iLearn 97

Device Handbook

DISTRICT 97
OAK PARK ELEMENTARY SCHOOL

Includes:

- PROCEDURES
- INFORMATION
- AGREEMENT

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District 97 Vision Statement

Create a positive learning environment for all District 97 students that is equitable, inclusive and focused on the whole child.

Every Oak Park student is …

... known, nurtured and celebrated **LEARNER**	... empowered and passionate **SCHOLAR**
Our Commitments to Our Students	
confident and persistent **ACHIEVER**	... creative **CRITICAL THINKER & GLOBAL CITIZEN**
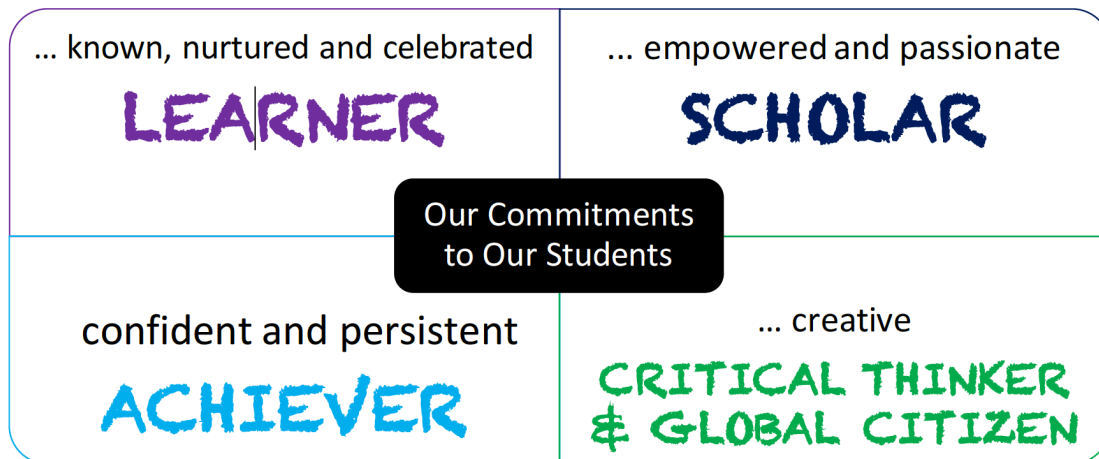
Technology Vision Statement

Provide innovative tools and professional development to **transform and redefine** the way teachers teach and the way students learn with innovative strategies to not only prepare our students for today, but more importantly for tomorrow.

1:1 iLearn 97 Beliefs

1. Providing a way to redefine the way we create, communicate, collaborate and critically think.
2. Providing consistent and equitable access to all students.
3. Providing students with the innovative tools; which will provide the power of choice with how and what they will create and how they will communicate and collaborate.
4. Providing consistent professional development to modify and redefine the way
5. Teachers teach by creating a common knowledge for all staff, while still meeting the varying level of needs for staff to continue to grow.

1:1 iLearn 97 Goals

- **Goal #1:** Increase student achievement through the successful implementation of a 1:1 initiative
- **Goal #2:** Create and provide supported and equitable opportunities for student learning with technology tools to enhance the learning experiences and goals
- **Goal #3:** Implement a successful technology professional development program that enhances confidence and technological pedagogy
- **Goal #4:** Continuous evaluation of technology initiatives, programs and infrastructure

Acceptable Use Policies

1. Students will use the instructional technology device for educational purposes only.
2. Students will always communicate in a respectful and appropriate manner when online.
3. Students will always practice good digital citizenship when using the instructional technology device.
4. Students will treat the instructional technology device with care, especially when transporting to and from school.

Unacceptable Use Policies

1. Students will not use the instructional technology device for personal or non-educational purposes.
2. Students will not send or display offensive, obscene or inappropriate language or pictures/images.
3. Students will not harass, insult or attack other users.
4. Students will not purposefully damage the device in any way.
5. Students will not break copyright laws.
6. Students will not give out personal information.

* Students are responsible for exhibiting the same responsible behavior on the instructional technology that they are expected to display on school property and/or school sponsored events.

Responsibilities of Teachers, Guardians and Students

District 97 and its Teachers will:

1. Provide an iPad or Chromebook for each student in grades 3 through 8.
2. Purchase and support apps on the iPad or Chromebook
3. Provide students with a Google account, which can be used for email, document creation, and storage.
4. Provide Internet access for students to use while in school.
5. Block inappropriate Internet content while student is on the district's network and external networks through Securly.
6. Thoroughly review the District 97 Acceptable Use Policy with students annually.
7. Monitor student iPads and Chromebooks on a regular basis to make sure students are following the Acceptable Use Policy.

