

# **ANTIOCH CCSD 34**



## **1:1 DEVICE INITIATIVE FAMILY HANDBOOK**

# Welcome

Dear Antioch 34 Parents and Students:

As part of Antioch CCSD 34's district-wide technology initiative, students in grades K – 8 have received a district-issued iPad. Students entering grades K – 8 will use the same iPad they had in the previous year. It is the expectation of the district that students will use the iPads both in and out of the classroom throughout the academic school year. All parents must sign the Technology and Security Agreement at the end of this handbook at the start of each school year to ensure the continued use of the device by their student(s).

The Antioch 34 1:1 Device Initiative:

- develops 21st Century skills.
- allows students to participate as global citizens.
- provides opportunities for real-world learning.
- fosters creativity, collaboration, communication, and critical thinking.
- facilitates personalized learning through ownership, choice, and reflection.
- allows for immediate and strategic feedback.
- provides access for possible remote learning events.

Antioch CCSD 34 is fortunate to have eager students whom we expect to use their devices responsibly.

- The iPad should only be used for educational purposes and in accordance with the Antioch CCSD 34 Guidelines for Responsible Use of Technology (GRUT).
- When the device leaves the building, it is still an Antioch CCSD 34 owned device.
- Antioch CCSD 34 will be providing K-8 students with an Apple iPad that meets the requirements of the district for remote learning and school work.
- Information stored or activities completed on the device must follow Antioch CCSD 34 technology policies and procedures.
- School work takes priority over personal content (photos, videos, music, apps, etc).

We suggest to students, “If you would not feel good having your teachers watching what you are doing, don’t do it.”

The iPad is sent home so students can continue their learning outside of school. We ask parents to partner with us in reasonably monitoring students’ activity and access when using a district device outside of the building. The iPads have a security filter and monitoring software installed on them, which works both in and out of the district. Additionally, while students are in school, staff have the ability and responsibility to monitor student iPad use. The guidelines

listed in this document are intended to protect our students, create shared understandings, and provide positive learning experiences in and out of school.

Please reach out to the District Technology Director with any questions at 847-838-8480.

# iPad Basic Expectations

## Use & Care

- When in school, use the school's Wi-Fi system; outside of school, tap **Settings** and tap **Wi-Fi** to connect to other Wi-Fi networks. Please only use trusted networks outside of the district as well.
- Mute sound unless given permission by your teacher and bring earphones every day.
- When you take home a district iPad, **bring it back to school at least 80% charged**.
- Reduce the screen brightness to extend battery life (tap **Settings**, tap **Display & Brightness**, reduce the brightness with the slider).
- Do not eat or drink near the iPad.
- Keep the iPad in sight while in school or follow your teacher's directions to store/charge it.
- Never remove the case or screen protector on the iPad.
- Do not transport the iPad in any binder.
- **Do not apply stickers** or deface the iPad.
- Antioch CCSD 34 owns the device.

## Acceptable Use

- You are responsible for **all** actions that occur on your iPad.
- Follow iPad rules set by your teacher and school and follow [School Board policy](#).

## Troubleshooting Steps

- Restart the iPad (press and hold the **Sleep/Wake** button in the top-right corner).
- "Hard Restart" the iPad (press and hold the **Sleep/Wake** button in the top-right corner at the same time as the **Home** button on the front of the iPad for several seconds until the screen turns black and a white apple appears).
- If you need additional assistance, please take your device to the Library Media Center.

# Responsibilities

Students in Antioch CCSD 34 have received a District-issued iPad. This document explains some basic requirements and responsibilities to care for the device.

