or public law.

● Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, harassing, or sexually explicit materials.

● Use of chat rooms or sites selling term papers, book reports and other forms of student work. ● Internet/computer games when class is in session.

● Changing of MacBook Air settings (exceptions include personal settings such as font size, brightness, etc.).

● Spamming-Sending mass or inappropriate emails.

● Gaining access to other student’s accounts, files, and/or data.

● Use of the school’s internet/email accounts for financial or commercial gain or for any illegal activity.

● Use of anonymous and/or false communications to mislead, harm, bully or harass another person is strictly prohibited.

● Students are not allowed to give out personal information, for any reason, over the internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, email, etc.

● Participation in credit card fraud, electronic forgery or other forms of illegal behavior.

● Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.

● Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, demoralize, or demean recipients.

● Bypassing the Aitkin Public School District's web filter through a web proxy, hot spot, phone tethering, or by any other means, including attempts to circumvent filtering software installed by ISD #1.

● Bullying as defined in Aitkin Public School District's Board Policy #514, found on the district website at [www.isd1.org](http://www.isd1.org) will not be tolerated.

● If using device on non-Aitkin District provided internet, use of explicit websites and information is prohibited.

**6.5 MacBook Air Care**

● Students will be held responsible for maintaining their individual MacBook Air and keeping it in good working order.

● MacBook Air batteries must be charged and ready for school each day.

● MacBook Airs that malfunction or are damaged must be reported to a teacher or to the AHS IT department.

● MacBook Airs that have been damaged from student misuse, neglect or are accidentally damaged will be repaired. Students are responsible for repair fees due at the time of repair. Students may be provided a temporary MacBook Air while their assigned device is being repaired.

● MacBook Airs that are stolen must be reported immediately to the local police department and AHS IT. Police reports should not be filed if the MacBook Air is misplaced or left unintentionally.

● MacBook Airs that are lost must be immediately reported to AHS IT for tracking and locating.

**6.6 Legal Propriety**

● Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

● Plagiarism is a violation of the AHS Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.

● Use or possession of hacking software is strictly prohibited and violators are subject to discipline as referred to in the AHS Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the district.

**6.7 Student Conduct and Discipline**

If a student violates any part of the above policy, he/she will encounter disciplinary action as defined in the student/parent handbook.

Senior students will also lose their senior privileges during this same period. Aitkin School’s administration reserves the right to modify discipline based on the severity of the student’s action. Violations of general student behavior policies will, of course, be subject to appropriate disciplinary actions.

**7. PROTECTING & STORING YOUR MACBOOK AIR COMPUTER**

**7.1 MacBook Air Identification**

Apple and ISD 1 both have unique ways to identify each device. These identifiers are to remain intact and not be tampered with. (These include serial numbers, computer name, and other ID’s)

**7.2 Storing your MacBook Air**

When students are not using their MacBook Air, they should be stored in their provided computer bags. Nothing should be placed on top of the MacBook Air when stored. Students are encouraged to take their MacBook Airs home every day after school, regardless of whether or not they are needed. MacBook Airs should never be stored in a vehicle, either at school or at home. If a student needs a secure place to store their MacBook Air, they may check it in for storage in the AHS Media Center.

**7.3 MacBook Airs Left in Unsupervised Areas**

Under no circumstance should MacBook Airs be left in unsupervised areas. Unsupervised areas include the school grounds and campus, lunchroom, commons, computer lab, locker rooms, media center, unlocked classrooms, dressing rooms and hallways. Any MacBook Air left in these areas is in danger of being stolen. If a MacBook Air is found in an unsupervised area, it will be taken to the school media center or principal’s office. Multiple offenses will result in disciplinary action as detailed in section 6.7 “Student Conduct and Discipline”.

**8. REPAIRING OR REPLACING YOUR MACBOOK AIR**

**8.1 Claims**

All repair/replacement claims must be reported to the AHS IT department. In the event of theft, students and parents must file a police report using the Serial Number, and bring a copy of the report to the principal's office immediately. This must happen before a MacBook Air can be repaired or replaced.

**8.2 School Damage & Repair Policy**

Aitkin Public Schools has a School Damage & Repair Policy for students and parents to cover MacBook Air repairs or replacement in the event of theft or accidental damage.

