



iPad User Handbook



GET INSPIRED, **GO** INNOVATE, **GAIN** PURPOSE

Coppell ISD is excited to continue the CG3-Coppell: Get Inspired, Go Innovate and Gain Purpose program. As a part of this program, each learner will be given the opportunity to receive an Apple iPad. This iPad is intended for educational purposes and will be issued upon the learner and parent/guardian's signed acceptance of the terms of the iPad User Handbook, Responsible Use for Technology Resources and Student Code of Conduct. Access to the iPad may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies.

Access to the technology in the Coppell Independent School District has been established for educational purposes. The use of the Coppell Independent School District's electronic technologies is a valued resource to our community.

Terms

Each learner is required to comply at all times with the Coppell ISD iPad User Handbook, [Responsible Use for Technology Resources](#) and [Student Code of Conduct \(www.coppellisd.com/policies\)](#). Any failure to comply may terminate the learner's rights of possession, effective immediately, and the district may repossess the property.

Title

Legal title to the property is in the district and shall at all times remain in the district. The learner's rights of possession and use is limited to and conditioned upon the learner's full and complete compliance with this agreement and district policy.

Care of Equipment

The learner will exercise all due and reasonable care in handling the use of the iPad and associated peripherals and agrees to return the equipment in good condition by the date provided by the campus. Coppell ISD accepts and acknowledges that reasonable and normal wear and tear of the iPad over the course of its useful life will occur. Aesthetic scratches are an example of normal wear and tear for which learners/parents would not be held responsible.

Repossession

If the learner does not fully comply in a timely manner with all terms of the iPad User Handbook, including the timely return of the property, the district shall be entitled to declare the learner in default and come to their place of residence, or other location of the property, to take possession of the property.

Term of Agreement

The learner's right to use and possess the property terminates no later than the last day of the school year unless earlier terminated by the district or upon withdrawal from the district.

Parent/Learner iPad Fees

Learners are required to follow the procedures defined below:

Learners will take possession of their assigned iPad, (possible CISD case), charging brick, and lightning cord each school year and check them back on the date provided by the campus or upon withdrawal from the district.

All learners must clear all records and pay all iPad fees prior to receiving the end of the year report card and before receiving the next year's schedule.

In case of theft, vandalism, and other criminal acts, a police report **MUST** be filed by the learner and/or parent/guardian within 48 hours of the occurrence.

Incidents happening off campus must be reported to the police by the learner and/or parent/guardian and a copy of the report be brought to the school for documentation.

In the case of theft, vandalism, and other criminal acts, the learners/parents/guardians are responsible for the current replacement cost of the iPad. The district will obtain and provide the current, total replacement cost to the learner/parent/guardian.

Learners/Parents/Guardians are responsible for repair costs associated with any damage to an assigned iPad. In the event of damage to an uninsured iPad, the iPad should be brought to the campus so the iPad can be repaired by a district approved company. The district will obtain and provide the total cost of repair to the learner/parent/guardian. Payment should be made on a timely basis so that the iPad can be fixed and returned to the learner ASAP. The learner may be issued a temporary iPad to use for educational purposes while his/her iPad is being repaired. The learner/parent/guardian must not take the iPad to an independent repair company as this is district property.

CISD highly recommends, but is not requiring learners/parents/guardians to consider the purchase of insurance to protect and insure the learner iPad.

Insurance provider information will be provided on the Coppell ISD website, at parent meetings, and in the front office. Insurance may be purchased online. This insurance covers the replacement and/or repair of an iPad should it be stolen or damaged. Theft or damage should be reported to the campus. A temporary iPad may be issued to the learner to use for educational purposes while his/her iPad is being replaced or repaired. You may research other insurance suppliers and find

a plan that works best for your family and learner. Please be advised that you will be responsible for the communication between you and the provider.

Repair/Replacement Costs

Please reference the following [website](#) to see most up to date costs. Prices are subject to change based on provider cost.

Financial Hardships

Based on TEC 11.158, the school district may require payment of a reasonable fee, not to exceed the actual annual maintenance cost for the use of musical instrument, technology devices, and uniforms owned or rented by the district. If this fee creates a financial hardship on the learner/parent from obtaining an iPad, please contact the campus administration about options to reduce or waive the fee. Upon proof of financial hardship, the administration may elect to:

- Create a payment plan for the learner to pay out fees over time

- Allow reduced payment of the fee

- Allow learner to conduct community service equal in value to the fee

General iPad Expectations

No Loaning or Borrowing iPads

- Do NOT loan iPads or other equipment to other learners.

- Do NOT borrow an iPad from another learner.

- Do NOT share passwords or usernames with others.

Wallpaper

- Inappropriate media may not be used as wallpaper.

- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, or gang related symbols/pictures will result in disciplinary action.

Sound

- Sound will be muted at all times unless permission is obtained from the educator for instructional purposes.

- Headphones may be used unless it becomes a distraction and is impacting the instructional process.

Deleting Files

- Do not delete any apps, folders or files that you did not create or that you do not recognize. Deletion of certain files could result in an iPad failure. This could interfere with your ability to complete class work and may affect your grades.

Apps and Software

The MDM (Mobile Device Management) system will notify users if any App(s) violates the Responsible Use for Technology Resources and Student Code of Conduct. If the violation persists, the device will be locked into very limited use. Repeated violations will result in a campus disciplinary action. All apps and software loaded on the system must be district approved.

iPad Protection, Cases and Accessories

If learners do not provide their own case then CISD will checkout a standard issued iPad case to learners at the time of checkout.

All learners will be required to have a case on their iPad at all times.

Accessories such as a stylus, keypad, etc are optional.

BYOD

Learners have the option to bring their own technology device to use at school. Every learner bringing their own device will need to follow the same expectations and guidelines held by the Responsible Use for Technology Resources and Student Code of Conduct. If a learner chooses to bring their own device to school, he/she may be responsible for purchasing applications used in the classroom.

Discipline

Learners have a responsibility to understand and meet the expectations of the Responsible Use for Technology Resources and Student Code of Conduct. Educators must explicitly provide instruction and opportunities for learners to learn from their mistakes and change their behaviors. Educators create a classroom management plan based upon the campus expectations.