



K-12 Student
Technology Handbook

Student Technology Handbook Table of Contents

Introduction	2
Expectations and Care	2
Technology Fee & Insurance Protection Plan	4
Damaged, Lost, or Stolen Devices	5
Student Use of District Technology	6
Returning the Device	8
Parent Responsibilities	8
COPPA and Verifiable Parental Consent (Children under 13)	9
Frequently Asked Questions about One-To-One	10

Forms

Appendix A: Parent/Student Responsible Use Signature Page	13
Appendix B: Parent/Student Acceptable Use Signature Page	15
Appendix C: Electronic Device Insurance Protection Plan	17
Appendix D: Device Accident Claim Form	19
Appendix E: Electronic Device Insurance Protection OPT OUT FORM	21
Appendix F: One-to-One Parent Checklist	23

INTRODUCTION

The policies in this handbook refer to the use of an individual student computing device which is to include a Chromebook, iPad, etc. In addition to this Student Handbook, students are required to follow all the policies and guidelines outlined in Ithaca Public Schools Acceptable Use Policy.

Ithaca's one-to-one initiative will continually review and change this handbook and policies as new devices, software, computer applications, instructional methods, and learning opportunities are available. Please refer to the Ithaca School's website (www.ithacaschools.net) for the most up-to-date information.

EXPECTATIONS AND CARE

1. Do not attempt to gain access to the internal electronics or repair your device.

If your device fails to work or is damaged, report the problem to your school's Main Office as soon as possible. Device repair/replacement options will be determined by school administration. You may be issued a temporary device or other materials until your device is working properly or replaced.

2. Never leave a device unattended.

When not in your personal possession, the device should be in a secure, locked environment. Unattended technology will be collected and stored in the school office.

3. Never expose a device to long term extremes in temperature or direct sunlight.

An automobile is not a good place to store any technology.

4. Avoid applying liquids to the device.

Technology does not respond well to liquids. The device can be cleaned with a soft, dry, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device. Use of unapproved cleaners may remove the protective film covering the screen or face of the device. A Clorox or disinfectant wipe may be used with caution, but should **never** be used on the screen of the device. The device should be completely dry before closing the lid.

5. School owned technology MUST remain in the provided case at all times.

The student will be charged in full for any damage which occurs to the device outside the school issued case. If the device is not in the case, any damage incurred will not be covered under the Electronic Device Insurance Protection Plan.

6. Avoid placing weight on the device.

7. Never throw or slide any technology.

8. Student device accessories are the responsibility of the student.

Your device comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories.

9. District owned devices have the ability to be remotely located.

Modifying, disabling or attempting to disable device software is a violation of the acceptable use policy and grounds for disciplinary action.

10. Each device has a unique identification number and at no time should the numbers or labels be modified or removed.

Modifying or attempting to remove the labels is a violation of the acceptable use policy and grounds for disciplinary action.

11. Do not lend your device to another person.

Each device is assigned to an individual and the responsibility for the care of the device rests solely with that individual.

12. Your device is an electronic device and care must be exercised when handling.

Never throw a book bag that contains a device. Never place a device in a book bag that contains food, liquids, heavy, or sharp objects. The device should only be stored in a locker during the school day and placed in a location (on top of books or on top shelf) where damage is unlikely. Weight on top of the device or other issues may cause unintentional damage. Papers and other materials should never be stored inside the device like a folder.

13. Your device should be charged at home.

Your device is designed for daily use; therefore, each device must be charged and ready for use each school day.

14. The District-owned device and the case must remain free of stickers, writing, painting, or any other forms of adornment.

The school district may provide stickers that have been approved for use by the school administration for identification of a school-issued device.

TECHNOLOGY FEE & INSURANCE PROTECTION PLAN

2021-2022 School Year Annual 1 Year Plan

Families shall choose from the following options:

1. Pay a technology fee that includes an insurance agreement with Ithaca Public Schools Electronic Device Insurance Protection Plan (See Appendix C)
OR
2. Opt out of insurance and assume full cost of repair to the device. Repairs can only be made by the district. Devices must not be taken to a third party for repair (See Appendix E)

This insurance agreement only covers the device. Cases and chargers for the devices are the responsibility of the student and if damaged or lost will have to be replaced at the full cost.

