

2017/18 School Year iPad Information

Zeeland Public Schools Technology Department

Zeeland West High School - 3390 100th Avenue - Zeeland, MI 49464

link to map: <http://mapq.st/1vqUHLA>

iPad Pick Up For 6th, 9th Grade, and Newly Enrolled Students

iPad pick up will take place August 21st - 31st (*see hours below*) and take place in the technology office located at Zeeland West High School. All other students will pick up iPads from their classroom after or during the first day of school. Click on the link below to sign up for a date and time to stop in and pickup an iPad.

<http://www.signupgenius.com/go/508084badad28a6fb6-ipad>

iPad Pick Up Grades 7,8,10,11, and 12

Students in grades 7,8,10,11, and 12 will receive their iPads from 1 of their teachers during the first week of school.

Optional 1 - Insurance

\$45.00 per device - unlimited repairs. - See attached flyer for more information.

\$130.00 Family Plan - 3+ Students - See attached flyer for more information.

Non refundable

Option 2 - Deposit - *Mandatory if insurance has not been purchased*

\$50.00 per family. Covers all high school and middle school students in the family. In the event that the iPad is damaged, then the \$50.00 will be applied toward the price of the first repair; however, it will not cover the cost of the first repair. At the end of the year, if the deposit has not been applied to any repair costs, then the \$50.00 will be available for refund via parent/student request. If there is not a request for refund, then the \$50.00 will automatically roll over to the following school year. Submit all refund requests to rparks@zps.org at the end of the school year. Refunds will be mailed to the student's primary address over the summer.

Other Options-

If your student is a recipient of free and reduced lunch, options are available. *Please note proof of free and reduced lunch will be required.* Contact rparks@zps.org for more information.

iPad Repairs-

Payment will be due at the time of repair pickup. iPads will not be returned unless the bill has been paid.

Apple ID Middle School-

Students will no longer need an Apple ID to install apps. The exceptions to this are iTunesU and iBooks. In those situations, technology will be able to create and manage the Apple IDs for the students.

Student Email Address High School-

For incoming 9th grade students the ZPS email address will be changing from student#@stu2.zps.org to student#@stu.zps.org

Please feel free to email or call with questions or concerns.

iPad Handout Office Hours

August 21, 22 7:00-11:00, 12:00-3:00

August 23 4:00-7:00

August 24 7:00-11:00, 12-3:00

August 28 7:00-11:00, 12:00-3:00

August 29 9:00-11:00, 12:00-3:00

August 30 3:00-7:00

Student/Parent iPad Agreement

Student Name: Last: _____ First: _____

Parent Name: Last: _____ First: _____

Address: _____

Home Phone: _____ Other Phone: _____

Parent E-Mail Address: _____

The Zeeland Public Schools iPad program allows your child to take an Apple iPad home. Taking the iPad home expands the learning day and allows students to complete projects started at school. However, by taking home an iPad, families assume some risk. Parents/Guardians will be responsible for replacement/repair in the event of theft, loss or damage due to intentional or unintentional abuse or misuse of the iPad.

Replacement cost of the iPad is approximately \$479 for iPad 4 or newer

I have reviewed the iPad Handbook for Students and Parents and understand the Rules and Guidelines for appropriate use including:

- Care and Maintenance of the iPad
- Cost of the iPad
- Damaged, Lost or Stolen iPads
- Distribution of iPads
- Student Use of the iPad including Internet access, ethical, and appropriate use.

Terms of Agreement

The student is responsible at all times for the care and appropriate use of the assigned iPad. If the student violates the guidelines agreed to in the District Technology Acceptable Use Policy or the rules and guidelines as explained in the iPad Handbook for Students and Parents, his/her privilege to take the iPad home may be restricted or removed and he/she may be subject to disciplinary action. I understand that the parent/guardian is responsible for paying the cost towards replacement for loss, damage, or repair for the assigned iPad which may have occurred at school or home, or while the iPad was being transported. The family responsibility would not exceed the district cost of the hardware and software including accessories. These costs may be deferred by purchasing optional iPad insurance.

The iPad remains the property of Zeeland Public Schools. At the end of the school year or upon transfer from the district, parents and student agree to return the iPad to the school in the same condition it was issued to the student less reasonable wear.

