

Michigan Center School District



K-12 Student Technology Handbook 2020-2021

Student Technology Handbook

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INTRODUCTION

The policies in this handbook refer to the use of an individual student computing device, which is to include an iPad, Chromebook, etc. In addition to this Student Handbook, students are required to follow all the policies and guidelines outlined in the Michigan Center School District “Responsible Use Policy”. Michigan Center School Board Policy 7540.03 - **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

As Michigan Center’s one-to-one initiative centers on devices, software, computer applications, instructional methods, and new learning opportunities, additional policies will be continually reviewed and this set of policies updated. Please refer to the Michigan Center School District’s website (www.mccardinals.org) for the most up-to-date information.

EXPECTATIONS AND CARE

CARE AND MAINTENANCE OF THE IPAD, CHROMEBOOK, ETC (DEVICE).

1. Do not attempt to gain access to the internal electronics or repair your device.

If your device fails to work or is damaged, report the problem to your school's Main Office as soon as possible. Device repair/replacement options will be determined by the school administration. You may be issued a temporary device or other materials until your device is working properly or replaced.

2. Never leave a device unattended.

When not in your personal possession, the device should be in a secure, locked environment. Unattended technology will be collected and stored in the school's Tech Department.

3. Never expose a device to any long term extremes in temperature or direct sunlight.

An automobile is not a good place to store any technology.

4. Avoid applying liquids to the device.

Technology does not respond well to liquids. The device 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 device. The use of unapproved cleaners may remove the protective film covering the screen or face of the device.

5. The use of a protective case or cover is encouraged.

6. Avoid placing weight on the device.

7. Never throw or slide any technology.

8. Student-issued device accessories are the responsibility of the student.

Your device comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories.

9. District-owned devices have the ability to be remotely located.

Modifying, disabling, or attempting to disable the locator is a violation of the acceptable use policy and grounds for disciplinary action.

10. Each device has a unique identification number, and at no time should the numbers or labels be modified or removed.

Modifying or attempting to remove the labels is a violation of the acceptable use policy and grounds for disciplinary action.

11. Do not lend your device to another person.

Each device is assigned to an individual, and the responsibility for the care of the device rests solely with that individual.

12. Your device is an electronic device, and care must be exercised when handling.

Never throw a book bag that contains a device. Never place a device in a book bag that contains food, liquids, heavy, or sharp objects. The device should never be stored in a locker where damage may be unintentionally inflicted due to the weight of or other issues, which may damage the device.

13. Your device(s) should be charged at home.

Your device is designed for daily use; therefore, each device must be charged and ready for use each school day.

14. The District-owned device must remain free of stickers, writing, painting, or any other forms of adornment.

The school district may provide approved stickers for use by the school administration for the identification of a school-issued device.

COST OF iPads, CHROMEBOOKS, SOFTWARE, APPS, ACCESSORIES

The entire replacement cost of:

- the iPad is approximately \$400 and includes the device, charger, software applications, apps, and assorted programs/accessories specific to individual classes; and
- the Chromebook is approximately \$250 and includes the device, charger, software applications, apps and assorted programs/accessories specific to individual classes.

Device Replacement without charger and power cord:

- iPad Device Replacement (Grades Y5-1) = \$300.00
- Chromebook Device Replacement (Grades 2-12) = \$200.00

MICHIGAN CENTER SCHOOL DISTRICT ELECTRONIC DEVICE PLAN

2020-2021 School Year Annual 1 Year Plan

Families shall purchase an insurance agreement through the Michigan Center School District Electronic Device Insurance Protection Plan (See Attachment B). This insurance agreement only covers the iPad and/or Chromebook devices. Chargers for the devices are the responsibility of the student,, and if damaged or lost will have to be replaced at the full cost.