1. In the event of damage due to intentional abuse or misuse, it is the parent/guardian responsibility to cover the cost of repair/replacement as follows*:
 - HP G8 11 EE Chromebook Replacement (Grades 3 - 12) = \$225.00
 - Chromebook Charger and Cable = \$30.00
 - Chromebook Case = \$30.00
 - iPad (8th Generation) (Grades K - 2) = \$299.00
 - iPad Case = \$30.00

For those families **opting out of insurance, the above costs are for full replacement. Repair costs are billed based on the part(s) needed and labor.*

2. It is the parent/guardian responsibility to cover the cost of district-issued accessories in the event of theft, loss, or damage due to intentional or unintentional abuse or misuse.
3. District-issued software applications (apps) are needed for student learning and should not be deleted.
4. Modifying the settings of the district-issued device or deleting district-issued software applications apps(s) may result in student discipline and/or the need for reformatting at a cost to the student.

DAMAGED, LOST, OR STOLEN DEVICES

1. If the device is malfunctioning, the student must report the malfunction to the teacher (K-6) or Media Center (7-12) and deliver the device for repair. In order to streamline the repair, the district is requesting students/parents to fill out a repair ticket that will be available on the district website.
2. In the event that a device is intentionally damaged the parent/guardian will be assessed a fee up to the full cost for the replacement of the device or may be billed for repairs.
3. In the event that a district-issued device is lost or stolen, the student and parent/guardian should immediately notify the school administrator. The filing of a police report by the parent/guardian is mandatory for insurance claim processing. In addition, an Electronic Device Insurance Claim Form must be completed (See Appendix D). In the absence of a police report, the parent/guardian will assume responsibility for the full replacement cost.
4. In the event that a police report is filed for a lost or stolen device, Ithaca Schools may aid the police in recovering the device. All devices can be disabled remotely.
5. Students who leave the district during the school year must return the device, along with any issued accessories, at the time they leave the district. The device and all accessories should be returned to the school's main office. Failure to return a device in a timely fashion may result in legal action or charge.

STUDENT USE OF DISTRICT TECHNOLOGY

All Grades

- 1. The student should have NO expectation of privacy of materials found on any District owned technology or a school supplied or supported email service.**
All District owned technology is the property of Ithaca Public Schools and as a result may be seized and reviewed at any time.
- 2. Students must obtain school permission to publish a photograph or video of any school related activity.**
Devices come equipped with a camera and video capacities. As with all recording devices, it is expected that students will ask permission before recording an individual or group.
- 3. Inappropriate or provocative images are prohibited** including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images. Such actions are subject to disciplinary action. Personalized screen-savers or backgrounds are permitted but installation of any app/extension/theme must be approved for the domain in advance to work.
- 4. Games, music, videos, and sound use, while at school, will be at the discretion of the classroom teacher and building administrator per building policies.**
- 5. The device affords limited electronic storage space.**
As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space. Students may save files to their Google Drive.
- 6. The District issued device is designed as a tool for learning.**
Misuses of the device may result in disciplinary action.
- 7. All students should recognize and guard their personal and private information.**
While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
- 8. A student should not share their personal security code or password with anyone.**
Responsibility for the contents/actions of the device rests solely with that individual.
- 9. Ithaca Schools makes no guarantee, written or implied, that materials on the device, including student work, will be safe from deletion or corruption, accidental or otherwise.**
Backing up files is recommended.

Grades 7-12

- 10. Students are responsible for bringing their device to school every day unless otherwise directed by a staff member.**

Failure to bring the device or any other class material(s) does not release the student from their responsibility for class work. If a student repeatedly fails to bring materials to class, including the device, the student will be subject to disciplinary action.

- 11. Students are responsible for ensuring their device is fully charged each day.**

A student's repeated failure to bring their device charged may result in disciplinary action.

- 12. Ithaca Schools expects students (where applicable) to take their device home at night for class work and recharging.**

All care, handling and appropriate use that is in effect during the school day shall extend to the use of the device at home.

- 13. Ithaca Schools have the right to limit use of the device at home.**

RETURNING THE DEVICE

Students will be expected to return the device to the school on the last day of school each year as devices that aren't used regularly need to have the batteries put in storage mode.

