

# MacBook Air & Apple iPad

## Acceptable Use, Guidelines, and Procedures Handbook

Aitkin Public Schools works diligently to improve the quality and access to technology tools and resources. Our schools continue to expand 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 Air computers, Apple iPads, 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 guidelines, procedures and information within this document apply to all MacBook Air computers and iPads used at Aitkin High School, Rippleside Elementary School, and the Aitkin Alternative School as well as any other device considered by the administration to come under these guidelines and procedures. Teachers may set additional requirements for use in their classroom.

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## **1. MACBOOK AIR/IPAD 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 Public School District is not transferable or extendable by students to people or groups outside the district and terminates when a student is no longer enrolled in Aitkin Public Schools. These guidelines are 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 document, 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.

### **1.1 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 Acceptable Use Policy and Permission/Acknowledgement forms.
- Should you want your student to opt out of taking a MacBook Air/iPad home, your student will be assigned a MacBook Air/iPad 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/iPad, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements.

### **1.2 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.
- ISD #1 reserves the rights to review, monitor, and restrict information stored on or transmitted via Aitkin Public 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.

### **1.3 Student Responsibilities**

- Read, understand and follow this document, "MacBook Air/iPad Acceptable Use, Guidelines, and Procedures"
- Use computers/devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that applies to MacBook Air computer/iPad use.
- Use technology resources 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 negligence, errors or omissions. Use of any information obtained via Aitkin Public School 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 should be reported immediately to school staff.
- Secure MacBook Air/iPad 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/iPad after they are done working to protect their work and information. Securing the MacBook Air/iPad includes storing the device out of sight and in a restricted access location.
- If a student should receive an 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/iPad.
- 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.
- Return their MacBook Air/iPad to Aitkin Public School District's IT department at the end of each school year or the end student enrollment for the year, whichever comes first.

#### 1.4 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 studentwork.
- Internet/computer games when class is in session.
- Changing of MacBook Air/iPad 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.
- 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 any non-Aitkin Public Schools provided internet, use of explicit websites and information is prohibited.

#### 1.5 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 Student 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 Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the district.

## 2. RECEIVING YOUR MACBOOK AIR/IPAD

**2.1 MacBook Air/iPad Distribution:** MacBook Airs/iPads will be distributed each fall during "MacBook Air/iPad Deployment and Orientation" the week before school starts at the high school and during Entrance Conferences at Rippleside.

**2.2 Required Forms and Insurance Fee:** Parents & students must read the "Student Pledge for MacBook Air/iPad", the "MacBook Air/iPad Insurance Declaration", and read, sign and return the "Parent Permission and Parent/Student Acknowledgement Form" and pay the insurance fee before the MacBook Air/iPad will be issued. Forms are available at the end of this document.

**2.3 The MacBook Air/iPad Insurance Policy** will protect you and your student against damage and help cover costs associated with accidental damage to the MacBook Air/iPad. Information about coverage can be found in the "MacBook Air/iPad Insurance Declaration", included at the end of this handbook.

**2.4 MacBook/iPad Fees:** Any MacBook/iPad related fees for previous years must also be paid before the student will be allowed to take the MacBook Air/iPad home.

## 3. MACBOOK AIR/IPAD CARE, PROTECTION AND STORAGE

The MacBook Air/iPad is school property and **ALL USERS** will follow the procedures and guidelines in this document and in Aitkin Schools Policy #524 – Internet Acceptable Use and Safety, which can be found at [www.isd1.org](http://www.isd1.org).

Students will be held responsible for general care and maintenance of their individual, school-issued, MacBook Air/iPad (hereafter referred to as device) and for keeping it in good working order.

### **3.1 General Precautions**

- Treat the MacBook Air/iPad with care and respect. The same device will be issued to you each year. You are responsible for its care and financially responsible for any damages.
- Use your device where the temperature is between 50° and 95° F (10° and 35° C). Don't leave your computer in your car, because temperatures in parked cars are often out of this range. Let your computer warm to room temperature before turning on the power if it has been left in cold temperatures.
- Cords and cables must be inserted and disconnected carefully to prevent damage to the device.
- Use only Apple-authorized power adapters. Avoid overheating the power adapter.
- Use your device on a stable work surface that allows for good ventilation. Don't use your computer in your bed, on a pillow, or under covers.
- If your device has ventilation openings, don't put anything into them.
- MacBook Airs/iPads must never be left in an unlocked locker, car or any unsupervised area.
- Students are responsible for keeping their device's battery charged for school each day.
- If students use skins or covers to personalize their MacBook Air/iPad case they must be removed without damage to the device or case prior to returning the computer to the school.
- Do not use any markers, make engraving, scratches or apply stickers on the device itself or the school provided carrying case.