Responsibilities of Teachers, Guardians and Students Continued

Students will:

1. Use their iPad or Chromebook for educational purposes only.
2. Follow the District 97 Acceptable Use Policy at all times and act respectful, responsible, and safe with their iPad or Chromebook.
3. Follow all school and classroom rules when using their iPad or Chromebook.
4. Protect personal information, including their names, phone numbers, addresses, usernames, and passwords.
5. Alert a teacher or other staff member if they encounter any inappropriate Internet content.
6. Alert a teacher or other staff member if they receive any inappropriate emails or messages.
7. Use proper care and handling to prevent damaging the iPad or Chromebook.
8. Transport their iPad or Chromebook inside a backpack or other bag when traveling between school and home.
9. Charge their iPad or Chromebook each night using the charging cord provided by the District.
10. Bring their iPad or Chromebook to class fully charged each day.
11. Complete a Family Device Contract with their parents/guardians (document given at Orientation Nights).

Parents/Guardians will:

1. Complete a Family Device Contract with their children (document given at Orientation Night).
2. Complete the form acknowledging the types of tools that will be used on the devices and understanding the acceptable use policy set by District 97.
3. Set expectations for home iPad or Chromebook use, including where, when, and how long children should use the iPad or Chromebook outside of school.
4. Discuss importance of being safe online and protecting personal information with their children.
5. Discuss the District 97 Acceptable Use Policy and what it means at home.
6. Provide their children with a safe location to store and charge their iPad Minis each night.

Usage Guidelines

1. Follow District 97's Acceptable Use and iPad/Chromebook Policies at all times inside and outside of school.

2. Respect District 97's restrictions of access to sites and apps that not allowed at school and at home.

3. Secure your iPad or Chromebook in your locker/classroom whenever it is not in your possession. Never leave it unattended.

4. You may not attempt to break any security protocols put in place by District 97. If any iPad or Chromebook is "jail-broken" it voids the warranty. If you "Jail-Break" (process of removing limitations imposed by the manufacturer) your iPad or Chromebook, you are responsible for the cost of the device. Repairs will be handled by the District 97 Technology Department.

5. If necessary, your iPad or Chromebook may need to be reset by the District 97 technology department. Resetting causes all programs and files on the device to be erased and the device to be returned to its original state. Provided you have saved files in Google Drive and/or cloud based programs, most if not all of your data can be restored.

6. Network administrators may review your files and communications to ensure you are using the iPad or Chromebook appropriately. Do not expect the files stored on your iPad or Chromebook will always be private; this is a district-owned and issued device.

7. You are responsible for the appropriateness of all files, data and Internet history on your iPad or Chromebook.

8. You may not take any photos, video or audio recording of other students or staff without their permission. The possession, forwarding, or uploading of unauthorized photos, videos, or audio to any website, network storage area, or person is strictly forbidden.

Instructional Use of the iPad Mini

1. You are responsible for bringing your iPad or Chromebook to school every day. If you forget your iPad or Chromebook, you will have to complete the pencil and paper equivalent of the task. You will have to make up any work that you are unable to complete in full. Loaner iPads or Chromebooks may be provided for this reason depending on availability.

2. The software/apps originally installed by District 97 must remain on the iPad or Chromebooks.

3. The iPad or Chromebook should be brought to school fully charged every day. It is your responsibility to have sufficient battery life for your expected use while at school.

4. Printing: The iPad or Chromebook gives you the opportunity to send items digitally. In rare cases you need to print from your iPad or Chromebook, email the document to yourself or save it to your Google Drive account and print from a computer.

5. Updates to apps and the iPad and Chromebook software are released routinely. District 97 will be responsible for updating apps and software on the iPads and Chromebooks.

6. Plagiarism is a violation of the District 97 Acceptable Use Policy. Give credit to all sources used, whether quoted or in your own words. This includes all forms of media on the Internet, such as pictures, videos, music, and text.

7. Whether at school or at home, your district-issued iPad and Chromebook is intended for instructional use.

Managing your files and saving docs

1. Camera Roll--Locally stored on device

When exporting docs or photos, most apps will allow exporting or sharing with the photo roll. Then the file is stored in the camera roll until deleted. This will keep it on the device only. Students are also able to share their file(s) through email, airdrop, Showbie, Edmodo, or Google Drive. It is recommended to share complete projects and not store them on the camera roll because the iPad Mini can hold up to 16 GB which includes the apps loaded on it. If a device is out of space, students will need to delete or move files to cloud storage (Google Drive). In order to see what is taking up space, go to **Settings > General > Usage.** You will be able to see a list of applications and how much storage each one is using. Once it is determined which app is taking up the most storage, go to that app and delete or move some of the saved files by uploading them to Google Drive.