1. In the event of damage due to intentional abuse or misuse, it is the parent/guardian responsibility to cover the cost of replacement cost as follows:

- iPad Device Replacement = \$300
- Chromebook Device Replacement = \$200
- Power Charger and Cable = \$30

2. It is the parent/guardian responsibility to cover the cost of district-issued accessories in the event of theft, loss, or damage due to intentional or unintentional abuse or misuse.

3. District-issued software applications (apps) are needed for student learning and should not be deleted.

4. Modifying the settings of the district-issued device or deleting district-issued software applications apps may result in student discipline and/or the need for reformatting at a cost to the student.

DAMAGED, LOST, OR STOLEN DEVICES

1. If the iPad or Chromebook is malfunctioning, the student must report the malfunction to the building office and deliver the device to the Main Office for repair. In order to streamline the repair, the district is requesting students/parents/guardians to fill out a repair ticket that will be available on the district website.

2. In the event that a device is intentionally damaged, the parent/guardian will be assessed a fee up to \$300.00 for the replacement of the device or may be billed for repairs.

3. In the event that a district-issue device is lost or stolen, the student and parent/guardian should immediately notify the school administrator. The filing of a police report by the parent/guardian is necessary for the insurance claim processing. In the absence of a police report, the parent/guardian will assume responsibility for the full replacement cost.

4. In the event that a police report is filed for a lost or stolen device, Michigan Center School District may aid the police in recovering the device. All devices are tagged with an asset label and serial number. The label/serial number is not to be tampered with or removed.

5. Students who leave the district during the school year must return the device, along with any issued accessories, at the time they leave the district. The device, and all accessories, should be returned to the school's main office. Failure to return a device in a timely fashion may result in legal action or a prorated amount, up to \$300.00. Students who leave the district, prior to January 15th, will be reimbursed a prorated amount of insurance paid during the current school year. There will not be a refund after January 15th.

STUDENT USE OF DISTRICT TECHNOLOGY

1. The student should have NO expectation of privacy of materials found on any District-owned technology or a school-supplied or supported email service.

All District-owned technology is the property of Michigan Center School District and may be seized and reviewed at any time.

2. Students must obtain school permission to publish a photograph or video of any school-related activity.

Devices come equipped with a camera and video capabilities. As with all recording devices, it is expected that students will ask permission before recording an individual or group.

3. Students are responsible for bringing their device to school every day unless otherwise directed by a staff member.

Failure to bring the device or any other class material(s) does not release the student from their responsibility for classwork. If a student repeatedly fails to bring materials to class, including the device, the student will be subject to disciplinary action.

4. Students are responsible for bringing their device to school fully charged.

A student's repeated failure to bring their device charged may result in disciplinary actions.

5. Inappropriate or provocative images are prohibited, including but not limited to, pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang-related images. Such actions are subject to disciplinary action. Personalized screen-savers or backgrounds are permitted.

6. Games, music, videos, and sound use, while at school, will be at the discretion of the classroom teacher and building administrator.

7. The device affords limited electronic storage space.

As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space. Students may save files to their Google Drive or District Home Directory.

8. The District issued device is designed as a tool for learning.

Misuses of the device may result in disciplinary action.

9. All students should recognize and guard their personal and private information.

While on the internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

10. A student should not share their personal security code with anyone.
Responsibility for the contents/actions of the device rests solely with that individual.

11. Michigan Center School District expects students to take their device home each night for classwork and recharging.
All care, handling, and appropriate use that is in effect during the school day shall extend to the use of the device at home.

12. Michigan Center School District makes no guarantee, written or implied, that materials on the device, including student work, will be safe from deletion or corruption, accidental or otherwise.
Backing up files is recommended.

13. School personnel have the right to limit the use of the device at home.

14. School personnel and students will respect individual privacy. Students faces will not be displayed without prior permission when recording lessons, working individually with students or working in partnerships/groups.

15. School personnel and students will honor Google Meet, Zoom, and other video application expectations as established by the classroom teachers and administration.

RETURNING THE iPADS/CHROMEBOOKS

Students are expected to return the iPads/Chromebooks to the school on the last day of school each year.

