



1-to-1



Spring Hill
SCHOOL DISTRICT

MacBook Air Initiative



Implementation Guide

(DRAFT 1/5/15)

Maintaining Small-town Values, Providing World-class Results

Acknowledgements

Special thanks to the many people who have contributed their time, talents and expertise to ensure that Spring Hill School District students have the educational tools necessary to be college and career ready as well as successful in the future. This 1-to-1 initiative embodies the district's Mission Statement that says, "*to be a school district that engages students to learn, create, adapt, and succeed in an ever-changing world.*"



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Superintendent of Schools

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Mission, Vision, and Rationale

Mission:

Simply stated, the purpose of this initiative is to further the mission of the Spring Hill School District. The district's purpose is ***"to be a school district that engages students to learn, create, adapt, and succeed in an ever-changing world."*** Technology is a tool to accomplish this mission, and it also offers constant, significant change in an ***"ever-changing world."*** The key, however, is to ***"engage students to learn, create, adapt, and succeed."*** We are focused on the future success of our students and providing them with the education that they need to be successful contributors and leaders in society. This mission requires that we utilize technology to **engage** students in relevant applications of their learning and provide opportunities to expand analytic and synthetic thinking skills by not only teaching about the past but also helping them **create** novel learning experiences to assist them in their future. This paradigm shift in *how* we educate students allows them to **adapt** and **succeed** in a world that changes so rapidly that we cannot predict what it will be like 20 years from now. Our job is to prepare students by using every available resource that enhances our ability to ensure their future success.

Vision:

The vision of the district is to maintain small-town values, and achieve world-class results. That vision of world-class results cannot be achieved without world-class tools to support the teaching and learning designed and implemented by exemplary teachers. Our students possess an amazing combination of responsibility, respect, compassion and work ethic. We need to reinforce these small-town values and teach them to apply these qualities in an increasingly technological society.



Goals:

Our goals are closely tied to our mission, and the technology initiative creates a ubiquitous tool for accomplishing our learning goals. Increasing student access to technology serves the purpose of furthering the following goals:

- Improved student success especially in STEM areas;
- Improved academic engagement of students;
- A shift toward higher level thinking skills, including analytical thinking, creativity, synthetic thinking and developing novel applications; and,
- The development of student social and communication skills related to the utilization of technology, including improved school-to-home communication.

These support the following board goals:

1. Provide guidance to achieve strong family and community involvement in the schools and district as a whole.
2. Improve the student learning experience through a rigorous and relevant curriculum using collaboration, engagement and individual accountability to be college, career and life ready.
3. Ensure the health and safety of students in the learning environment.

History

Date	Activity
Jan. 2011	\$2.25 M for Technology in Bond planning
June 2011	Bond approved by community
Summer 2012	Network and wireless infrastructure upgrade
April 2013	Board approved contracting Education Collaborators to develop plan for technology initiative.
December 2013	Focus groups and surveys conducted by Education Collaborators
May 2014	El Dorado technology visit by teachers, administration and community members
Summer 2014	Technology infrastructure and security upgrades
June 2014	BOE discussion of Apple Technology bid
July 2014	BOE approval of technology purchase without student devices Created Technology Committee
July 2014	Create Technology Committee website and invited all parents to participate in committee meetings
August 2014	All HS and MS Staff - Apple Training
September 2014	Technology committee discusses parent education, device deployment and tracking, damage agreement, and loan agreement.
October 2014	Apple Vanguard Training
October 2014	Final report by Education Collaborators
October 2014	Technology committee discusses budget, sustainability, student acceptable use and approves damage and loan agreements
November 2014	Technology committee discusses communication plan, BOE questions, and approves acceptable use policy. Makes recommendation to BOE
November 2014	BOE discussion of purchasing student devices
December 2014	Approval of purchase of MacBook Airs for all students in 6th - 12th grades.

Communication

External:

Learning Leader – Providing a World-Class Education	March 2014
Board to Focus on Technology Initiative web article http://www.usd230.org/news/article/3549/	June 24, 2014
Preparing for the Future web article (Included feedback email) http://www.usd230.org/news/article/3560/	Aug. 8, 2014
Overview of 1-to-1, Miami Co. Elected Officials Dinner	Nov. 6, 2014
4th Annual State of the District Breakfast , (120 key stakeholders)	Nov. 20, 2014
Overview to Olathe Economic Dev. Council	Dec. 2, 2014
Web story with link to 1-to-1 extended information (Emailed to Chamber, State of the District list, and to <i>all district families</i>)	Dec. 12, 2014
Learning Leader -- Two-page article and cover	Dec. 9, 2014 – Copy Due Jan. 23, 2015 - Publication Date
Social media posts (includes Facebook and Twitter) related to the 1-to-1 initiative	6/24/14, 7/3/14, 7/7/14, 7/8/14, 8/8/14, 8/11/14, 8/12/14, 10/7/14, 10/8/14, 11/10/14, 12/1/14, 12/2/14, 12/9/14
Spotlights on successes – Articles and sharing of examples about how devices have enhanced learning and engagement in the schools (web articles, magazine, social media and emails used to “push” stories)	Ongoing

Internal:

Staff newsletter article	Dec. 13, 2013
Staff newsletter cover story	Sept. 14, 2014
Initial deployment announcement email to staff	Dec. 9, 2014

Staff newsletter article	Dec. 12, 2014
Email to staff with additional details	Jan. 5, 2015
Spotlights on successes – Articles and sharing of examples about how devices have enhanced instruction and student engagement in classrooms	Ongoing

Family Communications:

1-to-1 web site section http://www.usd230.org/iaminterestedin/1to1_technology/	Aug. 2014 Continued updates
Communications Presentation to Technology Committee	Nov. 3, 2014
In-depth web site development: Central point for all information and resources, including: <ul style="list-style-type: none"> ○ General overview ○ All documents (loan agreements, acceptable use, etc.) ○ Tutorials ○ Care guide for students ○ Portal to resources 	Dec. 9, 2014- Development Begins Dec. 19 – Basic Info on Site Jan. 2015 – Addl. Resources
FAQ Development (to be posted on web, shared via email, social media, and hard copy)	12/16/14
Mailer to parents: District provides basic information, layout and school-specific details are added by buildings/team	Jan. 12, 2015 – Mail Date
Emails to parents: <ul style="list-style-type: none"> · District Email – Technology Focus Group Invite · District email – Parent/student technology survey · Overview and call for committee participants · District Email – Technology Initiative · District email – 1-to-1 Recommendations (link) · Letter from the Superintendent (link to resources) · Initial deployment overview email · Email FAQs to families (and staff) · Specific email from schools regarding meeting dates (template for email developed by Comm. Dept.) · Follow-up email to mailer · Reminders of meeting dates/options (<i>as needed</i>) 	Nov. 2013 May 21, 2014 Aug. 11, 2014 Aug. 15, 2014 Nov. 24, 2014 Nov. 14, 2014 Dec. 9, 2014 Dec. 17, 2014 Jan. 9, 2015 Jan. 16, 2015 TBD