PARENT RESPONSIBILITIES

Your child has been issued a device to improve and personalize their education this year. It is essential that the following guidelines are followed to ensure the safe, efficient, and ethical operation of this computer:

- Supervision of the student's use of the device at home.
- A discussion of the family's values and expectations regarding the use of the Internet and email at home.
- Supervision of the student's use of the Internet and email.
- Please do not attempt to repair the device, or attempt to clean it with anything other than a soft, dry cloth.
- Report to the school any problems with the device.
- Make sure the student charges the device nightly.
- Make sure the student brings the device to school every day.
- Understand that if the student repeatedly comes to school without the device, a plan will be developed that may require you to bring the device to school if it is left at home or disciplinary action may occur.
- Make sure the student uses the provided carrying case to transport the device.
- Understand that it is the responsibility of the parent to return the device to school when requested and upon child's withdrawal from Ithaca Public Schools.

COPPA and Verifiable Parental Consent (Children under 13)

In order for Ithaca Schools to continue providing your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined in our Acceptable Use Policy (AUP).

Ithaca Schools utilizes several computer software applications and web based services, operated not by Ithaca Schools, but by third parties. These include Clever, Google Apps, and similar educational programs. In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address, must be provided to the web site operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits schools such as Ithaca Schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator.

This AUP form will constitute consent for Ithaca Schools to provide personal identifying information for your child consisting of first name, last name, email address, username, and student ID to the following web operators: Clever, Google Apps, and to the operators of any additional web-based educational programs and services which Ithaca Schools may add during the upcoming academic year.

Please be advised that without receipt of this signed form, your enrollment package will not be considered complete as Ithaca Public Schools will be unable to provide your student with the resources, teaching and curriculum offered by our learning management system.

Frequently Asked Questions about One-To-One

Q: Who will receive a device?

A: All students in grades K through 12 will be assigned a device. Depending on the grade level, the students will be allowed to take the device home for use on school related work or projects.

Q: Does my student really need a device?

A: The answer to this question is yes. Today's students learn differently than students did even ten years ago and require preparation for a complex, and often technology driven world. We are in the midst of a change on how material should be presented to the students. There are new learning approaches being introduced into the classrooms across the nation such as blended classrooms and virtual classrooms, just to name a few. Teachers are constantly being challenged to devise new strategies and project-based learning that will present their content in a manner that connects to the students. Digital instruction is progressing faster and faster each year. Devices that are capable of connecting to the internet in order to deliver instruction in today's learning environment are essential. They provide learners with more control over the manner in which they learn such as time, place, and pace for studying.

Q: Is there insurance for the devices?

A: The school district has prepared an insurance plan/program to enable students to use the devices. Students/Parents need to **either** enroll in the Ithaca Public Schools Electronic Device Insurance Protection Plan or sign the Opt-Out Form. The Electronic Device Insurance Protection Plan is for the device only. Any cost for damage to the case or to the power cord that requires repair or replacement will be the responsibility of the student. Students are responsible for returning the equipment in good working condition.

Q: How much does the insurance program provided by Ithaca Schools cost?

A: Insurance is \$20 per device per year with a \$60 total cap per family per year for grades K-12. If the device is damaged, the first claim is free. If there are subsequent claims, a \$5.00 copay will be collected for the second claim and \$10.00 for the third claim. After three claims, the parent/guardian will be responsible for the full cost of repair limited to parts and not including labor.

Q: Why would I pay \$20 when my child treats things well and likely won't break anything?

A: While it is a calculated risk to opt-out of the insurance, your child will be using the same device for five years. Paying for the insurance each year is a total of \$100 for the life of the device. Repair costs quickly escalate based on the part and will likely hit \$100 for one repair. Investing in insurance by paying \$20 a year gives you a safety net that will cost much less than the potential repair.

Q: What happens if my device is damaged, lost, or stolen?

A: The technology device is the responsibility of the student. Each device comes with a limited warranty program. Should a device be damaged, lost, or stolen the student and parent/guardian

should immediately notify school administration. The filing of a police report may be required to complete the “Device Insurance Claim Form” for those covered by insurance. If the device is damaged intentionally, the student will be charged the total amount needed to repair or replace the device, case, and software that has been purchased by the school. The filing of a police report may be completed if vandalism is suspected. If the device is stolen, the filing of a police report by the parent/guardian will be required. The Ithaca Public School district may deploy software that may aid in the recovery of the device.