### **3.2 Carrying the MacBook Air/iPad**

- The protective case provided with the MacBook Air/iPad has sufficient padding to protect the device from normal treatment and provide a suitable means for carrying the device in or out of the school. The guidelines below should be followed:
- MacBook Airs/iPads 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 case of your MacBook Air/iPad.
- Take care of your case! The protective cases will only be replaced every three years from the time of issue.

### **3.3 Screen Care**

The MacBook Air/iPad 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 device when it is closed.
- Do not place anything near the device that could put pressure on the device.
- Do not place anything in the carrying case that will press against the device.
- Only use a clean, soft, dry cloth or anti-static cloth to clean the screen, no cleansers of anytype.
- Do not bump or toss the device (in or out of the protective case) against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

### **3.4 Storing your MacBook Air/iPad**

When students are not using their MacBook Air, they should be stored in their provided computer bags. iPads should not be removed from their protective cases. Nothing should be placed on top of the device when stored. Students are encouraged to take their device home every day after school, regardless of whether or not they are needed, provided their parent has signed paperwork allowing them to take the device home and no computer fees are owed. Devices should never be stored in a vehicle, either at school or at home.

MacBook Airs/iPads should never be left in a cold environment. If a student needs a secure place to store their device, they may check it in for storage in the High School or Rippleside Media Center.

## **4. USING YOUR MACBOOK AIR/IPAD AT SCHOOL**

### **4.1 Daily Expectations**

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

### **4.2 Charging Your MacBook Air's/iPad's Battery**

MacBook Airs/iPads must be brought to school each day in a fully charged condition. Students need to charge their device each evening. If a device loses charge due to use throughout the school day, charging stations are available in the Media Center.

### **4.3 MacBook Airs/iPads Left in Unsupervised Areas**

Under no circumstance should MacBook Airs/iPads 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, bathrooms and hallways. Any MacBook Air/iPad left in these areas is in danger of being stolen. If a device is found in an unsupervised area, it will be taken to the Media Center or the principal's office. Multiple offenses will result in disciplinary action as detailed in section 10, Student Discipline.

#### **4.4 MacBook Airs/iPads Left at Home**

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

#### **4.5 Screensavers/Background photos**

- Any media deemed inappropriate by Aitkin Public School staff, 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 10, "Student Conduct and Discipline".

#### **4.6 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/iPad at the discretion of the teacher or other staff.
- 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 Aitkin Public School District's IT department without notice.

#### **4.7 Printing**

Printing is discouraged in order to preserve resources. However, printing will 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.

#### **4.8 Home Internet Access**

Students are allowed to connect to wireless networks on their MacBook Airs/iPads. This will assist them with MacBook Air/iPad use while at home. The policies outlined in this document are applicable to home use of an Aitkin Public School District 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.

### **5. MANAGING YOUR FILES & SAVING YOUR WORK**

#### **5.1 Saving to the MacBook Air/iPad Home Directory**

Students should save work to their Google Drive, their Apple iCloud, or the district server from their MacBook Air/iPad. Storage space will be available on the device – 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. MacBook Air/iPad malfunctions are not an acceptable excuse for not submitting work. The school district will not be responsible for file loss/damage if files are not backed up properly.

#### **5.2 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 Guidelines/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 10, "Student Conduct and Discipline".

### **6. SOFTWARE ON MACBOOK AIRS/IPADS**

#### **6.1 Originally Installed Software**

The software originally installed by the Aitkin Public School District's IT department must remain on the MacBook Air/iPad 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 devices at the completion of the course. Periodic checks of devices will be made to ensure that students have not removed required software. Repeat violations will result in action as detailed in section 10, "Student Conduct and Discipline".