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2. Google Drive--Stored online in Drive

Google Drive is available for additional storage. Each account can hold up to 30 GB of files and is accessible from any device with Internet. Therefore, if a student needs to access a file on the computer, he or she can upload it to Google Drive. They can then download the file on a different device and continue to work. There are many apps loaded on the iPad Minis that have an option to open in another app and Google Drive is the preferred option if students are looking to store files. If there is not an option for Google Drive, it is possible to save or export as an image to the camera roll. Once the image has been saved in the camera roll, a student can upload it through the Google Drive app. It is the student's responsibility to upload or save files to their Google Drive in order to make sure files are stored safely. Files may be lost or not accessible if device is damaged to the point that it cannot be turned on or lost/stolen.

3. iCloud--Stored online in iCloud

If you have created an Apple ID for your child, they will be able to turn on syncing and store projects, pictures, videos and other educational content in iCloud. This will help keep all of their work stored in the cloud in case something were to happen to the device (damage, loss or stolen). If one of these unfortunate situations happened you child would still have all of their content once they logged into their iCloud on a new device.

Sharing

- **Email** - Students have their District 97 email on their iPad Minis and can share with other students or teachers in the district.
- **Airdrop** - Students can share files with their teachers or classmates by airdropping to one another.
- **Showbie** - This app is designed for the teacher to share an assignment. Then the student to complete it and turn it in. Finally, still within the app the teacher can review and share back corrections with a student.
- **Edmodo** - This app is an educational social networking tool that can store files and can share files between teacher and students. This needs Wi-Fi to work.
- **Google Drive** - Once files are uploaded; they can be shared to anyone within district.

Core Apps for iLearn 97:

*Please click the links below to view the apps for each of the following groups and information for each app.

Kindergarten App List
1st & 2nd Grade App List
3rd – 5th Grade App List
6th – 8th Grade App List

***The app lists will continue to be updated as changes are made throughout the school year.**

Adding a Wireless Network

At school, students are automatically connected to the District provided network. You may need to connect to your home or a public place wireless network to do homework.
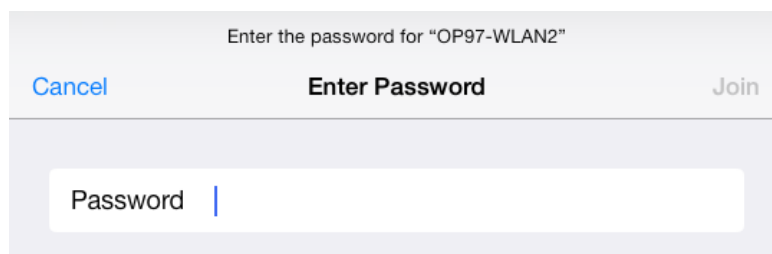
1. Open 'Settings'

2. Touch **Wi-Fi** on the left and look for your network. **Touch to "Choose a Network"**
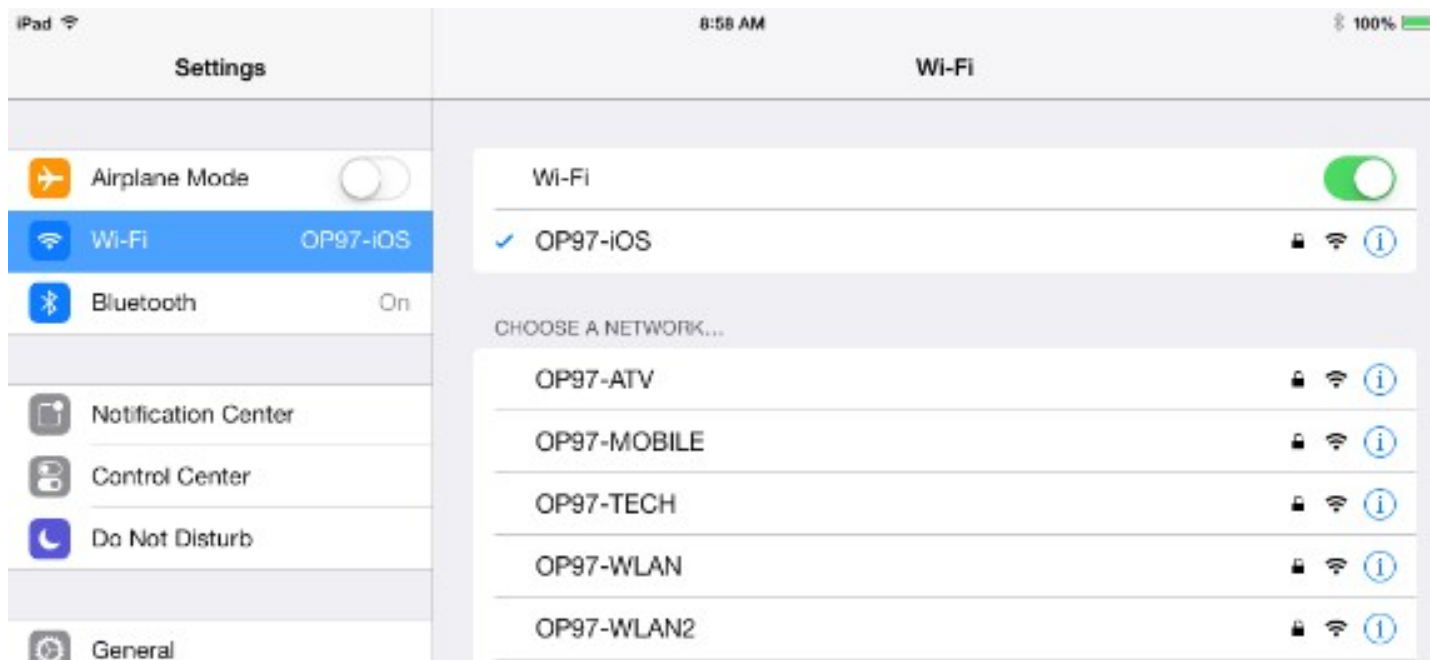
3. Enter your password

