Digital Owls Initiative

Burris Laboratory School
Technology Policies and Procedures
2018-2019

Burris Laboratory School
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Student/Parent FAQs

1. Does the iPad belong to the student?
   - No, the iPad remains the property of Burris Laboratory School and is assigned to the student to use while a Burris student, the same as a textbook. The student will use the same device from year to year whenever possible.

2. Does the iPad have insurance coverage?
   - The school is offering accidental damage insurance that is $25.00 per student. Families will have the option to purchase this coverage at registration or by contacting the IT department during the school year. If the insurance is purchased after registration, the iPad will have to be inspected before approval.

3. How do students take care of the iPad?
   - The iPad should always be transported in a suitable, secure backpack. Bags must have good padding to support and protect the iPad. Students may use their own backpack to transport their iPads.
   - It is to be charged at home each night so it is ready for use at school the next day. Loaner chargers are no longer available from the technology office.
   - The inventory stickers on the iPad, case, cable(s) and charging block must not be removed. There will be a $5 charge for missing or damaged inventory stickers. The iPad should not be removed from the protective case issued with the device.
   - The iPad screens can be wiped with a lint free cloth. Do not use abrasive or liquid cleaners. When necessary, a slightly damp cloth can be used to gently wipe down the screen.
   - Make sure to keep the iPad on a secure surface when in use.

4. What happens when the iPad needs repaired or seen by a technician?
   - Burris's Technology Department will be the first line for all support and repairs on the iPads. **Do not take the iPad to a repair service outside of school as this voids the warranty.**
   - To get the iPad repaired, the student should take the iPad to the technology office. The student should talk with our technology staff who will learn about the problem from the student and then determine the steps for repairs. In cases where the repair takes longer than a day and the damage is accidental and not a result of negligence, a loaner may be issued to the student.

- Students who damage an iPad intentionally or have repeated incidents will not be issued a loaner until damages are paid in full or a payment plan is in place.
- Students who use a loaner iPad are responsible for damages that might occur to the loaner while it is in the student's possession.

5. What happens if the iPad is lost or stolen?
   - If a student device comes up missing for any reason, a police report needs to be filed as soon as possible. The school principal must be notified and the student/parent/guardian is responsible for the cost of replacing the device. The warranty and the student's maintenance fee do not cover the cost of replacement for lost or stolen iPads. Replacement costs are as follows:

     iPad Mini $269
     iPad Air $379
     iPad Air 2 $379
     iPad (2017) $329

     Pricing modified July 5, 2018. Prices are based on current pricing and availability and are subject to change at any time.

6. Who pays for other damages to the iPad?
   - The annual technology fee paid by all students covers normal and routine maintenance issues, including summer diagnostics and cleanings as well as updates and app assignments. Students and their parents will be responsible for any repair or replacement costs associated with the device and accessories while it is assigned to the student. School administrators will make the determination regarding intentional damage (thereby excluding it from the insurance coverage), and the technology department will determine the cost of repairs.

7. What happens if students forget to bring the iPad to school?
   - The consequences for not having the iPad at school will be determined by the classroom teachers. Students will not be excused from classroom activities, assignments, or expectations if they forget to bring their iPad to class.

8. What things can and can't students do with the iPad?
   - The *Responsible Use Policy* (included in this document) covers what students may and may not do with school devices. If they have any questions, they should ask a Burris faculty or staff member.
   - Students cannot use the iPad for private or commercial gain or for private or personal advertising. They cannot download pirated software, songs, or movies. They cannot use it to invade the privacy of others, use it to post materials authored by another without their consent, or use it to post anonymous messages. Students cannot use the iPad to access, submit, post/publish or display defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material, or any other material deemed educationally inappropriate. Students must be aware of copyright laws regarding media and abide by those laws. Students cannot load unauthorized software.

9. What is digital etiquette and how does it apply to students?
   - Digital etiquette is how you treat others on the network and how you respectfully use the network resources provided. Students are expected to be polite and to use appropriate language. They are not to reveal their telephone number and address or those of other students. They will not use email to engage in spamming others or posting/ forwarding chain

letters. They will not use email to threaten or harass others. They will not disrupt the network in any way and they understand that all information and data housed on their computer is the property of Burris and is not private. Students understand that their device can be accessed by administrators, faculty, or tech staff as well as a history of their internet usage.

