Student iPad information

Every student at SBD will be issued an iPad with a charger and case. The iPad will be used in classes for instruction and for high school students at home for homework/study. The iPads are an essential part of the curriculum. The iPads need to be brought to school each day fully charged. A fully charged iPad should last an entire school day. High school students should leave chargers at home to avoid misplacing them.

Student Responsibility

Care of the iPad
The student is responsible for proper care of the iPad. Follow these guidelines to help insure the iPad remains in good working order:

- Do not leave iPads in automobiles as technology equipment may be stolen and cannot tolerate extremes in temperature
- iPad should be used by assigned student only
- Clean screen and case with a soft cloth only.
- Carry the iPad cradled in the arm or in a backpack to avoid accidental dropping
- Keep away from food and drink
- Do not remove any stickers from the device or case
- Do not stack anything on the iPad, the screens are very sensitive and can be damaged

Problems with an iPad
If an iPad is not working properly, damaged, missing or believed to be stolen report it to the IMC, Assistant Principal or Principal immediately. Some problems may be able to be taken care of in the IMC, otherwise it will go to the Technology Department for repair. If it is stolen a police report will need to be filed. In the event of student misconduct or intentional damage, students will be responsible for the cost of repairs based on the actual cost.

Returning the iPad
All iPads, chargers and cases must be returned to the school at the end of the school year or when the student leaves the district. The equipment will be collected during the school day. Student will be financially responsible for any unreturned or intentionally damaged equipment.

The current District replacement cost of an iPad Air 2, case, and charger is $540 (subject to change based on actual costs). The cost of damage shall be based on the repair or replacement costs.

If you have any questions or concerns please contact the Assistant Principal (A.P.) or the Instructional Technology Coach.

Principal and School Responsibility
When a student leaves during the school year, the assigned equipment is gathered by the school and checked for damage. At the end of each school year, the principal or designee will check every device for damage. If needed, a claim form is submitted and responsibility for any damage is determined in coordination with the principal or designee.
School District of Beloit (SDB) Lost, Damaged, or Stolen Technology Equipment – Guidelines and Agreement - Students

**Purpose**
These guidelines define how to handle lost, damaged, or stolen, district-supplied electronics equipment. These guidelines describe mandatory reporting and assign responsibility based on the circumstances of each case.

When you consider technology equipment damaged, lost, or stolen:
1. If stolen, file a Police Report.
2. If stolen, lost, or damaged, the assistant Principal will complete a report.
3. If stolen, include a copy of the Police Report with the Form.
4. All forms and procedures must be submitted within 30 days or the lost or damaged equipment becomes a discipline matter.
5. Individuals who have not provided a Police Report or who have damaged or misplaced their device due to negligence will be charged. If the issued mobile device acquires damage:
   --The school will turn the mobile device into the Technology Services Department.
   --The Technology Services Department will assess the damage and send to the appropriate repair center.

If negligence of the device is evident, the Beloit School District will bill the parent or guardian the actual cost of the repair and shipping. If the device has 30 days or more left on the original warranty, it will be returned to the manufacturer or an approved third-party warranty service provider. For all Apple hardware, employees may check the warranty status by visiting https://selfsolve.apple.com and entering the serial number of the device in question. If the device is no longer under warranty, a trusted third-party vendor will be used for repairs.

The Technology Services Department cannot provide the exact cost until the equipment is inspected at the Apple approved repair shop when ready for repair. Once the cost is determined, the parent or guardian must provide payment to the School District of Beloit as a reimbursement. If a payment is not received, the School District of Beloit has the right to revoke mobile device privileges and/or the District has the right to assign the fee to an arrears account to pursue collection.

The Technology Services Department will attempt to provide a spare device during repair, but cannot guarantee availability of spare equipment.

**Technology Equipment Vandalism**
Intentionally damaging technology equipment (vandalism) may result in the cancellation of privileges, and/or other discipline, up to and including expulsion. Vandalism is defined as any malicious attempt to harm or destroy data of another user or organization, irresponsible behavior in and around computing equipment, hacking and physical damage to any network component, or as otherwise defined by law. The School District of Beloit reserves the right to recover its expenditures associated with a vandalism incident in accordance with Wisconsin laws and School District of Beloit Policies such as Policy 368, which may include: access to district-owned or operated technology limited or denied, suspension, dismissal, expulsion, restitution for property damage and/or legal action.

Please be advised that users, or their parents or guardians, may be held financially responsible for the damage of technology equipment or for any unauthorized financial commitments made through the Internet. All rules in the sections above apply wherever technology equipment is being used. Students are responsible for the care of their technology equipment. Property Loss and Damage through vandalism and/or negligence will be treated the same.