

Blooming Prairie Public Schools

**Blossoms
iPad/Macbook
Handbook**

Last updated 9/15/21

Ipad/MacBook Air Policy: 2021-2022
Blooming Prairie High School

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Introduction

The Apple iPad Air II/ MacBook Air (herein after referred to as iPad/Laptop) issued to you is the property of the Blooming Prairie Public Schools. This iPad/Laptop is on loan to the student and must be used in accordance with the following Policies and Procedures, the District's Acceptable Use Policy, and any applicable laws. Use of this iPad/laptop as well as access to the computer network, the Internet and email are a privilege and not a right. These items are provided for educational purposes only, and are intended to support the learning objectives of the Blooming Prairie Public Schools.

General Information

- **Receiving the iPad/Laptop**

iPads/laptops will be distributed at the beginning of the school year. Parents and Students must sign and return the Student iPad/Laptop Usage Agreement Form before the iPad/Laptop can be issued.

- **Returning the iPad/laptop**

iPads/Laptops with accessories will be returned by students in working order during the last week of school. If a student transfers out of Blooming Prairie Schools, withdraws, terminates enrollment, or is expelled during the school year, the iPad/Laptop with accessories will be returned immediately at that time.

- **Failure to Return the iPad/Laptop**

If a student fails to return the iPad/Laptop at the end of the school year or upon termination of enrollment, the student will be subject to criminal prosecution or civil liability. Failure to return the iPad/laptop will result in a theft report being filed. The student will also pay the replacement cost of the iPad/Laptop.

Using the iPad/Laptop at School

- Only Blooming Prairie Public Schools iPad/Laptop computers and wireless peripherals are allowed in the building during the instructional day unless approved by school officials.
- Students should not deface the iPad/Laptop in any way. This includes, but is not limited to, marking, painting, drawing, or marring any surface of the iPad/Laptop. Students must use the provided sticker for identification of their iPad/laptop.
- Each iPad/Laptop is assigned to an individual student. Students should never "swap" or "share" their computer with another student. iPads/Laptops should be in a student's possession, locked in their locker during school hours, or secured in their designated charging area (laptops only) at all times.
- If a student is participating in an activity that is not conducive to using their iPad/Laptop (i.e., field trip, assembly, etc.), they are required to leave their iPad/Laptop in their locker or charging area.
- Always keep the iPad/Laptop secure as you are walking in the building or at your home.
- Students who have permission to take their iPad/Laptop home are responsible for bringing their iPad/Laptop fully charged to school each day. If a student fails to bring their fully charged iPad/Laptop to school each day, they will no longer be allowed to take it home.
- Students who do not take their iPad/Laptop home may pick up their iPad/Laptop from the Computer Lab each morning and are required to return their iPad/Laptop to the Computer Lab at the end of each day. Students are responsible for making sure their iPad/Laptop is plugged in for recharging each night.

- If a student forgets an iPad/Laptop at home, and it is needed for classroom activities, a parent/guardian will be called to bring the iPad/Laptop to school.
- Students are responsible for saving or backing up their documents to the server.
- iPads/laptops are to be used only in the classroom for school related activities.
- Classroom teachers will establish standards for iPad/Laptop use in their respective classrooms.
- File sharing must be approved and directed by the teacher.
- Students are not allowed to download or install any software or other materials without the permission of the technology staff.
- No music or video files including MP3, AVI, MPEG, MP4 (or similar types) may be downloaded via the Blooming Prairie Public Schools network and none can be stored on the hard drive of the school owned iPad/laptop due to issues of copyright ownership and access provided by online sources.
- No online chatting at school or downloading of chat software unless required by a specific assignment and under a teacher's supervision.
- iPads/laptops may not be used to play music (audio CDs, online music sources, etc.) during the school day unless approved by a teacher and under a teacher's supervision.
- Interactive online games and iTunes radio reduce network bandwidth and are not allowed unless approved by a teacher and under a teacher's supervision.
- Any malfunctions of the hardware or software should be reported to the technology staff.
- When a system has to be rebuilt, the computer will be returned to the student with the operating system and the original software only.

Using the iPad/Laptop at Home

Students and Parents must sign the Student iPad/Laptop Usage Agreement before they will be allowed to take their iPad/laptop home.

- Parents/guardians will be given the child's login name and password, so that they can supervise the student's use of the iPad/Laptop at home.
- When at home, the iPad/Laptop should always be used under adult supervision in a common family location (i.e., kitchen, living room, dining room).
- Do not leave iPad/Laptop unattended in vehicles. Avoid leaving computer in extreme hot or cold temperatures, such as in a car.
- Students will be able to use the iPad/Laptop as a recreational device outside of the school day. However, the primary use of the iPad/laptop is as a tool to improve student achievement.
- Students are responsible for recharging the iPad/Laptop at home on a daily basis.