10. How do students keep themselves safe on the Internet?
    - Students can ensure their safety on the internet by not posting personal information about themselves or other people. This includes addresses, phone numbers, work addresses, names of cities where they live, the name of schools they attend, etc. **Students should never agree to meet with someone they have met online.** Students should talk to a teacher, librarian, principal, counselor or other trusted adult about anything they encounter that is inappropriate or makes them feel uncomfortable.

11. What are some "best practices" for a successful experience with the iPad?
    - Students should use free cloud storage (Google Drive, Dropbox, Box, iCloud, etc.) as well as Canvas to store their work.
    - Students should have a set of ear buds or earphones for listening to things privately on the iPad.
    - When students are in doubt about anything, they should ask a staff member.

12. Can a student use his/her own personal computer or tablet?
    - No. Students must use a Burris device on the school network.

13. What if families do not have Internet access or have slow Internet service?
    - The staff at Burris is aware that not all families have access or fast access to the internet. Teachers will keep this in mind as they design assignments and will work with students to provide alternate ways of accessing the information, such as how to download videos while they are at school so they can access them at home without the Internet. The public libraries also have access, along with McDonalds, the YMCA, and various other restaurants and organizations.

14. What happens if a student withdraws from the Burris before the end of the school year?
    - Students will return their assigned iPad, adapter/cords, to the school office on their last day in attendance. **No refunds will be issued.** A thorough examination of the iPad will be conducted. The student and family could be assessed fees for cosmetic or other damages. Students withdrawing cannot purchase the iPad. If the iPad is not returned to the school corporation upon withdrawal or school end, failure to return the iPad will be considered conversion/theft and will be reported to the proper authorities.

Revised July, 2017--These FAQs are subject to updates and change at any time.

Beginning of Year Processes/Procedures

As a part of the registration process for Burris Laboratory School, parents acknowledge their understanding of the following documents by electronically signing off on them:

1. Responsible Use Policy

2. Student/Parent iPad Agreement

Copies of these documents are included in the following pages.

Responsible Use of Burris Laboratory School Technology

1. Statement of Burris Laboratory School and Ball State University Policy.

   The Policy of Burris Laboratory School and Ball State University is to provide technological resources to students and employees for the purpose of promoting the efficient operation of Burris Laboratory School and University, advancing student achievement, and permitting students and employees to acquire 21st century skills. Burris Laboratory School and Ball State University expect employees and students to utilize technologies and facilities provided in a manner consistent with this policy.

2. Scope of this Policy

   This Policy applies to all technology provided Burris Laboratory School and Ball State University, in addition to students' and employees' own personal devices (collectively "users"). This includes, but not limited to telephones, cell phones, digital media players, PDAs, laptop and desktop computers and workstations, direct radio communication, pagers, internet access, voice mail, email, text messaging, facsimile transmission and receipt, and any computer based research and/ or communication

3. Definition of Terms Used in This Policy

   As used in this policy:

   "Confidential Information" means information that is declared or permitted to be treated as confidential by state or federal law or School Policy on access to public records.

   "Proprietary information" means information in which a person or entity has a recognized property interest such as copyright.

   "Personal device" includes but not limited to cell phones, smart phones, laptops, slates, handhelds or any other device that is not the property of Burris Laboratory and Ball State University, but is used in or on school property, in or on property that is being used by the school for a school function, or used anywhere and connected to Burris Laboratory School or Ball State University technology by a wired or wireless link.

   "System Administrator" means the Burris Laboratory employee designated by the Superintendent to maintain and/or operate the school's technology and network.

   "Technology" includes but not limited to computers and computer systems, public and private networks such as the Internet, phone networks, cable networks, voice mail, e-mail, telephone systems, copiers, fax machines, audio-visual systems, cell phones, PDA's, laptop and desktop computers, direct radio communications, pagers, text messaging and similar equipment as may become available.

"User" means a School employee, student, volunteer or other person that uses technology associated with Burris Laboratory School.

4. Violation of this Policy
    a. Intentional, knowing, and reckless or negligent violations of this Policy may result in denial of further access to technology, suspension or expulsion of students, and discipline of employees including suspension without pay or termination of employment. Such a violation by a person affiliated with a contractor or subcontractor rendering services to the school may result in cancellation of the contract of the contractor or subcontractor
    b. A user observing or learning of a violation of this policy is required to report the violation of this policy to the user's immediate supervisor (for employees or volunteers) or teacher (for students).
    c. Burris Laboratory School and Ball State University prohibit taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination. This policy is not intended to prevent employees from engaging in discussions regarding their wages, hours, or working conditions with any other employee or engaging in protected concerted activity. Employees will not be disciplined or retaliated against for such discussions.