**8.3 Family Responsibility**

Students and their families are responsible for the fees associated with any repairs or replacements necessary. Students may be issued a temporary device to use in class while their assigned device is repaired. If a device is lost or stolen and there is no verifiable proof of theft (forced entry), the student will owe current market replacement cost of the device to ISD 1 (approximately $900). Students will be assigned a loaner or replacement device. The district and parents both reserve the right to keep the computer at school.  If a MacBook Air is stolen on Aitkin Public School’s property or off campus, it is the responsibility of the student and their family to follow the steps below to report the MacBook Air. The non-emergency line for Aitkin Police is (218) 927-2133.

**8.4 Steps to Follow if Your MacBook Air is Stolen:**

1) Report the MacBook Air stolen to the Aitkin (or local) Police – report must include the serial number of the MacBook Air computer. Student should contact the school for the computer serial number.

2) Report the theft to an administrator at Aitkin Public Schools.

3) Provide a copy of the filed police report to an administrator at Aitkin Public Schools.

For all theft claims, the student/family is required to provide a copy of the police report to Aitkin Public Schools. The police report, and the specific details of the theft, will determine what coverage may be available to replace the MacBook Air.

**Aitkin Public School District 1:1**

**Parent Permission and Parent/Student Acknowledgment Form**

**Fill out one (1) form per student (Grades 6-12)**

**-------------------------Parent Permission 2021-22--------------------**

**SECTION 1: Parent/Guardian: Please check box A, B or C: If you choose C, please skip to Section 2.**

1. **I provide permission for my child to participate in the Aitkin School District 1:1 program**. I am aware that the provided device is owned/leased by the Aitkin Public School District. I am aware that the care and responsibility of the device as outlined in the MacBook Air Acceptable Use, Guidelines and Procedures Handbook, both in and out of school lies with my child.

**OR**

1. **I provide permission for my child to participate in the Aitkin School District 1:1 program** **during the school day**, **but** **I** **DO NOT** **provide permission for my child to bring home a MacBook Air**. I am aware that the care and responsibility of the device as outlined in the MacBook Air Acceptable Use, Guidelines and Procedures Handbook while in school lies with my child. I understand that my child is responsible for the completion of all assignments, which may include homework using the MacBook Air computer.

**OR**

1. **I DO NOT provide permission for my child to participate in the Aitkin School District 1:1 program.** I understand that my child is responsible for the completion of all assignments, which may include homework using a computer.

**Parent/Guardian: Please INITIAL EACH of the following lines to acknowledge acceptance.**

***\_\_\_\_\_\_\_\_\_\_*** I have received the MacBook Technology Agreement and understand the information contained therein. I understand that if I choose to purchase insurance for the computer, the form and $50 will be due to the school before the MacBook is distributed and before coverage begins. The insurance fee will cover repairs needed for damage to the MacBook as outlined in the MacBook Air Insurance Declaration.

***\_\_\_\_\_\_\_\_\_\_***I understand that the insurance fee will NOT cover repair costs associated to damage caused intentionally or accidently by my child to another student's MacBook Air computer and I will be held financially responsible for those repair costs.

***\_\_\_\_\_\_\_\_\_\_***In the event the assigned MacBook is lost, I understand that current market replacement cost of the device (approximately $900) is due immediately to Aitkin Public Schools.

***\_\_\_\_\_\_\_\_\_\_*** In cases of theft, vandalism, other criminal acts or acts of nature (i.e. fire, flood), a police/fire report MUST be filed immediately by the student or parent. A copy of the police/fire report must be provided to the principal's office before the district will replace the MacBook. Lack of proper documentation will result in my being billed for the full cost of the MacBook.

***\_\_\_\_\_\_\_\_\_\_*** I have read and understand the information in the MacBook Air Acceptable Use, Policy and Procedures Handbook, and have discussed the material with my child.

**SECTION 2 – Parent/Student Signatures**

Parent/Guardian Name (Please Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Date \_\_\_\_\_\_\_\_\_\_\_

I have read the “Student Pledge for MacBook Air Use “and agree to the stipulations set forth in the documents including the MacBook Air Acceptable Use, Policy and Procedures Handbook .

Student’s Name (Please Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade\_\_\_\_\_\_\_

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

**Student Pledge for MacBook Air Use**

**All students should read, understand and retain a copy of this document.**

1. I have read and understand the information in the “MacBook Air Acceptable Use, Policy and Procedures” document available in on the school website and in the Student/Parent Handbook. I will take care of my MacBook Air as identified in that document.
2. I will follow the procedures outlined in the document listed in item #1, **while at school, as well as outside of the school.**
3. I will never leave the MacBook Air unattended and understand that, if found at school, I will be subject to discipline. If my MacBook Air is damaged, lost or stolen I will be required to pay the associated fees for loss or repair.
4. I understand the MacBook Air is my responsibility and I will not loan it to other individuals.
5. I will know where the MacBook Air is at all times.
6. I will bring a charged MacBook Air to school daily.