4.You will know you are successful if the bars are showing! Once a password is entered for a wireless network, the device will remember on future visits.

Care and Maintenance of iPad or Chromebook

- Parents and students must sign and return the **Acceptable Use Policy** before the iPad and Chromebook can be issued to their child.

- Student iPads and Chromebooks will be labeled by District 97 in order to identify and track each device. iPads and Chromebooks can be identified by a serial number and students are prohibited from altering these identifying marks.

- Each iPad and Chromebook has the ability to be remotely located. Modifying, disabling or attempting to remove the locator is a violation of the acceptable use policy.

- At this time the district is not allowing parents or students to add apps to the devices or alter the device in any way. Any attempt to alter the iPad or Chromebook is a violation of the home use agreement.

- Do not lend your iPad or Chromebook to another person. Each iPad and Chromebook is assigned to an individual and the responsibility for the care of the iPad or Chromebook is the responsibility of that individual.

- If students leave their iPad or Chromebook at school, they are responsible for getting any homework completed as if they had their iPad or Chromebook present.

- If your iPad or Chromebook fails to work or is damaged, report the problem to your teacher as soon as possible.

- iPads/Chromeboooks and their case must remain free of any writing, drawing, stickers, or labels that are not approved by the district.

- Cameras/video tools should only be used appropriately with teacher permission.

Screen Care

- The iPad/Chromebooks screens can be easily damaged if treated roughly. The screens are sensitive to damage from excessive pressure on the screen. Do not lean on the top of the iPad/Chromebook when it is closed.

- Only use a clean, soft cloth to clean the screen. Do not use cleansers or liquid (including water) of any type.

- Avoid using any sharp object(s) on the iPad and Chromebook, as well as touching the screen with anything other than your finger or stylus.

iPad/Chromebook Care

- The iPad must remain in the school issued protective case at all times.

- Careful placement in your backpack is important.

- When taken home and not being used, the iPad or Chromebook should be in a secure, locked environment.

- Avoid leaving the iPad or Chromebook in a vehicle. Extreme exposure to heat can damage the iPad and Chromebook. If you must leave the iPad or Chromebook in a vehicle for a short period of time, please make sure it is hidden.

- Care must be taken when inserting and removing cords and cables to and from the iPad and Chromebook to prevent damage.

- Do not expose your iPad or Chromebook to extreme temperatures, direct sunlight or ultraviolet light for extended periods of time. If your iPad or Chromebook has been in a cold environment for a long period of time, let it warm up before using it.

iPad & Chromebook 1:1 FAQs

If my child's device is stolen or lost, can it be tracked?

- Yes. It is very important to contact your child's building principal and teacher immediately, so that the District can begin trying to locate the device.

If the device is lost or stolen, can they just factory reset the device in order to no longer have the device tracked?

- Yes, but with the new operating system that device can no longer be used unless the user has the original Apple ID and password (which are District 97 created and protected). The device will essentially be useless.

What if parents/guardians do not pay the initial non-refundable protection plan fee?