5. Ownership of Burris Laboratory and Ball State University Technology and Information
    a. The Technology provided by the school and all information stored by that technology is at all times the property of the School, subject to the copyright interest of an author. Documents and other works created or stored on the school technology are the property of Burris Laboratory School and Ball State University and are not the private property of the user. This includes all information created using technology and/or placed on a website, blog and or other storage device.
    b. A user's history of use and all data stored on or sent to or from school technology shall at all times be subject to inspection by the System Administrator or a designee without notice to the user before or after the inspection. The System Administrator may deny, revoke, or suspend a user's account and or access to school-provided technology.,
    c. Before being given access to school technology, each user shall be required to agree that they have read, understand, and agree to be bound by the following standards and condition for responsible use of that technology:
        i. They will comply with all conditions for the responsible use of school technology established by the school, System Administrator, or Superintendent.
        ii. They will notify a System Administrator if they have violated the conditions established for the use of school technology or have witnessed or become aware of another user misusing school technology. Users shall be responsible for noting and reporting any inappropriate use of school technology in violation of school policy or conduct standards including threats, bullying, harassment or communications proposing or constituting a violation of the law or the student code of conduct.
        iii. They shall not have an expectation of privacy in any use of school technology or the content of any communication using that technology other than a live telephone call, and the System Administrator or a designee may monitor their

use of technology without notice to them, and examine all system activities a user participates in including but not limited to, email and recorded voice and video transmissions, to ensure proper and responsible use of the school's technology. Monitoring shall include the use of voicemail but shall not include monitoring a live communication between two or more parties unless at least one user is aware of the monitoring.

iv. The user's history of use and any information or document accessed or stored on school technology is subject to inspection by the System Administrator or a designee and is subject to production pursuant to the Indiana Access to Public Records Act Ind. Code 5-14-3, subject to the decision of the System Administrator or Superintendent to claim a permissive or mandatory exemption to disclosure under the statue.

v. They shall not have an expectation that data in any form created, maintained, transmitted or stored in or school technology will be maintained for any specific period of time, protected from unauthorized access or deleted from the system or storage when the user deletes the information from their account.

vi. If they make use of a password, code or encryption devices to restrict or inhibit access to electronic mail or files, they will provide access to that information when requested to do so only the user's supervisor or the System Administrator. This includes personal technology brought to or accessed during work or student day or at a school activity including bus transportation. The System Administrator or a designee shall be authorized to override any password or encryption device to access the technology.

vii. A user's information stored on school technology will not be stored beyond student graduation or volunteer and employee separation.

6. Investigation of Potential Violations of this Policy
   a. Students- If the System Administrator has a reasonable belief that a student has violated this policy or additional rules promulgated by the System Administrator and approved by the Superintendent, the System Administrator or a designee may investigate to determine if a violation has occurred. The results of the investigation shall be reported by email or in person, and the System Administrator shall take appropriate action.
   b. Employee and Volunteers- If a System Administrator has a reasonable belief that an employee or volunteer has violated this policy or additional rules promulgated by the System Administrator and approved by the Superintendent, the System Administrator or a designee may investigate to determine if a violation has occurred. If the investigation is not done by a System Administrator, the results of the investigation shall be reported to a System Administrator by email or in person and the System Administrator shall take appropriate action.
   c. Appeals- A decision by a System Administrator in response to an investigated allegation of a violation this policy or additional rules promulgated by the System Administrator and approved by the Superintendent may be appealed in writing to the Superintendent. A written appeal must be received by the Superintendent within five (5) instructional days after the System Administrator's decision has been issued. The Superintendent's decision concerning continued access to school technology and any other penalty shall be final.