PARENT/GUARDIAN RESPONSIBILITIES

Your son/daughter has been issued either an iPad or Chromebook to improve and personalize his/her education this year. It is essential that the following guidelines are followed to ensure the safe, efficient, and ethical operation of this computer.

Supervision of the student's use of the device at home.

A discussion of the family's values and expectations regarding the use of the internet and email at home.

Supervision of the student's use of the internet and email.

Please do not attempt to repair the device or attempt to clean it with anything other than a soft, dry cloth.

Report to the school any problems with the device.

Make sure the student charges the device nightly.

Make sure the student brings the device to school every day.

Understand that if the student repeatedly comes to school without the device, a plan will be developed that may require you to bring the device to school if it is left at home or disciplinary action may occur.

Make sure the student has a good bag or backpack to transport the device to and from school.

Understand that it is the responsibility of the parent to return the device to school when requested and upon the child's withdrawal from the Michigan Center School District.

COPPA AND VERIFIABLE PARENTAL CONSENT (CHILDREN UNDER THE AGE OF 13)

In order for Michigan Center School District to continue to be able to provide our students with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.

Michigan Center School District utilizes several computer software applications and web-based services, operated not by Michigan Center School District but by third parties. These include but are not limited to Apple ID, Big Ideas Math, Clever, College Board, Google Classroom, Edmodo, Google Apps, Illuminate, iReady Math, Lexia RAPID/Core 5, Mystery Science, PowerSchool, Schoology, SeeSaw, and similar educational programs.

In order for our students to utilize these programs and services, certain personal identifying information generally the student's name and email address, must be provided to the web site operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits schools such as Michigan Center School District to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator.

This form will constitute consent for Michigan Center School District to provide personal identifying information for your child consisting of first name, last name, email address and username to the following web operators: Apple, Clever, PowerSchool, SeeSaw and to the operators of any additional web-based educational programs and services which Michigan Center School District may add during the upcoming academic year.

Please be advised that without receipt of this signed form, your enrollment packet will not be considered complete. Without this consent, the Michigan Center School District will be unable to provide your student(s) with the resources, teaching, and curriculum offered by our learning management system.

FREQUENTLY ASKED QUESTIONS FOR THE ONE-TO-ONE INITIATIVE

Q: Who will receive a device?

A: All students, in grade Y5 through 12, will be assigned a device. Dependent on the grade level, the students will be allowed to take the device home to be used on school related work or projects.

Q: Who will receive an iPad?

A: All students in grades Y5-1st grade will be assigned an iPad. A determination will be made in the future as to the amount of time the iPads may be used at home.

Q: Does my student really need an iPad/Chromebook?

A: The answer to this is yes. Today's students learn differently than students did even ten years ago. Technology, which some are completely amazed by, is taken for granted by today's student population. We are in the midst of a change on how material/content should be presented to the students. There are new learning approaches being introduced into the classrooms across the nation, such as blended classrooms, virtual classrooms, just to name a few. Teachers are constantly being challenged to devise new strategies and project-based learning that will present their content in a manner that connects to the students. Digital instruction is progressing faster and faster each year. Devices that are capable of connecting to the internet in order to deliver instruction in today's learning environment are essential. They provide learners with more control over the manner in which they learn such as time, place, and pace for studying.

Q: Is there insurance for the devices?

A: The school district has prepared a plan/program to enable students to use the devices. Students/Parent/Guardians need to enroll in the Michigan Center School District's Electronic Device Plan. *The Electronic Device Plan is for the device only. Any cost for damage to the power cord/battery that requires repair or replacement will be the responsibility of the student/parent/guardian.* Staff and students are responsible for returning the equipment in good working condition.

Q: How much does the device plan provided by the Michigan Center School District cost?