<ul style="list-style-type: none"> · Building email to families prior to deployment 	<p>Jan. 30, 2015</p>
<p>Orientation Meetings:</p> <ul style="list-style-type: none"> · Base presentation created at district-level · Google form to manage RSVPs for multiple meeting times and dates (*option to call in RSVP if people have no device) · District reps & building admins co-host meetings (Agenda items) <ul style="list-style-type: none"> ○ Benefits of 1-to-1 devices related to learning ○ Acceptable Use Policy ○ Loan Agreement/Opt-Out ○ Damage ○ Care Guide ○ Personalization ○ Filters at school/use at home ○ Digital Citizenship for Parents ○ What should they expect for use at home ○ Tools and resources ○ Parent responsibilities 	<p>Jan. 14, 2015 Jan. 9, 2015</p> <p>Tentative Meeting Dates: Jan. 20, 28 – SHHS Jan. 21, 26 - SHMS</p>
<p>Parent Universities</p>	<p>Follow-up Meetings, Spring/Fall 2015</p>

Measurements of Success:

- Learning Leader – Mails to 7,500 households
- Email Messages to Families – 1,224 parent email accounts (HS/MS) receive the message (100% reach)
- Web site and social media analytics – All platforms have measurements of reach using Google Analytics and Insights.
- Mailing to all HS/MS parents
- RSVPs to Parent Orientation Meetings, Attendance, and Completed Forms

Deployment

Timeline:

Nov 22, 2014	Teacher technology baseline data collection (Survey)
Dec. 10, 2014	Purchase devices for students
Dec. 16, 2014	Update district 1-to-1 website with resources
Dec, 2014	Determine process for off-site repair support and checkout system
Dec. 19, 2014	Orientation notification with dates and agenda
Dec. 20, 2014	Purchase accessories for devices
Jan. 5, 2015	All HS & MS Staff – Advanced Apple Training
Jan. 2015	Configuration and set-up of devices
Jan. 20-28, 2015	Parent/Student Orientation meetings
Jan. 2015	Apple ID for students - notification to parents
Jan. 2015	Develop and post support/follow-up resources for parent meetings
Jan. 2015	Ongoing content/resource development for website
Jan. 23, 2015	Publish article in <i>Learning Leader</i>
Jan. 2015	Collect and track paperwork from students/parents through Skyward
Feb. 3, 2015	Deploy devices to HS students - Student orientations and trainings
Feb. 5-6, 2015	Deploy devices to MS students - Student orientations and trainings

High School Deployment Plan

The deployment program for the high school will be entitled “ICan” indicating the positive aspect and opportunity for the deployment of the systems.

SHHS will deploy MacBook Air devices to all high school students on February 3, 2015 following informational briefings to parents/stakeholders on January 20 and 28 and to students during a student assembly on January 22. Students will receive instruction and be allowed to interact with the device throughout the deployment day (D-Day). All students will update and verify their Novell logins/passwords prior to January 30.

Following the completion, compilation and processing of appropriate district forms (as approved by the BOE) students will be separated by grade level for distribution and training on the device.

Students will remain in their Learning Center (using homerooms as the base location) throughout the day for training and interaction with the device. All students will be assigned a Learning Center (LC) for the day.

Vanguard teachers will serve as primary instructors to all students and support staff not yet trained, engaging in classes designed to showcase the functionality of the device, essential software and unique applications that foster creativity and learning. Every teacher at SHHS will be involved in training students on D-Day in an LC.

Students who miss the initial training will be trained and issued devices on an individual basis through web-based instruction augmented by direct instruction from the SHHS Media Specialist.

Students who forego receiving devices on a permanent basis may sign out devices, as appropriate through the Media Center. The Media Center may retain issued devices as appropriate and deemed necessary on an individual student basis for daily use.

Teachers and staff will continue to receive instruction through in-service and professional development opportunities. Primary emphasis will be on integrating Web 2.0 resources into SHHS curriculum aligned with district directives and the SHHS technology hierarchy. In doing so, SHHS will continue to implement CCRS standards, integrating the SAMR model while applying Bloom’s revised taxonomy of learning into lesson and unit planning, with an increased emphasis on performance-based, authentic learning.

SHHS will establish Help Desk protocols for student and staff use. Devices needing physical repair will be exchanged using available resources in the Media Center.

High School “D-Day” Schedule:

Period	Tasks
1 st	Distribute devices/cases by grade level and student ID Basic functionality/care and maintenance Student responsibilities
2 nd	Digital Citizenship Log in iTunes/App Store Create APPLE ID (all students will use studentID@usd230.org)
3 rd	Computer basics/Setting preferences/Navigation Exploring resources/Help Desk protocols Student practice
4 th	Lunch (M/W/F schedule) File management/Backing up files Printing/Using student portal Student practice
5 th	Introduce iPhoto/iMovie Integrating smart phone/iPhone
6 th	iMovie activity Student practice
7 th	Garageband Student exploration/Practice

Notes:

- 1) The intent of D-Day is not to create ‘expert’ level usage by our students, but to create opportunities for exploration and ‘buy in’ with interaction with the device after basic operational and functional instruction.
- 2) Teachers are expected to model behavior and practice throughout the day.
- 3) Students will have the opportunity throughout the day to interact with the device.

Middle School Deployment Plan

Spring Hill Middle School will deploy the MacBook Air laptops to students in two phases. We will deploy MacBooks to seventh and eighth grade students on February 5th at the SHMS South Campus. MacBooks will be deployed to 6th grade on February 6th at the North Campus. The Deployment Plan is detailed below:

February 5, 2015 - Deployment to Grades 7 and 8

Resources	Vanguard Trainers Teachers Technology Staff Administrators Director of Curriculum, Instruction, and Assessment
Activities	<ol style="list-style-type: none"> 1. Technology staff will have computers that are barcoded and cases delivered to the building the day before deployment. 2. Building staff will deliver computers to designated locations the morning of deployment before school begins. 3. During the day, students will receive their computers and go through a series of classes throughout the day designed to teach students basics such as care for their computer, their responsibilities, digital citizenship and basic programs on the computer that they will need to use.
Outcomes	<ol style="list-style-type: none"> 1. All students will be assigned a computer. 2. Every student will have received training in basic care of the computer, operation of the computer, digital citizenship, and will know basic operations of programs on the computer.

Grade Level	Number of students	Number of Sections	Students per Section
7th Grade	157	6	26 to 27 Students
8th Grade	164	7	23 to 24 Students

All students will report to the following classes at 8:05.