Q: Is the device durable enough to stand up to typical student usage?

A: All devices are being issued with a protective case to help prevent damage, but need to be handled with care.

Q: Do parents need/have to sign a contract?

A: Parents and students must sign an Acceptable Use Policy (AUP), whether the device stays on campus or not, and an Insurance Form.

Q: What happens if I do not sign the agreements for my child?

A: Your student will not be issued a device.

Q: Will the digital devices contain all of the student’s textbooks?

A: While the movement to digital textbooks is being researched, we are not ready to totally replace student textbooks with digital textbooks at this time.

Q: What about the impact of reading a computer screen vs. a hard copy of material?

A: The teachers in the district will continue to utilize hard copy material as needed.

Q: Will the device be filtered for student-accessed content?

A: Ithaca Schools has invested in LineWize content filtering which is a filter that is provided both on and off campus, including the home. This also filters any chrome browser session that is logged into the Ithaca Schools domain.

Q: Will the devices be password protected?

A: Passwords will be required at the time of the setup for all Chromebooks to protect the security of the students and their work. iPads at the K-2 level are protected through student programs that require Clever authentication or a username and password.

Q: Will students be able to download apps?

A: All requests for additional software and or apps should be requested through the student’s teacher. Applications to be installed will be provided by the District Technology Team.

Q: Who will repair the inoperable devices?

A: The Ithaca Public Schools staff will be responsible for scheduling or completing any repairs for the devices. When devices are sent out for repair, another device will be provided on loan for the student until repairs are completed. A repair ticket will be made available through the website for the students and/or parents to fill out to communicate the problem the device is having.

Q: What if I don't want my child to bring their device home?

A: An area will be provided where students can store and charge their Chromebooks overnight. However, students will be encouraged to use the devices at home as they will be an integral part of student instruction and homework, and will be needed to understand the material and complete work.

Q: Should the charger and cord be brought to school?

A: No, the charger should be kept at home and not brought to school. This will ensure that there is less opportunity for damage to the charger and cord. The devices should be charged at home every night.

Q: What if I wish to use my personally owned device instead of the District device?

A: All students will be expected to use the district assigned device at school to allow teachers to plan for uniform and consistent instruction.

Q: Will students be able to keep their device during the summer?

A: No. Maintenance and cleaning will happen over the summer (with the exception of Summer School) and devices not being used need to be put in storage mode to protect the battery.

Q: If we do not have Internet access at home, are there other options for my student?

A: Ithaca Public Schools will be open from 7:30am - 4:00pm Monday through Friday and additional times as posted. Students are welcome and encouraged to use the libraries in the morning and afternoon. There will also be parking lot WiFi available at each building after hours. We are continuing to research other wifi options.

Q: If my student resides in multiple households, who needs to sign the paperwork?

A: While the fee structure doesn't change, we need signed documents from the parent/guardian at both households.

Parent/Student Responsible Use Signature Page

Appendix A

All use of technology and the identified electronic devices shall be consistent with the goals of the educational and instructional goals of Ithaca Public Schools. This Responsible Use Agreement describes the expectations for Ithaca Public Schools students for all use of electronic devices on school grounds, whether district provided or privately owned.

The Acceptable Use Policy may be accessed on the school district website at www.ithacaschools.net

I Understand:

- I will always supervise my electronic device and when I am not using my electronic device it will be stored in a secure or locked environment.
- My electronic device will always be in the provided case. However, I understand electronic devices are still vulnerable to damage if dropped, thrown, smashed, or crushed. I will use care when carrying it and placing it in a carrying bag or backpack.
- I will not apply any permanent marks, decorations, or modifications to an electronic device other than those provided by Ithaca Public Schools.
- I will not remove any identifying barcodes or stickers on any electronic device.
- I will only use the electronic device that has been assigned to me, unless directed otherwise by a teacher or other staff member.
- I am responsible for the care and protection of electronic devices, and I will report any damage or malfunction of an electronic device immediately to a teacher or school district employee.
- I will not attempt to repair any district provided electronic device or gain access to the internal electronics.
- I will report the loss or theft of an electronic device immediately.
- I agree to return the district-provided electronic device issued to me and the case, plug, and cord in excellent condition at the end of the school year as requested, or upon termination of enrollment in Ithaca Public Schools for any reason.
- I will not expose my electronic device to fluids or excessive temperatures (hot or cold) or other environments that can damage the battery or electronics. Should exposure to extreme temperatures occur I will allow electronic devices to reach a normal room temperature before restarting them.
- If I identify a security problem on my electronic device, I will notify school staff and will not show the problem to other users.
- I will keep my account and password confidential.
- I will not use another individual's account. I will only use authorized accounts set up by the school district and my own, personal account(s).
- I will only access educationally appropriate applications or websites as instructed by school staff.