A: The device plan cost is \$20.00 per device per year with a \$60.00 total cap per family per year for grades Y5-12. If the device is damaged, the first claim is free. If there are subsequent claims, a \$5.00 co-pay will be collected for the second and third claims. After three claims, the parent/guardian will be responsible for the full cost of repair limited to parts and not including labor. Early College students will pay \$20.00 and are not included in the family cap. *Families who are eligible for the free and reduced food services programs need to contact the building administration for further information. (See Attachment B.)*

Q: What happens if my device is damaged, lost, or stolen?

A: The technology device is the responsibility of the student. Each iPad and Chromebook comes with a limited warranty program. Should an iPad or Chromebook be damaged, lost, or is stolen the student and parent/guardian should immediately notify the school administration. The filing of a police report may be required to complete the "One-To-One Device Claim Form". If the iPad or Chromebook is damaged intentionally, the student will be charged the total amount needed to repair or replace the device, and software that has been purchased by the school. The filing of a police report may be completed if vandalism is suspected. If the iPad or Chromebook is stolen, the filing of a police report by the parent/guardian will be required. The Michigan Center School District may deploy software that may aid in the recovery of the device.

Q: Do parents/guardians need/have to sign a contract?

A: Parents/guardians must sign a *Parent/Guardian/Student Responsible Use Agreement* whether the device stays on school property or not, and a *Michigan Center School District Electronic Device Plan* form.

Q: What happens if I do not sign the agreements for my child(ren)?

A: Your student will not be issued a device.

Q: Will the digital devices contain all of the student's textbooks?

A: While movement to digital textbooks is in our plans, we are not ready to totally replace student textbooks with digital textbooks at this time.

Q: What about the impact of reading a computer screen versus a hard copy of the material?

A: The teachers in the district will continue to utilize hard copy material as needed.

Q: Will the iPads/Chromebooks be filtered for student-accessed content?

A: Michigan Center School District belongs to the Jackson County Intermediate School District Technology Consortium. The consortium has invested in Securely which is a filter that is provided both on-campus and off-campus, including the home.

Q: Will the iPads/Chromebooks be password protected?

A: Passwords will be required at the time of the set up for all iPads/Chromebooks to protect the security of the students and their work.

Q: Will students be able to download apps?

A: All requests for additional software and/or apps should be requested through the student's teacher. Applications to be installed will be provided by the District Technology Team.

Q: Who will repair the inoperable iPads/Chromebooks?

A: The Michigan Center School District staff and Jackson County Intermediate School District staff will be responsible for scheduling any repairs for the devices.

Q: What if I don't want my child to bring their iPad/Chromebook home?

A: Each school building will provide an area where students can store and charge their iPad/Chromebook overnight.

Q: Should the charger and cord be brought to school?

A: No, the charger should be kept at home and not brought to school. This will ensure that there is less opportunity for damage to the charger and cord. The devices should be charged at home every night.

Q: What if I wish to use my personally owned device instead of the Michigan Center School District device?

A: Parents/Guardians will have the option of having their student(s) use a personal device at home and at school.

Q: Will students be able to keep their iPads/Chromebooks during the summer?

A: No. Students will have to turn in their iPads/Chromebooks by the end of the school year so that technology staff can service and update them for the following school year.

Q: If we do not have internet access at home, are there options for my student?

A: Michigan Center School District will be open from 8:00 am - 3:00 pm Monday through Friday and additional times as posted. Students will have access to the internet during those times.



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Parent/Guardian/Student Responsible Use Agreement

All use of technology and the identified electronic devices shall be consistent with the goals of the educational and instructional goals of Michigan Center School District. This Responsible Use Agreement describes the expectations for Michigan Center School District students for all use of electronic device on school grounds, whether district provide or privately owned.

The Electronic Device Policy may be accessed on the school district website at www.mccardinals.org

I Understand:

- I will always supervise my electronic device(s) and when I am not using my electronic device it will be stored in a secure or locked environment.
- I understand electronic devices are vulnerable to damage if dropped, thrown, smashed, or crushed. I will use care when carrying it and placing it in a carrying bag or backpack.
- I will not apply any permanent marks, decorations, or modifications to an electronic device other than those provided by Michigan Center School District.