Homeroom	Grade	Rm. #	# of Students	Teachers
Mrs. Bogart	7th	Rm. 208	19 + 8 Open	Mr. Baxter * & Mrs. Bogart
Mrs. Torrez	7th	Rm. 214	18 + 9 Open	Mrs. Torrez* & Mr. Olney
Mr. Pope	7th	Rm. 513	18 + 9 Open	Mr. Hunsaker* & Mr. Pope
Mrs. Sharp	7th	Rm. 207	17 + 10 Open	Mrs. Doddridge* & Mrs. Sharp
Mr. Scroggins	7th	Rm. 210	17 + 10 Open	Mr. Droegemeier* & Mr. Scroggins
Mrs. Honnold	7th	Rm. 509	16 + 11 Open	Mr. Gehring* & Mrs. Honnold
Ms. Mersbergen	8th	Rm. 508	19 + 5 Open	Mrs. Roitz* & Mrs. Mersbergen
Mrs. Rutledge	8th	Rm. 212	21 + 3 Open	Mrs. Rutledge* & Mr. Carbajo

Mr. Abel	8th	Rm. 503	22 + 2 Open	Mr. Abel* & Mrs. Nichols
Mrs. Hofmann	8th	Rm. 517	16 + 8 Open	Mrs. Cheek* & Mrs. Hoffman
Mr. Haffener	8th	Rm. 216	21 + 3 Open	Mr. Brown* & Mr. Haffener
Mrs. Floyd	8th	Rm. 510	22 + 2 Open	Mrs. Sandberg* & Mrs. Floyd
Mrs. Allison	8th	Rm. 512	19 + 5 Open	Mrs. Tauer* & Mrs. Allison

Vanguard Trainers*

Deployment Alternate Schedule

1st Period	2nd Period	3rd Period	4th Period	5th Period	6th Period	7th Period	8th Period
8:05 - 8:55	8:58 - 9:46	9:49 - 10:37	10:40 - 12:25	12:28 - 1:16	1:19 - 2:07	2:10 - 2:58	3:01 - 3:20

Notes:

- Students will remain in the same classroom throughout the day, but will continue to have passing periods for restroom breaks, etc.
- During 1st and 2nd periods, Elective teachers would teach their elective class periods.

Training Schedule by Period

	7th Grade	8th Grade
1st Period	<ul style="list-style-type: none"> • Proper care of computers • Student responsibilities • Distribution of computers • Placing computers in cases • Logging in 	<ul style="list-style-type: none"> • Electives Classes
2nd Period	<ul style="list-style-type: none"> • Electives Classes 	<ul style="list-style-type: none"> • Proper care of computers • Student responsibilities • Distribution of computers • Placing computers in cases • Logging in
3rd Period	<ul style="list-style-type: none"> • Computer basics • Navigation • Digital Citizenship 	<ul style="list-style-type: none"> • Computer basics • Navigation • Digital Citizenship
4th Period	<ul style="list-style-type: none"> • Apple ID's 	<ul style="list-style-type: none"> • Apple ID's
5th Period	<ul style="list-style-type: none"> • Introduce Pages and Keynote 	<ul style="list-style-type: none"> • Introduce Pages and Keynote
6th Period	<ul style="list-style-type: none"> • Introduce Numbers 	<ul style="list-style-type: none"> • Introduce Numbers
7th Period	<ul style="list-style-type: none"> • Introduce iPhoto / iMovie / Garageband 	<ul style="list-style-type: none"> • Introduce iPhoto / iMovie / Garageband
8th Period	<ul style="list-style-type: none"> • Create a product using iMovie 	<ul style="list-style-type: none"> • Create a product using iMovie

- 8th grade will go to B Day elective classes 1st period / 7th grade will go to A Day elective classes 2nd period.
- At 9:49, elective teachers will go to the north campus for elective classes as normally assigned.
- All elective teachers will report back to their originally assigned class at 12:28.

February 6th Deployment to 6th Grade at SHMS-N

Grade Level	Number of students	Number of Sections	Students per Section
6th Grade	208	7	29 - 30 students

All students will report to the following classes at 8:05

Homeroom	Grade	Rm #	# of Students	Teachers
Mrs. Roitz	6th	Rm. 212	28 + 0 Open	Mrs. Roitz* & Mrs. Meek
Mrs. Tauer	6th	Rm. 213	26 + 4 Open	Mrs. Tauer* & Mrs. Hecke
Mr. Bechtel	6th	Rm. 102	24 + 6 Open	Mrs. Torrez* & Mr. Bechtel
Mr. Carter	6th	Rm. 209	22 + 8 Open	Mrs. Cheek* & Mr. Carter
Mrs. Hays	6th	Rm. 208	24 + 6 Open	Mr. Hunsaker* & Mrs. Hays
Mr. Brown	6th	Rm. 100	21 + 9 Open	Mr. Brown* & Para-Educator
Mrs. Young	6th	Rm. 218	24 + 6 Open	Mrs. Doddridge* & Mrs. Young

Vanguard Trainers*

Deployment Alternate Schedule

1st Period	2nd Period	3rd Period	4th Period	5th Period	6th Period	7th Period
8:05 - 9:00	9:03 - 9:58	10:01 - 10:49	10:52 - 12:13	12:16 - 1:31	1:34 - 2:29	2:32 - 3:20

- Students will remain in the same classroom throughout the day, but will continue to have passing periods for restroom breaks, etc.
- Students will attend their normal elective classes during 3rd and 4th periods.

Training Schedule by Period

1st Period	<ul style="list-style-type: none"> • Proper care of computers • Student Responsibilities • Distribution of Computers • Placing computers in cases • Logging in
2nd Period	<ul style="list-style-type: none"> • Computer Basics • Navigation • Digital Citizenship
3rd Period	<ul style="list-style-type: none"> • Students go to Elective Classes
4th Period	<ul style="list-style-type: none"> • Students go to Elective Classes
5th Period	<ul style="list-style-type: none"> • Apple ID's
6th Period	<ul style="list-style-type: none"> • Introduce Pages and Keynote
7th Period	<ul style="list-style-type: none"> • Introduce iPhoto / iMovie

Budget & Sustainability

At current device costs and growth projections, a four-year refresh cycle for the middle and high schools would cost approximately \$1.25 M for student and teacher devices. The projected value of the current devices after four years is between \$200-\$300 per device. This will provide approximately \$300,000 toward the refresh of devices at an estimated resale value of \$230 per device. An additional \$300,000 from the current bond, which has been allocated toward technology and may also be utilized for additional infrastructure, and/or sustaining the technology budget. Although much of that money will be utilized prior to the refresh of these devices, it provides relief for the current technology budget for the next few years. Our current district technology expense projections for the next four years (2014 SY -2018 SY) totals roughly \$4.4 M. That money comes from a variety of sources, including general fund and general supplemental fund. It is an amount that we could supplement by increasing the Local Option Budget or Capital Outlay Budget.

It is estimated that the current teacher and student technology purchase has created \$765,000 of relief to that budget, which was going to refresh laptop carts, batteries, desktop computers and teacher devices among other technology items. This savings does not directly fund the refresh of student and teacher devices over the next four years, as it was understood when developing this budget that additional sources of funding would be required to meet our technology needs. The technology budget is funded on a prioritized basis along with other district budgets. By setting district priorities, we are able to meet the technology requirements to support teaching and learning in our schools. This priority setting is a normal process in school districts when determining the resources necessary to best support the mission and goals of the district.