General iPad/Laptop Policies and Procedures

- Protect the iPad/Laptop screen from damage (i.e., pointing, poking, or other abrasions). Do not touch the screen. Do not place any foreign objects on the laptop keyboard (such as a pencil, pen, etc.) that could be smashed into the monitor screen when the top is closed. Screens can be cleaned with a static-free soft cloth. Do not spray window cleaner on the screen.
- If the iPad/Laptop is lost or stolen, parents/guardians should immediately report the loss or theft to the local police and Blooming Prairie High School.
- If the iPad/Laptop is damaged or not working properly, it must be turned in to the technology staff for repair or replacement. Parents/guardians are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the iPad/laptop.

Internet acceptable use and safety policy

Refer to the Internet Acceptable use and safety policy which is located on the High School Website under the High School Forms and Handbooks section.

General Use and Care of the iPad/laptop

- Students are expected to treat their iPad/Laptop with care and respect. The iPad/laptop is the property of the Blooming Prairie Public Schools and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the iPad/Laptop or carrying case are not allowed and will result in loss of privileges.
- Students are encouraged to help each other in learning to operate their iPad/Laptop. However, such help should be provided with voices and not hands. Students should operate their own iPad/Laptop at all times.
- Any inappropriate or careless use of an iPad/Laptop should be reported to a teacher or other staff member immediately.
- Students should not use their iPad/Laptop while walking, on the bus, or otherwise being transported. iPad/laptop should only be used while they are on a flat, stable surface such as a table. iPad/Laptop can be fragile, and if they are dropped, they may break.
- Students should protect their iPad/Laptop from extreme heat or cold. iPad/Laptop should never be left in a car, even if the car is locked.
- iPad/Laptop should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their iPad/Laptop, or use their iPad/laptop near others who are eating and drinking.
- Heavy objects should never be placed or stacked on top of your iPad/Laptop. This includes books, musical instruments, sports equipment, etc.
- The iPad/laptop should either be turned off or in "sleep" mode. In addition, computers should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the iPad/laptop to overheat and will result in damage to the iPad/laptop.
- Students are encouraged to purchase a case or carrying case for their laptop to help prevent damage.

Consequences of Inappropriate Use

The use of any district technology is a privilege and not a right. Students are expected to use their iPad/laptop in accordance with these Policies and Procedures, the Blooming Prairie Public Schools Student iPad/laptop

Usage Agreement and any applicable laws. Failure to use this computer in an appropriate manner will result in the following consequences, as determined by the staff and administration of the Blooming Prairie Public Schools:

- Limitation or cancellation of student use or access privileges, including the privilege of taking the iPad/laptop home.
- \$50 fine to be paid by the student for damage to the computer if they have not purchased insurance/BlossomCare.
- The district reserves the right to charge iPad/laptop replacement cost if damaged accrued is repetitive and/or purposeful.
- Suspension from school.
- Expulsion from school.
- Civil or criminal liability under applicable laws.

Problem Reporting

- If you need technical assistance with software or hardware, problems should be reported immediately to the technology staff.
- Never attempt to repair an iPad/laptop yourself, unless you have been instructed by one of the technology staff members!
- The technology staff can only help you with software that is part of the default configuration of the iPad/laptop. If a program hangs or freezes, you can probably fix the problem by restarting the iPad/laptop (save your work first). The staff will help to the best of their ability.
- The student must report theft (or suspected theft) of the iPad/laptop, loss of the iPad/laptop, or damage to the iPad/laptop to school personnel immediately.
 - A Parent/Guardian will be notified.
 - Parents may be directed to contact the Blooming Prairie Police Department and provide a copy of police report to the Blooming Prairie High School office.

Loss, Damage or Theft

- **BlossomCare**
iPad Air II's and MacBook Airs have been purchased by Blooming Prairie Public Schools. Blooming Prairie High School self-insures our devices (BlossomCare).

- **Intro to BlossomCare**

BlossomCare is Blooming Prairie High School's version of AppleCare. BPHS will be self-insuring our devices.

For 2017-2018, any students using a school owned device will be required to pay the BlossomCare insurance prior to receiving his/her iPad/laptop at the beginning of the school year. The cost for the coverage is \$25.00 for one year of coverage.

Note: BlossomCare **does not cover** damages to chargers or charger cords.

- **Personal Insurance**

If students or parents wish to carry their own additional personal insurance to protect the iPad/Laptop in cases of theft, loss, or accidental damage, they should consult their insurance agent for details about coverage for the iPad/Laptop.

- **Damages – Accidental**

- The first accidental damage will carry a \$25 deductible.
- The second accidental incident will carry a \$75 deductible.
- Any accidental incident thereafter will require a meeting between administration and the student/parent(s).

- **Damages – Intentional**

If it is determined that there was intentional damage to an iPad/Laptop, then the student/parent are responsible for full payment of the cost of the damage.

Warranty or BlossomCare DOES NOT cover intentional damage.

- **Theft, Vandalism, etc.**

In the case of theft, vandalism and other criminal acts, a police report, or in the case of a fire, a fire report MUST be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report must be provided to the office.

Cost of Repairs

In the case of intentional and willful damage and/or neglect, the student and his/her family will be responsible for the damage repair or replacement cost. The administration reserves the right to determine intentional and willful damage as well as neglect.

