

LIBRARY / iPad INFORMATION:

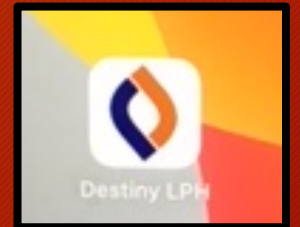
LIBRARY MATERIALS / TEXTBOOKS

- Library books and textbooks will be renewed automatically during CDL (comprehensive distance learning).
- No fines will be assessed during this time.
- All fines that were accrued before CDL will remain in place.
- If you have textbooks and/or Library books that you are not currently using, please return them.
- Books may be returned to the front office during normal business hours.

Checking out Library books during CDL:

Library books may be checked out during distance learning one of two ways:

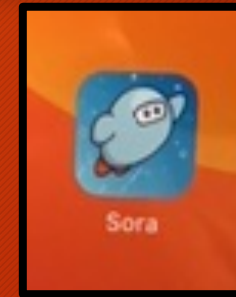
1. Open the “Destiny LPH” app on your iPad to search for books. You may place “holds” on books through this app. Once a hold is placed, the book requested will be checked out and you will be notified when it is ready to be picked up at the front office.



2. You may email the Media Manager directly to check on the availability of a book. If available, it will be checked out to you and you will be notified when it can be picked up at the front office. susie.prentice@bend.k12.or.us

Reading with Sora: Another Great Way To Read Books

There is an app located on your iPad home screen called “Sora” that looks like this. If you’ve never opened this app you will need to log in to it using your district credentials.



For a tutorial that explains the Sora login process and how to navigate the app click the link below:

<https://drive.google.com/file/d/1vxN3OSysAYf83s1p3PJso2AtS43C2ze/view>

iPads / Technology

- Please scan this QR code to open our district site for iPad FAQ's. This has everything related to your iPad from basic to advanced tips and who to contact for support. You may also use the following link to access the same information:



<https://sites.google.com/gapps.bend.k12.or.us/ipadfaq/home?authuser=0>

CANVAS INFORMATION

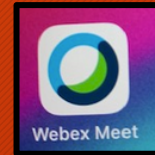
As you all know, we are using the Canvas platform to access your classes during CDL. If you have questions regarding Canvas, please use the following link where you will find tutorials on how to navigate Canvas and troubleshooting tips when problems arise:

<https://www.bend.k12.or.us/district/organization/canvas/canvas-student-help>

WebEx Meet

WebEx is the platform that our district uses to have virtual meetings with students. Your teachers will have a link within their classroom which allows you to access WebEx directly. If for some reason you aren't able to access your teachers WebEx through their classroom, try using the app on the home screen of your iPad.

The app looks like this



Once you open the app and sign in, click on “Join Meeting”. You will be prompted to enter a WebEx URL. The format used for WebEx URL's is as follows:

<https://bls.com/meet/firstname.lastname>

For example, the WebEx URL for Susie Prentice would be:

<https://bls.com/meet/susie.prentice>

Gmail

Students use Gmail to communicate with their teachers. There is a Gmail app located on the home screen of your iPad. It's important that you are checking your Gmail account frequently as this is the preferred method staff and admin use to communicate with you. You may miss important announcements or information if you don't check your Gmail account on a regular basis. It is important that you communicate with your teachers through Gmail if you are having issues with any of the functions within Canvas that would prevent you from turning in completed work, attending WebEx meetings, or posting your attendance.

Don't Like Typing On Your iPad?

- Keyboards for iPads are available for you to check out through the Library.
- Please contact the Media Manager at: susie.prentice@bend.k12.or.us or call the main office @ 541-355-8513 to check one out.

iPad Insurance:

iPad insurance is **HIGHLY** recommended.
Here is information on what insurance covers and what it does **NOT** cover.

2020-21 iPad Insurance Program

During the 2020-21 school year, Bend-La Pine Schools will again be offering optional iPad insurance to students and families. This insurance will be effective from September 14th, 2020 to June 30, 2021. The cost for insurance is **\$30**. Insurance will provide **full coverage for repair or replacement** to any damage done to the iPad in the classroom, on school grounds and anywhere off campus. Without insurance, the repair of an iPad will be **\$150**. Complete replacement of any iPad will cost **\$299**. Insurance can be purchased online by visiting your school's website

What is covered:

- Accidental damage (drops/spills)
- Cracked screen
- Liquid submersion
- Fire
- Flood
- Natural disasters
- Power surge by lightning
- Theft (requires police report)
- Vandalism (requires police and school report)



What is not covered:

- Purposeful damage or neglect
- Lost or misplaced iPad
- iPad charging cord and charging brick

- If an iPad sustains damaged while it is not in a case, insurance coverage **may be denied**.
- Insurance may not be purchased **after** damage occurs
- Purchase of insurance after your school deployment event must be done **in person** at the school office. Inspection of the iPad is required.
- If insurance is purchased online, please print a copy of your online receipt and present it to the school at your iPad deployment event.

Insurance Deductible Fees

- ✓ 1st damage claim --no deductible fee
- ✓ 2nd damage claim --\$25 deductible fee
- ✓ 3rd damage claim --\$50 deductible fee
- ✓ 4th + damage claim --\$75 deductible fee

How do I pay for iPad insurance, fines, and fees?

You may pay for iPad insurance, fines and fees in person with our office manager or online using the student payment portal.

Please visit our school website at:

<https://www.bend.k12.or.us/lapinehigh>

Or for a direct link to the payment portal, click here:

<https://touchbase.bend.k12.or.us/>

Have More Questions? Who do I call?

Please use the following number if you have Questions, can't remember your password, and/or are having technical difficulties with your iPad or internet connectivity:

541-355-8700

Please use the following number if you have questions regarding Library materials or textbooks: **541-355-8436**