



Upper School & Fourth Grade iPad Device Care Policy

To our Fourth Grade and Upper School Families -

Having the availability of iPad devices to our Fourth Graders and Upper School students is a definite advantage to the Woodland Educational program. In conjunction with that advantage, comes a high level of responsibility. This past school year has experienced a high number of damaged screens, keyboards, and devices in general. We are taking this opportunity to adjust our outlook on device maintenance for student use.

Beginning Monday, October 23, 2023, the following Device Care Policy will be set in place to address future technical complications. With this policy the following will apply:

- **SCREEN CRACK (FIRST OFFENSE):** If a screen on an iPad cracks due to negligence (dropping, stepping on, etc.), the student's family will pay for the screen replacement at the current market cost (currently \$170.00), made payable to the school.
 - A back-up device will be supplied while the cracked screen is repaired.
- **SCREEN CRACK (SECOND OFFENSE):** If a screen on an iPad cracks due to negligence (dropping, stepping on, etc.) for a second time, the student's family will pay for the screen replacement at the current market cost (currently \$170.00), made payable to the school.
 - The student will work without a device until the cracked screen is repaired.
- **BROKEN DEVICE:** If an iPad device is damaged beyond repair, due to negligence, the student's family will pay to replace the device at the market value of a new device, made payable to the school.
 - The student will work without a device until a new one has been purchased, delivered, and set-up.
- **KEYBOARD CASE CRACK:** If the keyboard to an iPad breaks due to negligence (dropping, stepping on, etc.), the student's family will pay for the keyboard case replacement at the current market cost (currently \$40.00), made payable to the school.
 - A back-up keyboard case will be supplied upon payment.
- **DEFACING OF DEVICE OR KEYBOARD CASE (FIRST OFFENSE) :** this includes the application of stickers as well as inappropriate wallpapers and/or profile pictures.
 - If a device is found with any of the previously mentioned offenses, the student's device usage privileges will be removed for 1 week's time and the student will be subject to 25 demerit points as per the school's Code of Conduct
- **DEFACING OF DEVICE OR KEYBOARD CASE (SECOND OFFENSE) :** this includes the application of stickers as well as inappropriate wallpapers and/or profile pictures.
 - If a device is found with any of the previously mentioned offenses, the student's device usage privileges will be removed for 2 week's time and the student will be subject to 25 demerit points as per the school's Code of Conduct
- **DEFACING OF DEVICE OR KEYBOARD CASE (THIRD OFFENSE) :** this includes the application of stickers as well as inappropriate wallpapers and/or profile pictures.
 - If a device is found with any of the previously mentioned offenses, the student's device usage privileges will be removed for 1 month's time and the student will be subject to 25 demerit points as per the school's Code of Conduct, a meeting with the Discipline Committee, and possible denial of use of any device for the remainder of the school year.

Please sign and return this form no later than Friday, October 23, 2023, to ensure that your student has continued use of their issued device. If a signed form is not submitted by the aforementioned date, the student's issued device will be reclaimed and not reissued until a signed form is submitted.

We appreciate your understanding and adherence to this policy. It is important that our students understand their responsibility to protect their devices. Accidents will happen without a doubt. Repeat offenses, however, can be avoidable with extra care. As always if you have any questions, please do not hesitate to contact us directly.

All the best -

Mr. James W. Fuerst, M. Ed.
Head of Upper School / Dir. of Music & Drama / Tech Director

Student Name _____

Grade ____

Parent/Guardian Signature

Student Signature