- The device will have to be checked in daily to the specified location at their building.
- They are accepting full liability for the device and case.
- They will be expected to pay in full for any damage, loss and/or theft. Families will be notified of costs on the orientation night (via protection plan document) and payment will be expected. If payment is not received, we will follow same procedure that the business department does to ensure other fees are paid.

What happens if child does pay for protection plan and device is damaged, lost, or stolen?

- Per the District 97 agreement the first incurred damage is covered with no additional payment, because we understand accidents happen. After that there will be a payment in amount of $25 for the second incident and $50 for the third incident in the same school year.
- If the device was lost or stolen outside of the school boundaries, student will be issued a replacement device to use at school only, until payment is collected from family.
- Lost devices are not covered under the Protection Plan Agreement and full replacement payment is required.
- Stolen devices require a payment of $50, in order for the child to begin bringing the device home again. For a second theft incident the payment is $100 and a third is full replacement cost of $314 for iPad and $357 for the Chromebook.
- If device is lost or stolen at school a replacement device will be provided. The building principal/district administrator will determine level of neglect and if device will be given to student immediately.
- Lost devices are not covered under the Protection Plan Agreement and full replacement payment is required.
- Stolen device requires a payment of $50, in order for the child to begin bringing the device home again. For a second theft incident the payment is $100 and a third is full replacement cost of $314 for iPads and $357 for Chromebooks.

iPad/Chromebook 1:1 FAQs Continued

- If device is damaged outside of school, a new device will be provided, while the other is being repaired or replaced. That student will lose the privilege of taking device home until the original is repaired and payment is collected.

- If device is damaged inside school, school/district admin will determine level of neglect and whether a replacement should be provided while other device is being repaired or replaced. The student will not be allowed to take replacement device out of school.

- If family refuses to pay damage, stolen or loss payment a replacement device will be provided for school use only.

What signifies a loss?

- If a device is misplaced and a parent/guardian does not file a police report.

What happens if parent/guardian pays the initial non-refundable payment, but refuses to pay deductible for damaged, lost or stolen device?
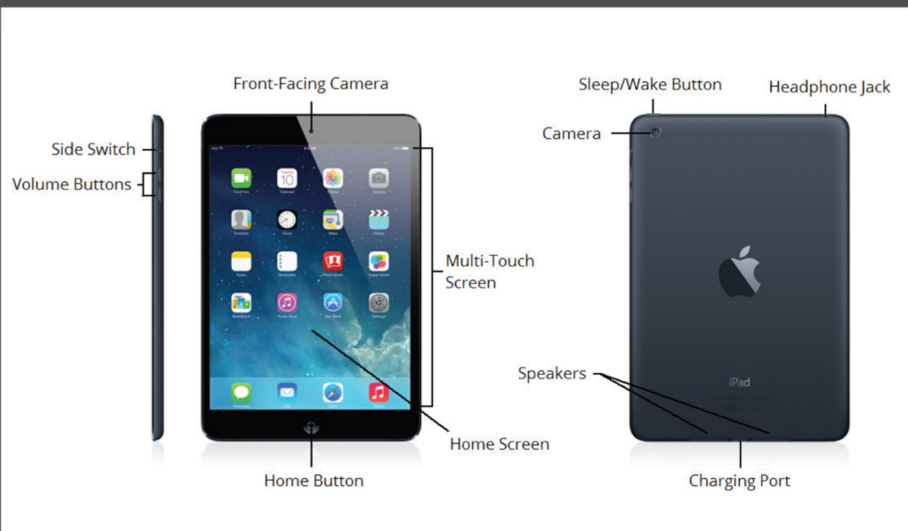
- Their child will receive a replacement device until the other device is repaired or replaced, but will only be able to use the replacement at school. Also, there may periods of time that the child loses the privilege to have a device during the day, based on teacher/building principal/district admin decision.

What are the typical repairs and costs associated with those repairs? Manufactured Warranty through the first year and subsequent years will be covered by District via fees that have been collected

- Replacement cost after warranty is up is $314 for iPads and $357 for Chromebooks
- Cracked Screen - $110 for iPad and $180 for Chromebook

Apple
iPad
New for iOS 7
Quick Reference Card

CustomGuide
Interactive Learning

Your iPad Hardware

Front-Facing Camera
Side Switch
Volume Buttons
Multi-Touch Screen
Home Screen
Home Button

Sleep/Wake Button
Headphone Jack
Camera
Speakers
Charging Port

Buttons

Home Button
- **Return to the Home Screen:** From any app, press the **Home button** once.
- **Multitask:** Quickly press the **Home button** twice.
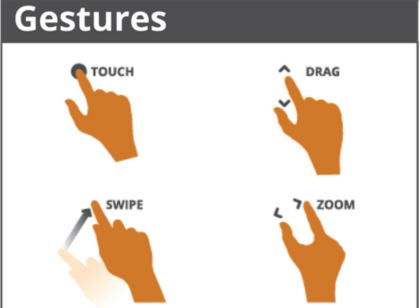- **Siri:** Hold the **Home button**.