- I will only connect with groups, online forums and wikis, blogs, web pages, subject area experts, other schools, etc. after getting permission from parents or teachers and while being supervised by them.
- Even with filters in place, my parent(s) or guardian(s) will monitor my use of district provided electronic devices outside of the school environment in order to protect me from potentially dangerous or inappropriate content.
- I will follow the policies of Ithaca Public Schools, the guidelines outlined by my school and classroom teachers, and this Responsible Use Agreement at all times.

Educationally Beneficial Behavior

- I will come to school each day with my electronic device fully charged.
- During instructional time I will only access and utilize applications or websites to which I am directed or instructed either by my teacher or as required by my assignments.
- I will not use an electronic device to engage in academic dishonesty (cheating).
- I will not use an electronic device to access, submit, post, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.

Being Respectful with an Electronic Device

- I will only use a technology device in a manner that promotes positive, kind, respectful, and appropriate communication between teachers, students, parents, and members of our community.
- I will use good judgment when using the camera and microphone. I will not use them to take obscene, inappropriate, illicit, embarrassing, or sexually explicit photos, videos, or recordings. I understand that use of any camera in a bathroom or locker room is strictly prohibited and illegal.
- I will make no attempt to harm or destroy hardware, software, or data of another user, the Internet, or any other network.
- I understand that the electronic device issued to me remains the property of Ithaca Public Schools.

Student conduct is being monitored and evaluated by district staff, which includes, but is not limited to: administrators, teachers, school resource officers, coaches, chaperones, and bus drivers. All staff members, students, community members or parents can make a report if a user may have possibly violated the policies of the district regarding the use of technology. The failure of any user to follow these expectations may result in that user's privileges being denied, revoked, or suspended at any time. In the event of disciplinary action, completion of all classwork remains the responsibility of the students.

Parent or Guardian's Name (please print)

Parent or Guardian's signature

Date

Parent/Student Acceptable Use Policy Signature Page

Appendix B

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT

To access and use District Technology Resources (see definition in Bylaw 0100), including a school- assigned e-mail account and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of District Technology Resources is a privilege, not a right. The Board of Education's Technology Resources, including its computer network, Internet connection and online educational services/apps, are provided for educational purposes only. Unauthorized and inappropriate use will result in loss of this privilege and/or other disciplinary action.

The Board has implemented technology protection measures that protect against (e.g., block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students using District Technology Resources are personally responsible and liable, both civilly and criminally, for unauthorized or inappropriate use of the Resources.

The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using District Technology Resources. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of District Technology Resources.

Please complete the following information:

Student User's Full Name (please print): _____

School : _____ Grade: _____

Parent/Guardian's Name: _____

Parent/Guardian

As the parent/guardian of this student, I have read the Student Technology Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or

controversial materials that may be found on the internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the internet. I further understand that individuals and families may be liable for violations.

To the extent that proprietary rights in the design of a web page, site, service or app hosted on Board-owned or District-affiliated servers would vest in my child upon creation, I agree to assign those rights to the Board.

- I give permission for the Board to issue an e-mail or other appropriate software or internet account to my child.
- I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.
- I give permission for the Board to transmit "live" images of my child (as part of a group) over the internet via a webcam.
- I authorize and license the Board to post my child's class work on the internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.
- I give permission for my child to take part in virtual courses that the district determines are in the best interest of my student.