7. Standards for Responsible Use of Technology

a. Technology users have the same responsibilities while using technology that are expected in any other school activity. Responsible use of technology is ethical, academically honest, respectful of the rights of others, and consistent with the school's mission. Technology should be used by students to learn and communicate in correlation with the curriculum while under a teacher or supervisor's direction. Student-owned personal devices and school technology shall be used by students under school supervision with the objective of improving instruction and students learning.
b. Users must respect and protect the privacy intellectual property rights of others and the principles of their school community.
c. The privilege of use of school technology access and personal devices come with personal responsibilities for each user. Access is not a right and is provided on the condition that the user complies with this policy and any additional rules promulgated by the System Administrator and approved by the Superintendent. Use of school or personal technology on school property or for school purposes must be consistent with the educational mission and objectives of Burris Laboratory and Ball State University. Misuse of school technology and personal devices may result in sanctions and civil and criminal penalties.
d. The System Administrator is authorized to select, adopt and endorse the use of specific web based resources for teacher and student use. This may include resources for web site creation, multimedia projects, presentations and other collaborations. The system Administrator in consultation with the other Superintendent designees will select resources based upon online safety, coordinated professional development, and informed technical support. If an employee, volunteer, or student desires to use an alternate resource, they may make written request to the System Administrator who will consult with the Principal or designee.
e. Any recording made on school grounds without written permission of the System Administrator is subject to copyright laws and the protection of the privacy rights of others, including personally identifiable information about a student protected by the Family Education Rights and Privacy Act ("FERPA"). Any recording, data or image in violation of this standard may be confiscated and deleted by the administrator. Any use of a personal device to record or invade the privacy of another person will result in sanctions for the person making the recording, as well as potential civil and criminal penalties.

8. Conditions & Standards for Responsible Student Use of School Technology.
The following apply to all student use of School Technology
    a. Creation of a web user ID by a student must be under the supervision of school personnel for the purpose of an assignment
    b. Students shall not be required to divulge personal information for access to a non-district managed technology.
    c. Students will be permitted access to the internet through school technology unless a parent/guardian has signed and returned a "Student Electronic Resources Restriction Form" during the current school year.
    d. Students' use shall be filtered to minimize access to inappropriate materials. Student's access to inappropriate materials despite the presence of the filter shall be reported immediately to the System Administrator. The filtering software shall not be disabled or circumvented without the written authorization of a system administrator.

e. Users should expect monitoring of internet access by the designees of a System Administrator. However, there is no guarantee that all student access will be monitored.
f. While online, student users should not reveal personal information such as name, age, gender, home address or telephone number, and are encouraged not to respond to unsolicited online contacts. Students should report to a teacher or supervisor any online contacts which are frightening, threatening, or inappropriate.
g. Students, parents and employees are advised that any student connection to any internet or network provider not under school control may not be properly filtered, at least to the same degree as connection through school provided access. The school is not responsible for the consequences of access to the sites or information through resources that circumvent the school's filtering software.

9. Condition & Standards for Responsible Use of School Technology Applicable to All users. The following apply to all users of school technology including students, employees and volunteer:
    a. Users will demonstrate legal and ethical behavior at all times when using school technology.
    b. Users will become familiar with and follow all applicable laws, including copyright laws and fair use guidelines.
    c. Users will become familiar with and comply with all expectations of the school for the responsible use of technology as communicated in school handbooks, policies, and other communications and standards concerning the use of technology.
    d. Users accessing the internet through personal devices to school technology do so at their own risk. The School is not responsible for damages to hardware or software as a result of the connection of personal devices to school technology.
    e. Users should not knowingly transmit a computer virus or other malware that is known by the user to have the capability to damage or impair the operation of school technology, or the technology of another person, provider, or organization.

Failure to follow these conditions and standards may result in disciplinary action, up to and including expulsion for students and termination for employees.

10. Protection of Proprietary and Confidential Information Communicated or Stored on School Technology
    a. Users of the School Technology are expected to protect the integrity of data, personal privacy, and property rights of other person when using school technology. Confidential information should never be transmitted or forwarded to or through a person not authorized to receive information.
    b. Any user communicating using school technology shall be responsible for knowing what information is confidential under law or school policy, and the transmission of confidential information in error may result in discipline of the user transmitting the confidential information.
    c. The practice of using distribution lists to send information shall not excuse the erroneous disclosure of confidential information. Users shall determine that distribution lists are current and review each name on any lists before sending confidential information, including but not limited to personally identifiable information about students protected by the Family Education Rights and Privacy Act ("FERPA")

d. Users should not access confidential information in the presence of others who do not have authorization to have access to the information. Confidential information should not be left visible on the monitor when a user is away from the monitor. Confidential information should not be stored on personal devices that are not password protected.
e. User should not copy, file share, install or distribute any copyrighted material such as software, database files, documentations, articles, music, video, graphic files, and other information, unless the user has confirmed in advance that the school has a license permitting copying, sharing, installation, or distribution of the material from the copyright owner. Violation of the right of a copyright owner may result in discipline a student, volunteer or employee, and may subject the violator to civil and criminal penalties.
f. Users should not upload confidential information including personally identifiable information about students protected by FERPA, to any web-based external "cloud" service provider, unless the use of the web-based external service provider has been approved by the System Administrator.