A conservative estimate that would allow for continued refresh of devices every four years would be a yearly allocation of \$200,000. This is a conservative estimate assuming computing devices continue to become more personal and less expensive over time. Although we can't predict the device that will best replace the current student devices, it seems safe to budget \$200,000 per year, which breaks down to less than \$180 per year per student. The source of this money will have to be allocated on a yearly basis or through funds determined by planning by Board of Education. The options for sustaining this amount in an overall budget of nearly \$40 M are plentiful, and the following is a viable recommendation that provides adequate funding while keeping taxes in check. We are fortunate to have projected growth over the next several years, and it is possible that a bond issue for facility upgrades will be necessary in the next four years. Technology upgrades are a typical line item for a bond issue. This alone could fund the refresh, if necessary. However, it is necessary to plan for the contingency that there will not be the growth that has been projected. In that case, it seems logical to increase the LOB to the legal limit. Those funds are currently matched by the state at a 61% equalization rate. We have room for a 3% increase in LOB, which would generate approximately \$600,000 per year in funds at a cost of approximately \$220,000 to local taxpayers. However, through reductions in current bond levies and the declining extraordinary growth levy, this could possibly be accomplished with an overall **zero increase in the mills levied on local taxpayers**. State equalization is part of the reason for this possibility. Additionally, it is possible to levy a capital outlay fund with some state equalization, but the LOB currently appears to be the better choice to increase overall funding at the current time. The Board of Education would need to authorize a vote to increase to LOB and then the public would vote on the proposal.

Obviously, these options may not be necessary as the district has made technology funding in the general fund a priority, and we may see savings in other areas, such as textbooks and other

resources. The primary takeaway is that in this uncertain financial time for the state, the district has maintained options to increase funding for local schools to not only account for additional costs of technology, but to make up for any possible decreases in state funding.

Spring Hill Technology Budget Estimate		
Years*	Budget Estimate	Possible savings based on 1-to-1 deployment at MS & HS
2007-2008	\$529,489.40	
2008-2009	\$293,429.40	
2009-2010	\$448,325.00	
2010-2011	\$773,845.00	
2011-2012	\$1,500,884.26	
2012-2013	\$379,550.00	
2013-2014	\$238,870.00	
2014-2015	\$837,825.00	\$101,825.00
2015-2016	\$922,571.14	\$447,453.00
2016-2017	\$1,831,660.60	\$175,350.00
2017-2018	\$803,587.54	\$40,424.00
Future Items***	\$196,960.00	
Total Potential Savings over 4 years		\$765,052
*Based on purchases being made for next fiscal year		
**Based on a 4-year laptop and a 5-year PC rotation schedule		
***Future Items are outside of normal rotation and for tracking purposes only		

Professional Development & Instructional Support

Apple Professional Learning

Monday, August 11-Tuesday, August 12, 2014: All MS and HS staff
2-day introduction to iOS/iWork/iLife
2-day Vanguard training sessions (days 1 & 2)

Monday, October 6-Tuesday, October 7, 2014: MS @ SHHS
2 two-day Vanguard training sessions (days 3 & 4)

Wednesday, October 8-Thursday, October 9, 2014: HS @ SHHS
2 two-day Vanguard training sessions (days 3 & 4)

Monday, November 17-Tuesday, November 18, 2014: MS @ SHHS
(iAuthor and Challenge-Based Learning)

Wednesday, November 19-Thursday, November 20, 2014: HS @ SHHS
(iAuthor and Challenge-Based Learning)

Monday, January 5, 2015:

(All sessions include how to use the devices for learning and teaching; non-core teachers will join any session and be able to implement what they learned in their classes)

High School and Middle School @ HS

- Language Arts
- Language Development and Literacy
- Math
- Science
- Social Science
- Reaching all learners

Monday, January 5, 2015:

All elementary teachers will receive iPad training.

Friday, March 13, 2015: (Four one-day sessions)

High School and Middle School (4 sessions) @ HS

- Challenge-based Learning (1 session)
- iAuthor (3 sessions)

Additional professional learning based on teachers' needs and interests will be provided. Vanguard members will receive additional training as necessary and available. The possibility of creating job-alike learning groups with neighboring districts will be explored.

2014-2015

- All teachers participated in a two-day workshop led by Apple Distinguished Educators.
- Forty teachers at the Middle School and High School (Vanguard teams) received additional training. They will train their colleagues throughout the year. They will establish tiers of skills ranging from basic abilities to advanced creativity. They will assist their colleagues in the following years, as they move through the skill tiers.
- Support staff will receive training alongside their assigned students.
- The **impact** of the devices on instruction will be measured through the administration of the Apple Educational Technology survey, which measures the level of technology integration using the SAMR model. This year will be baseline data.

2015-2016

- The Vanguard teams will work with all teachers, especially those new to the buildings, and build their skill level with the devices.
- All teachers will be **applying** their newly acquired skills in their classrooms, moving along the SAMR model from Substitution and Augmentation toward Modification.
- Support staff will receive training alongside their assigned students. New hires will receive training from Vanguard Team members/classroom teacher.
- The impact of the devices on instruction will be measured through the administration of the Apple Educational Technology survey, which measures the level of technology integration using the SAMR model.

2016-2017

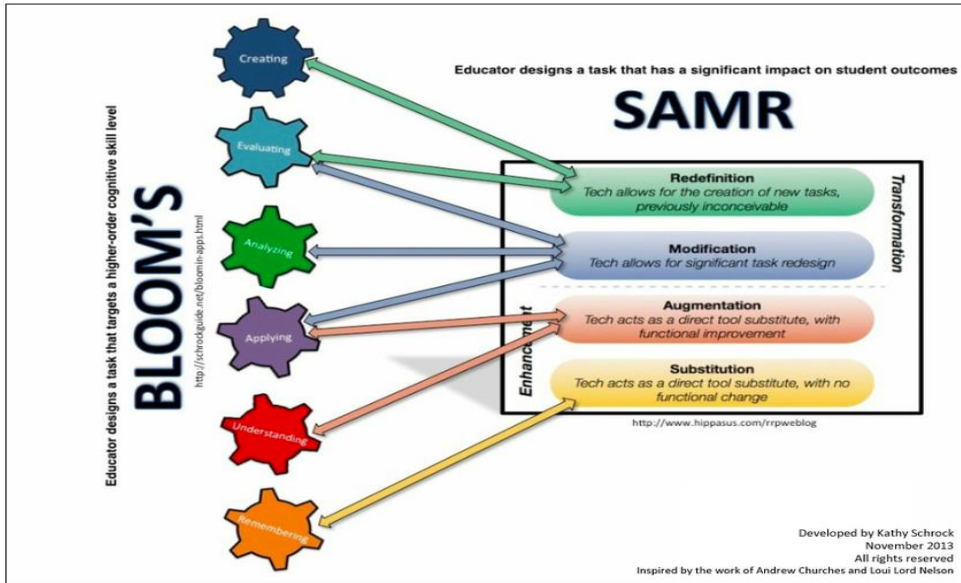
- The Vanguard teams will work with all teachers, especially those new to the buildings, and build their skill level with the devices.
- All teachers will be applying their newly acquired skills in their classrooms, moving along the SAMR model from Augmentation to Modification and Redefinition.
- The impact of the devices on instruction will be measured through the administration of the Apple Educational Technology survey, which measures the level of technology integration using the SAMR model.

