



Technology Checkout and Guidelines

Student Name: _____ CCSD Tag Number: _____
 Date of Checkout: _____ AppleCare Expiration Date: _____
 Serial Number: _____

Parent Information:

- Students who are enrolled at least half-time qualify for a device.
- The student's allotment will be deducted each year according to the agreed upon plan at check out (see the chart below). At the end of the last year of the agreement, the computer may be purchased for \$25.

| Year and Type Device | Allotment Charge by School Year | | | |
|----------------------|---------------------------------|---|---|------------------------------------------------------|
| | / | / | / | / |
| | | | | Can buy out for \$25 or _____ for continued leasing. |

- **If your student withdraws before the end of the agreement, the device may be purchased for the remaining balance of the agreement, or it may be returned.** The buyout amount is pro-rated on July 1st of every school year. The device, case, charger, power cord, memory, and other accessories provided at time of checkout need to be returned if you choose not to purchase.
- It is recommended that the device is not loaned, lent, or given to anyone. If it is lost, stolen, or damaged, the family is responsible for paying the remaining buyout cost to PACE.
- PACE **may use any legal means** possible to regain the device if it is not returned in a timely fashion upon withdrawal. This includes alerting local law enforcement and **pursuing a lien against your permanent fund dividend**. PACE employs JAMF on its devices to help manage inventory.
- To take the device out of the state, prior written notice and teacher approval must be obtained. The request form is available on the PACE website or at your nearest PACE Learning Center. Complete and fax, mail, or electronically submit the request form to your PACE teacher for approval.
- **Each computer is under an AppleCare® warranty for 3 years and each iPad is under AppleCare® warranty for 2 years from date of purchase by PACE.** Please take or send the device to an **Apple authorized service provider** if there is any damage. Taking the computer to an unauthorized repair shop may void the warranty. **AppleCare phone number is 866-275-2273.**
- Families not near a PACE Learning Center should contact the nearest office for shipping arrangements.
- Any damage **not covered** under our AppleCare® service agreement (warranty), but still repairable, will be the responsibility of the family. For any damages considered non-repairable, families are responsible for paying the remaining buyout cost of the device to PACE.
- You may **install software** using the parent login on computers and through your iTunes account on iPads. Please call your local PACE Learning Center if you need assistance.
- Please do not install any hardware or make hardware changes without pre-approval from your teacher.
- Please do not remove the Craig City School District inventory property tag.
- Please do not affix any stickers, tape, or insignias of any kind or write on the iPad/computer. There is a professional cleaning charge of up to \$50 for removing such items.
- We strongly recommend you backup your computer data to a flash drive/thumb drive or external hard drive on a regular basis. You may make a reimbursement request for the backup device of your choice. PACE is not responsible for any data loss during repair or after the computer is returned.
- We encourage you to back up the iPad to your iTunes account on a regular basis.

- Smoking or consuming food and/or drink while using the device may cause damage that is not covered under warranty.

Computer Log-in Information:

- There are three (3) accounts installed on the PACE computer.
 1. The PACE Admin account (PACE Office use only)
 2. The PACE **Parent** account: On start-up screen choose PACE Parent use password: **parent**
 3. PACE **Student** account: On start-up screen choose PACE Student use password: **pace**

Always type passwords exactly as shown above. Uppercase and lowercase are sensitive.

- The PACE **Parent account** is for monitoring the student activities, updating the services installed on the student computer, and installing any new software. Only parents log in under this account; not students.
- The PACE **Student account** provides limited access and will not allow for software updates or installs. PACE students should not attempt these actions. Only students log in under this account.
- The PACE Admin account belongs to the PACE technology department and is used for access in the event the other accounts are malfunctioning. Only the PACE Admin logs in under this account. Please call your local PACE office if you have questions about how this account is used.
- If the accounts are malfunctioning, contact the PACE office immediately. Please do not wait. The longer a problem continues, the more difficult it is to solve.

iPad Start-up Information:

1. Turn your iPad on and follow the on-screen instructions, including adding your iTunes account information.
2. You, the parent/guardian, should approve all applications downloaded.

Call your local learning center with questions: 1-866-864-5491

Option 1 for Anchorage Option 2 for Ketchikan Option 3 for MatSu Option 4 for Craig

Please sign and date, signifying that you have read the above information and have been given a copy of this document for your reference.

Parent Signature

Date

Staff Signature

Date