11. Security of School Technology.
    a. Security on any school technology is a high priority when the resource involves many users and contains proprietary and confidential information. A user shall immediately notify the System Administrator if a security issue is identified. A security issue shall not be disclosed or demonstrated to other users except in the presence of the System Administrator or a designee.
    b. A user shall never use another user's password, or account, even with the permission from the user. Any need to have access to another's user's account should be addressed to the System Administrator or a designee.
    c. An unauthorized attempt to log on to school technology as a System Administrator will result in cancellation of the user's access to School technology and may result in more severe discipline, up to and including termination for employees and expulsion for students.
    d. A user identified as a security risk based upon one or more violations of this Policy may be denied access to all school technology. A decision denying or restricting a user's access may be appealed in writing to the Superintendent or a designee within ten (10) calendar days after written notice of the System Administrator's decision to the user. The decision of the Superintendent shall be final.

12. Incurring Fees for Services
    No user shall allow charges or fees for services or access to a database to be charged to the school except as specifically authorized in advance of the use by System Administrator. A fee or charge mistakenly incurred shall be immediately reported to the System Administrator. Incurring fees or charges for services to be paid by the school for personal use or without prior authorization from the System Administrator may result in discipline including suspension or expulsion of a student, or suspension without pay or termination of an employee.

13. Training
    All students and staff who work directly with students shall receive annual training on social media safety, cyber bullying, and appropriate responses.

Reviewed by Burris Advisory Council: July 28, 2014
Implemented: August 2014

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

  School officials with legitimate educational interest; other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance to agencies such as, but not limited to, military branches (juniors and seniors), the school website, newspapers, and the Division of Family and Children.

Burris Laboratory School designates the following items as Directory Information: student name, address, telephone listing, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, motor vehicle description (including license plate number), hair and eye color, race, sex, date of birth, dates of attendance, degrees and awards received, grade level, and other similar information, photograph, videotape or digital recording not used in a disciplinary matter, and student work displayed at the discretion of the teacher. The school may disclose any of these directory information items without prior written consent, unless notified in writing to the contrary.

Burris Laboratory School iPad Use Agreement

All K-12 grade students in Burris School Corporation are issued an iPad for their educational use. (K-4 students will keep their iPad at school.) It is our belief that if reasonable precautions and care are taken in the use of the iPad and its case, the iPad should not experience physical damage. Each student and parent is asked to read this form carefully.

Proper Care and Precautions

Personal Responsibilities

1. I/We understand that the iPad and its accessory equipment are the property of Burris School Corporation.

2. I/We understand that the student, with the support of the parent, is responsible for the daily care and maintenance of the iPad.

3. I/We understand and agree to abide by the rules and regulations of the **Responsible Use of Burris Laboratory School Technology**. Failure to abide by this policy will result in disciplinary action.

4. I/We understand that the iPad will be returned at the corporation's discretion for upgrades and maintenance.

5. I/We understand that I/we must report all iPad damages or the theft/loss of the iPad to the school within one school day.

6. I/We understand that the iPad must be in its case when being transported as a reasonable precaution against damage, theft, or loss.

7. I/we understand that I/we will be responsible for all repair/replacement charges associated with iPad damages caused intentionally, through a lack of reasonable precautions or loss/theft. Cost will be set by repair professionals authorized to act in such capacity as part of the agreement between the school district and the manufacturer.

8. I/We understand that, unless instructed otherwise by a teacher, all students must have their sufficiently charged iPad with them each day for every class.

Insurance and Maintenance Programs Insurance Coverage/Accidental Damage

1. I/We understand that I/we have the option to purchase insurance coverage for accidental damage. I/we will be responsible for the annual cost of the coverage. For the 2017-2018 school year, this cost will be $25.00 per iPad.

2. I/We understand that in order to receive benefit from this coverage, damages must result from an accident. Details of the accident must be submitted with every accidental damage claim. Accidental damage protection only covers operation or structural failures resulting under normal operating conditions and handling due to unintentional drops or bumps of the product, an electrical surge that damages the product's circuitry, or failure of the hardware components.