Sleep/Wake Button
- **Lock your iPad:** Press the **Sleep/Wake button** once to lock your iPad.
- **Unlock your iPad:** Press the **Sleep/Wake button** (or the **Home button**). Swipe across the **Slide to Unlock slider** that appears.
- **Power Off your iPad:** Press and hold the **Sleep/Wake button**, then swipe across the **Slide to Power Off slider**.
- **Power On your iPad:** Press and hold the **Sleep/Wake button** until the Apple logo appears.
- **Force Restart your iPad:** Press and hold both the **Sleep/Wake button** and the **Home button** until the screen turns black and the Apple logo appears.
- **Screen Capture:** Press both the **Sleep/Wake button** and the **Home button** to save a screenshot to the Camera Roll.

Volume Buttons
- **Adjust Volume:** Press the **Volume Up button** or the **Volume Down button** to increase or decrease the volume.
- **Snap a Photo:** Press either of the **Volume buttons** to snap a photo when using the camera.

Side Switch
- **Mute Volume:** Flip the **Side Switch** down.
- **Unmute Volume:** Flip the **Side Switch** up.

Gestures

TOUCH   DRAG
SWIPE   ZOOM

Built-in Apps

Messages: Send and receive texts and iMessages.

Calendar: Manage your schedule, events, and reminders.

Photos: View and manage your photo collection.

Camera: Take, edit, and share photos.

Weather: Check hourly and daily forecasts.

Clock: Set Alarms, World Clock, Stopwatch, and Timer.

Maps: Find nearby locations and get directions.

Videos: Watch movies, TV shows, and video podcasts.

Notes: Take, save, and access your notes.

Reminders: Create to-do lists with notifications.

Stocks: Check the market and view charts and articles.

Game Center: Access games and interact with other users.

Newsstand: Collect magazine and newspaper apps.

iTunes Store: Find, buy, and download new music and videos.

App Store: Find, buy, and download new apps for your iPad.

Passbook: Store boarding passes, coupons, and tickets.

Compass: Use the Compass or Level tool.

Settings: Manage all the settings on your iPad.

Phone: Place phone calls, access contacts, and check voicemail.

Mail: Send, receive, and manage email.

Safari: Browse the internet on multiple tabs.

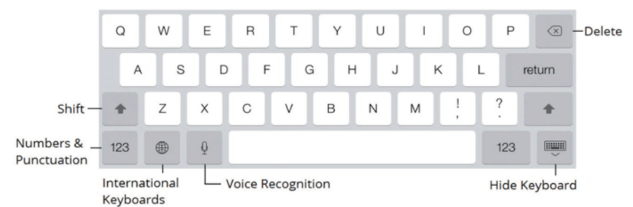**Music:** Play music and create playlists.

Home Screen

- **Open an App:** Simply tap an app icon with your finger to open the app.
- **Navigate Screens:** Each Home Screen is represented as a dot, with the active Home Screen represented as the brightest dot. Tap and drag anywhere on the Home Screen to move left and right between screens.
- **Rearrange the HomeScreen:** Tap and hold your finger on an app icon until the app icons begin to wiggle. Drag the app icon to a new location on the Home Screen (or to the side of the screen to move it to another screen), then release it. Press the **Home button** when you are done moving the icons.
- **Add an App to the App Dock:** App icons and folders in the dock at the bottom of the Home Screen will be available across all of your Home Screens. The Dock can hold up to four apps and/or folders. To add an app or folder to the dock, simply drag it to the dock while rearranging.
- **Delete Apps:** Tap and hold your finger on an app until the icons begin to wiggle. Tap the **Delete button** that appears in the upper-left corner of the icon (you cannot delete apps that came with the iOS).
- **Create an App Folder:** To create a folder, drag one app onto another and hold until a folder is created. Then, drag the app icon into the folder and release. Once a folder has been created you can add more apps to it and rename it.

Status Bar · App Icons · Home Screen Indicator · App Dock

Status Bar

The Status Bar displays status information for your iPad and is visible in all apps and on the Home Screen.