Policy Concerning iPad/Laptop and Choice Students

Students and families that make a choice to not attend Blooming Prairie Public Schools are not entitled to home use of an iPad/Laptop. Use of iPads/Laptops will be restricted to time during the school day, during the hours they participate in classes, or during study time in the Media Center. This includes home school students, PSEO students, or other types of choice decisions.

Blooming Prairie Public Schools Student iPad/Laptop Usage Agreement

All students must complete and return this form.

Providing iPad/Laptop computers for instructional use by students is an exciting venture. Certain guidelines are necessary to protect the iPad/Laptop and the school network and ensure that this technology serves as an effective instructional tool. Students and their parents/guardians must agree to the following:

1. The student agrees to follow all Blooming Prairie Public Schools' regulations and policies governing the use of the iPad/Laptop as well as all applicable State and Federal laws including copyright and intellectual property law pertaining to software and information.
2. The iPad/laptop is the property of Blooming Prairie Public Schools. If a student withdraws from the school prior to the end of the school year, the iPad/Laptop is to be returned to school officials by the student prior to withdrawal.
3. The student shall not remove or alter any Blooming Prairie Public Schools' identification labels attached to or displayed on the iPad/Laptop, nor shall the student change identification within the computer, such as the computer name.
4. The student agrees to handle the iPad/Laptop carefully and protect it from potential sources of damage.
5. Any students using a school owned device will be charged a BlossomCare/insurance fee of \$25 for one year. In addition, all 10th, 11th and 12th grade students will pay a rental fee. This payment in addition to a deductible covers situations such as cracked screens and damaged keyboards. Circumstances involving theft or student neglect will be handled on a case by case basis.
6. The student must report theft (or suspected theft) of the computer, loss of the computer, damage to the computer, or malfunctioning of the iPad/Laptop to school personnel immediately.
7. Upon request, the student agrees to deliver the iPad/Laptop to Blooming Prairie Public Schools' staff for technical inspection or to verify inventory or other information; this may include random screening.
8. iPad/laptop will be checked out for the school year. iPad/Laptop will be collected from students at the end of the school year. After an iPad/Laptop has been initially assigned to a student, it will remain designated to that student for the remainder of the student's education for a period not exceeding four years. iPad/Laptop must be checked out at the beginning of each school year; the student, at the end of the school year, will return the iPad/Laptop
9. Blooming Prairie Public Schools is not liable for lost data or time spent on data.

I have read and agree to abide by all Blooming Prairie Public Schools policies and regulations for the use of the iPad/Laptop and accessories.

Student Name Printed

Student Signature

Grade

Parent Signature

Date

***Sophomore, Juniors & Seniors only** - If you wish to take your MacBook home, please complete the reverse side (Laptop Rental Agreement and Submit payment).

BlossomCare/Insurance
7th, 8th & 9th graders

BlossomCare/Insurance: One-time payment \$25 Due 9/21/2021

LAPTOP RENTAL AGREEMENT
Blooming Prairie Public Schools
Sophomores, Juniors & Seniors 2021-22

The following payment options are available for Laptop Rental Agreement:

Payment Option A – Pay in Full

- Rental Fee: \$90
 - Payment due by the 10th of September
 - Payment covers 9 months rental, September 2021 – May 2022
- BlossomCare/Insurance fee: \$25
- Total amount due 9/21/2021 \$115.00

Payment Option B – By Semester

- 1st Semester
 - Rental Fee: \$45
 - BlossomCare/Insurance fee: \$25
 - Total Due 9/21/2021 \$70

- 2nd Semester
 - Rental Fee: \$45
 - Total Amount due 2/1/2022 \$45

Independent School District #756 hereby leases to the undersigned Lessee ("Rental Customer") for the lease period stated, the property described with standard attachments and equipment subject to the terms and conditions hereinafter set forth. Rental Customer in consideration of the said rental agrees as follows:

1. The rental payments shall commence as of the date of this agreement and continue as specified above thereafter for the length of the lease period. Rental Customer agrees to pay Independent School District #756 during the terms of the lease the payments in the amounts and times specified. Payments shall be made at or sent to Blooming Prairie Schools. If the laptop is not returned to Independent School District #756 by the end of the lease period, rent shall continue to accrue until such time as the laptop has been returned to Independent School District #756. If the Rental Customer does not return the instrument to Independent School District #756 upon termination of the lease or expiration of the lease period, the Rental Customer shall be liable to Independent School District #756 for the retail price of the instrument, less a portion of the rent actually paid.
2. The Rental Customer may, at any time during the rental period, return the leased property to Independent School District #756 in good condition and the lease shall be deemed terminated.
3. Independent School District #756 has the option at any time to terminate this contract if Rental Customer is in default of payment.
4. If installment is not paid in full on or before the 10th day after it is scheduled, a delinquency charge of \$5.00 shall be added to the account.

We encourage you to pay online using your credit/debit card or checking account. Click on "Tuition/Fees" on the left hand side of this screen; Select the "Fee Students" you wish to make the payment for, select "Pay My Bill" Select Payment Type of Fee, Select the Student Fee'(s) you wish to pay, Click OK. Complete your account information and click submit.

Parent Signature

Date

Student Name Printed

Student Signature

Grade