- I will not remove any identifying barcodes or stickers on electronic device(s).
- I will only use the electronic device that has been assigned to me, unless directed otherwise by a teacher or other staff member.
- I am responsible for the care and protection of electronic devices, and I will report any damage or malfunction of an electronic device immediately to a teacher or school district employee.
- I will not attempt to repair any district provided electronic device or gain access to the internal electronics.
- I will report the loss or theft of an electronic device immediately.
- I agree to return the district provided electronic device issued to me and the plug, and cord in excellent condition at the end of the school year or upon termination of enrollment in Michigan Center School District for any reason.
- I will not expose my electronic device(s) to fluids or excessive temperatures (hot or cold) or other environments that can damage the battery or electronics. Should exposure to extreme temperatures occur, I will allow the electronic devices to reach a normal room temperature before restarting them.
- If I identify a security problem on my electronic device, I will notify school staff and will not show the problem to other users.
- I will keep my account and password confidential.
- I will not use another individual's account. I will only use authorized accounts set up by the school district and my own personal account(s).
- I will only access educationally appropriate applications or websites as instructed by school staff.
- I will only connect with groups, online forums, and wikis, blogs, web pages, subject area experts, other schools, etc. after getting permissions from parents/guardians or teachers and while being supervised by them.
- Even with filters in place, my parent or guardian will monitor my use of district provided electronic devices outside of the school environment in order to protect me from potentially dangerous or inappropriate content.
- I will follow the policies of the Michigan Center School District, the guidelines outlined by my school and classroom teachers, and this Responsible Use Agreement at all times.

Educationally Beneficial Behavior

- I will come to school each day with my electronic device fully charged.
- During instructional time, I will only access and utilize applications or websites to which I am directed or instructed either by my teacher or as required by my assignments.
- I will not use an electronic device(s) to engage in academic dishonesty (cheating).
- I will not use an electronic device(s) to access, submit, post, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.

Being Respectful with an Electronic Device

- I will only use a technology device(s) in a manner that promotes positive, kind, respectful, and appropriate communication between teachers, students, parents/guardians, and members of our community.
- I will use good judgment when using the camera and microphone. I will not use them to take obscene, inappropriate, illicit, embarrassing, or sexually explicit photos, videos, or recordings. I understand that, use of any camera in a bathroom or locker room is strictly prohibited and illegal.
- I will make no attempt to harm or destroy hardware, software, or data of another user, the internet, or any other network.
- I understand that the electronic device issued to me remains the property of Michigan Center School District.

Student conduct is being monitored and evaluated by district staff, which includes, but is not limited to: administrators, teachers, school resource officers, coaches, chaperones, and bus drivers. All staff member, students, community members or parents/guardians can make a report if a user may have possibly violated the policies of the district regarding the use of technology. The failure of any user to follow these expectations may result in that user's privileges being denied, revoked, or suspended at any time. **In the event of disciplinary action, completion of all classwork remains the responsibility of the students.**



Michigan Center School District

Parent/Guardian/Student Responsible Use Signature Page

(To be turned in prior to using electronic devices at school or receiving a student device.) Parents/Guardians and students should read through the packet together and each sign this form.

Parent or Guardian:

As the parent or guardian of _____, I have read, understand, and agree with the stipulations outlined in the Michigan Center School District Responsible Use Policy and the Michigan Center School District Electronic Device Plan.

I understand that such conditions include:

- Filters will be installed on district provided electronic devices and on the district networks.
- Filters will also be installed whenever logging into the district network.
- Internet usage will be monitored for all electronic devices logged onto the network while on the school premises.
- Supervising electronic device use away from school, including filtering, is my responsibility as a parent or guardian.
- As part of instructional practice, a district provided electronic device will be issued to my student for use at school even if I choose not to have the device come home.
- Participation in the Electronic Device Plan is required.

