Student & Parent iPad User Agreement

January 2012

Background

Salesian College Rupertswood will provide Yr 9 Students with an Apple iPad Learning Device.

This agreement covers all aspects of the handling and use of the iPads, both within the school and at home.

General Guidelines

This document outlines a number of important issues which you must be aware of and follow at all times when using your iPad. If you have any questions of concerns about the agreements, procedures or expectations outlined in this document, please speak to the eLearning Coordinator.

1. Ownership and Care

1.1 The iPad will remain the property of Salesian College and MUST be returned to the Library if any of the following occur:

- Students terminate their enrolment at Salesian College. Failure to do so will result in the replacement cost of the iPad being added to the final fee account.
- Students continually breach the ICT Acceptable Use Agreement or iPad User Agreement.
- Any damage occurs to the iPad - In this case an iPad Report Form must be completed and then the incident will be investigated by the eLearning Coordinator, Director of Learning Technologies and the Deputy Principal.

1.2 Students should not:

- Attempt to modify the iPad hardware in any way eg. Jailbreak.
- Uninstall the Schools Management Software (Kaseya)
- Remove the Kaseya Mobile Device Management Profile
- Apply any stickers, decorations or engravings to the iPad.
- Use the iPad without an approved protective case.
- Swap iPads with another student. iPads will be issued to students via eLibrary.
- Dispose of or sell the iPad.
2. Taking care of your iPad

2.1 General Precautions

- The iPad is school property and all users will follow this user agreement in conjunction with the Salesian College ICT Acceptable Use Agreement.
- Only use a clean, soft cloth to clean the iPad. Do not use cleansers of any type.
- Cords and cables must be inserted and removed carefully from the iPad to prevent damage.
- iPads should not be left in an unlocked classroom, unlocked car, unlocked locker or an unsupervised area.
- For security purposes, iPads left at school should be left in a secure locker.
- iPads must not be loaned to other students.
- Staff iPads are not to be used by students.

2.2 Charging iPads

- Students are responsible for keeping their iPad’s battery charged for each school day.
- Students will not have the opportunity to charge the iPad at school.
- It is recommended that iPads are charged overnight in the kitchen or lounge room; not the bedroom.
- It is recommended that the iPad charging directions available with the device are followed.

2.3 Carrying iPads

The protective case provided with each iPad have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within, to and from school.

Please ensure that your iPad is placed in its protective case when being carried.

2.4 Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to excess pressure on the screen.

- Do not lean on the top of the iPad.
- Do not place anything near the iPad that could place pressure on the screen.
- Do not place anything inside the cover that will press against the screen.
3. Management of iPad configuration and customization

3.1 iPad Configuration

Whilst the iPad is primarily a Learning Device, students at Salesian College are given great freedom in how they use their iPad; however you are also responsible for much of the software installation and updates.

- Individual students are responsible for ensuring that their iPad is up to date with the latest operating systems and application updates.
- Students are free to install applications onto the iPad; however this must comply with the ICT Acceptable Use Agreement.
- Students are free to sync music, videos and photos to their iPad; however this comply with the ICT Acceptable Use Agreement and all relevant Australian State & Federal Government Laws.
- Students must ensure that they have enough memory on their iPad at any given time to complete their school work. Students will be required to immediately delete non-work related applications, music, movies etc if necessary.
- Students are not permitted to alter the operating system in any way. The mobile device management software installed will notify the schools ICT Team if this occurs and appropriate sanctions applied.
- Students are required to have a pin/password setup on their iPad for security purposes.

3.2 Software Installation

Students will be required to purchase and install designated applications for each of their subjects. These will be determined by the various KLA subject teams and students will be notified in class.

3.3 Backup and Re-loading software

It is the students’ responsibility to ensure that they regularly backup their iPad data (Sync), whether this is done via the iCloud or through another computer.

If technical difficulties arise, the student will be able to restore there iPad data via syncing. The College does not accept any responsibility for data loss during this process.

3.4 Apple iD

Students will be required to provide their Apple ID email address (not password). This will be used for management purposes.
4. Using your iPad at the College.

iPads are intended for use supporting the Learning environment. In addition to App use, DayMap, email, calendars and network drives may be accessed using the iPad. They should be seen as an essential component of each student’s classroom resources and must be brought to school each day.

- If an iPad is left at home or is not charged ready for use, appropriate consequences may be assigned by the teacher.
- Students should never use the camera or video recorder functions on the iPad to photograph or video record any student or teacher without their permission.
- Inappropriate media may not be used as a screensaver.
- When working within the grounds of Salesian College, students will have access to the wireless network.
- If an iPad is undergoing repair, a replacement iPad will be issued to the student from the Library, dependant upon availability.
- The iPad is not to be used during recess and lunchtime and should be kept in a locked and secure locker during these times unless students are working in the library or are under the supervision of a teacher.
- To avoid damage to the iPad when placed in the locker, care should be taken with its placement.
- Students will be required to manually register with the Mobile Device Management program (Kaseya) when notified by pop up on the device. (Automatic check-ins will take place daily). Failure to do this may result in students having restricted access to their iPad.
- Students will be required to produce their iPad upon request from any member of staff.

If this Policy is violated while using the iPad device, privileges may be terminated, access to the College technology resources may be denied, and the appropriate disciplinary action shall be applied.

5. Using your iPad outside of school.

Students are free to use the iPad outside of the school grounds, however the ICT Acceptable Use Agreement must be adhered to at all times.

- Care must be taken when placing the iPad within the school bag.
- Bags containing an iPad must not be left unattended eg. outside a shop, on the bus.
- iPads should not be stored in vehicles where they can be an enticement to theft.
- Care must be taken when allowing others eg. younger siblings, to use the iPad unsupervised.
- Students may connect their iPad to a home wireless network, however the Salesian College eLearning Coordinator and ICT Team have no responsibility to provide assistance in doing this.

iPads MUST not to be used in public places eg. School Bus, Train, Shopping centre
6. **Technical issues, Damage and Loss**

As with all electronic equipment, the iPad is subject to technical issues, damage (accidental or otherwise) and loss/theft. Whilst all College iPads have been purchased with a 2 year Apple Care warranty to cover replacement parts/devices, the warranty only covers manufacturer’s defects. It cannot be overstated that care must be taken at all times to avoid damage/loss that falls outside of this warranty.

6.1 **Technical issues**

Occasionally, unexpected problems do occur with the iPads that are not the fault of the user (computer crashes, software errors etc). The eLearning Coordinator / Director of Learning Technologies will assist students with having these fixed promptly. These issues will be remedied at no cost.

6.2 **Damage to the Equipment**

If the iPad is damaged, accidently or otherwise, the Parent / Guardian agrees to be liable to pay the College the full cost of the repairs or replacement.

Where it is determined that the damage was caused by another student whilst on the College property, the cost of repair/replacement will be sought from that student in accordance with College rules.

6.3 **Lost or Stolen Equipment**

If any equipment is lost/stolen, it should be reported to the eLearning Coordinator immediately. The circumstances of each situation involving lost/stolen equipment will be investigated individually and assistance provided in locating the device. Where it suspected that a theft has taken place at school, the matter will be investigated and dealt with accordingly by the Deputy Principal – Student Services. Where it is suspected that a theft has taken place outside of school, the Parent / Guardian will be required to report the theft to the Police and assist with the investigations.

Where the iPad is lost or stolen and cannot be recovered, the Parent / Guardian agrees to pay to the College the replacement cost as follows:

- 100% of the original purchase cost of the iPad if lost or stolen in the first year of the purchase of the device.
- 70% of the original purchase cost of the iPad if lost in the second year since the purchase of the device.
- If any accessories included with the iPad such as the iPad Power Pack, the iPad USB Cable or the iPad Screen Protector are damaged or lost then students/parents are required to replace them with the corresponding genuine Apple accessory.
- If the SCR iPad Cover is damaged or lost then a replacement Cover needs to be purchased through the Library.

The College strongly recommends that parents investigate the possibility of including the iPad in their Home & Contents Insurance Policy.
6.4 Replacement iPads
Temporary replacement iPads may also be available so that learning is not disrupted by the repair/investigation of loss process. Students are responsible for the care of the loan while it is issued to them. All of the same rules and regulations apply to the loan replacement and students are expected to treat them as if they are their own.

The first point of contact for all technical issues and faults is the Library service desk which operates from 8.00am until 4.30pm, Monday to Friday.

7. iPad Support

Whilst the iPad is a very intuitive, easy-to-use device, there will certainly be times when you will require assistance. Salesian College have put a number of support systems in place to ensure students have access to assistance when required.

Please follow the chain outlined below

Questions or concerns with using the iPad

Support within the college
1. Library Staff – Mr Allan James & Ms Claire Peucker
eLearning Coordinator – Mr Ben Moss-Holland
Yr 9-10 Learning Coordinator – Mr Clancy Merrett
Director of Learning Technologies – Mr Marc Collins

Support outside of the college
1. Apple Support

Phone 1300 321 456

NOTE: The iPad Program for Year 9 students at Salesian College is a trial program for 2012-13. Over the course of this trial, there may be amendments made to the operating instructions and expectations for acceptable use.
Salesian College Rupertswood

Student and Parent iPad User Agreement

January 2012

We have read, understand and agree to follow all responsibilities as outlined in the Student iPad User Agreement.

Name: ____________________________________________

Apple ID: ____________________________________________

Homeroom: __________

Student signature: ____________________________________________

Parent/Guardian name: ____________________________________________

Parent/Guardian signature: _______________________________________

Date: ________________

Issue of iPad

Issuing Staff Member Signature: _________________________________

I have received the following equipment

- iPad Device  - iPad Power Pack  - iPad USB Cable
- SCR iPad Cover  - iPad Screen Protector

Student Signature: ____________________________________________

Date: ________________