1. It is the responsibility of the student and parents/guardians to exercise reasonable care of the device at all times.
2. Students are expected to bring iPads to school at least 80% charged, in the provided case, and ready to be used for learning.
3. Students with iPad damage will be charged according to Part 5: Tech Fee section in this document. Damage is defined as an impairment to its value, usefulness, or normal function as determined by the district.
4. If the iPad is stolen when it is not at school, the district requires a police report be filed and a copy of the report be submitted. For safety reasons, parents or students should **never** attempt to recover a stolen device on their own.
5. Accessories and replaceable parts are not covered under the repair plan and are the full responsibility of the student to cover the cost for replacement.
6. The District is the only party authorized to repair or service the devices.
7. Students must provide access to the iPad and any district accounts if requested by any school personnel. Students must provide access to any personal account/web page being accessed on the iPad if requested by any school administrator.
8. Confidentiality of information, data, images, and messages on a district-owned device should **not** be assumed. Users have no expectation of privacy in materials or content created, received, sent, viewed, or otherwise accessed on the device, even if using a personal account.
9. Students are assigned an Apple ID using a district username by the Technology Department.
10. Antioch CCSD 34 distributes apps used in the classroom for learning at no additional cost to the parent/student.
11. The device is intended only for the student and for educational purposes.
12. Use of the Antioch CCSD 34 device must comply with all district policies, procedures, and the student discipline code, regardless of where/when the student uses the device.
13. Use of a device and the district network is a privilege, not a right. Antioch CCSD 34 may revoke a student's privilege to use a device and related services at any time.
14. The district employs a security filter and monitoring system on the iPads at all times. The district is not responsible for supervision of the device or protection of the student when the device is used outside of the schools, as it is the parents/guardians responsibility.

15. Students must always treat the device with care so it can be used as a learning tool. While devices experience normal wear through daily use, students are responsible for handling the device responsibly, using the provided case, keeping it charged, and ensuring safe storage when not in use. This applies to not only the iPad, but all district provided accessories as well.

# Agreement

## Technology & Security Agreement

### ANTIOCH COMMUNITY CONSOLIDATED SCHOOL DISTRICT 34 TECHNOLOGY & SECURITY AGREEMENT—DISTRICT-ISSUED DEVICE

#### Description of Technology devices to be issued by the district:

***iPad, Power Adapter, Power Cord and Protective Case***

Antioch Consolidated Community School District 34 is providing a district-owned device and related resources. In order to receive the device and resources, one parent/guardian must indicate their understanding and agreement to the terms of this form by electronic acceptance and submission **or** signed hard copy. (Return signed hard copy agreements to the child's school building). Students will be required to review and accept a *Technology & Security Agreement* at the start of each school year through the registration process.

**The following terms govern the use of the technology district-owned device issued from the District and identified on this form:**

#### Ownership and Care of Device

1. **Ownership.** The district retains ownership of the device. The device/equipment must be turned over to district staff upon request for content inspection, maintenance, or other administrative or support actions. All students must provide access and/or passcodes to the device upon request by any district administrative member.
2. **Home Use.** The student is expected to take the device home at the end of the school day or as directed by district staff. Students may be required to turn in their assigned device, along with district-issued accessories, prior to the last day of school and may be re-issued the same device or a different device upon the start of the following school year.
3. **Reasonable Care.** It is the responsibility of the student and their parent(s)/guardian(s) to exercise reasonable care over the device at all times. This includes, but is not limited to, keeping the device in the provided case at all times, securing the device in a safe location, and otherwise taking reasonable steps to protect the device from damage and theft.

4. **Student Expectations.** When a student takes a device home, they are expected to bring the device back for the next school day. The device must be at least 80% charged, in the provided case, and ready to use when they arrive at school.
5. **Tech Fee.** A District Technology Fee is collected and applies to all Antioch CCSD 34 students. The District Technology Fee is listed in the table below. This fee covers software costs, security, district infrastructure, professional development and a repair plan. Students and parents/guardians who pay their technology fee are automatically enrolled in this repair. The repair plan covers the cost to fix the device minus fees that the student pays. (See occurrences below.) In all cases of theft of a device outside of school, the district requires that a police report be filed and a copy of the report be submitted. The family will be charged the replacement fee for the iPad (\$299 or market value). The structure of the fees for repairs are listed below.

Antioch 34 Technology Fee	
School Year	Fee
2024-2025	\$75

- **In the event of a lost/stolen iPad, a replacement fee will be charged to the family at the following cost structure:**
  - **\$299** or current market value
- **In the event of a damaged iPad, a fee will be charged to the family at the following cost structure:**
  - Occurrence 1: **\$50 towards the repair**
  - Occurrence 2: **\$150 towards the repair**
  - Occurrence 3: (and subsequent): **Full Replacement Cost**
- **In the event of a lost/stolen/damaged iPad accessory, fees will be charged to the family at the following cost structure:**
  - Replacement cost of Case: \$50 or current market cost
  - Replacement cost of Screen Protector Frame: \$8 or current market cost
  - Replacement cost of Screen Protector: \$4 or current market cost
- **At the beginning of the 23-24 school year all students were given an Apple Charging Cable and Brick. This Cable and Brick belongs to the student now. The student will not have to return the Cable and Brick if they leave the District or when they graduate 8th grade. If a new cable or brick is needed, families have multiple options, they can purchase one at the cost below or purchase one on their own. Each year, all new students and**



**Kindergarten students will receive a cable and brick that will belong to them as well.**

- Replacement cost of Charging Cable: \$19 or current market cost
- Replacement cost of Charging Brick: \$19 or current market cost

● **In the event that a student leaves the District and does not return Technology:**

- Current market value for replacement of iPad and all accessories will be assessed.

**In addition, full replacement/repair fees may be charged for malicious damage and/or negligence as determined by the District.**

**Fee waivers do not cover the costs outlined above.**

The district's plan **does not cover** malicious or intentional damage. Accessories and replaceable part items such as the USB-C lightning cable, charging adapter, or battery will not be replaced/covered by the repair plan. Cosmetic damage which does not affect functionality will not be repaired/replaced. Any device with removed or altered serial numbers will not be covered. If the repair does not cover the damage, the parent(s)/guardian(s) will be required to pay for the replacement of the device.

The district is the only party authorized to repair/service the device. Any additional money spent by parents/students to repair a device will not be reimbursed. Users remain liable for any damages identified during or after the time the student is in possession of the device period if/when the device is turned in and inspected.

6. **Stolen Property Report.** Students who do not return district-owned devices when requested or upon withdrawal from Antioch CCSD 34 may result in the district filing a stolen property report with local law enforcement. Unauthorized persons in possession of district property are subject to prosecution under Illinois law. The district-owned device is the property of Antioch Community Consolidated School District 34, a local government agency; the theft of the provided device may result in felony charges.
7. **Return of the Device.** The district may require the student to return the device and/or related resources at any time, including if the student is no longer enrolled in the district or at the end of the school year. The student must return the technology device, along with the accessories, in the same condition as the

district issued it. **No permanent marks may be made on the device or related resources other than acceptable wear and tear.** A student who fails to produce the device and/or any related resources within 24 hours after such a request may be subject to discipline or other consequences. The district will assess fees for the cost of repair or the replacement of lost items. The district will also assess fees for the cost of repair for the device to “like-new” condition when it is cycled to another student.

## Device Safety

1. **Filter.** The district may filter or block any material on the device. The district may grant requests to adjust filters or unblock sites/service for bona fide educational purposes, if possible. The student may make a request to their teacher who may request to have such filters or blocks adjusted. The presence of filters or blocks do not relieve the student and/or their parent(s)/guardian(s) of their responsibility to comply with requirements of this agreement or [Guidelines for Responsible Use of Technology](#) (GRUT) and does not relieve the parent(s)/guardian(s) of their responsibility for supervising the student’s use outside of school.
2. **Supervision Outside of School.** The district’s issuance of a device to the student does not create any duty on the part of the district to provide supervision of the use of the device or protection of the student regarding use of the device outside of school or outside of school hours. It is the sole responsibility of the parent(s)/guardians(s) to supervise the student use of the device when outside of school or outside of school hours.

## No Expectation of Privacy

1. **District Right to Monitor.** Users have no expectation of privacy in materials or content created, received, sent, viewed, or otherwise accessed on the device, even if using a personal account (such as a personal email or social media account). This is because the student is using a district-owned device. The device may contain tracking and/or monitoring software that allows the district to obtain and record information concerning the use of the device. The district does not actively track or monitor the use of the devices outside the district’s internal network and does not guarantee that devices can be located. Apple ID accounts include access to Apple’s **Find My iPad** service. Students/parents must notify school administrators if a device is missing and, for safety reasons, should not attempt to recover devices on their own. School administration will work with local law enforcement to recover devices.

2. **Passwords.** The student must provide staff members with usernames, passwords, and/or passcodes to a device and its contained software or applications upon request. Failure to provide staff with access to the device may result in lost content. In addition, the student may also be subject to discipline or other consequences if the student is unwilling to provide such access.
  
3. **District Retention of Records Created by the Device.** The district may retain any records, including but not limited to electronic communications, such as emails and messages on personal social media accounts, from the device that it determines must be retained by law, including public records under the *Illinois Local Records Act*, school student records under the *Illinois School Student Records Act*, and educational records under the federal *Family Educational Rights and Privacy Act*.

## Appropriate Use

1. **School-Related Uses.** The device is intended for use only by the student for school-related/educational purposes. Use of the device must comply with district policies and procedures.
2. **Lending of Device Prohibited.** The student may not lend the device or related resources to anyone, including members of the student's family, for any reason. Loss or damage of the device by others is not covered by the repair plan.
3. **District Policies.** The student's use of the device must comply with requirements of district policies and procedures, including but not limited to the Board Policy [6:235—Access to Electronic Networks](#), other technology policies and procedures, and the student discipline code, regardless of where or when the student uses the device. This means that any use by a student of a device will be subject to discipline as if the activities had occurred during school hours on school grounds, regardless of whether the conduct occurs outside of school and/or on the student's free time. The district reserves its right to block application functionality, implement security measures, change device settings, or take any other administrative or security steps, as deemed necessary in the district's sole discretion. Any attempt to modify (i.e., "Jailbreak") the device/equipment, including but not limited to changing Internet access settings, will be considered a violation of district policy.
4. **Installation of Applications.** The district will provide a district-managed Apple ID. An Apple ID allows the district to download approved applications (apps) and content from the iTunes/App Store at no additional cost to the student/parent. The district provides certain district-purchased software on devices. Parents/guardians acknowledge that the district is not responsible for the operator's activities performed while using any applications. Charges from Apple or other third-party providers that are generated from within any application or content/media (i.e., "In-App Purchases") are the responsibility of the user. The district is not responsible for the disposition of personal applications when the device is returned. The district is not responsible for any software loaded on home devices or the effect or interaction that the district-provided device or its software may have on the other programs or systems of the home device.
5. **Storage Management.** School content takes priority over personal content (i.e., photos, videos, music, apps).

6. **Revocation of Use.** The use of the device and the district's network is a privilege, not a right. The district may revoke the student's privilege to use the device and related services any time it deems appropriate, including where the student violates this agreement, district policy, or district procedures. Additional details are provided within Antioch CCSD 34 Board Policies, including, but not limited to:

[6-235—Access to Electronic Networks](#)

[7-180—Prevention of and Response to Bullying, Intimidation, and Harassment](#)

7. **Indemnification.** The student and parents/guardians release, hold harmless, defend, and indemnify the district from any claims, liability, or money damages (including attorney fees) brought by a third person, the student, or the parents/guardians against the district and related to the student's use of the device or the student's or parents'/guardians' breach of this agreement.

If any term, covenant, condition, or provision of this agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

8. In the event that the students' iPad needs repair the student will need to take the iPad to their school and the school will handle repairing the iPad through the district's procedures. If needed, the student will receive a loaner iPad while the students' iPad is out for repair, however it may not function the exact same as their assigned device.
9. When a student is leaving the district the iPad and accessories must be turned in on the student's last day of school. If any or all of the equipment is not returned the student will be charged the missing equipment's replacement cost.



## **iPad, Case, and Accessories**

As the parent/guardian, my signature indicates I have read and understand the Guidelines, Procedures, and Technology Use Commitment. I understand my child will have access to and use the described District-issued technology. I have read or have explained the Guidelines, Procedures, and Technology Use Commitment outlined in this handbook to my child, and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes.

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Email \_\_\_\_\_

Parent/Guardian Phone Number \_\_\_\_\_

As the student, my signature indicates I have read or had explained to me the Guidelines, Procedures, and Technology Use Commitment outlined in this handbook, and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes.

School: \_\_\_\_\_

Student Name (please print): \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_