2017-2018

- The Vanguard teams will work with all teachers, especially those new to the buildings, and build their skill level with the devices.
- All teachers will be applying their newly acquired skills in their classrooms, moving along the SAMR model from Modification to Redefinition.
- The impact of the devices on instruction will be measured through the administration of the Apple Educational Technology survey, which measures the level of technology integration using the SAMR model.

Curriculum and Instruction

Student learning will still be driven by Board-approved curriculum. Technology provides tools for improving the instruction and assessment of that curriculum. The ongoing purpose of our curriculum and instruction is to prepare students to be successful in life, including college and career readiness.



- The goal is to transform learning experiences so they result in higher levels of achievement for students in preparation for college and career.
- The teachers at Spring Hill Middle School and Spring Hill High School will purposefully and intentionally integrate technology into their lessons.
- We want teachers to design, develop, and infuse digital learning experiences that utilize technology.
- SAMR is a model designed to help educators infuse technology into teaching and learning.
- While keeping in mind the 21st Century Skills of communication, collaboration, creativity and critical thinking, teachers are learning how to transform the use of technology in their classrooms.
- Teachers will be creating tasks that target the higher-order cognitive skills (Bloom's) as well as designing tasks that have a significant impact on student outcomes (SAMR).
- State assessments will also be much easier to administer when students have devices. Testing will be quicker and much less disruptive because students will be able to test at anytime, anywhere instead of having to schedule use of computer labs and carts.
- We will continue to provide access to digital textbooks as we have done in the past.

Resources	<ul style="list-style-type: none"> ● SAMR model ● Apple Professional Learning ● Vanguard Teams ● Instructional Coaches ● Building Technology Teams ● Staff meetings
Activities	<ul style="list-style-type: none"> ● Apple Professional Learning ● Vanguard-led professional learning ● Professional learning sessions on SAMR integration ● Peer review of SAMR-aligned lessons
Outcomes	<ul style="list-style-type: none"> ● Spring 15: moving from Substitution to Augmentation on SAMR model ● Identify specific needs of staff ● Plan continued professional learning based on needs

Device Management

MacBook Air Management

We will deploy, support, and manage the MacBook Air laptops using the Casper Suite of products from Jamf Software. We have a couple of tools in place to protect the district's investment. Each MacBook Air laptop will be assigned to the students using the Casper Suite product, as an inventory control process. In addition, by using the Casper Suite, we can initiate a lock command that will lock the device and prevent it from being used until it is returned. This will be handy for lost devices as well as for devices that are not returned by students in a timely manner. We can also issue a remote wipe command, which can wipe all user data and reset the device to factory defaults if needed. Finally, as part of our device preparation process, we will put a firmware password on the device that prevents it from being reset to factory defaults and/or reinstall the operating system. This step should prevent the device from being removed from the district's management system.

The Casper Suite also will allow the district to remotely update software, monitor hardware health, software inventory, manage system settings, and deploy software solutions to the devices. More information on Casper Suite can be found at: <http://www.jamfsoftware.com/products/casper-suite/>.

Network Systems

Our content filter and firewall solutions give us the ability to provide safe access for students. These tools include traditional content filtering and reporting with Lightspeed (more information can be found at: <http://lightspeedsystems.com/products/web-filter/>) as well as robust Malware and BotNet protection using Cisco's next generation firewall services.

Off-site Management

The district's off-site management will be limited to monitoring the device's connectivity to the Internet (that the device is connected, not what it is doing), push software and software updates, and lock/wipe the device as noted above.

It is our recommendation that the remaining management be left up to parental control. The only limiting factor in parental management is that they will not be allowed to make any configuration changes and/or install software on the school-owned devices. To assist parents with this process, we are developing a list of resources. The following are some examples of the resources that we will provide:

- <http://www.safefamilies.org/SoftwareTools.php>
- <http://www.ala.org/aasl/parents/internet>
- <https://www.google.com/safetycenter/families/start/>
- <http://www.internetsafety101.org/safetyresources.htm>

Service and Technical Support

The High School and Middle School both have less than a 2:1 ratio of students per computer device and use technology devices on a daily basis. Therefore, our existing student technology support process can and will be used as we transition to the 1-to-1 program. For the Spring of 2015, basic technology issues will be handled in class. Anything beyond teacher or peer support will follow the summary below.

1. Student reports damaged or problem device to building representative.
 - a. If the device is damaged, the building representative and/or administration will determine if the student will be charged.
 - b. If damage falls under the damage/loss agreement, then administration will call parent/guardian.
2. The student's device is taken by building representative and a loaner is checked out to the student from the Media Center. The loaner devices will be barcoded and checked in/out, like library books, for tracking purposes.
3. A service ticket is created for the device that includes the student's name & ID number
4. The Technology Department will pick up device and get it repaired (or replaced if damaged beyond value).
5. The Technology Department will return the device to the school with the cost of repairs if appropriate.
6. The building will access the student/parent the fee for the repair if appropriate.
7. The building will return the device to the student and retrieve the loaner device.

Based on the Spring 2015 experiences, we will adjust and develop any additional support needs for the 2015-2016 school year.

Infrastructure

In the summer and fall of 2012, the district upgraded the network infrastructure and wireless system to provide a robust and reliable system to support a 1-to-1 initiative. This project provided new switches, new security components, a new wireless-access solution to all district facilities, and replaced aging network-infrastructure components. These items were either included as part of the bond issue as a new initiative or were listed on the capital outlay planning document and therefore were covered in the most recent bond initiative

In the summer of 2014, the district upgraded its Internet connection and security infrastructure. These Internet upgrade provides five times more bandwidth (while reducing monthly expenses by ~40%) to support a 1-to-1 deployment using web-enabled resources. The security updates allow for more granular control, including monitoring of the increased malware, virus, and botnet security risk(s) associated with devices leaving the network.

It is important to note that we are not simply dropping the MacBook laptop in as a “new” stand-alone device. The MacBook laptops are being fully integrated into our existing management and infrastructure systems. The devices will take advantage of existing network resources, like credential management, printer installation and management, home directory access, device management, and application server access. The devices will also utilize Microsoft Office and take advantage of the Google Apps for Education integration.

Measuring Success

The success of any initiative in the Spring Hill School District is embedded within the success of our students. Technology is one of many components that assists teachers and students in achieving success. It is impossible to identify the exact contribution of any single initiative to the achievement of our goals, but we have identified measures that will be used in tandem with our current measures of success to assess the progress and to help leaders make necessary changes to maximize the effectiveness of the technology. Our objectives follow directly from the goals that are aligned with this initiative, goals that extend far beyond the effect of technology, but in which technology plays an important role.

- Improved student success especially in STEM areas.
- Improved academic engagement of students.
- A shift toward higher level thinking skills, including analytical thinking, creativity, synthetic thinking and developing novel applications.
- The development of student social and communication skills related to the utilization of technology, including improved school-to-home communication.