## 6.2 Additional Software

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

## 6.3 Inspection

Students may be selected at random to provide their MacBook Air/iPad for inspection. If a student's device is requested for an inspection, passwords to unlock device must be provided. ISD #1 reserves the right to confiscate the device for any reason, at any time, if inappropriate materials are found on the device.

## 6.4 Procedure for Reloading Software

If technical difficulties occur, illegal, or non-Aitkin Public School installed software or apps are discovered, the MacBook Air/iPad 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.

## 6.5 Software Upgrades

Upgraded versions of licensed software are available from time to time. Aitkin Public Schools IT department may push updates to the MacBook Airs/iPads without notice to students.

## 6.6 Find My

In addition to a variety of district security measures, "Find My Mac/iPad/iPhone", can be activated by the end user. If a device is lost or stolen, the student will work with school staff to identify the location of the device for recovery. This includes providing all access to accounts to assist with identifying the location of the device.

## **7 DAMAGED, LOST OR STOLEN MACBOOK AIR/IPAD**

### 7.1 MacBook Air/iPad 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 Reporting a Damaged, Lost or Stolen MacBook/iPad

- All repair/replacement claims must be reported to the IT department immediately.
- MacBook Airs/iPads that are broken, malfunction, or are damaged, must be reported to a teacher or to the IT department.
- MacBook Airs/iPads that are **lost** must be immediately reported to the IT department for tracking and locating.
- MacBook Airs/iPads that are **stolen** must be reported immediately to the Aitkin Police Department and the Aitkin Public School's IT department. Police reports should not be filed if the device is misplaced or left unintentionally.

## **8. REPAIRING OR REPLACING YOUR MACBOOK AIR/IPAD**

### 8.1 Hardware Repairs

All hardware repairs will be performed by Apple Certified Technicians to avoid any warranty issues related to the MacBook Air computer/iPad.

### 8.2 MacBook Air/iPad Loaner During Repair

MacBook Airs/iPads 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 device (loaner) while their assigned device is being repaired. There may be a delay in getting a device should the school not have enough spare computers to loan. Any damage to a device that is loaned to a student will be the responsibility of the student borrowing the computer and all rules, regulations and responsibility for damage will apply to the loaned computer as if it is the student's assigned device.

### 8.3 Family Responsibility

Students and their families are responsible for the fees associated with any repairs or replacements necessary. 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 \$880.00 for MacBook Air, \$294.00 for iPads and \$120 for the iPad touch case). Students maybe assigned a loaner or replacement device. The district and parents both reserve the right to keep the computer at school. If a MacBook Air/iPad 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 device as stolen. The non-emergency line for the Aitkin Police is (218) 927-2133.

## **The steps to follow if your MacBook Air/iPad is stolen:**

- 1) Report the MacBook Air/iPad stolen to the Aitkin (or local) Police – report must include the serial number of the device. Student should contact the school for the computer serial number.
- 2) Report the theft to an administrator at the Aitkin Public Schools.
- 3) For all theft claims, the student/family is required to provide a copy of the police report to administration at 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/iPad.

## **9 MACBOOK AIR/IPAD RETURN/COLLECTION**

### **9.1 Student Whose Enrollment Ends During the School Year**

A student who transfers out of, withdraws, or is expelled from the Aitkin Public School District during the school year must return the school owned MacBook Air/iPad and accessories, and pay any associated fees for the MacBook Air/iPad on or before the date of withdrawal. Students and their parents/guardians are subject to financial liability until the computer is returned and associated fees are received.

### **9.2 End of School Year Collection**

For all students enrolled until the end of the school year, school owned MacBook Airs/iPads and accessories will be collected by the Information Technology (IT) department during the final weeks of school so they can be checked for serviceability and put in storage.

### **9.3 Fees for Missing or Damaged MacBook Air/iPad and Accessories**

- In the event a student's MacBook Air/iPad is damaged, the computer will be assessed by the IT department and sent for repair if necessary. Students will be responsible for repair fees and/or accessory replacement and will be billed after the repaired computer is sent back to the school. The amount billed will be the full cost of the repair/replacement, unless a MacBook/iPad Insurance policy has been purchased through the school and the policy covers the damage. The appropriate deductible will then be billed.
- In the event a computer is not returned to the school after student withdrawal or at collection at the end of the school year, the student/parent/guardian must pay the full replacement cost of the MacBook Air/iPad.
- Failure to return the MacBook Air/iPad within 5 working days after the end of the student enrollment in Aitkin Public Schools or the end of the school year, will result in a theft report being filed with the Aitkin Police Department. The student will be responsible for any damage to the device as listed above.
- A bill for a replacement or for any needed repairs will be sent to the student/parent in each of the above cases. The amount billed will not exceed the replacement cost of the MacBook Air/iPad. All repair bills are due to the school within 30 days after the date of billing.

## **10. STUDENT CONDUCT AND DISCIPLINE**

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

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.

# Student Pledge for MacBook Air/iPad 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 & Apple iPad Acceptable Use, Guidelines and Procedures” document available in on the school website and in the Student/Parent Handbook. I will take care of my MacBook Air/iPad (hereafter referred to as device) 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 device unattended and understand that, if found at school, I will be subject to discipline. If my device is damaged, lost or stolen I will be required to pay the associated fees for loss or repair.
4. I understand the device is my responsibility and I will not loan it to other individuals.
5. I will know where the device is at all times.
6. I will bring a charged device to school daily.
7. I will keep food and beverages away from all devices since they may cause damage to the device.
8. I will not disassemble any part of the device or attempt any repairs.
9. I will protect the device by always carrying it, according to the guidelines, **only in the bag/case provided by the school.**
10. I will use the device in ways that are responsible, appropriate, meet Aitkin Public School’s expectations, and are educational.
11. I will respect any and all other devices that are not assigned to me.
12. I understand that the device is subject to inspection at any time, without notice, and remains the property of the Aitkin School District. I will provide the device passcode to staff immediately upon request.
13. I understand that inappropriate content found on the device is subject to disciplinary action.
14. I will file a police report in case of theft, vandalism, or if required by insurance policies.
15. I will be responsible for all fees due to damage or loss caused by neglect or abuse to the assigned device or any other student’s device.
16. I agree to return the district MacBook Air/iPad, 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/iPad Insurance Declaration

### Introduction:

Independent School District #1 is proud to offer an affordable insurance/technology policy to our families participating in our MacBook Air/iPad 1:1 program. Your policy protects your district-issued MacBook Air/iPad (hereafter referred to as “device”) against a variety of losses. This document explains the insurance coverage offered by the school district, 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 the student’s last day of enrollment in the school year in which the insurance fee was paid.

### Replacement Cost Policy:

After the deductible is met, 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.

### Cost of Insurance/Repairs/Replacement:

Insurance will be \$50 per computer/\$20 per iPad. Discounted cost for MacBook insurance for families eligible for educational benefits (free/reduced meals) is \$25 (MacBook) or \$10 (iPad) per student.

#### Cost with insurance:

- First Incident: \$50.00 Deductible
- Second Incident: \$100.00 Deductible
- Third incident: 50% cost of repair
- Fourth incident: 100% cost of repair
- MacBook Air replacement: approximately \$880.00
- iPad replacement: approximately \$294, iPad Touch Case replacement: \$120

#### Cost without insurance:

- All incidents: 100% of cost of repair
- MacBook Air replacement: approximately \$879.00
- iPad replacement: approximately \$294.00 for the iPad and \$120.00 for the typing case

### What is Covered:

- The Insurance fee covers the exact device by serial number assigned to a student or a loaner device if one is issued to the student during repair of their MacBook Air/iPad
- All accidental damage, including but not limited to:
  - Spills
  - Liquid submersion
  - Drops
- Theft: Stolen items will be covered 100% with an accompanying police report
- Act of nature damage: Must have accompanying validation of event (Police or Insurance Reports)
  - Flood
  - Fire
  - Power Surge due to lightening
  - Natural Disasters
  - Vandalism
- Manufacturer defects will be covered 100%