3. I/We understand that if, in the opinion of the administration, it is felt that the student did not exercise proper care and/or take appropriate precautions, and this behavior resulted in damage to the iPad, the cost of the repair will the responsibility of the student/parent.

4. I/We understand that in the event there are repeated "accidents" of a similar nature, the school administration may view this as a situation whereby the student did not exercise proper care and/or reasonable precautions. In the event this should be the case, the cost of the repair will become the responsibility of the student/parent.

5. I/We understand that in the event the iPad is stolen, I/we must contact the school administration immediately. I/we understand that a police report must also be filed.

6. I/We also understand that in the event that the iPad was stolen or lost regardless of the circumstances, I/we will be responsible for the full replacement cost of the iPad.

7. I/We understand that in the event the iPad needs to be repaired and that repair will take longer that the school day, the student will be able to check out a loaner iPad. However, I/We understand these loaners are not covered by Accidental Damage protection, and it is the responsibility of the student to pay for any damages that occur during his/her use.

Burris Laboratory School reserves the right to amend this agreement at any time.

BURRIS LABORATORY SCHOOL

Burris Laboratory School Technology Consent and Release Form

I have read and understood the information contained in the **Responsible Use of Burris Laboratory School Technology** policy that lists a disclaimer concerning the Use of Online Services and hereby release Burris Laboratory School and Ball State University and its employees and agents from any and all claims of any kind arising from the use, misuse or inability to use the on-line services provided by the school. I agree to abide by the rules set forth therein. I understand that any violation of the above may constitute a criminal offense. I further understand and agree that if I violate any of the above, my access privileges may be revoked and that school discipline and/or legal action may be taken.

Additionally, I have read and understand the **Burris Laboratory School iPad Use Agreement** and the responsibilities and obligations set forth.

_____ _____

Printed Student Name Grade Student Signature Date
(students in K-2 do not need to sign)

As the parent or guardian of this student, I have read the information contained in the **Responsible Use of Burris Laboratory School Technology** policy that lists a disclaimer concerning the Use of Online Services and hereby release Burris Laboratory School and Ball State University and its employees and agents from any and all claims of any kind arising from the use, misuse or inability to use the on-line services provided by the school. I understand that the on-line services being offered are for educational purposes, but that students may have access to illegal, defamatory, inaccurate or offensive material. I acknowledge the rules set forth therein as reasonable precautions to prevent student access to any illegal, defamatory, inaccurate or offensive material which may be available through the on-line services provided by the school. I will not hold the Burris Laboratory School responsible if this student gains access to any such materials or incurs any financial obligations which I have not authorized. Further, I accept full responsibility for supervision if and when this student uses any on-line services outside a school setting. I hereby give my permission to issue an accounts and devices for this student, and certify that the information contained on this form is correct.

Additionally, I have read and understand the **Burris Laboratory School iPad Use Agreement** and the responsibilities and obligations set forth.

_____ _____

Printed Parent/Guardian Name Parent/Guardian Signature Date

Student Device Insurance Repair Plan – 2018-2019 School Year

We understand that accidents happen, so we have created an opportunity to help defer costs for damaged screens, keyboards, cables, etc. The Insurance Repair Plan is **OPTIONAL** and costs **$25** per student per school year. With your contribution to the program, each student will be allowed ONE free repair incident per year for the incidents detailed below with the exception of logic board repairs. **Other physical damages, intentional vandalism, lost, or stolen items will remain the responsibility of the student and his/her parent/guardian**.

iPad Mini Repair Costs for grades K-2:

	Glass/ Digitizer	LCD	Glass/ Digitizer and LCD	Dent Repair	Head-phone Jack Repair	Logic Board	Charging Port	Wi-Fi Antenna	Home Button	Speaker	Case	Cable	Charging Block
Without Insurance	**$79**	**$89**	**$119**	**$59**	**$59**	**$149**	**$59**	**$59**	**$59**	**$59**	**$20**	**$20**	**$20**
With Insurance 1st incident	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
With Insurance 2nd Incident	**$20**	**$23**	**$30**	**$15**	**$15**	**$38**	**$15**	**$15**	**$15**	**$15**	**$5**	**$5**	**$5**
With Insurance 3rd Incident	**$40**	**$45**	**$60**	**$30**	**$30**	**$75**	**$30**	**$30**	**$30**	**$30**	**$10**	**$10**	**$10**
With Insurance 4th Incident	**$79**	**$89**	**$119**	**$59**	**$59**	**$149**	**$59**	**$59**	**$59**	**$59**	**$20**	**$20**	**$20**

iPad Air Repair Costs for grades 6-7:

	Glass/ Digitizer	LCD	Glass/ Digitizer and LCD	Logic Board	Charging Port	Wi-Fi Antenna	Home Button	Speaker	Case	Cable	Charging Block
Without Insurance	**$79**	**$99**	**$129**	**$279**	**$59**	**$59**	**$59**	**$59**	**$25**	**$20**	**$20**
With Insurance 1st incident	**$0**	**$0**	**$0**	**$100**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
With Insurance 2nd Incident 25%	**$20**	**$25**	**$33**	**$175**	**$15**	**$15**	**$15**	**$15**	**$7**	**$5**	**$5**
With Insurance 3rd Incident 50%	**$40**	**$50**	**$65**	**$225**	**$30**	**$30**	**$30**	**$30**	**$13**	**$10**	**$10**
With Insurance 4th Incident 100%	**$79**	**$99**	**$129**	**$279**	**$59**	**$59**	**$59**	**$59**	**$25**	**$20**	**$20**

<u>iPad Air 2</u> Repair Costs for grades 3-5 and 8-12

	Glass/ Digitizer and LCD	Dent Repair	Logic Board	Charging Port	Wi-Fi Antenna	Home Button	Speaker	Case	Cable	Charging Block
Without Insurance	**$179**	**$59**	**$279**	**$59**	**$59**	**$59**	**$59**	**$25**	**$20**	**$20**
With Insurance 1st incident	**$0**	**$0**	**$100**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
With Insurance 2nd Incident 25%	**$45**	**$15**	**$175**	**$15**	**$15**	**$15**	**$15**	**$7**	**$5**	**$5**
With Insurance 3rd Incident 50%	**$90**	**$30**	**$225**	**$30**	**$30**	**$30**	**$30**	**$13**	**$10**	**$10**
With Insurance 4th Incident 100%	**$179**	**$59**	**$279**	**$59**	**$59**	**$59**	**$59**	**$25**	**$20**	**$20**

EXPLANATION: The new iPads for 2016 will be iPad Air 2. The iPad Air 2 screen does not have 3 discreet components (like the other iPads) and can only be repaired as a single piece. The cost of this repair is $179 through our repair vendor. Cracked screens are the most common hardware issue encountered.

_____ Yes, I would like to participate in the Device Insurance Repair Plan program.

_____ No, I would not like to participate at this time; however, I understand that I may choose to participate at a later date.

If paid after the first day of school, the device will need to be inspected before the policy takes effect.

Student Name_____Grade _____

Parent Signature _____

Student iPad Repair Processes

All issues with technology equipment should be directed to the technology office in BU229. They will be the first line of support for all problems with hardware or software. For the benefit of parents and students, the following is a brief and basic description of the support processes they will generally follow.

Problem is simple
Tech staff quickly fixes the issue and the student returns to class

Problem is fixable in a short time period, but it is determined it will take more than a brief moment to fix the issue.
Student does NOT receive a loaner and returns to class.
Tech staff fixes machine and delivers to student

Problem is fixable, but student will be without the machine for more than a short time period.
Student fills out a Loaner Agreement to receive a loaner and goes back to class. (unless the damage is suspected to be intentional or as a result of negligence)
Device is repaired by tech staff.
Student brings loaner device back to the tech office and receives original machine back. The student will be responsible for loss or damage to the loaner device while it is in their possession.

Student brings iPad to technology office with physical damage or component failure

- Damage deemed accidental by media assistant
    - Tech staff works with approved vendors to perform repairs and return the iPad to the student
    - Any associated fees with the repair will be charged to the parents/guardians of the student in accordance with optional insurance coverage
    - The iPad is returned to tech department and is held until payment is received or payment plan is agreed upon.

- Damage deemed negligent, intentional, or questionable
    - Tech staff creates a PowerSchool log entry for administration to review and the iPad is taken to administration
    - Administration interviews student to determine the situation behind the damage
        - If administration determines damage is accidental, the iPad is returned to the tech staff to repair and charges will be eligible for insurance coverage
        - If administration determines damage is negligent or intentional, parent will be informed of damages and costs to repair with no insurance coverage
    - The iPad is returned to tech department and is held until payment is received or payment plan is agreed upon.