These goals are broad and highlight the difficulty in accurately assessing the success of programs that deal with the complexity of human learning. Many quantitative measures do a poor job of assessing the breadth of human development that schools are trying to effect. For example, the vision of Spring Hill School District is to, “Maintain small-town values, and achieve world-class results.” Defining what it means to maintain small-town values is a little difficult to quantify, but we recognize the qualities when we see them. Additionally, to measure progress toward the mission of being a school district that engages students to learn, create, adapt and succeed in an ever-changing world does not lend itself to a single measure of student performance, such as an ACT or state assessment. If we are on the path to achieving that mission, then we define what it means to “succeed” differently for different students. What this complexity of learning does not mean, however, is that we can implement an initiative and simply “hope” it works. We need to define, to the best of our ability, the measures that indicate growth and to modify those measures as we find ones that better measure the qualities we desire. The following measures have been selected to determine progress toward measurable components of our goals. As a whole, they start to build a picture that allows us to assess and refine our technology-enhanced learning environment for students.

Measurable Objectives:

1. Improve student academic engagement and ownership of their school-based learning.
2. Increased learning time on higher level thinking skills and select 21st Century skills.
3. Increased learning time focused on developing student communication (speaking, listening, reading and writing) and collaboration skills.
4. Increased use of technology to enhance teaching and learning.
5. Increased achievement on academic measures.
6. Improved school to home communication and family engagement.

Measures That May Be Used to Assess Objectives (Obj #):

1. Gallup student poll measuring Hope, Engagement and Well-being (1)
2. Student attendance and referral data (1)
3. Apple Educational Technology Teacher Survey (2, 3, 4)

4. Administrator Walk-through data (2, 3, 4)
5. Spring Hill Student Survey (1, 2, 3, 4, 6)
6. Spring Hill Parent Survey (4, 6)
7. Academic assessments, such as curriculum-based assessments, MAP assessments, Kansas College and Career Readiness Assessments, and workplace certifications (CTE assessments) (5)

It seems evident that none of these measures, by itself, is a comprehensive measure of this initiative, but in aggregate, provide data to guide decision-making. This data will provide information that, when analyzed, will allow leaders to determine if adjustments need to be made to processes, measures, or even objectives that are not aligned to the overall goals of the initiative.

Policies

Policies that need to be discussed and adopted by the Board of Education include an Acceptable Use policy for Students, a Loan Agreement, and a Damage/Loss Agreement. Recommendations for these policies have been developed through the process of reviewing best practices, model documents provided by Apple computer, and materials utilized by other school districts nationally that have implemented similar technology initiatives. After model documents were developed, they were reviewed and modifications were made based on input from the District Technology Committee, Building Technology Committees, Kansas Association of School Boards attorney, Board of Education attorney, patrons, and Apple professionals. These three revised documents were posted on the district website in November, in draft form, for public review.

Spring Hill Unified School District

Student Acceptable Use Policy

General Statement of Policy

Spring Hill Unified School District provides access to the district computer network and computing devices (district technology) for intranet resources, e-mail and the Internet. Access to the Internet enables students to have access to electronic information that enables them to explore thousands of libraries, databases, educational resources, participate in distance learning and communicate with experts and other Internet users around the world. Access to the Internet through the district network is provided for educational and professional use to enable students to achieve greater academic and future success.

Spring Hill Unified School District is committed to making advanced technology and increased access to learning opportunities available to students, faculty, and other district employees. The district's goal in providing this access is to promote educational excellence in schools by facilitating resource sharing, innovations, and communications. To be in compliance with the Children's Online Privacy Protection Act (COPPA) and the Kansas Children's Internet Protection Act (KS-CIPA) as mandated by Congress and KS State Statute 75-2589, Spring Hill Unified School District has implemented the following guidelines and procedures for using the Internet.

This Acceptable Use Policy and Media Consent form is a legally binding document.

CIPA mandates school districts to certify that they have an Internet Safety Policy in place. These mandates and assurances must be in place so the district can receive E-rate funds or funds under Title III of Elementary and Secondary Education Act of 1965.

Spring Hill Unified School District incorporates Internet filtering technology, remote monitoring technology, network transaction auditing and staff supervision to prohibit obscenity, child pornography and material harmful to minors in compliance with CIPA.

COPPA applies to the online collection of personal information from children under 13. School districts must be COPPA compliant order to receive E-rate funds. Spring Hill Unified School District does not disclose personal information about students on district websites or through any unsecured Internet communication and staff members are instructed not to allow students to enter personal information on any external website or through any other Internet communication to comply with COPPA. A consent form must be signed prior to any personal student information or work being placed on any district provided website.

Limited Educational Purpose

With access to computers and people all over the world comes the potential for access to material that is illegal, defamatory, inaccurate or offensive to some people. The school district system has a limited educational purpose, which includes use of the system for classroom activities, professional or career development, and limited high-quality self-discovery activities. Users of the system are

expected to use the Internet to further educational and personal goals consistent with the mission of the school district and school policies. Uses that might be acceptable on a user's private personal account on another system may not be acceptable on this limited purpose network.

Spring Hill Unified School District has taken steps to restrict access to inappropriate resources and information on the network and to monitor student use of the network. However, on a global network it is impossible to effectively control student access to all inappropriate material. The primary responsibility for access will rest with the student. We believe that the benefits to students through access to the Internet exceed the potential disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying standards that children should follow when using media and information sources. To that end, Spring Hill Unified School District supports and respects each family's right to decide whether or not to apply for district network access. Alternate resources will be provided for children who do not have permission to access the Internet.

Use of District-owned Technology is a Privilege

The use of school district technology is a privilege, not a right. All users are responsible for good behavior on school computer networks and computing devices just as they would be if in a classroom. General school rules for behavior and communication apply. Authorized district personnel may review student/user files and communication to prevent misuse and to ensure students are using district technology responsibly and in compliance with applicable laws and district policies. There is no expectation of privacy when using technology resources owned and/or provided to users through Spring Hill Unified School District. Depending on the nature and degree of the violation and number of violations of the district policy, unauthorized or improper use of the school district technology or the Internet may result in one or more of the following consequences: suspension or cancellation of use of access privileges; payments for damages or repairs; discipline under other appropriate school district policies, including suspension and/or expulsion; and/or civil or criminal liability under applicable laws. In order to provide guidance, the following pages contain a non-comprehensive list of unacceptable uses and student rights. Please read these carefully. The district retains broad discretionary authority to maintain safety, order and discipline regarding unauthorized and improper use of these resources.

The following guidelines govern the use of the district network and computers:

District Technology

- Student shall not use district-owned technology for illegal nor inappropriate uses at any time. The district network refers to the network provided at school for educational use. The guidelines for district-owned computers cover use both at school and away from school.
- Student is responsible for the proper use and care of district technology in their use or possession. This includes all classroom technology, computer lab technology, and district-owned personal computing devices loaned to the student.
- Student who has been loaned a district computing device shall abide by the requirements of the Loan Agreement and the Damage/Loss Program.

