

School District of Marshfield 7-12 Personal Learning Device



Student & Family Guide

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INTRODUCTION

We are excited to provide an iPad for every School District of Marshfield student. We believe having their own iPads will help our students learn in new and exciting ways. Students will be developing the technology skills that are now essential in nearly every aspect of life.

WHAT IS PERSONALIZED LEARNING?

Personalized learning is a process of discovering how each student learns best. Some students need to hear a lesson more than once. Others need to see the lesson. One student may be ready for an advanced lesson while another in the same grade needs to practice the basics. A lesson that features student choice, student learning styles, and personal relevance.

Technology supports personalized learning by increasing access, engagement, efficiency, effectiveness, and equity.

ACCESS: Increase access to classroom resources anytime, any place

ENGAGEMENT: Motivate students with relevant ways to learn adapting to their strengths, needs, and interests

EFFICIENCY: Teachers and students use technology to process information in a timely manner providing instant communication and feedback

EFFECTIVENESS: Allow for tailored instruction and activities based on individual student need in turn increasing student achievement

EQUITY: Gives all students access to technology

For more information please see our Personalized Learning webpage on our district website at <http://www.marshfieldschools.org/Page/625>.

WHAT DOES AN IPAD MEAN TO EVERY STUDENT?

The use of technology in and outside of a classroom is driven by the educational needs of students and teachers. Many classroom resources such as books and activities can be accessed and enhanced using technology. Students' educational needs will drive the use of the technology at each grade level.

Students primary use of technology will be in school. Students will receive devices to use throughout the school day moving from class to class and to take home for learning. Student devices will be stored in student lockers when they are not needed. Students will charge their devices at home and at school with charging stations provided at central locations.

RECEIVING THE IPAD

The iPads are the property of School District of Marshfield, and will be used during the school year. Students and parents or guardians need to complete and submit the *iPad Loan Agreement* before an iPad is assigned to a student.

RETURNING THE IPAD

Students who graduate early, withdraw, or un-enroll from School District of Marshfield for any other reason must return the district iPad, case, power adapter, and cable in working condition on or before the date of withdrawal.

OPTING OUT

To ensure an equitable learning experience, all students will be learning with and using the iPad at school. We understand that some families may have objections to technology at home. In this case, students may complete their homework without an iPad and the device will remain at school.

IPAD CARE

The iPad is a small computer with a glass screen. iPads are useful and sturdy -- when cared for properly. Please read the pages that follow and be sure to contact your classroom teacher with any questions you might have.

DOES THE IPAD COME WITH A CASE?

Your iPad is a valuable tool and comes with a case designed to protect the device during normal daily use. The case was chosen for its durability and ease of access to important serial numbers and inventory stickers. The iPad remains in the district-issued case at all times. Don't remove any district-provided stickers or labels on your iPad or its case. Also, don't add any writing, drawings, labels, stickers, or other artwork to your iPad or its case. Together, staff, students, and families will keep the devices in good working condition.

TIPS

- Keep the iPad case cover closed when not in use
- Carry your iPad carefully, avoid bumping into objects or others
- Avoid using or storing near liquids.
- Protect the screen from contact with objects that may cause damage (pens, pencils, keys)

CABLES AND CORDS

- Please be careful when you plug a cable or cord into your iPad. This will prevent damage to the device.
- Seek help if your cable or plug is not fitting.
- Use only the Apple power adapter to charge the iPad.
- Keep your cable and plug free of permanent marks and labels

IPAD SAFETY

IS THE IPAD SAFE AT SCHOOL?

Staff and students will prevent theft by never leaving an iPad in an unsupervised area at school. Unsupervised areas include unlocked classrooms, locker rooms, computer labs, the library/media center, lunchroom, restrooms, hallways, or anywhere on the school grounds, including athletic fields and playgrounds. iPads will be stored in a locked locker at school when not in use. Remember screen care when it is stored in the locker. If your locker's lock is broken, report it immediately to the main office at school

IS INFORMATION ON THE IPAD SAFE?