Parent/Guardian's Signature: _____ Date: _____

Student

I have read and agree to abide by the Student Technology Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense and/or may result in disciplinary action. As a user of District Technology Resources, I agree to communicate over the internet and through the Technology Resources in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student's Signature: _____ Date: _____

Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to and use of the Technology Resources to individuals who violate the Board's Student Technology Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

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Electronic Device Insurance Protection Plan Appendix C

F: 989-875-4538

Ithaca Public Schools

P: 989-875-3700

www.ithacaschools.net

Ithaca Public Schools (IPS) is providing and administering an accident protection plan as part of our current digital learning initiative. Enrollment in this plan is optional, but strongly suggested for anyone planning to use a school district electronic device. This plan covers "accidental damage" to the electronic device and is designed to limit individual financial responsibility for any damage as described in the coverage section below. Each school year the annual premium begins coverage for all electronic devices provided by the school district for use by students. In addition, each electronic device is covered under a manufacturer's warranty that covers the normal operation of the electronic device to ensure that it is functioning properly

Program Rate / Coverage

- \$20 annual premium (\$10 free & reduced) (\$10 for K-5)
- \$5 copay for 2nd & \$10 copay for 3rd, device claims
- 4th repair claim in school year requires full cost of damages or replacement
- \$60 annual premium maximum per household
- Limit of Liability: Based on device replacement cost as assessed. (I.e. \$225.00 for a Chromebook and \$399 for an iPad), Liability is annual for each separate electronic device.

Effective Coverage / Expiration Date

- Effective Date: Based on the receipt of signed agreement
- Expiration Date: Last day of enrollment for the current school year or one year from the date of the last signed agreement with IPS.

Coverage

- Accidental Damage: Pays for accidental damage caused by liquid spills, drops, or any other unintentional event.
- Theft: Pays for loss or damage of the electronic device due to theft. The claim requires a police report to be filed.
- Fire: Pays for loss or damage of the electronic device due to fire. The claim must be accompanied by an official fire report from the investigating authority.
- Electrical Surge: Pays for damage to the electronic device due to an electrical surge.
- Natural Disasters: Pays for the loss or damage of the electronic device caused by natural disasters.

Exclusions

- Dishonest, Fraudulent, Intentional, Negligent or Criminal Acts: Will not pay if damage or loss occurs in conjunction with dishonest fraudulent, intentional, negligent or criminal act. Individuals will be responsible for the full amount of the repair/replacement.
- Consumables: Including but not limited to the case (\$30)
- Individuals will be responsible for full cost of repairs after the third claim.
- the charger (\$30), and software. Cosmetic Damage that does not affect the functionality of the device. This includes but is not limited to scratches, dents, and broken plastic ports/parts or port covers.
- Voiding the manufacturer's warranty by tampering with the device or system software.
- IPS is not liable for any loss, damage (including incidental, consequential, or punitive damages) for expenses caused directly or indirectly by the equipment.

**PLEASE COMPLETE THE INFORMATION ON THE NEXT PAGE AND TURN IN
THIS FORM AND PAYMENT TO YOUR SCHOOL OFFICE.**



Electronic Device Insurance Protection Plan Appendix C (Page 2)

Student's Name:

Grade:

Parent/Guardian Name:

Homeroom (K-6):

Mailing Address

First Hour (7-12):

City, State, Zip:

Home Phone:

Cell Phone:

I WILL participate in the Ithaca Public Schools Electronic Device Accident Protection Plan.

I agree to the provisions outlined in the policy terms and understand that:

- Enrollment in this program is optional.
- A \$5.00 and \$10.00 copay will be collected for second and third claims for device repairs; subsequent repair costs will be the responsibility of the individual in full limited to parts and not including labor.
- The policy only covers the school issued electronic device and does not cover the charger, case or stickers.
- This policy does not cover cosmetic damage that does not impair the use of the electronic device; including, but not limited to: scratches, dents, and broken plastic parts or connection ports.
- Damage as a result of a violation of the Electronic Device User Agreement is not covered; including, but is not limited to: dishonest, fraudulent, intentional, negligent, or criminal acts.
- Damage to the device is still the responsibility of the individual employee or student.
- Liability is limited to the replacement/repair of the device; no additional liability is implied or assumed.
- Opening the casing of the device to expose its internal components or hacking the operating system voids warranties and is not covered by this policy. Physically tampering with or hacking the operating system in an attempt to modify a device removes manufacturer protections.
- Devices covered by this protection plan must be in an approved case. Damage that occurs in transit to or from the school site or school activities when the device is not housed in an approved case is not covered under this policy.
- Enrollment in this program does not cover: Dishonest, Fraudulent, Intentional, Negligent/Criminal Acts.
- The enrollment cost is non-refundable. If a student leaves the district before January 15 this amount will be prorated.