1. I will keep food and beverages away from all MacBook Airs since they may cause damage to the device.
2. I will not disassemble any part of the MacBook Air or attempt any repairs.
3. I will protect the MacBook Air by always carrying it, according to the guidelines, **only in the bag/case provided by the school.**
4. I will use the MacBook Air in ways that are responsible, appropriate, meet Aitkin Public School’s expectations and are educational.
5. I will respect any and all other MacBook Air’s that are not assigned to me.
6. I understand that the MacBook Air is subject to inspection at any time, without notice, and remains the property of the Aitkin School District. I will provide the MacBook Air passcode to staff immediately upon request.
7. I understand that inappropriate content found on the device is subject to disciplinary action.

1. I will file a police report in case of theft, vandalism, or if required by insurance policies.

1. I will be responsible for all fees due to damage or loss caused by neglect or abuse to the assigned MacBook or any other student’s MacBook.

1. I agree to return the district MacBook Air, bag/case, power cords, and any other accessories in good working condition at the end of the school year, or the end of my enrollment in the Aitkin Public School District, whichever comes first.

**Aitkin Public Schools**

**MacBook Air Insurance Policy Declaration**

**Introduction:**

Independent School District #1 is proud to offer affordable insurance to our families participating in our MacBook Air 1:1 program. Your policy protects your district-issued laptop against a variety of losses. This document explains the policy offered by the school district, including cost of insurance, what is covered /not covered, and an explanation of what to do if you have a loss. This coverage applies ONLY to loss occurring during the policy period, which ends on June 2, 2022 or when the student is no longer enrolled, whichever date is earlier.

**Replacement Cost Policy:**

ISD #1 will pay the current cost of repair or replacement, up to the present value of the device. When the identical device/item is no longer manufactured or is not available, the district will pay the cost of a new device/item similar to that damaged or destroyed and which is of comparable quality and usefulness. The amount of coverage should represent the value of insurable goods.

MacBook Air (replacement = $900.00)

**Cost of Insurance for 2021-22 Year:**

**Insurance Cost: $50.00**

**Insurance cost for students who are eligible via the Application for Educational Benefits: $25.00**

**(Applications must be submitted to the District Office before insurance is purchased.)**

**Coverage:**

* First Incident: $50.00 Deductible
* Second Incident: $100.00 Deductible
* Third incident: 50% cost of repair
* Fourth incident: 100% cost of repair

**What is Covered:**

o Insurance is provided for the exact device by serial number assigned to a student

o Students with insurance are also covered while using a district loaner device

o All accidental damage, including but not limited to:

* Spills
* Liquid submersion
* Drops

o Theft: Stolen items will be covered 100% only with an accompanying police report

o Act of nature damage: Must have accompanying validation of event (Police or Insurance Reports)

* Flood
* Fire
* Power Surge due to lightening
* Natural Disasters
* Vandalism

o Manufacturer Defects

**What is not Covered:**

o Missing items: ISD # 1 will not cover loss caused by your inability to locate your MacBook Air, unless circumstances support the theory that the property was stolen. If your property was stolen, you are required to notify the local police department immediately upon discovery. This policy does not provide coverage if you fail to notify the police.

o Intentional damage to a device: ISD #1 will not cover a loss caused by intentional damages or destruction of property covered under this policy.

o Accidental damage caused by negligence: ISD #1 will not cover a loss caused by individual’s negligent or intentional damage or destruction of property covered under this policy. This includes trying to turn on a computer that is not at room temperature (i.e. was left in a vehicle in cold weather)

o Corrosion or rust: ISD #1 will not cover any loss caused by corrosion or rust to the MacBook Air.

o Dishonest acts: ISD #1 will not cover any loss caused by your dishonesty, or any loss caused by another party acting for you. Nor will the district cover any loss arising from any illegal acts.

o Power surge: ISD #1 will not cover any loss due to an electrical power surge, unless caused by lightening (Act of Nature).

o Additional items if stolen: ISD #1 will only cover district-owned devices. Any additional device or other property damaged or lost due to theft along with the insured district device WILL NOT BE COVERED. (Example: cell phone left in a laptop case, etc.).

o Theft from unattended device: ISD #1 will not cover any loss due to a device being placed in an unsecured location. Property in a personally owned automobile is covered, provided that the vehicle was locked at the time of the theft and there was visible evidence of forced entry into the vehicle.

o Misidentification: ISD #1 will not cover a loss of a device if serial numbers have been removed.

o Cosmetic dents or scratches

o Intentional damage done by the student covered by this insurance to another student’s device.

o Loss and damage that is covered by another insurance plan.