Digital identifications, which include email addresses, and the usernames and passwords for online systems and accounts, are for the student's use only and should not be shared. Using the passcode to your iPad will prevent unauthorized access to your device and data. A device using a passcode is encrypted making the information and use of the iPad impossible without the passcode or district support. The district also utilizes features like "find my iPad" to track missing devices with the help of parents and law enforcement.

STUDENT TIPS

- Never share your username, password, or passcode
- Use your lunch pin as your passcode
- Never leave your iPad unsupervised
- Always lock your screen when not in use



USING THE IPAD AT SCHOOL

iPads are intended to support student learning and should be ready for school every day with a charged battery. Students should ensure the iPad is available for all classes, unless a teacher specifically instructs the student not to.

HOW WILL STUDENTS SAVE WORK ON THE IPAD?

The district provides options to meet student needs. Google Drive along with Office 365 are the primary tools providing online storage and access across many devices. Teachers will also provide other options for specific learning activities. Storage space is available on the iPad, however, online storage will ensure your data is backed up.

PRINTING STUDENT WORK

Students will not be printing from the iPads. Digital resources will be used removing much of the need for students to print. Students are encouraged to use Google Drive to share documents and files with their teachers whenever possible. This supports college/career readiness for students and will help schools save paper. Computer labs with printing capability will be available when needed to support student learning.

WHAT IF THE IPAD IS BEING REPAIRED?

From time to time an iPad may need a repair. Students will receive a replacement iPad when the device is being repaired. If there is a delay in receiving a replacement device, the teacher will work with the student to ensure they have the resources needed to complete work.

STUDENT OWNED DEVICES - DO STUDENTS HAVE TO USE THE SCHOOL'S IPAD?

Yes. Students will use a school-issued iPad because of the instructional materials and digital management tools that will be loaded on the devices for classroom learning.

IPADS AND FIELD TRIPS

Students may bring district iPads with them on field trips, for educational purposes with a teacher's permission. In such cases, students are responsible for the security and safe return of their devices. The school's lease prohibits iPads from being taken out of the country.

SELF-SERVICE APP STORE: HOW ARE APPS SELECTED FOR STUDENT USE?

The School District of Marshfield has provided access to hundreds of apps through our custom app store, Self Service. School District of Marshfield apps:

- Provide a rich, engaging learning experience.
- Are appropriate for a school environment.
- Have controls and navigation that are user-friendly.
- Have limited advertising
- Do not store student educational records or track personal data.
- Do not require students to enter personal data

CAN STUDENTS DOWNLOAD THEIR OWN APPS?

Students are not allowed to download and install apps from other websites or app stores. The School District of Marshfield reserves the right to remove inappropriate content from the device. Students will be instructed of possible consequences for installing outside apps by teachers or school administration.

SOFTWARE AND OPERATING SYSTEM UPDATES

Apps and the operating system require updates to keep the iPad and apps functioning properly and securely. The district will teach and guide students on the procedures for installing new apps and operating system updates. Students will be responsible for installing operating system updates with teacher assistance when needed.

IPAD CONTENT IS NOT PRIVATE

IPads are district property. If necessary, district staff members can access the internet history, photos, and other information on the iPad. Students should unlock the iPad when asked by school staff. Failure to do so may result in behavior consequences aligned with classroom and school discipline procedures.

UNAUTHORIZED MODIFICATIONS TO THE OPERATING SYSTEM

All district issued iPads are scanned remotely on a regular basis to ensure that security settings have not been changed or deleted. If a student has accessed the internal parts of the iPad, installed an app that changes device settings, or manually changed the settings, they will be assigned behavior consequences in accordance with their classroom and school discipline procedures.

PICTURES, CONTENT, AND DATA

CAMERAS AND MICROPHONES

The iPad has cameras on the front and back and a built-in microphone. Students are able to take pictures and record audio and video. These features promote personalized learning by allowing students to demonstrate creativity and pursue personal interests. All recordings and pictures created with the iPad are subject to school district policies as well as state and federal laws. Only take photographs or record audio or video during the school day if a teacher or administrator gives you permission to do so. Never photograph, record video, or create an audio recording of another person without that person's knowledge or permission. *Parents and students are encouraged to read the full text of the Board of Education policy governing Personal Communication Devices 5136 available on the District web site or by contacting the school main office.*

- Do not use the camera to take inappropriate photos or videos.
- Do not use the camera to take pictures or share the personal information of yourself or another individual.
- Use of electronic devices and cameras are strictly prohibited in locker rooms and bathrooms.
- Do not use the camera or microphones to embarrass, bully, or harass anyone in any way, including students, staff or other individuals.
- Do not email, post to the internet, or electronically send images, video, or audio recordings of other individuals without their permission and guidance from your teacher.