Student Internet Access

- All students may have access to the school district network and the Internet's information resources and are responsible for the ethical and responsible use of these resources. **Although monitored by school officials, ultimately, parents and guardians of minors are responsible for setting and communicating the standards that their children should follow when using media and information sources.**
- Students may have e-mail access through a district e-mail account. This resource is for academic uses only and may be monitored to ensure responsible use. Personal e-mail accounts should not be accessed while using the *district network*. Appropriate use of personal e-mail is required on all district computing devices.
- Student use of district network to access social networking sites, such as, but not limited to, Twitter, Facebook and/or Snapchat, is prohibited, except for academic and extra-curricular school activities. Student/teacher interaction on Facebook and other social networking sites should not contain personal communication and are for dissemination of school information only. Student/teacher interaction on personal social networking accounts must be appropriate and public.

Personal Safety

- Student shall not post personal contact information about himself/herself or other people online. Personal contact information includes your address, telephone number, school address, work address, etc.
- Student shall not agree to meet someone he/she met online without parent's approval and participation. Parent should accompany student to the meeting.
- Student shall promptly report to a teacher or other appropriate school employee any message received that is inappropriate or makes him/her uncomfortable.
- Students shall immediately report to a staff member any obscene, pornographic or offensive material found.

Illicit Activities

- Student will not attempt to gain access to the district network or to any other computer system that is not authorized. This includes attempting to log on through another person's account or access another person's files. These actions are illegal, even if only for the purpose of "browsing."
- Student shall not make deliberate attempts to disrupt the computer network or destroy data by spreading computer viruses, loading illegal files, or by any other means. These actions are illegal.
- Student shall not post, publish, or display harmful material that is threatening, obscene, disruptive, bullying, sexually explicit, or that harasses others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.
- Student shall not use district technology to engage in illegal commercial or for-profit activities.
- Student shall not use district resources to solicit, create, forward, or reply to any email that could be classified as a chain letter or SPAM.

System Security

- Student is responsible for his/her network account and should take all reasonable precautions to prevent others from being able to use the account. Under no circumstances should you provide your password to another person.
- Student shall immediately notify a teacher, school administrator, librarian or district technology department if he/she has identified a possible security problem. Do not go looking for security problems; this may be construed as an illegal attempt to gain access.

- Student shall not download software or install programs unless it is authorized by the district.
- Student shall do nothing to disrupt the use of the system for others, including changing programs or files, modifying settings, changing passwords, or reconfiguring the system.
- Student shall not physically modify, harm, or destroy any computer or network hardware in any manner.
- Any student identified as a security risk may be denied access.

Inappropriate Language

- Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.
- Student shall not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Student shall not post information that could pose a threat of danger or disruption.
- Student shall not engage in personal attacks, including prejudicial or discriminatory attacks, cyber-bullying, intimidation, hazing or other conduct that causes or threatens to cause bodily harm or emotional suffering.
- Student shall not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by the person to stop sending messages, you must stop.
- Student shall not knowingly or recklessly post false or defamatory information about a person or organization.

Respect for Privacy

- Student shall not re-post or forward a message that was sent to you privately without the permission of the person who sent you the message.
- Student shall not post private information about another person.
- Student shall not access another individual's materials, information or files without permission.
- Student shall not use someone else's password, user account, or logon information.
- Student shall not gain unauthorized access to resources.

Respecting Resource Limits

- Student shall use the system only for educational and career development activities.
- Student shall not download and/or listen to radio streaming, video streaming, use any online telephone resource, or music and/or video sharing application except for educational purposes.
- Student shall not download or install any improper or unauthorized software. All software on district computers must be licensed and approved. Pirated software will not be tolerated.
- Student shall not intentionally waste district resources.

Plagiarism and Copyright Infringement

- Student shall not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- Student shall respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. Reproduction of a work includes using the work in another written form or posting the work or portion of the work on the Internet. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request

permission from the copyright owner. Copyright law can be confusing; if you have questions, you should ask your teacher.

Inappropriate Access to Material

- Student shall not use the district technology to access harmful matter or material that is profane or obscene (pornography), that advocates illegal acts, or advocates violence or discrimination towards other people (hate literature). This may include certain song lyrics and related materials.
- If student mistakenly accesses inappropriate information, he/she should immediately tell the teacher or school administrator in charge. This will protect against any claim that the student intentionally violated this policy.
- Parent/guardian should instruct student regarding additional material that they think would be inappropriate to access. The district fully expects that students will follow parents' instructions in this matter.

Privacy Rights

- You should be aware that computer files and communications on the district's network, computers and the Internet are not private or secure.
- Use of mobile wireless Internet devices including but not limited to Hotspots and MiFi's at school is prohibited. Appropriate use of cellular phones is acceptable.
- Student will limit the use of the network and computer resources to classroom activities, teacher-directed activities, library-related research, or career development. Use of the system for any other purpose, personal or otherwise, is prohibited unless authorized by the district.
- The district *may* monitor student's use of the Internet and the district's computer resources, student e-mail, personal electronic devices, Internet files, and Internet access at any time without advance notice or consent when there is a reasonable need to do so. Monitoring of the system may lead to discovery of violations of the Student Acceptable Use Policy, the district's disciplinary codes or the law. The district reserves the right to suspend the use of personal electronic devices.
- Parents/guardians have the right to request to see the contents of their student's files.

Violations

- Violating this policy may result in one or all of the following: restricting technology access; loss of technology access; disciplinary or legal action including, but not limited to, suspension and/or expulsion; criminal prosecution under appropriate local, state and federal laws; and/or assessment of the cost of damages to hardware/software.
- The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school district network.
- In the event there is a claim that a student has violated this policy in his/her use of the school district computing device or network, student will be notified of the suspected violation and have an opportunity to be heard in the manner set forth in the district's conduct policy.
- Major violations of the district's Student Acceptable Use Policy may result in the loss of use of all computing equipment and Internet access. The student may be able to regain computing privileges as appropriate. If this occurs, the student will be given the opportunity to remove his/her school-related files.
- If the violation also involves a violation of the district's disciplinary code, it will be handled in a manner described in the district's disciplinary code. Additional restrictions may be placed on the student's use of their network account.

- The district has broad discretionary authority to maintain safety, order and discipline and to ensure a positive learning environment for students and staff.

Limitation of Liability

The district makes no warranties of any kind, either express or implied, that the functions or services provided through the school district network or computing devices will be error-free or without defect. The district will not be responsible for any claims, damages, or injury of any nature whatsoever, which users may suffer as a result, whether directly or indirectly, of any use of the school district network or computers, including, but not limited to, personal injury, emotional distress or suffering, or loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising from the unauthorized use of the school district resources, including, but not limited to, the purchase of products or services.

Spring Hill School District
Student Internet Access Permission Form and
Student Acceptable Use Policy Agreement
(Required for all users)

I have read, understand, and have discussed the Spring Hill School District Student Acceptable Use Policy with my child regarding appropriate use of technology and the Internet. I agree to support and uphold the guidelines, and I understand that should my child commit any violation, disciplinary action may be taken. If the violation constitutes a criminal offense, appropriate legal action may be taken. I do understand that there is objectionable material available on the Internet and that by following the Acceptable Use Policy guidelines, my child should not be exposed to this material. I further understand that precautions to restrict improper access to offensive language, images, text or other media have been taken by Spring Hill School District but due to the global and fluid nature of the Internet, Spring Hill School District cannot assure me that my child will be denied access to all undesirable materials.