**What to do if you have a loss:**

**If you have a loss to property covered by this policy, you must:**

1. Notify the local police immediately upon discovery of the theft or loss.
2. Report the loss to ISD #1 as soon as possible. Report all claims to one of the following: ISD #1 Technology Department or the Aitkin High School principal’s office.
3. Do everything possible to protect your property from further loss.
4. Respond in an honest and forthcoming manner to the district’s questions about your claim. You must also be willing to sign a copy of your answers.
5. Be honest: This policy will not provide coverage if you mislead, attempt to defraud or lie about any matter concerning the insurance, either before or after a loss. Unintentional errors or oversights will not affect your coverage.
6. Subrogation: In the event of a loss, you may be able to recover part or all of your loss from someone other than ISD #1. Because of this, you must do all that is possible after the loss to preserve any rights you may have to such recovery. If we make a payment under the policy, your right of recovery then belongs to ISD # 1. You must help us as much as you can to enforce these rights.

**Aitkin Public Schools**

**MacBook Air Insurance Policy**

**2021-22**

**Fill out one (1) form per family**

**The cost of the MacBook Air Insurance Policy is $50.00 per student.**

**Discounted cost for families eligible for educational benefits (free/reduced meals) is $25 per student.**

**SECTION I – Check either box A or B and initial on the line to indicate you have read the statements**

**A..**

**I WISH TO PURCHASE INSURANCE FOR MY STUDENT(S) MACBOOK**

**(Please initial here \_\_\_\_\_\_ indicating you have read and understand the statements below, fill out Section 2, sign form and return it to the high school with payment)**

I have read the “MacBook Air Computer Acceptable Use, Policy and Procedures” document.

I understand that this insurance policy is optional.

I understand that this insurance policy does not cover damage done by my child to another student’s MacBook Air.

I understand that this policy is not refundable. During the year, if my child(ren) are no longer enrolled, I will not receive a full or partial refund of this premium.

I understand that if the MacBook Air has to be fully replaced due to damage, loss or theft, this policy will no longer be in force. I can obtain coverage on the replacement machine by purchasing a new policy.

I understand that revisions to this policy may be made. If revisions are made, I will be notified and given a copy of any revisions.

**I DO NOT WISH TO PURCHASE INSURANCE FOR MY STUDENT(S) MACBOOK. (Please initial the statement below, fill out Section 2, sign the form and return it to the high school)**

**B..**

Initial: \_\_\_\_\_ I have read the “MacBook Air Computer Acceptable Use, Policy and Procedures” document.

**SECTION 2**

Student’s Name (Please Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_\_\_

Student’s Name (Please Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_\_\_

Student’s Name (Please Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_\_\_

Student’s Name (Please Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_\_\_

Student’s Name (Please Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_\_\_

Student’s Name (Please Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_\_\_

**OVER**

Parent/Guardian’s Name (Please Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, and Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cost Per Child: #\_\_\_\_\_\_\_\_ @ $50.00 = Total Due: $\_\_\_\_\_\_\_\_**

NOTE: If an Application for Educational Benefits has been submitted but not approved, full price should be paid and a refund will be issued upon application approval.

I have completed an Application for Educational Benefits for consideration. Please contact me after that application is processed if I am eligible for a refund of $25 per student.

My child(ren) is(are) currently eligible for Educational Benefits:

**Cost Per Child: #\_\_\_\_\_\_\_\_\_@ $25.00 = Total Due: $\_\_\_\_\_\_\_\_\_**

**Office Use Only**:

**Total Paid: $\_\_\_\_\_\_\_\_\_\_**

**Payment Method (circle):**

Cash

Check #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Online (Infinite Campus)

Received by: \_\_\_\_\_\_\_\_\_\_\_\_

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

Refund (If applicable)

Amount: $\_\_\_\_\_\_\_\_\_\_\_\_

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

**Individual school MacBook Air computers and accessories must be returned to Aitkin Schools IT at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment in Aitkin Public Schools for any other reason must return their individual school MacBook Air computer on the date of termination.**

**Source:** Aitkin Independent School District No. 01, Atikin, MN

**Legal References:**

**Cross References:**

**Reviewed:** 6-20-2016,

**Approved:** 7-18-2016, Sent for approval 8/10/21