LOCK SCREEN AND BACKGROUND PHOTOS

Use the lock screen to personalize your device and make it easily identifiable as your own. All content, photos, and data on the iPad must be in compliance with the Student Technology Acceptable Use and Safety Policy (7540.03). If you upload photos for the lock screen or home screen that are deemed inappropriate by district staff, you will receive disciplinary action in accordance with your classroom and school discipline procedures.



SOUND AND MUSIC

The sound on your iPad will be muted at all times unless your teacher tells you it is okay to turn the sound on for a class activity. Your teacher may give you permission to use earbuds or headphones.

MUSIC ON THE IPAD

Music is allowed on the iPad, as long as it is properly licensed and complies with all district policies. Parents and students are encouraged to read the full text of the Student Technology Acceptable Use and Safety Policy (7540.03) available on the District website or by contacting the school main office. Because of limited storage space on the iPad, please monitor the space utilization on your iPad.

The school district is not responsible for the loss of personal content including but not limited to music, photos, and videos.

UNACCEPTABLE BEHAVIOR AND USES

Building principals and teachers provide guidelines for interventions and consequences when students behave inappropriately. These guidelines also apply to incidents involving iPads. The unacceptable use of the district technology resources, including e-mail and the Internet, may result in consequences.

All students have the opportunity to use an iPad in support of personalized learning during school hours. Students also have the opportunity to take an iPad home, depending on their age and learning needs. Students who use their iPads in ways that are counter to School District of Marshfield guidelines will have their iPad privileges restricted and may face other consequences relevant to the situation, including additional instruction in appropriate iPad use.

Minor Violations

Minor violations will generally be addressed by school staff members when a student has minimal or no prior violations. The staff's response teaches correct, alternative behavior so students can learn and demonstrate safe and respectful behavior.

Examples of minor iPad violations include but are not limited to:

- being off-task, using apps other than what the learning activity requires;
- treating iPads carelessly;
- using the camera to take another's picture without their permission;
- airdropping material without permission; or
- cheating or plagiarizing by using the work of others accessed digitally.

Major Violations

Major violations will generally result in interventions or disciplinary responses that involve the school administration. These actions aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school.

Note: A severe occurrence or repeated instances of a violation may be treated as a violation at a higher level.

Examples of major iPad violations include but are not limited to:

- repeated violation following a previous intervention;
- sending or posting inappropriate or harmful text or images;
- making unauthorized modifications to the iPad operating system;
- intentional damage to an iPad;
- repeatedly using an iPad to bully, cheating;
- other actions which violate the district technology acceptable use policy.

For additional clarification regarding student behavior procedures, see your school student handbook.

Students may not use district technology resources to:

- Find, create, or send information to spread lies or misinformation; or harass, harm, or bully others.
- Use, retrieve, store, or send improper language, pictures, or other digital content.
- Cheat, including getting or giving answers to tests; searching for and/or copying answers or information on the internet or other electronic resources; copying and submitting someone else's information or assignment as their own; or conducting other similar forms of electronic cheating.
- Violate copyright or licensing agreements.
- Access inappropriate or blocked resources in any manner while on district property during school hours.
- Share or post any personally-identifiable information about themselves or others that could help someone locate or contact them. This includes such things as e-mail address, full name, home or school address, phone number, parent or guardian names, or school name.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR INVOLVING IPADS

CONSEQUENCES FOR NEGLIGENT LOST OR INTENTIONAL DAMAGE TO AN IPAD

When a student's iPad is lost as a result of carelessness or willfully damaged, the consequences could include additional instruction in appropriate iPad use. In extreme cases loss of device use outside of school and responsibility for replacement or repair costs. These consequences will be applied in cases of broken screens caused by intentionally throwing or dropping the device; swinging a bag or backpack with a device inside; stepping on the device; intentionally spilling a liquid on the device; hitting another person or object with the device; damage caused to a device that was not in the district-issued case; tampering with the internal components of the iPad; or making unauthorized modifications to the operating system, known as hacking the device. It also includes the loss or damage to the Lightning-to-USB cable, 16W power adapter, and case.

