

Big Stone City School District Elementary/Middle School iPad/MacBook Handbook



The procedures and information within this document apply to all devices used at Big Stone City School District by students, staff, or guests including any other device considered by the Administration to fall under this handbook.

Teachers may set additional requirements for device use in their coursework.

Repairs:

- If there is a problem with your device or it is in need of repair, make arrangements to bring it to school for maintenance. Contact the school office at 605-862-8108 and one of our technology coordinators will be informed.
- If repair is needed due to damage, the school cannot provide an additional loaner device.
- Students and parents will be charged for device damage that is a result of misuse or abusive handling. Parents will be billed for parts and labor.

Lost, Not Returned, or Damaged Devices and Accessories:

- Replacement of the MacBook Air (\$900 for devices purchased by Big Stone City School District)
- Replacement of an iPad (\$600 for devices purchased by Big Stone City School District)
- AC Adapter and power cord - \$30

iPad/MacBook Support:

Services provided by Technology Coordinators:

- Coordination of distribution.
- System software updates (any notification of updates should be dismissed or closed while using device)
 - Common updates you may see: E-set, Adobe, Microsoft or Apple System updates, and Firefox. You can ignore these updates; we are monitoring them.

Services provided by your child's teacher:

- Password identification
- User account support

Big Stone City School District Device Handbook Sign-Off and Student Pledge



- I will take good care of my device.
- I will never leave my device unattended in an unsecured location. (if left unattended, I MUST place the device on a hard surface – not on the floor, couch or bed)
- I will never loan out my device or share user name or password with other individuals. Anything that happens under my account is my responsibility.
- I will know where my device is at all times.
- I will charge my device's battery to full capacity each night.
- I will keep food and beverages away from my device since they may cause damage to the device.
- I will not disassemble any part of my device or attempt any repairs.
- I will protect my device by always carrying it in a secure manner to avoid damage.
- I will use my device in ways that are appropriate for education, remembering that installing software, shareware, or freeware are not allowed.
- I will not place decorations (stickers, markers, writing, etc.) on the device.
- I understand that the device I am issued remains the property of Big Stone City School District.
- I will follow the guidelines outlined in the Device Handbook and the District Acceptable Use Handbook when the device is in use.
- I will not view, display, download, import, copy, or share offensive or prohibitive materials such as pictures, music, video files, games, visit chat rooms, or other questionable sites not used for educational purposes. (If I encounter such material by accident, I will report it to the school to protect myself against a claim of violation of computer guidelines.)
- I will access my personal e-mail account for education purposes only.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my device and power cord/charger, in the event that any of these items are lost or damaged.
- I agree to return the device and power cord/charger in good working condition at the end of the loan.

Parents:

Please review these guidelines prior to your child using the device for the first time. Your child must sign this form to indicate their understanding of device use. The form will be returned when the device is returned to school.

I, _____ agree to follow the above guidelines when using the device assigned to me.

Student Signature _____ Date _____

Parent Signature _____ Date _____

DEVICE SIGNATURE PAGE

Big Stone City School District

Parent Information:

Last Name _____ First Name _____

Student Name _____

Address _____

Home Phone _____ Cell Phone _____

Parent/Guardian Agreement:

In consideration of the privileges and opportunities afforded by the use of the Big Stone City School District technology and device resources, I hereby release the Big Stone City School District and its agents from any and all claims of any nature arising from my student's use or inability to use the Big Stone City School District technology and computer resources. I agree to adhere to the Big Stone City School Handbook guidance regarding acceptable use of devices.

_____ I understand the school web filter does not extend off school grounds, therefore it will not filter inappropriate internet sites. I take responsibility for monitoring my child's internet use, actions or misconduct while using a Big Stone City School device. (initial)

Parent
Signature _____ Date _____

For School Use Only:

Device type: iPad MacBook

Asset Number _____

Student Name _____