Student Name _____ Grade _____

Parent Name _____

Signature of Parent/Guardian _____

Date _____

Spring Hill School District
2014-2015 Laptop Loan Agreement

One Apple Mac Air Laptop, Charger, and Case are being loaned to the Student/Borrower and are in good working order. It is Student/Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and shall remain the property of Spring Hill School District and is herewith lent to the Student/Borrower for the 2014-2015 academic school year and should be used for *approved purposes* only.

Student/Borrower may not deface or destroy this property in any way. Inappropriate use of the laptop or accessories may result in the Student/Borrower losing his/her right to use this laptop. If the Student/Borrower withdraws from Spring Hill School District prior to the end of the school year, the equipment will be returned immediately.

The District Property may be used by Student/Borrower only for non-commercial purposes, in accordance with the District's policies and Spring Hill High School's rules as well as local, state and federal statutes.

Student/Borrower may not install or use any software other than software owned or approved by the District and made available to Student/Borrower in accordance with this Receipt and Agreement.

One user account with specific privileges and capabilities has been set up on the Apple Mac Air for the exclusive use of the Student/Borrower to which it has been assigned. The Student/Borrower agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The Student/Borrower agrees to make no attempts to add, delete, access, or modify other user accounts on either the Apple Mac Air or on any school-owned computer.

The Spring Hill School District network is provided for the academic use of all students and staff. The Student/Borrower agrees to take no action that would interfere with the efficient, academic use of the network.

Identification and inventory labels/tags have been placed on the Apple Mac Air. These labels/tags are not to be removed or modified. If they become damaged or missing, contact tech support for replacements. Additional stickers, labels, tags, or markings are not to be added to the Apple Mac Air.

An Apple iTunes account is available for each Student/Borrower to use for appropriate academic use.

The District is authorized to obtain reimbursement from or on behalf of students for any damage to, loss of, or failure to return school property. Any physical damage may be charged to the student at the repair cost or the estimated reduction in resale value. The full cost of the Apple Mac Air is \$900. Student/Borrower acknowledges and agrees that his/her use of the District Property is a privilege and that by Student/Borrower's agreement to the terms hereof, Student/Borrower acknowledges his/her responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by Spring Hill School District.

PLEASE READ THE ASSURANCES ON THE BACK OF THIS FORM BEFORE SIGNING

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Parent Responsibilities	Student Responsibilities
<p>Your son/daughter has been issued an Apple Mac Air laptop to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this laptop.</p> <ul style="list-style-type: none"> ● I will supervise my son's/daughter's use of the Apple Mac Air at home. ● I will discuss our family's values and expectations regarding the use of the Internet at home and will supervise my son's/ daughter's use of the Internet. ● I will not attempt to repair the Apple Mac Air. ● I will report to the school any problems with the Apple Mac Air. ● I will make sure that my son/daughter recharges the Apple Mac Air battery nightly. ● I will make sure my son/daughter brings the Apple Mac Air to school every day. ● I understand that if my son/daughter comes to school without his/her laptop, I may be called to bring it to school. ● I agree to make sure that the Apple Mac Air is returned to the school when requested and upon my son's/daughter's withdrawal from Spring Hill School District. 	<p>Your Apple Mac Air is an important learning tool and is for educational purposes only. In order to take your Apple Mac Air home each day, you must be willing to accept the following responsibilities.</p> <ul style="list-style-type: none"> ● When using the Apple Mac Air at home, at school, and anywhere else I may take it, I will follow the policies of the Spring Hill School District - especially the Spring Hill High School Student Rules - and abide by all local, state, and federal laws. ● I will treat the Apple Mac Air with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby. ● My Apple Mac Air is my responsibility and will stay in my possession or in a secure location at all times. ● I will not modify any software on the Apple Mac Air. ● I will honor my family's values when using the Apple Mac Air. ● I will not release personal information to strangers when using the Apple Mac Air. ● I will bring the Apple Mac Air to school every day. ● I will keep all accounts and passwords assigned to me secure and will not share these with any other students. ● I will clean my Apple Mac Air using only the cleaner approved by the district. ● I will recharge the Apple Mac Air battery each night. ● I will return the Apple Mac Air when requested and upon my withdrawal from Spring Hill School District. ● I will place the Apple Mac Air in its protective case when not in use and when it is being moved.

Spring Hill School District

Mac Air Damage/Loss Form 2014-2015 School Year

Please read this entire document to understand your student's protection and responsibility against damage and loss of the loaned computer equipment in your care. This form must be signed and returned before the Mac Air will be provided to the student.

TECHNOLOGY MAINTENANCE FEE: As part of the fee structure of the Spring Hill School District, a \$45 technology maintenance fee will be required during enrollment to cover the use, maintenance, and/or replacement of district technology issued to the High School Student.

COVERAGE AND BENEFIT: The district acknowledges that due to the normal usage of district technology that maintenance and/or repair of district technology may be necessary due to no fault of the student. These routine maintenance issues and malfunctions that are not due to "visible physical damage" of the Mac Air will be completed at **no cost to the student**. The following policy applies to accidental damage to the Mac Air. Willful or negligent damage is not covered by this agreement and replacement or repair costs will be the responsibility of the student. The district will determine visible physical damage and the value of that damage will be based on repair/replacement costs or the assessed loss in resale value. In no case shall the value be greater than \$900. In the event of damage or loss, the district will pay 80% (up to \$720) of the amount of damage or loss. The student will be responsible for 20% (up to \$180) of the amount of damage or loss. For every accidental damage or loss incident exceeding \$400, district coverage of the loss will progressively decline. A second major damage/loss claim will be covered by the district at a rate of 50% (up to \$450) and the student will be responsible for 50% (up to \$450). If a third major damage/loss claim occurs, the district will cover 20% of the cost (up to \$180) and the student will be responsible for 80% (up to \$720). Any further loss or damage over \$400 will be the responsibility of the student.

EFFECTIVE AND EXPIRATION DATES: This coverage is effective from the date this request form and premium payment are received by the school through the date at which the computer is requested to be returned in good order to the school.

FEE: The total fee is \$45** per school year. In the event of student withdrawal from the District, partial semesters are not refundable. Full semesters are refundable @ \$22.50 per semester. ****This fee is waived for the remainder of the 2014-15 school year.**

This form must be completed and returned with fee payment to your child's school before computer equipment will be loaned to your student. One form per student is required.

Name of Student: _____ Grade: _____

<p>I understand that my student is responsible for the district technology used by my student. I understand the Computer Damage/Loss terms and conditions. I agree to the terms including my responsibility for damage or loss not covered by the District.</p> <p>I understand there is a \$45 technology maintenance fee to cover expenses due to repair and replacement of district technology.</p>
Date: / /
Parent Signature: Print Name:
Payment Method: