



**MSQI**

MIDDLE SCHOOL QUALITY INITIATIVE

**iPad/Chromebook Parent Handbook  
SummerSail Reading Program  
2016**

## **New York City Middle Schools iPad/Chromebook Policies and Procedures Handbook**

Throughout the 2016 summer months, select New York City Department of Education middle schools will be issuing an Apple iPad (with case) or Google Chromebook, charger, and hotspot to a select group of students. All are the property of your child's school. All devices and accessories are on loan to the student and must be used in accordance with the following Policies and Procedures.

### **Terms of Use**

Students/parents/guardians must commit to following our iPad/Chromebook Policies and Procedures at all times by signing the appropriate commitment form. All devices and accessories must be returned to your child's school on the last instructional day of the SummerSail reading program, Friday, September 9, 2016, unless terminated earlier by your child's teacher or school administrator or upon withdrawal from your child's school.

### **Liability**

- If the property is damaged, lost or stolen, a school representative (teacher or principal) should be contacted immediately.
- If the damage is due to negligence or deliberate action you *may* be responsible for the repair/replacement cost.
- In the case of theft, vandalism and other criminal acts, a police report **MUST** be filed and a copy provided to your child's school.
- If the device is lost or stolen due to negligence or deliberate action, you *may* be responsible for the replacement costs.

## **General iPad/Chromebook Guidelines**

- Students may have no expectation of privacy on any information stored on, accessed from, or used with the device.
- The device belongs to your child's school and appropriate school officials may monitor it or access its contents at any time.
- If technical issues arise, students must notify a teacher immediately.
- Under no circumstances may devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, locker rooms, library, unlocked classrooms, hallways, parks or other outdoor/public spaces.
- Inappropriate content will not be allowed on devices.
- Students are responsible for logging in under their assigned username and password.
- Students may not share their login information with other individuals.
- Each device is assigned to an individual student. Students should never "swap" or "share" their device with another student.
- If the device is damaged or not working properly, it must be turned in to the school for repair or exchange. Please do not attempt to repair the device yourself.

## **Responsibilities**

### ***Student***

- Students are responsible at all times for their device, whether at home or school.
- Students are responsible for bringing their device to school for instructional half-day sessions (weeks of July 7th, July 11<sup>th</sup>, July 18<sup>th</sup>, and August 1<sup>st</sup>).
- Students should not loan their device or any technology component to another student for any reason.
- Students are responsible for charging and maintaining the battery in their device daily.
- Students are expected to read on LightSail at least four hours/week from the last week of school in June through the first week of the following school year in September.

### ***Parent***

- Parents/guardians are responsible for monitoring the student's use of the device while at home and away from the school campus.
- If a loaner device has been issued due to damage or loss and the loaner is subsequently damaged or lost, parent/guardian will be responsible for repair/replacement cost.

## **iPad/Chromebook Care & Maintenance**

- Never leave the device unattended.
- Do not place food and/or liquids near the device.
- Do not stack heavy objects on top of the device.
- Never attempt to repair or reconfigure the device or any of the peripherals (including hotspot).
- Do not write, draw, stick or adhere anything to the device.
- Do not personalize the device using markers, stickers, etc
- Do not expose the device to direct sunlight, extreme temperatures, or ultraviolet light for extended periods of time.
- Do not leave the device in any vehicle.
- Do not remove the device case for any reason.

- Do not touch the screen with anything other than your finger or a stylus. (e.g pens, pencils, etc.)

### **iPad/Chromebook Storage**

- Devices, cords, cases, and hotspots are the property of your child's school.

### **iPad/Chromebook Repair Procedure**

- Students or parents should reach out to your child's teacher or principal immediately if the device becomes broken or needs repair.
- Students will be issued a "loaner" device for use during repair time.
- Policies outlined in this handbook also apply to loaner device.
- A loaner device will not be issued if damage is determined to be purposeful or due to negligence.
- If a loaner device has been issued due to damage or loss and the loaner is subsequently damaged or lost, parent/guardian will be responsible for repair/replacement cost.

### **SummerSail End Procedure**

- At the end of the SummerSail program, students will return the device and all accessories (charger, case, hotspot) to your child's school.
- Devices and accessories will be inventoried and inspected for damage.
- Students that met the SummerSail reading expectations will be invited to a celebration on July 26<sup>th</sup> in which each student will be provided with a gift certificate to purchase books.

## SummerSail iPad/Chromebook Policies Agreement 2016

### **Student Agreement:**

- I will bring my issued device to school EVERY day that I am in attendance.
- I will not use the issued device for non-academic purposes (games, downloads, chat rooms, instant messaging, viewing websites not related to the assignment, etc.).
- I will charge the issued device's battery daily and will NOT loan out the device, charger, case, or hotspot to other individuals.
- I will keep the issued device off the floor where it could be stepped on or tripped over. I will keep food and beverages away from the device since they may cause damage to the computer.
- I will not disassemble any part of my issued device or attempt any repairs.
- I will not deface the issued device or the case in any way. This includes, but is not limited to, attaching stickers, marking, painting, drawing or marring any surface of the device or case.
- I understand that obscene language and/or materials, including music, screen savers, backdrops, and/or pictures are prohibited.
- I understand that my device is subject to inspection at any time without notice and remains the property of the school.
- I assume full responsibility of my issued device.
- I will read at least four hours/week from the last week of current school year until the first week of the following school year.
- I will complete the questions on LightSail about my book.
- I will correspond in writing each week with my teacher.

*By signing the SummerSail iPad/Chromebook Policies Agreement, the student agrees to the above terms.*

Student Name \_\_\_\_\_

Signature \_\_\_\_\_  
Please Print

Date \_\_\_\_\_

**Parent Agreement**

- I understand that I *may* be responsible for the repair or replacement costs in the event of loss or damage of the device, accessories or case if damage or loss is negligent or deliberate.
- I acknowledge that my child and I are to follow the expectations in the Parent/Student iPad/Chromebook Policies Agreement.
- I will be responsible for monitoring my child’s use of the device when my student is not in school.
- I acknowledge that fraudulent reporting of theft will be turned over to the police and insurance company to prosecute.
- I agree to immediately return the device and peripherals in good working condition upon request.

***By signing the SummerSail iPad/Chromebook Policies Agreement, the parent/guardian agrees to the above terms.***

Parent Name \_\_\_\_\_

Signature \_\_\_\_\_  
Please Print

Date \_\_\_\_\_