

GUN LAKE TRIBE

LANGUAGE AND CULTURE DEPARTMENT DEPARTMENTAL POLICY NO.

TITLE: IPAD POLICY

EFFECTIVE DATE: July 1, 2016

I. POLICY

It is the policy of the Language and Culture Department to ensure that all participants in the Language in the Living Room Program have access to the iPad and accessories necessary to complete the program objectives and that they are used in a constructive and safe manner.

Issuance of a tribally owned iPad will be considered for participants that:

- A. Commit to 104 hours of language-related work every year, as determined by Director and Language Technician.
- B. Participate in a weekend family language camp, or complete an oral assessment, as determined by the Director.
- C. Accept and abide by the Apple Care rules and regulations
- D. Issuance of only one iPad per two participants

II. PURPOSE

To establish guidelines and comply with program objectives, for the issuance and usage of iPads owned by the Language and Culture Department. Also to establish procedures for monitoring and maintaining the iPads. This policy will ensure that the iPads are maintained and utilized in an appropriate manner including other administrative issues relating to iPad acquisition and reimbursement.

III. SCOPE

This policy applies to all participants, iPads and accessories pertaining to the Language in the Living Room Program.

IV. AUTHORITY

The Language and Culture Department has the responsibility for management and enforcement of this policy with oversight from the Language Committee.

Approved by: Tribal Administrator

Approval Date: 6/3/2016

V. NO EXPECTATION OF PRIVACY:

The iPad is subject to routine monitoring to report and collect data including how often the language curriculum is being used. The iPad issued by the Language and Culture Department is not responsible for any data or personal information lost, stolen or otherwise accessed on the iPad.

VI. DAMAGED, LOST OR STOLEN EQUIPMENT

The iPads are property of the Language and Culture Department and must be treated, used, and safeguarded as such. Participants must abide by the Apple care rules and regulations.

The iPads will be issued in protective cases. Removal of protective cases may result in the participant's payment of damages to the iPad.

Any costs due to uncovered damage to the iPads, is the responsibility of the participant (guardian). Further action may result in a demand for replacement costs of an iPad and accessories.

VII. MONITORING AND APPROPRIATE USE

Failure to abide by the policies and procedures shall result in the following action:

Participants not using the iPad for 4 weeks will be contacted for progress update.

Participants not using the iPad for 6 weeks will be contacted by the Language Technician.

After 8 weeks of no usage, the participant shall return the iPad and accessories immediately upon request of the Director. The participant may be given the opportunity, at the discretion of the Language and Culture Department, to keep the iPad and accessories at a cost determined by the Director.

Any iPads returned during the project will be distributed to the next household on the waiting list.

VIII. NON RETURN OF IPAD

Once a determination has been made by the Director, the Language Technician shall make 3 attempts (one per week) to contact the participant and request return of iPad and accessories.

After the 3rd attempt, the participant shall be billed, by the Culture Department, for replacement cost of iPad and accessories, and the device shall be locked to prevent use.

After 30 days of nonpayment of bill, the Culture Department may pursue an action in the Tribal Court to collect on the debt.

IX. PROCEDURES

Below are the procedures for participation in the Language in the Living Room Program

- A. All Language in the Living Room participation requests, concerns, and technical issues should go to the Language Technician via email, writing, or phone call
 - 1. All requests should include: participant(s) name(s), age(s), and current contact information, and a description of the issue or nature of the email.
- B. All participants will have a signed acknowledgment form, which outlines the policy and procedures for participation in the Language in the Living Room program, on file prior to distribution of iPads
 - 1. The policy and procedure for participation and acknowledgement form will be made available to sign electronically on the tribal website
- C. All requests will be filled on a first come first serve basis, according and project year:
 - 1. Year one participation 2016 will include individuals aged 6-17 years of age, iPads to be mailed in late summer.
 - 2. Year two participation 2017 will include individuals aged 18 and up, iPads to be mailed in late summer
 - 3. Year three participation 2018 will include individuals of preschool age (4-6 years of age), iPads to be mailed in late summer
- D. Limited Wi-Fi hotspots connection devices (with no contract option) will be made available to those who do not have an internet connection.
 - 1. The participants must contact the Language Technician to inquire about hotspot availability/
 - 2. The contractual data plans and the payment of those plans will be the responsibility of the participant.