Withdrawal/Transfer/Expulsions Process

- Following notice regarding the withdrawal, the tech staff will enquire to pertinent staff members as to whether they have the machine in their possession. If the device is located, it will be processed, inspected, and returned to inventory.
- If they do not, the tech staff will contact the student's office staff to have them make a contact with the student's family.
- If the family still does not bring the iPad in, the administration will attempt to contact the family to let them know they will be charged for the device.
- If a machine is not brought in within a week following the contact, the Burris Laboratory School will alert appropriate legal authorities that may be able to assist in picking up the machine.

(In the event of a transfer, Burris Laboratory School will communicate with the next school when the school requests the records which would state the parents are financially responsible for the return of the iPad. Burris may attempt to stall sending the records to the other school until the iPad is returned or financial restitution is made but can't legally hold them.)

Loaner Procedures and Policies

All students will be given loaner machines when they bring their machines in for repairs unless negligence or intentional damage is suspected and if a repair can't occur in a short period of time. When a student's device is turned in for repair and they need to check out a loaner iPad. **It is important to understand that loaner computers are not covered under any kind of accidental damage protection.** Because of this, students are financially responsible for any damages to a loaner iPad while it is in their possession. Prior to the tech staff giving the student the device, the staff member will quickly inspect the iPad for physical damage. If some is detected, it is noted at the time of issuance. The student is asked to inspect the iPad and note any additional damages.

Payment Agreements

When students lose or damage accessories to their iPad (charger, case, etc.), they must pay to replace the item if they are not returned when the student turns the iPad in. If a device has been damaged through an act of negligence or intentional damage, parents will be billed for the entire damage and the cost of the parts needed to fix it regardless of optional insurance coverage. The costs of common repairs are published on a yearly "Student Device Insurance Repair Plan" sheet.

If a machine has been intentionally damaged, the device is held in the technology office and is not repaired until payment has been received. Occasionally families are unable to pay the total amount of the damages up front. Because our desire is for our students to have devices to use in their classes, we now offer payment plans to pay for large charges. The basis of this plan is as follows:

- Pay 25% of the balance owed as a down payment. At this time, your child will be issued a loaner device to use IN THE BUILDING during the school day.
- Make at least a $30 payment every month toward the balance.
- When 50% of the balance owed has been paid, the child is able to take the loaner machine home.
- When 100% of the balance is paid, the child receives a replacement iPad or his/her iPad is repaired and returned to the student permanently.
- Failure to make at least a $30 payment each month for two months will result in the loaner iPad being withdrawn as an option for use.

When no agreement has been reached, at that point Burris Laboratory School may take the family to Small Claims Court in an attempt to retrieve the charges.

(A sample payment letter is included on the following page.)

9/01/2016

Dear Parent or Guardian of ():

You are receiving this letter because your family currently owes money to Burris Laboratory School for the damages, theft, or loss of a school-issued device. Because technology is a vital tool for all students at Burris, we want to give you the opportunity to make progress on your debt and eliminate the roadblock your child might be having right now because of not having an iPad.

Burris is now offering a payment plan option and will work with you to provide your child with an iPad to use should you choose to participate. The basis of this plan is as follows:

1. Pay 25% of the balance owed as a down payment. At this time, your child will be issued a loaner computer to use IN THE BUILDING during the school day.
2. Make at least a $30 payment every month toward the balance.
3. When you have paid 50% of the balance owed, your child will be able to take the loaner machine home.
4. When 100% of the balance is paid, your child will receive a replacement iPad that will remain his/hers for the school career.
5. Failure to make at least a $30 payment each month for two months will result in the loaner iPad being withdrawn as an option for use.

Should you be interested in this option, please fill out and return the bottom of this form along with the 25% down payment to the main office. If you have questions, you may contact the Burris office at 765-285-1131.

We look forward to partnering with you to provide this opportunity for your child.

Dawn Miller
Principal
Burris Laboratory School

Terms of Agreement:
Payment Agreement with Burris School Corporation
I, parent or guardian of_____, agree to the put 25% down and make a $25 payment each month for my child to use a loaner iPad at school. I also understand that this loaner iPad may be taken away if I fail to make payments for two months in a row. Upon full payment of the balance owed, I understand my child will receive a replacement iPad.
Item: ()
Amount Needed for a Down Payment (to receive a loaner): ()
Total Balance Owed: ()
Amt. Needed to take Loaner Home (50%): ()

_____ Printed Parent Name

_____ Parent Signature

_____ Date