CONSEQUENCES FOR NOT RETURNING AN IPAD, IPAD ACCESSORIES, OR RETURNING DAMAGED ITEMS

If a student fails to return the iPad at the end of the school year, or upon withdrawal, the student's family may be held liable for the full replacement cost of the iPad. You must return the district-provided power adapter and Lightning-to-USB cable when you return your iPad. Failure to return the iPad, case, cord, and/or charger, or returning any of these items in a damaged condition may result in replacement costs and law enforcement involvement.

OTHER RESOURCES

DISTRICT POLICIES ABOUT TECHNOLOGY

The School District of Marshfield provides access to district technology resources for educational purposes. This access may be taken away at any time for abusive or inappropriate conduct related to the use of district technology resources.

Failure to comply with the policies or guidelines in this document for care and use of the iPad may result in the loss of iPad use. All use must comply with the following policies:

- Policy 5516 Student Hazing
- Policy 5517 Student Anti-Harassment
- Policy 5517.01 Bullying
- Policy 520 Technology Usage and Safety
- Policy 5600 Student Discipline
- Policy 7540.03 Student Technology Acceptable Use and Safety
- Student Handbook

District Policies can be found on the school district website: <http://www.marshfieldschools.org/Page/77>

SOURCES CONSULTED

During the creation of this handbook, Marshfield School District consulted websites, handbooks, and staff from the following districts: *Waukesha School District, D.C Everest Area School District, Pewaukee School District, Becker Public Schools, Farmington Area Public Schools, Hopkins Schools, Minneapolis Public Schools, Minnetonka Public Schools, Saint Paul Public Schools, South Washington County Schools, and Spring Lake Park School*

TAKING THE IPAD HOME

The use of technology in and outside of a classroom is driven by the educational needs of students and teachers. Many classroom resources such as books and activities can be accessed and enhanced using technology. Students' educational needs will drive the use of the technology at each grade level. Below you will find specific information related to the use of the device outside of the school building and the accompanying agreement form to take advantage of this opportunity.

INTERNET ACCESS AT HOME

Internet access at home is recommended, but not required. Students and teachers will work together to download content that can be used at home offline.

USING THE IPAD AT HOME

Students will be able to bring their iPads home for learning purposes. All use of the District-owned device by students and families must comply with the Guidelines for Acceptable Use of Technology by Students. The Guidelines are available at <http://www.marshfieldschools.org/Page/77>.

CARING FOR THE SCREEN

To clean the screen use a soft, lint-free cloth -- like a clean, dry dish towel -- to wipe off the iPad. Window cleaners, household chemicals or cleaners, ammonia, alcohol or alcohol-based products, or other abrasives may damage the special coating and/or scratch the screen.

PROTECTING THE IPAD FROM THE WEATHER

Keeping the iPad in its case at all times. Whenever possible, carry it in a backpack or book bag when outside. Also:

- Keep the iPad out of direct sunlight or heat above 95 F.
- Do not leave the Pad in freezing temperatures.
- Keep the iPad away from water and extreme humidity.



KEEPING THE IPAD SAFE

An iPad is a valuable device and could be the target of theft. To make sure this doesn't happen:

- Keep the iPad in a safe and secure location. Avoid storing the iPad where it is visible and unsupervised such as in a vehicle.
- Avoid lending the iPad to another person.
- Carry the iPad to and from school in a school bag or backpack so that it is not visible or easily dropped.
- A passcode is needed to prevent unauthorized access to information. Use the 4-digit lunch pin provided by the school. Parents can find this on Skyward Family Access.