### **What is NOT Covered:**

- Chargers, cables, computer bag, case
- Missing items: ISD # 1 will not cover loss caused by your inability to locate an item of property, 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.
- Intentional damage to a device: ISD #1 will not cover a loss caused by intentional damages or destruction of property covered under this policy.
- Damage done to the device by another student. If a report of another student damaging the computer/iPad is filed immediately with the principal, the other student will be responsible for 100% of the repair/replacement cost. If the damage is not reported, the student who was issued the computer/iPad will be responsible for 100% of the repair/replacement cost.
- 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.
- Corrosion or rust: ISD #1 will not cover any loss caused by corrosion or rust to the property.
- 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.
- Power surge: ISD #1 will not cover any loss due to an electrical power surge, unless caused by lightning (Act of Nature).
- Additional items if lost/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.).
- 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.
- Misidentification: ISD #1 will not cover a loss of a device if there is any removal of any serial numbers.
- Cosmetic dents or scratches
- Loss and damage that is covered by another insurance plan or funding mechanism.

### **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 Principal's Office at Rippleside Elementary or Aitkin High School.
3. Do everything possible to protect your property from further loss.
4. Separate the damaged property from the undamaged property.
5. 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.
6. 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.
7. 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 School District 1:1  
Parent Permission and Parent/Student Acknowledgment Form**

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

\*\*\*\*\*Parent Permission\*\*\*\*\*

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

**A. 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 & Apple iPad Acceptable Use, Guidelines and Procedures Handbook”, both in and out of school lies with my child.

**OR**

**B. 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/iPad.** I am aware that the care and responsibility of the device as outlined in the “MacBook Air & Apple iPad 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/iPad computer.

**OR**

**C. 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/iPad Technology Agreement and understand the information contained therein. I understand that if I choose to purchase insurance for the computer, the form and payment will be due to the school before the MacBook Air/iPad is distributed. The insurance fee will cover repairs needed for damage to the MacBook Air/iPad as outlined in the MacBook Air/iPad Insurance Declaration.

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

\_\_\_\_\_ In the event the assigned MacBook Air/iPad is lost, I understand that current market replacement cost of the device (approx. \$880 for the MacBook, \$294 for the iPad and \$120 for the iPad typing case) 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 Air/iPad. Lack of proper documentation will result in my being billed for the full cost of the MacBook Air/iPad.

\_\_\_\_\_ I have read and understand the information in the “MacBook Air & Apple iPad Acceptable Use, Guidelines 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/iPad Use “and agree to the stipulations set forth in the documents including the “MacBook Air & Apple iPad Acceptable Use, Guidelines and Procedures Handbook”, and the MacBook Air/iPad Technology Agreement.

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

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

**Aitkin Public Schools**  
**MacBook Air/iPad Insurance Policy**  
**2022-23**

**Fill out one (1) PER FAMILY/PER SCHOOL**

**PLEASE CIRCLE SCHOOL (circle only one):**    **Aitkin High School**      **Rippleside Elementary**

The cost of the MacBook Air/iPad Insurance Policy is \$50 (MacBook)/\$20 (iPad) per student.  
Discounted insurance is available for families eligible for educational benefits (free/reduced meals).  
Discounted rates: MacBook - \$25 per student, iPad-\$10 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/IPAD**  
(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/iPad Computer Acceptable Use, Guidelines 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/iPad.
- 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/iPad 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.

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

\_\_\_\_\_ I have read the “MacBook Air & Apple iPad Acceptable Use, Guidelines 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 \_\_\_\_\_

**Parent information and signature required on back.**

**OVER**

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

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

Address \_\_\_\_\_

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

**Cost Per Child:**

|                           | <b># children</b> |                         |
|---------------------------|-------------------|-------------------------|
| <b>MacBook</b>            | _____             | @ \$50.00 = \$ _____    |
| <b>MacBook (reduced)*</b> | _____             | @ \$25.00 = \$ _____    |
| <b>iPad</b>               | _____             | @ \$20.00 = \$ _____    |
| <b>iPad (reduced)*</b>    | _____             | @ \$10.00 = \$ _____    |
| <b>Total Due</b>          |                   | \$ <input type="text"/> |

**\*Application for Educational Benefits must have been turned in and approved or families direct certified before reduced amounts will be accepted. If you have turned in an application and your eligibility status has not been determined, you will need to pay the full amount and a refund will be sent to you if you qualify for free/reduced meals.**

**Office Use Only:**

Payment Method (circle):

Cash

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

Digital Fee Assigned

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

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