Student Name: _____
Print

Signature

Date

Parent/Guardian Name: _____
Print

Signature

Date

Office Use Only:

Payment Information: \$_____ Paid

FORM OF PAYMENT: (circle) Cash Check #_____

NOTES:



Device Accident Claim Form Appendix D

F: 989-875-4538

Ithaca Public Schools
P: 989-875-3700

www.ithacaschools.net

Please fill out this claim form and submit it immediately to your school administrative office. Please refer to the declaration page for coverage information. Coverage is not afforded where any person has knowingly concealed or misrepresented any material fact or circumstance concerning this protection plan.

Student Name:	
Address:	
Main Phone:	
Date of Incident:	
Time Discovered:	
Discovered by:	
Location of Incident:	

If claiming vandalism, fire, or theft, did you notify police?

A. Investigating Officer: _____

B. Case Number: _____

Describe Damages:

Describe, in detail, the circumstances of your incident:

The above statement is true and correct to the best of my knowledge.

Name: _____
Print *Signature* *Date*



Electronic Device Insurance Protection Plan OPT OUT FORM Appendix E

F: 989-875-4538

Ithaca Public Schools
P: 989-875-3700

www.ithacaschools.net

Ithaca Public Schools (IPS) is providing and administering an accident protection plan as part of our current digital learning initiative. Enrollment in this plan is optional, but strongly suggested for anyone planning to use a school district electronic device. Choosing to opt out of this plan places all responsibility for device damage and replacement on the parent/guardian. It cannot be added on after an incident, but can be added on later in the year after a full assessment of the device to ensure its condition. In addition, each electronic device is covered under a manufacturer's warranty that covers the normal operation of the electronic device to ensure that it is functioning properly

Student's Name:	Grade:
Parent/Guardian Name:	Homeroom (K-6):
Mailing Address	First Hour (7-12):
City, State, Zip:	
Home Phone:	Cell Phone:
<p>I am OPTING OUT of the Ithaca Public Schools Electronic Device Accident Protection Plan. I agree to the provisions outlined understand that:</p> <ul style="list-style-type: none">• I, the Parent/Guardian will be responsible for the full cost of device repair and/or replacement in the event of intentional or unintentional damage, theft, or loss of the device and accessories.• Liability is limited to the replacement/repair of the device; no additional liability is implied or assumed.• Enrollment in the insurance program can be done at a later date, but only after an assessment of the device finds no damage and is in normal, functioning condition.	
Student Name: _____ <div><i>Print</i><i>Signature</i><i>Date</i></div>	
Parent/Guardian Name: _____ <div><i>Print</i><i>Signature</i><i>Date</i></div>	
Office Use Only: NOTES:	



One-to-One Initiative Parent Checklist (Suggested) Appendix F

F: 989-875-4538

Ithaca Public Schools
P: 989-875-3700

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PARENT CHECKLIST FOR THE ONE-TO-ONE INITIATIVE

In order to have a device assigned to your student, the following tasks are recommended.

Item to be Completed	Completed
Have the device in a common room (not in the bedroom with the door closed).	
Establish a time limit on internet, texting, social networking sites, online gaming, etc.	
Ask and know the student's personal username and password.	
Establish a procedure to check internet history on the device. If any inappropriate material or you have questions about the material being accessed, please contact the building office.	
Monitor networking on social networking sites to ensure that private data is not posted online.	
Ensure that the student never arranges a face-to-face meeting through zoom or other platform without your knowledge or uses inappropriate language.	
Do not allow students to make online purchases without parental permission/supervision. Make sure the site is secure (https:) before entering any information.	
Make sure the device is charged every night. It is the student's responsibility to bring the device to school fully charged. (Charger and power cords should be kept at home and not brought to school).	
Make sure the student is physically backing up the device on Schoology, Google, or a physical backup (Flash Drives).	