CHARGING

iPads are intended to support student learning and should be brought to school every day with a charged battery. Students should ensure their iPad is available for all classes, unless a teacher specifically instructs them not to. The iPad's battery is designed for 10 hours of continuous use and can be recharged completely in three hours.

FAMILY TIPS FOR GUIDING STUDENT ACCESS AT HOME

In partnership with the school district, parents and guardians are responsible for monitoring their child's use of the internet and access to district technology resources including the iPad, district-issued email account, online learning spaces, collaboration tools, and educational resources used outside of the school. Parents and guardians are encouraged to set clear expectations on appropriate use of electronic devices and limit access to the device in non- school hours.

SET EXPECTATIONS

Set and communicate clear expectations for your child's use of the iPad. The [Common Sense Media Family Agreement](#) provides an age-appropriate checklist that can be used to guide conversations with your child about responsible use of media and technology.

MONITOR AND LIMIT SCREEN TIME

The iPad is a great tool for learning, but it also has the potential to be a distraction. Have your child use the device in a central location in your home, such as the kitchen or living room, so that you can easily monitor and supervise their use.

- Set expectations that your child is to complete assignments and tasks before they use the device to access the internet, play games, or listen to music.

MANAGE ACCESS

When the device is at school on the district network, internet access is managed through the network with industry standard content filtering tools in as required by the Children's Internet Protection Act (CIPA). Content filtering tools cannot guarantee that all undesirable content is blocked. Teachers and staff make every effort to monitor online activity during school hours.

When the device is used at home or on a public Wi-Fi network, students have restricted access to the internet, including inappropriate websites and content using the device's parental controls. Families with a home wireless network can add additional filtering software or services. The parent/guardian is responsible for set up and configuration for home filtering if desired.

SKYWARD MOBILE APPS

Students can use the Skyward Mobile app installed on the iPad to view their grades, attendance, and upcoming assignments.

PARENT ACCOUNTS AND PASSWORDS

Parents and guardians should not add a personal email account to the iPad's built-in Mail app or save passwords to the device.



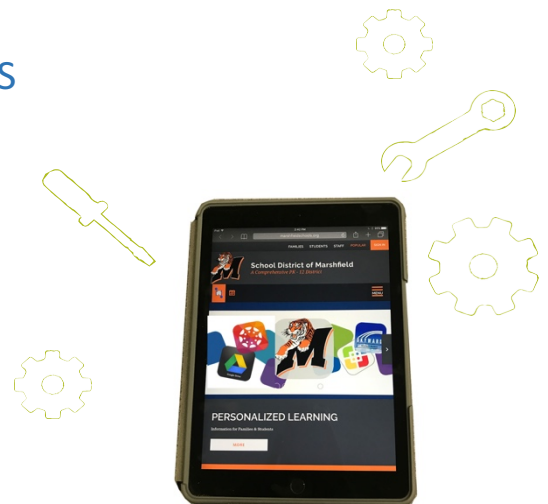
DAMAGED, LOST OR STOLEN IPADS AND ACCESSORIES

WHAT DO I DO IF I DAMAGE MY DEVICE?

Students should report to the LMC for middle school students and Room 67 for high school students. Any damage or problems need to be reported immediately. If an issue occurs outside school hours, the student should report the next school day.

DAMAGED DEVICES AND TECHNICAL PROBLEMS

Do not attempt to gain access to internal electronics or repair your iPad. If the iPad fails to work or is damaged, contact the library help desk to report the problem as soon as possible. iPad repair/replacement will be determined by the district technology staff. If the iPad is experiencing technical difficulties outside of school hours, report it when you return to school. Do not attempt to repair an iPad yourself.



LOST OR STOLEN IPADS AND ACCESSORIES

If the iPad is lost or stolen, report it to the LMC for middle school students and Room 67 for high school students immediately. If school staff is not available, report to the district IT Department at **715-384-2327 X4500** or email support@marshfieldschools.org. The school district will work with local law enforcement and utilize location services to aid in the recovery of the device when necessary. The device is encrypted and the serial number is registered to the School District of Marshfield.

If lost students/families will be held responsible for replacement costs of accessories. The replacement costs are based on current pricing as of 2017-18 school year.

Case (\$35), Cord (\$20), Power Adapter (\$20), iPad (Gen.5) 128GB (\$339)

SOURCES CONSULTED

During the creation of this handbook, Marshfield School District consulted websites, handbooks, and staff from the following districts: *Waukesha School District, D.C Everest Area School District, Pewaukee School District, Becker Public Schools, Farmington Area Public Schools, Hopkins Schools, Minneapolis Public Schools, Minnetonka Public Schools, Saint Paul Public Schools, South Washington County Schools, and Spring Lake Park Schools*

Optional Insurance Plan for Take Home Use

The School District of Marshfield will be offering an optional iPad insurance plan designed to help offset the costs of a lost or damaged iPad to families. This program is optional, but can provide significant savings in the event of accidental damage or loss for devices going home with students.

The district self-insurance plan is an optional, annual, nonrefundable \$20/year premium for one device and \$40/year for two or more devices. It is not prorated for partial semesters. The amount of the premium may change from year to year based on data from the previous year's damage rates. To benefit from the district self-insurance plan, the premium must be paid in full prior to the occurrence.

What does insurance cover? The district self-insurance will cover the cost of the iPad in the event of breakage or if the iPad is lost or stolen at the following rate:

- One incident of accidental damage at no charge
- A second incident of damage with a \$40.00 deductible
- One incident of loss with \$100.00 deductible

Any additional incidents that require repair or replacement will be the responsibility of the student/family. If the iPad is intentionally damaged, the student/family is responsible for the full cost of replacement less the self-insurance fee. All efforts to recover a device will be made prior to a replacement claim.

What does insurance NOT cover? The district self-insurance does not cover:

- Damage to cables or chargers
- Loss of cables or chargers
- Intentional damage
- Damage that occurs when the iPad is out of the district issued case
- Loss as a result of willful negligence
- Any damage beyond the second incident

If choosing the district self-insurance plan, you will pay the premium prior to the device coming home with your child. You will receive more information from the schools. To opt out of the insurance plan, simply disregard the fee.

SCHOOL DISTRICT OF
MARSHFIELD
STUDENT IPAD LOAN AGREEMENT

Complete Form via Family Access Skyward

ADDITIONAL EXPECTATIONS FOR STUDENTS TAKING IPADS HOME

BE RESPONSIBLE

- I will keep my iPad in places where the temperatures are above freezing and below 95°F, for example taking it inside with me instead of leaving it in the car on a cold or hot day.
- I will use only the district device operating systems and security profiles and will only install apps available in Self-Service.
- I will report lost or damaged devices immediately to the MMS LMC or MHS Room 67.

BE SAFE

- I will keep my iPad in my school bag or backpack when traveling to and from school.
- I will always supervise my iPad, and when I am not in school, it will be stored in a safe and secure location.

BE PRODUCTIVE

- I will always have enough storage on my iPad to download, access, and create any educational applications or files required by my teachers.
- I understand that I may need to delete any personal content on my iPad if I am running low on storage.

Student Name: _____ Grade _____

Student Signature: _____ Date: _____

The District shall comply with all federal and state laws and regulations designed to protect students while using the iPad. Parents/guardians must understand that, although the District has internet filters in place, no filter is 100% effective and the District does not control all content published on the internet and accessible through the use of the iPad. Filtering while at home and supervising students' use of the iPads while not on campus is the responsibility of the students' parents/guardians. Upon request, the District will provide information regarding how to filter for home use of the iPad.

I understand that the District may charge fines for missing or damaged iPads and accessories. Such actions may also result in disciplinary action imposed upon my child, up to and including suspension or expulsion. Failure to return an iPad at the end of the school year, when discharged prior to the end of the year, or when requested, shall be treated as a loss of the iPad and will require students/parents/guardians to issue payment to the District for the value of the iPad. I further understand that if I fail to pay the District for the loss or damage to an iPad, the District may seek to recover such amounts by filing a legal claim against me.

I have chosen to take iPad Insurance (Y/N) _____

Parent / Guardian Signature: _____ Date: _____



School District of Marshfield
1010 East 4th Street
Marshfield, WI 54449