



Pewamo-Westphalia Middle/High Schools  
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## Pewamo-Westphalia Community Schools Device Responsibilities for Students, Parents, and the District 2023-2024

### Care and Maintenance of the iPad/Chromebook

1. Do not attempt to gain access to the internal electronics or to repair your iPad/Chromebook. If your device fails to work or is damaged, report the problem to your school's technology department as soon as possible. Failure to do so when you become aware of it may result in the iPad/Chromebook being temporarily disabled. Device repair/replacement options will be determined by school's administration. You may be issued a temporary iPad/Chromebook or other materials until your original machine is working properly or replaced.
2. Never leave the iPad/Chromebook unattended. When not in your personal possession, the iPad/Chromebook should be in a secure, locked environment.
3. Keep water, milk, and other liquids away from the iPad/Chromebook. It 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/Chromebook. Use of unapproved cleaners may damage it.
4. While the iPad/Chromebook is scratch resistant, it will scratch. Avoid using any sharp object(s) on it.
5. Avoid placing weight on the iPad/Chromebook – do not place in backpack under heavy books.
6. Never throw or slide an iPad/Chromebook.
7. Your iPad/Chromebook comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student-provided device accessories are the responsibility of the student.
8. Each iPad/Chromebook has a unique identification number and at no time should the numbers or labels be modified or removed.
9. Do not lend your iPad/Chromebook to another person other than a faculty member. Each iPad/Chromebook is assigned to an individual and the responsibility for the care of it solely rests with that individual.
10. The iPad/Chromebook is an electronic device and care must be exercised when handling it. Never throw a book bag that contains an iPad/Chromebook. Never place a iPad/Chromebook in a book bag that contains food, liquids, heavy, or sharp objects.
11. The iPad/Chromebook is designed for daily use; therefore, it must be charged and ready for use each school day. iPad/Chromebooks should be charged at home.
12. The iPad/Chromebook must remain free of stickers, writing, painting, or any other forms of adornment. You may not decorate or personalize the actual iPad/Chromebook in any way.

### Cost of iPad/Chromebook, Apps, and Accessories

1. The replacement cost of the iPad/Chromebook is approximately \$550 and includes: the iPad/Chromebook, iPad/Chromebook charger, cases if issued, and software applications (apps, including management software) including assorted programs/accessories specific to individual classes.
2. The district offers insurance through a group policy against loss, theft, or accidental damage to an iPad/Chromebook or accessories at a cost of \$30 per year with a \$30 deductible for first time damage, and a \$20 deductible for each following incident requiring repair and/or replacement. If the insurance is accepted and paid for at the time the student takes the device home, the iPad/Chromebook will be replaced in case of accidental damage, theft, loss, liquid damage, fire/flood, vandalism, natural disasters, or power surges. If your family has more than two children receiving devices through PWCS, the total amount for insurance is capped at \$60.
3. If your child's school-issued iPad/Chromebook is damaged and he/she receives a temporary machine to use while the original is being repaired, the district makes no guarantee that the temporary machine will be the same model or condition as the original. Your child is still responsible to care for it as if it were his/her original iPad/Chromebook.
4. It is the parent/guardian responsibility to cover the cost of district-issued iPad/Chromebooks should they choose not to pay the annual fee for insurance. **Pewamo-Westphalia Community Schools will order the replacement equipment as necessary; parents and guardians are not to purchase any broken/lost equipment, including the charger, to replace their student's original materials.**
5. If PW Community Schools has no record of your insurance purchase through our program, you are assumed to have accepted full responsibility for the replacement cost of your child's iPad/Chromebook.
6. Modifying the settings of the district-issued iPad/Chromebook or deleting district-issued software applications (apps) may result in student discipline and/or the need for reformatting at a cost to the student.

### Lost or Stolen iPad/Chromebooks

1. In the event that a district-issued iPad/Chromebook is lost or stolen, the student and parent/guardian should immediately notify the school administrator. Failure to do so when you become aware of it will result in termination of the school-purchased insurance. The filing of a police report by the parent/ guardian will be required at that time.
2. In the event that a police report is filed for a lost or stolen iPad/Chromebook, PW Community Schools, in conjunction and only in conjunction with police, may deploy location software, which may aid the police in recovering the iPad/Chromebook.
3. Students who exit from PW Community Schools during the school year must return the iPad/Chromebook, along with any issued accessories, at the time they leave the district. The iPad/Chromebook and all accessories should be returned to the school's main office. Failure to return the school's device in a timely fashion may result in legal action.

### Distribution of iPad/Chromebooks

1. Each student will receive an iPad/Chromebook formatted by PW Community Schools.
2. A parent/guardian may choose not to have their child participate in the iPad/Chromebook take-home program by sending written notification to the Building Principal. In this event,

students will be issued an iPad/Chromebook, but will not be able to take the device home. Students who do not participate in the iPad/Chromebook take-home program will pick up and return their iPad/Chromebook to an area designated by the Building Principal on a daily basis. PW Community Schools cannot guarantee equal access to materials and/or quality of materials to students opting out of the iPad/Chromebook take-home program.

3. The District will make every attempt to secure a replacement device for students in a timely fashion. While school is taking place in its brick-and-mortar environment, this means within two school days. If school is closed for any reason and the students are engaged in Distance Learning, it will be up to one week for a replacement device.

### Student Use of the iPad/Chromebook

1. The iPad/Chromebook is the property of PW Community 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/Chromebook or a school supplied or supported email service.

2. The iPad/Chromebook comes equipped with a front-facing camera and video capacities. As with all recording devices, it is best practice and common courtesy to 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 their iPad/Chromebook to school every day unless otherwise directed by a staff member. Failure to bring an iPad/Chromebook 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 an iPad/Chromebook, the student will be subject to disciplinary action.

4. It is the student's responsibility to bring their iPad/Chromebook to school fully charged. A student's repeated failure to bring their iPad/Chromebook charged may result in disciplinary action.

5. While personalized screensavers or backgrounds are permitted, inappropriate or provocative images are not permitted. This includes but is not limited to: pornographic images, guns, weapons, inappropriate and/or threatening language, drug, alcohol, and/or gang related images. Discovery of such images is subject to disciplinary action.

6. The district-issued iPad/Chromebook is designed as a tool for learning; misuse of the iPad/Chromebook 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 home address or phone number, or the address or phone numbers of other students.

8. PW Community Schools encourages students to take their iPad/Chromebook 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/Chromebook at home.

9. PW Community Schools makes no guarantee, written or implied, that materials on the iPad/Chromebook, including student work, will be safe from deletion, accidental or otherwise.

10. To help keep students safe from inappropriate content on the Internet, student iPad/Chromebooks are filtered through our district's servers, regardless of where it is physically located. Any attempt to reconfigure the settings to access an outside, unfiltered connection is a violation of the Technology Acceptable Use Policy and will be subject to the appropriate consequence outlined in that policy. By agreeing to this policy, the student is agreeing to leave the filtering system intact and in place.