- I understand that my signature below signifies that this form is binding throughout my student's school career at Michigan Center School District.

Parent or Guardian's Name Parent/Guardian Signature _____
(please print)

Parent or Guardian's Name Parent/Guardian Signature _____
(please print)

Student:

- I will follow the rules, policies, and procedures described in the Michigan Center School District Electronic Device Handbook and by District staff at all times.
- I understand that any use of any electronic device at school is also governed by Michigan Center School District policies.
- I understand that violating these rules, policies, and procedures through electronic device misuse may result in disciplinary actions as explained in the Michigan Center School District Handbook and Michigan Center School District School Board of Education policies.
- I understand that my signature below signifies that this form is binding throughout my educational career at Michigan Center School District.

Student's Name Student's Signature _____
(please print)

Michigan Center School District Electronic Device Plan

Michigan Center School District is providing and administering an accident protection plan as part of our current digital learning initiative. Enrollment in this plan is required for anyone planning to take a school district electronic device home. This plan covers “accidental damage” to the electronic device and is designed to limit individual financial responsibility for any damage as described in the coverage section below. Each school year, the annual premium begins coverage for all electronic devices provided by the school district for use by individual staff members or students.

<p style="text-align: center;">Program Rate/Coverage</p> <ul style="list-style-type: none"> ● \$20 annual premium ● \$5 copay for 2nd/3rd device claims ● Limit of Liability: \$300.00 annually for each separate electronic device. 	<p style="text-align: center;">Effective Coverage/Expiration Date</p> <ul style="list-style-type: none"> ● <u>Effective Date:</u> Based on the receipt of signed agreement. ● <u>Expiration Date:</u> Last day of employment or enrollment for the current school year or one year from the date of the last signed agreement with Michigan Center School District.
<p style="text-align: center;">Coverage</p> <ul style="list-style-type: none"> ● <u>Accidental Damage:</u> Pays for accidental damage caused by liquid spills, drops, or any other unintentional event. ● <u>Theft:</u> Pays for loss or damage of the electronic device due to theft. The claim requires a police report to be filed. ● <u>Fire:</u> Pays for loss or damage of the electronic device due to fire. The claim must be accompanied by an official fire report from the investigating authority. ● <u>Electrical Surge:</u> Pays for damage to the electronic device due to an electrical surge. ● <u>Natural Disaster:</u> Pays for the loss or damage of the electronic device caused by a natural disaster. 	<p style="text-align: center;">Exclusions</p> <ul style="list-style-type: none"> ● Will not pay if damage or loss occurs in conjunction with dishonest, fraudulent, intentional, negligent or criminal act. Individuals will be responsible for the full amount of the repair/replacement. ● Consumables: Including but not limited to the charger (\$30). ● Cosmetic Damage that does not affect the functionality of the device. This includes but is not limited to scratches, dents, and broken plastic ports/parts or port covers. ● Individuals will be responsible for full cost or repairs after the third claim. ● Voiding the manufacturer’s warranty by tampering with the device or system software. ● Michigan Center School District is not liable for any loss, damage (including incidental, consequential, or punitive damages) for expense caused directly or indirectly by equipment.

PLEASE COMPLETE THE INFORMATION ON THE NEXT PAGE AND TURN IN THIS FORM AND PAYMENT TO YOUR SCHOOL OFFICE.

Homeroom (Elementary only) _____ Grade _____

**Michigan Center School District
Electronic Device Plan-Sign Up Page**

Child's Name (and grade)	
Parent/Guardian Name	
Mailing Address	
City, State, Zip	
Home Phone:	Cell Phone:

I WILL participate in the Michigan Center School District's Electronic Device Plan. I agree to the provisions as outlined in the policy terms and understand that:

- Enrollment in this program is required.
- **A \$5.00 copay will be collected for second and third claims for device repairs; subsequent repair costs will be the responsibility of the individual in full limited to parts and not including labor.**
- The policy only covers the school issued electronic device and does not cover the charger, or stickers.
- This policy does not cover cosmetic damage that does not impair the use of the electronic device; including, but not limited to: scratches, dents, and broken plastic parts or connection ports.
- Damage as a result of a violation of the Electronic Device User Agreement is not covered; including, but is not limited to: dishonest, fraudulent, intentional, negligent, or criminal acts.
- Damage to the device is still the responsibility of the individual employee or student.
- Liability is limited to the replacement/repair of the device; no additional liability is implied or assumed.
- Opening the casing of the device to expose its internal components or hacking the operating system voids warranties and is not covered by this policy. Physically tampering with or hacking the operating system in an attempt to modify a device removes manufacturer protections.
- Damage that occurs in transit to or from school site or school activities is not covered under this policy.
- Enrollment in this program does not cover: Dishonest, Fraudulent, Intentional, Negligent/Criminal Acts.
- The enrollment cost is non-refundable. If student leaves the district before January 15, this amount will be prorated.

Employee/Student Name: _____ (please print)	_____ Signature	_____ Date
Parent/Guardian Name: _____ (for student's only) (please print)	_____ Signature	_____ Date

Office Use Only: Payment Information: \$ _____ Paid
Form of Payment: (circle) Cash Check # _____ NOTES:



**Michigan Center School District
Device Accident Claim Form**

- Please fill out this claim form and submit it immediately to your school administrative office.
- Please refer to the declaration page for coverage information. Coverage is not afforded where any person has knowingly concealed or misrepresented any material fact or circumstance concerning this protection plan.

Employee/Student Name: _____

Address: _____

Main Phone Number: _____

Date of Incident: _____ Time Discovered: _____ (AM/PM)

Discovered by: _____

Location of incident: _____

If claiming vandalism, fire, or theft, did you notify police?

a. Investigating Officer: _____

b. Case Number: _____

Describe Damages:

Describe, in detail, the circumstances of your incident:

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

Name: _____ Date: _____

(please print)

Signature

Office Use Only: Claim Type: Damage or Lost/Stolen

Number of prior claims: _____



**Michigan Center School District
One-to-One Initiative Parent/Guardian Checklist**

PARENT CHECKLIST FOR THE ONE-TO-ONE INITIATIVE

In order to have a device (either an iPad or a Chromebook) assigned to your student, the following tasks must be completed.

Items to be Completed	Check if Completed
	Date:
Read, and sign the Parent/Guardian/Student Responsible Use Agreement	
Read, complete, and sign the Electronic Device Plan.	
Pay the annual insurance fee for the Electronic Device Insurance Protection Plan (\$20.00 per student per year--\$60.00 maximum per family per year)	



**Michigan Center School District
One-to-One Initiative Home Use Checklist**

PARENT CHECKLIST FOR HOME USE FOR THE ONE-TO-ONE INITIATIVE

The following are items that this district suggests you consider in establishing guidelines for home for the use of the device assigned to your student.

Item to be Completed	Check if Completed
Have the device in a common room (not in the bedroom with the door closed).	
Establish a time limit on internet, texting, social networking sites, online gaming, etc.	
Ask and know student's personal username and password.	
Establish a procedure to check internet history on the device. If any inappropriate material or you have questions about the material being accessed, please contact the building office.	
Monitor networking on social networking sites to ensure that private data is not posted online.	
Ensure that the student never arranges a face-to-face meeting through skype or other venue or use inappropriate language.	
Do not allow students to make online purchases without parental permission/supervision. Make sure site is secure (https:) before entering any information.	
Make sure the device is charged every night. It is the student's responsibility to bring the device to school fully charged. (Charger and power cords should be kept at home and not brought to school.)	
Make sure the student is physically backing up the device on iCloud, Google, or a physical backup (Flash Drives).	