•••••	Cell Signal	☎	TTY
📶	Wifi Signal	VPN	
☀	Network Activity	GPRS	
✈	Airplane Mode	E	Cellular Network
↻	Syncing	3G	
⏰	Alarm	LTE	
⊚	Personal Hotspot	4G	
◁	Location Services		
⊡	Portrait Orientation Lock		
✳	Bluetooth		
☾	Do Not Disturb		
▬	Battery		
↱	Call Forwarding		

Keyboard

- **Insert Numbers and Punctuation:** Tap the **Numbers and Punctuation key** to change the on-screen keyboard to the Numbers and Punctuation keyboard, which displays numbers as well as commonly-used punctuation. From the Numbers and Punctuation keyboard, tap the **Symbols key** to change the keyboard to the Symbols keyboard.
- **Insert Accented Characters:** Tap and hold a letter to display a popup of accented or alternate versions of that character, then swipe to the character you would like to add.
- **International Keyboards:** Tap the **International key** to switch between any international keyboards you have set up (**Settings** > **General** > **International** > **Keyboard** > **Add New Keyboard**). Tap and hold the **International key** to display a popup menu so that you can switch directly to your desired international keyboard.
- **Select Text:** Tap and hold your finger over a word until a magnifier appears, then tap the **Copy** or **Select all button** in the popup that appears. If you want to select multiple words, drag the blue selection dots to the beginning and end of the text you want to select. To paste text, tap and hold where you want to place the text then select **Paste** from the popup menu.

Delete · Shift · Numbers & Punctuation · International Keyboards · Voice Recognition · Hide Keyboard

iPad Management

Bluetooth · Wifi · Airplane Mode · Music Player · Do Not Disturb · Orientation Lock · Compass · Camera · Control Center · Brightness

- **Use the Control Center:** Swipe from the bottom of the screen up towards the top. The Control Center gives you quick access to common settings and apps. When you are finished, swipe downwards towards the bottom of the screen to close it.
- **Multitask:** Quickly press the **Home button** twice to open the Multitask view. Here you can scroll through all the open apps. To reopen an app, simply tap the app or its thumbnail. To close an app, swipe the thumbnail towards the top of the screen so that it disappears.
- **View the Notification Center:** Swipe down from the top of the screen. The Notification Center appears showing a summary of your day. Click the **All** or **Missed tabs** to view app notifications.

District 97 Protection Plan

We are providing a proposal with our recommendation for a mandatory device protection plan for the iLearn 97 initiative. We have completed research on self-managed protection plans, self-insurance plans and 3rd party protection/insurance plans. This research consisted of, but not limited to, speaking to device liability companies, repair facilities, and various school districts that have implemented a 1:1 device protection plan. We have also done a cost analysis of each option. Below are the reasons that we believe a Self-Managed Protection Plan versus a 3rd Party Protection Plan is in the best interest for not only the district, but also for parents/guardians:

1. Minimal cost to families
2. Rollover funds at the end of the year to offset future technology purchases or replacement costs
3. Creating vested interest in sizeable 1:1 Initiative
4. Manageable amount of District 97 staff time to manage plan

Process for Damaged Device

Steps	Responsibility	Timeframe
Help Desk Ticket created explaining damages	Classroom Teacher/Building Administrator	During the day of the damage
Tech Specialist retrieves replacement device from Technology Director to replace damaged device only if device cannot be repaired (Replacements will always stay at school)	Technology Specialist for Assigned School	Within 24 Hours
Parent/Guardian will be contacted to inform them of the damaged device (if it did not happen at home) and original device will be returned only for classroom use until claim form has been returned to school/district and fee has been paid in full (payment only required after first claim)	Via email and follow up phone call by Technology Department	Before the end of that day
Technology Dept. will run a diagnostic check to determine level of damage. If needed the it will be taken to vendor for repair	Technology Department	Within 24 hours
Deductible collected via RevTrac or check at school building, if necessary.	Parent/Guardian	Before device can be returned for home use
Device will be returned to classroom teacher/student.	Technology Specialist for assigned school	Within 3 business days of receiving device and claim form

Process for Lost/Stolen Device

Steps	Responsibility	Timeframe
Student and Parent/Guardian should contact building principal via direct link on school webpage	Student & Parent/Guardian	Immediately (Within 24 hours)
Teacher or Building Principal contacts Senior Director of Technology	Teacher or Building Principal	Immediately to ensure optimal time to try to locate device)
Building Principal/Technology Dept. will review the protection plan with parent/guardian. They will also review to determine if it was a theft (which is covered under the protection plan and requires a Police report or if it was in fact a loss, which is not covered and complete replacement cost is necessary)	Building Principal/Technology Department	Immediately
Technology department will begin process to track the device	Director of Technology or assigned staff member	Immediately
A replacement device will be distributed to student under the discretion of the building principal/Technology Department	Building Principal/Technology Department	Following payment of deductible is paid in full

Oak Park Elementary School District 97

iLearn 97 Loss and Damage Coverage Information

All district iPads/Chromebooks are insured against certain kinds of loss or damage. Please read the following to understand the limitations of this coverage as well as each family's own responsibilities.