If you would prefer your child NOT be allowed to bring their iPad home and that it ALWAYS remain at school, please send a letter or email to the principal stating this intent.

Signatures:

Parent or Guardian Signature

Student Signature

Date

Parent & Student iPad Handbook

For Zeeland High Schools & Middle Schools

Overview

The following handbook refers to the use of an iPad provided by Zeeland Public Schools. The document is in addition to guidelines outlined in the Zeeland Public Schools current "Technology Acceptable Use Policy". As Zeeland's technology initiative centers on new devices, software, and educational methodologies, additional policies will continually be reviewed and updated. Please refer to the ilearn.zps.org/iPad website for the most up-to-date information.

Distribution Of iPads

1. Each student will receive an iPad formatted by Zeeland Public Schools, or be given the opportunity to bring your own device (BYOD) in high school. **(High School Only)**
2. A parent/guardian may choose not to have their child participate in the iPad take-home program by sending written notification to the building principal. In this event, students will be issued an iPad, but will not be able to take the device home. Students who do not participate in the iPad take-home program will pick up and return the iPad to an area designated by the Building Principal on a daily basis. Zeeland Public Schools cannot guarantee equal access to materials and/or quality of materials to students opting out of the iPad take-home program.
3. iPads will be distributed at the beginning of the school year and collected at the end of the school year. iPads not turned in by the last day of school will be treated as lost or stolen devices, and will include additional fees and legal action. The exception to this will be the students participating in the lease to own program. Those students will not need to turn in their iPads over the summer provided all payments are up to date.
4. Students who leave Zeeland Schools during the school year **must** return their iPad and all accessories. Failure to return an iPad in a timely fashion will result in additional fees and legal action. Payments are non refundable.

Student Use Of The iPad

1. The iPad is the property of Zeeland Public Schools and, as a result, may be seized and reviewed at any time. The student should have **NO** expectation of privacy of materials found on an iPad or a school supplied/supported email service.
2. The iPad comes equipped with both a front and rear-facing camera and video capacities. As with all recording devices, students must ask permission before recording an individual or group. Students must obtain school permission to publish a photograph or video of any school related activity.
3. Students are responsible for bringing the iPad to school every day. Failure to bring an iPad or any other class material(s) does not release the student from classroom responsibilities. Failure to do so may result in disciplinary action.
4. The iPad is designed for daily use; therefore, each iPad must be charged and ready for use each school day. Failure to do so may result in disciplinary action.
5. While personalized screens or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, weapons, inappropriate language, threatening language, drugs, alcohol, or gang related images are not permitted and such behavior may result in disciplinary action.

6. The iPad 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.
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. Zeeland Public Schools encourages students to take their iPad 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 iPad at home.
9. At the request of parents and/or staff, the iPad will be restricted. These restrictions are not to be removed by the student. Doing so may result in disciplinary action.
10. Modifying or removing the settings/profiles of the district issued iPad or deleting district issued software applications may result in disciplinary actions being taken.
11. The iPad must remain registered in the school's Airwatch system. Instructions to register/enroll the device are available at the technology office/and or the iPad repair drop off point at your building. Failure to keep the iPad registered/enrolled will result in disciplinary action.
12. Email is to be used solely for educational purposes. Although the device is capable of email, and an email address is provided, large group emails, and abuse of email is not allowed. Abuse includes but is not limited to harassment, unnecessary emails throughout the school day, and overuse of email.
13. Zeeland Public Schools makes no guarantee, written or implied, that materials on the iPad, including student work, will be safe from deletion or corruption, accidental or otherwise.
14. The iPad is for school use only. It is not intended to be taken out of the state, to the beach or otherwise on vacation with you. Doing this against ZPS recommendation will result in disciplinary action and replacement fees if necessary. Contact your teacher or administrator for alternate methods of completing assignments.
15. Major system updates - Do not install new versions of iOS (the iPad's Operating System) until you are instructed to do so. Often during the first couple weeks of a major update (such as iOS 6 to iOS 7) there are issues that must first be resolved in order to support the updates. Incremental updates such as from version 6.1.2 to 6.1.3 are typically ok to do.

