

I.S.D. 756
Blooming Prairie
Public Schools

Blossoms iPad Handbook

Blooming Prairie Public Schools prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of Nondiscrimination is located at <https://www.blossoms.k12.mn.us>.

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Ipad Policy: 2024-2025
Blooming Prairie High School

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Introduction

The Apple iPad and its accessories (herein after referred to as Device) issued to you are the property of the Blooming Prairie Public Schools. This Device is on loan to the student and must be used in accordance with the following Policies and Procedures, the District's [Internet Acceptable Use and Safety Policy](#), and any applicable laws. Use of this Device as well as access to the 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 Device**

iPads will be distributed at the beginning of the school year. Parents and Students must sign and return the [Student iPad Usage Agreement Form](#) before the Device can be issued.

- **Returning the Device**

iPads with accessories will be returned by students in working order during the last week of school. Students who transfer out of, withdraw from, terminate enrollment, or are expelled during the school year from, Blooming Prairie Schools are expected to return the Device with accessories prior to leaving.

- **Failure to Return the Device**

If a student fails to return the Device 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 Device will result in a theft report being filed. The student will also pay the replacement cost of the Device.

Using the Device at School

- Only Blooming Prairie Public Schools Devices and wireless peripherals are allowed in the building during the instructional day unless approved by school officials.
- Students should not deface the Device in any way. This includes, but is not limited to, marking, painting, drawing, or marring any surface of the Device.
- Each Device is assigned to an individual student. Students should never "swap" or "share" their computer with another student. The Device should be in a student's possession, locked in their locker or in the designated area during school hours.
- If a student is participating in an activity that is not conducive to using their Device (i.e., field trip, assembly, etc.), they are required to leave their Device in their locker or designated area.
- Always keep the Device secure as you are walking in the building or at your home.
- Students who have permission to take their Device home are responsible for bringing their Device fully charged to school each day.
- Students who do not take their Device home may pick up their Device from the designated area each morning and are required to return their Device to the designated area at the end of each day. Students are responsible for making sure their Device is plugged in for recharging each night.
- If a student forgets a Device at home, and it is needed for classroom activities, the student should contact their-parent/guardian to bring the Device to school.

- Students are responsible for saving or backing up their documents.
- iPads are to be used only in the classroom for school related activities.
- Classroom teachers will establish standards for Device 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 Device 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 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 Device at Home

All Students and Parents must sign the [Student iPad Usage Agreement](#) or devices will have to remain at school.

- When at home, the Device should always be used under adult supervision in a common family location (i.e., kitchen, living room, dining room).
- Do not leave the Device unattended in vehicles. Avoid leaving computer in extreme hot or cold temperatures, such as in a car.
- Students will be able to use the Device outside of the school day. However, the primary use of the Device is as a tool to improve student achievement.
- Students are responsible for recharging the Device at home daily.

General Device Policies and Procedures

- Protect the Device 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 Device is lost or stolen, parents/guardians should immediately report the loss or theft to the local police and Blooming Prairie High School.
- If the Device 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 Device.

[Internet acceptable use and safety policy](#)

Click on the above link or refer to the Internet Acceptable use and safety policy which is located on the District Website under District Policies>500 Series Students>524 – Internet Acceptable Use and Safety Policy.

General Use and Care of the Device

- Students are expected to treat their Device with care and respect. The Device is the property of the Blooming Prairie Public Schools and should be always kept clean and free of marks. Placing stickers, writing, or drawing on, engraving, or otherwise defacing the Device 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 Device. However, such help should be provided with voices and not hands. Students should always operate their own Device.
- Any inappropriate or careless use of a Device should be reported to a teacher or other staff member immediately.
- Students should not use their Device while walking, on the bus, or otherwise being transported. The Device should only be used while they are on a flat, stable surface such as a table. The Device can be fragile, and if they are dropped, they may break.
- Students should protect their Device from extreme heat or cold. The Device should never be left in a car, even if the car is locked.
- The Device should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their Device or use their Device near others who are eating and drinking.
- Heavy objects should never be placed or stacked on top of your Device. This includes books, musical instruments, sports equipment, etc.
- The Device 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 Device to overheat and will result in damage to the Device.
- 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 Device in accordance with these Policies and Procedures, the Blooming Prairie Public Schools Student iPad 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 Device 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 the Device 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 a Device 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 Device. If a program hangs or freezes, you can probably fix the problem by restarting the Device (save your work first). The staff will help to the best of their ability.
- The student must report theft (or suspected theft) of the Device, loss of the Device, or damage to the Device 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**
iPads have been purchased by Blooming Prairie Public Schools. All 7th- 12th grade students using a school owned Device will be required to pay the BlossomCare insurance at the beginning of the school year. The cost for the coverage is \$30.00 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 Device in cases of theft, loss, or accidental damage, they should consult their insurance agent for details about coverage for the Device.

- **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 a Device, 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.**

The parent/guardian will be responsible for the replacement cost.

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 Devices and Choice Students

Students and families that make a choice to not attend Blooming Prairie Public Schools are not entitled to home use of a Device. Use of iPads 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, or other types of choice decisions.

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Blooming Prairie Public Schools Student iPad Usage Agreement

All students must complete and return this form.

Providing Devices for instructional use by students is an exciting venture. Certain guidelines are necessary to protect the Device 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 Device as well as all applicable State and Federal laws including copyright and intellectual property law pertaining to software and information.
2. The Device is the property of Blooming Prairie Public Schools. If a student withdraws from the school prior to the end of the school year, the Device 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 Device, nor shall the student change identification within the computer, such as the computer name.
4. The student agrees to handle the Device carefully and protect it from potential sources of damage.
5. **Any High School students using a school owned device will be charged a BlossomCare/insurance fee of \$30 for one year.** 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), loss, damage, or malfunctioning of the Device to school personnel immediately.
7. Upon request, the student agrees to deliver the Device to Blooming Prairie Public Schools' staff for technical inspection or to verify inventory or other information; this may include random screening.
8. Device will be checked out for the school year. Device will be collected from students at the end of the school year. After a Device 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. Device must be checked out at the beginning of each school year; the student, at the end of the school year, will return the Device.
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 iPad handbook and the District Internet Acceptable Use & Safety Policy in the use of the Device and accessories.

Student Name Printed

Student Signature

Grade

Parent Signature

Date

***All Students in grades 7-12 pay for BlossomCare/Insurance**

BlossomCare/Insurance: One-time payment \$30 Due 9/22/2025