Dates/Expiration:
• Coverage begins on the first day the student received the device
• Coverage ends on the last day the students is in attendance

Coverage	**Exclusions**
• **Accidental Damage**: Covers accidental damage caused by liquid spills, drops, or any other accidental event. • **Theft**: Covers loss due to theft provided that a police report has been filed. • **Fire**: Covers loss or damage to the device as a result of fire; the claim must be accompanied by an official fire report from the investigating authority • **Electrical Surge**: Covers damage to the device as a result of an electrical surge • **Natural disasters**: Covers loss or damage caused by natural disasters.	• **Dishonest, Fraudulent, Negligent, or Criminal Acts**: Damage or loss is not covered when it occurs in conjunction with any dishonest, fraudulent, intentional, negligent, or criminal act. In this case, the student/parent/guardian will be responsible for the full cost or repair or replacement. • **Consumables**: USB charging cable ($10), AC adaptor ($10), stand ($10) entire case ($25), Chromebook charger ($20) • **Cosmetic damage** that does not affect the functionality of the device. This includes but is not limited to scratches, dents, and broken ports or port covers. • **"Jail breaking"** or otherwise voiding the manufacturer's warranty by altering the software.

Payment per claim

Claim	Damage/Repair Payment	Cost if stolen
1	$0	$50
2	$25	$100
3	$50	$314(iPad)/$357 (Chromebook)

* If a student leaves District 97 for any reason the iPad or Chromebook will need to be returned.

Name of Student:		**Grade:**	
School:			
Serial #		**Asset Tag #**	

Please report any damage or loss to the school immediately

Oak Park Elementary School District 97

iLearn 97 iPad Mini & Program Agreement

I …

Have participated in an iLearn 97 Event or viewed the online webinar

Understand the District 97 Acceptable Use Policy

Will review the iLearn Handbook and abide by the expectations

Understand the iLearn 97 Coverage Information
(Which includes what happens if device is damaged, lost or stolen) (Provided to your student with this document and a draft can be found in the iLearn 97 Handbook at http://www.op97.org/ilearn)

District 97 and staff will not only have the iPad Mini and other technological tools available for students, but also make use of beneficial online programs that enhance the learning environment and offer opportunities to differentiate instruction, while meeting the varying student learning styles. Below is a list of programs that our staff may use this year for students and you can find this list and links to the privacy policies at www.op97.org/ilearn (tab on the side for Educational Apps/Programs). While these programs do require some student information for account creation, we closely review all privacy policies and remain focused and diligent about limiting the student information shared to directory information. The programs used include, but are not limited to: Google Apps for Education, Apple iCloud/Apple ID, Edmodo, Ten Marks, Connected – MyMath, Canvas, Khan Academy, KidBlog, Newsela, FastForWord, Moby Max, Lexia Core 5, Read 180, Treasures (reading curriculum), Realidades (world language), IXL, XtraMath, Nearpod, JunoEd, Triumph Learning, Spelling VocabCity, Sketchbook Pro, Custom Typing and Write Online.

By completing the following you are acknowledging and signing off with consent for the statements regarding the above "I" statements and programs that may be used during the upcoming year.

Parent/Guardian – Print Name:	School:	
Signature		**Date:**
Student Name:		

Oak Park Elementary School District 97

iLearn 97 iPad Mini Claim Form

Please fill out the claim form and submit immediately to school administration. Also, refer to the declaration page for the District 97 Technology Fee Agreement and Coverage information. Coverage is not afforded where any person has knowingly concealed or misrepresented any material fact or circumstance regarding this protection plan. The district cannot collect the device and have it fixed until this form has been completed and returned to the school administration or designee.

Student Name: _____ School: _____

Address: _____

_____

Home Phone: _____

Date of Incident: _____/_____/_____

Time Discovered; _____ (AM/PM)

Discovered by: _____

Location of Incident: _____

If claiming vandalism, fire, or theft, did you notify the police? _____
   a. Investigating Officer: _____
   b. Case Number: _____

Describe Damages:
_____
_____

Describe in detail, the circumstance of your incident:
_____
_____

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

_____   _____

Signature   Date

Annual Fee and Payment per claim*

D97 Annual Fee	Claim	Damage/Repair Payment	Stolen Payment
$20	1	$0	$50
	2	$25	$100
	3	$50	$314(iPad)/$357 (Chromebook)

Internal Use Only:
Claim Type: Damage   or   Theft

Number of prior claims: _____
Payment Owed: $