Care And Maintenance Of The iPad

1. Do not attempt to repair the iPad or gain access to the internal electronics. If your iPad fails to work or is damaged, report the problem to your school's iPad repair drop off location as soon as possible. iPad repair/replacement options will be determined by the technology department. You may be issued a temporary iPad or other materials until your iPad is working properly or replaced.
2. Never leave an iPad unattended. When not in your personal possession, the iPad should be in a secure, locked environment. Unattended iPads will be collected and held in the school's main office/technology office.
3. Never expose an iPad to long term extremes in temperature or direct sunlight. An automobile is not a good place to store an iPad.
4. Avoid applying liquids to the iPad. The iPad 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 iPad.
5. Avoid using any sharp object(s) on the iPad.
6. The role of the iPad case is to protect the iPad, especially while being transported. The iPad must remain in the case at all times even if it is damaged. If the case/screen protector is removed the insurance will be void. Excessive damage to the iPad case will result in a fee to replace the case.
7. Avoid placing weight on the iPad. Take care that when in a book bag the iPad is placed so that pressure is not put on the screen.
8. Treat the iPad with respect. Never throw, slide, roll, spin, twirl it on a pencil, etc.
9. The iPad comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. You must use the provided charging cord/brick, other unapproved chargers may damage the iPad. School-issued iPad accessories such as charging cables and power bricks are the responsibility of the student and **are not** covered by insurance.

10. Each iPad has a unique identification number and at no time should the numbers or labels be modified or removed.
11. Do not lend your iPad to another person. Each iPad is assigned to an individual and the responsibility for the care of the iPad rests solely with that individual. If someone takes/damages your iPad, you are responsible to notify your school administrators immediately. Damage responsibility always rests on the person issued the iPad unless determined otherwise by the school Administration or the Technology Department.
12. iPads should be charged at home. It is best practice to let the iPad battery fully discharge once a month.
13. The iPad itself must remain free of stickers, writing, painting, or any other forms of adornment.

Cost Of iPad, Apps, And Accessories

1. The replacement cost of the iPad Generation 4 or newer is \$479.00. (*iPad and charger only*)
2. Accessory/Software Replacement Costs
 - a. Power Charger and Cable Gen 4 (or newer) - Air \$30.00 (not covered under insurance)
 - b. Case - \$20.00 (not covered under insurance), Case insert - \$10.00
 - c. Software - Approximately \$60.00 ea.

Lost or Stolen

1. In the event of theft/loss due to intentional or unintentional abuse or misuse, it is the parent/guardian's responsibility to cover the costs to repair/replace the iPad.
2. In the event that a district issued iPad is lost/stolen the student and parent/guardian should immediately notify the Technology department.
3. The filing of a police report by the parent/guardian may be required at that time.

Damaged?

1. In the event your iPad is damaged, you must immediately bring it to your iPad service drop off point or the Technology Department. Repairs typically take 1-2 weeks, however certain circumstances can lead to longer or shorter repair times.
2. If another student damages your iPad you must notify your school administrator immediately. They will determine how to proceed with discipline. You are ultimately responsible for any damage done to the iPad while the device is in your possession.
3. If there is damage done to an iPad that is not covered under Insurance a fee will be assigned in the Parent Portal. All fees will be due at the time of repair. Any outstanding fees must be paid in order to receive a diploma.
4. It is not acceptable to wait until the end of the school year for repairs. Repairs should be done as soon as possible. The staff reserve the right to send a student's iPad to Technology to be serviced if the device appears to be unsafe. Technology will not notify parents of damage prior to repair.
5. The Zeeland Public Schools iPad program allows your child the use of an iPad. In doing so families are assuming some risk. Parents/Guardians will be responsible for replacement/repair of the iPad in the event of theft, loss or damage due to intentional or unintentional abuse or misuse of the iPad.
6. Technology reserves the right to have the iPad kept at school after 3 repairs.

Optional 1 - Insurance

\$45.00 per device - unlimited repairs. - See flier on next page for more information.

\$130.00 Family Plan - 3+ Students - See flier on next page for more information.

Non refundable

When purchasing insurance the following information will be needed.

Asset # - White sticker found on the back of the iPad.

Serial # - Go to settings - General (left side half way down) - About (top right side) - Serial # will be half way down on the right side.

Option 2 - iPad Deposit (Mandatory if insurance is not purchased)

\$50.00 per family. Covers all high school and middle school students in the family. If the iPad breaks, then the \$50.00 will be applied toward the price of the first repair; however it does not cover the cost of the first repair. At the end of the year, if the deposit has not been applied toward any repair costs, then the \$50.00 can be refunded upon request over the summer or rolled over to the following school year. Please email all requests to rparks@zps.org.

Repair Prices Without Insurance

Additional costs will occur if repair requires multiple parts.

iPad Air \$89.99

iPad 4 \$89.99

iPad Air 2 \$179.99

Other Options

If your student is a recipient of free and reduced lunch, an option is available. Please note proof of free and reduced lunch will be required. Please contact rparks@zps.org for more information.

Apple ID Middle School

Students will no longer need an Apple ID to install apps. The exceptions to this are iTunesU and iBooks. In those situations technology will be able to create and manage the Apple IDs for the students.

Technology Office Hours

Monday - Friday 7:00-3:30

Mrs. Parks

iPad repairs, and insurance

7-11, 12-3:00 Monday - Thursday

Email

Robyn Parks

rparks@zps.org

616-748-4526

Brandon Prenger

bprenger@zps.org

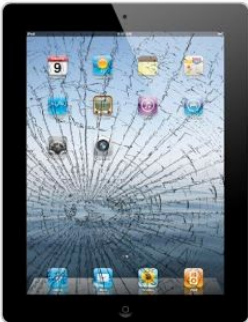
616-748-4528



ZPS MOBILE DEVICE PROTECTION PLAN

ZEELAND PUBLIC SCHOOLS

total protection for your mobile technology.



- Unlimited Repairs
- No Deductibles
- Hassle Free Claims Process
- End-to-End Device Protection
- Covers Accidental Drops, Liquid Damage, Mechanical & Electrical Breakdowns, Electrical Surges, & More



Open Enrollment Period: August 1, 2017 - October 31, 2017

Enrollment in the ZPS Mobile Device Protection Plan for both iPads and Chromebooks opens for all students on August 1st, 2017 and closes October 31st, 2017. Registration may be done online at www.ZPSiPadInsurance.com or in-person during the ZPS iPad rollout days.

UNLIMITED REPAIRS

Only \$45/ per student



www.ZPSiPadInsurance.com
FAMILY PLANS AVAILABLE
 3+ Students - ONLY \$130






ONLY \$45.00

per student / per year

Debit/Credit card (Visa, Mastercard, Discover, AMEX) are preferred forms of payment.

ZPS Mobile Device Protection Plan

Open to both new and used devices, the eduSURANCE Mobile Device Protection Plan is specifically geared to provide peace of mind for parents of K-12 students who utilize iPads and Chromebooks in 1:1 learning environments.

The eduSURANCE Protection Plan is simply put, the most cost-effective protection plan on the market, and yet still provides industry leading benefits and coverage. How you ask? Simple, we are in the repair business, not the insurance business.

Coverage Plans

Plan	Price	Covered Breaks
ZPS Individual	\$45 / student	Unlimited
ZPS Family (3+ Students)	\$130 / family	Unlimited

Average Repair Pricing

Model	Avg. Repair Cost	With Insurance
iPad Air 2	\$179.99	\$0
iPad Mini / Mini 2	\$89.99	\$0
iPad 2 / 4 / Air	\$89.99	\$0
Dell Chromebook 11	\$109.00	\$0



Registration / Enrollment

Enrollment Period Opens: August 1st, 2017

Enrollment in the ZPS Protection Plan opens for all students on August 1st, 2017. Registration may be done online at www.ZPSiPadInsurance.com or in-person during the ZPS iPad rollout days.

Questions?

Please contact Robyn Parks, ZPS 1:1 Coordinator
 616 748-4526
rparks@zps.org



UNLIMITED REPAIRS

Only \$45/ per student



Tech Defenders
 total protection for your mobile technology.