

## **INSTRUCTION**

### **Ottawa Elementary School District 1:1 Program**

The iPad issued to your student is the property of Ottawa Elementary School District #141, and all terms outlined in the Ottawa Elementary District handbook apply. The District retains the right to revoke the privileges of use and may take disciplinary actions if the users do not comply with the conditions stated throughout the handbook and as further set forth herein:

1. The iPad shall be used for educational purposes only.
2. The iPad shall not be used for unethical uses.
3. The iPad must stay in the school provided case at all times.
4. If a student is taking an extended vacation, they must turn the iPad in to the District.
5. The iPad and any accessories provided by the District must be turned in prior to the end of the school year in substantially the same condition they were issued.
6. Students who leave Ottawa Elementary District#141 during the school year must return the iPad and all District provided accessories to the Technology Department at the time they leave the District. Failure to return the iPad within three days of withdrawal from the School District may result in legal action, including but not limited to filing a police report and/or civil action.
7. The iPad is property of the District and may be seized and reviewed at any time.
8. The student is expected to follow classroom rules and expectations with the iPad at all times.
9. In the event an iPad is damaged, stolen, or lost, the student and/or the parent/guardian should contact the school immediately. Filing a police report may be advised.
10. The device shall only be used by the student to whom it was assigned. Use of the device by someone other than the student to whom it is assigned is in violation of District Policy.
11. The student will not receive their report card at the end of the school year until all District owned technology has been returned to the District.

**Damage Policy**

The District understands that accidents happen. Every case of damage will be assessed and evaluated to determine if the proper measures to keep the iPad safe were taken.

-If the student does not use proper care in the iPad resulting in damage to the iPad the student may be responsible for repair or replacement costs as determined by the administration and technology team.

-The assessment of iPad damage and cost of repair will be in the sole discretion of the building administration and technology team.

-If the student has multiple cases of damage, that student may lose their iPad privileges for that school year.

**Current Damage Repair Cost**

- LCD Screen - \$115
- Misc. Hardware (Buttons/Charging Port/Aux Port) \$50
- Screen Cover Case - \$50
- Case keyboard - \$50
- Lightning cable - \$20
- Charging Adapter - \$20

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Parent/Guardian Name (please print) \_\_\_\_\_

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

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

FIRST READING: APRIL 20, 2021

SECOND READING: MAY 18, 2021

APPROVAL: MAY 18, 2021