St Brigid’s College
2017
iPad Policy & User Agreement

Rationale:

The school’s One-to-One iPad Program affords the opportunity for our students to enter a new world of curriculum possibilities, allowing engagement and involvement in their learning. Learning experiences across the school are purposefully designed to develop the attributes of a life-long learner. In this way, each student learns to develop and demonstrate the knowledge, skills, practices and attitudes necessary to be an engaged, robust, 21st Century citizen capable of shaping our future.

Implementation:

1. Ownership / Transfer Model

Distribution of the iPads at our Orientation Day will be to all year 7 students and other new students to St Brigid’s College. You will receive an iPad Air WiFi device and certain iTunes apps prescribed as mandatory apps by the school for your respective year level.

The student/family will provide their own iPad cover and screen protection (if required). The iPad cover will need to provide sufficient iPad protection to meet the demands of the respective student and will also provide a means to personalize the device.

If a student should exit the College during or before their first year at the College, a buy-out option will be available or the iPad must be returned to the school. Your School Fees, including all Levies will need to be up to date for the buy-out option to be available.

Ownership of the device shall transfer to the student/family immediately, subject to the terms and conditions within this agreement.

The provision of an iPad is a one-off event at the start of a student’s schooling at St Brigid’s College, and any future replacement of the device, will be at the family’s expense.

Whilst at St Brigid’s College, students must attend school each day with a suitable electronic device in good working order and fully charged.

- For students in Year 7 to 9, this device must be the original school-issued iPad or a replacement of that iPad. Any replacement iPad must be purchased through the school.
- For students in year 10 to 12, the school-provided iPad can continue to be used (if in good working condition) or it can be replaced by a tablet or laptop of the family’s choice, subject to meeting minimum specifications as laid out in the school’s BYOD Policy at the time.

2. Payment and Usage

The iPad is provided on the condition that:

a) An up-front payment of $250 to the College is made before handover of the iPad. This up-front payment will be applied toward the 2017 school fees, and is not an additional payment.

b) School fees are met and paid when due. Any default in the payment of school fees may result in a request for the iPad to be handed back to the school.

For students who exit the school prior to or during their first year at St Brigid’s College, and after receiving their iPad, the student/family will be offered the choice of;

a) Retaining the iPad upon payment of a prescribed fee (set at $250 for this agreement), prior to exiting the College. This payment is in addition to the annual school fees, which will still apply under the College School Fee Policy, and is an additional payment for the right to retain the iPad.
b) Returning the iPad and charger (in good working condition) to the school. If the device is not in good working condition, allowing for normal wear & tear, then option a) will apply. Where the iPad is returned to the school, the student’s apple ID and password must be disclosed to the school to allow the iPad to be ‘re-set’ for future use. If the student/family does not provide all necessary information to allow the iPad to be ‘re-set’ then option a) will apply.

Students will be allowed to take the iPad home each day and during school holidays to complete school-related homework and further studies.

3. Late Entry to the Program

Mid-year enrolments will be issued with an iPad under the same terms and conditions as all other new students to the College. They will pay pro-rata school fees calculated to the start of the Term of enrolment, however the Technology Levy portion of the school fees, currently $250 will be payable in full on or before the first day of attendance.

4. Privately Owned Devices

Privately purchased/owned iPads will not be allowed. This is to ensure quality and consistency of device and service to all students.

5. Replacement devices

Should the iPad device become damaged to the point where it fails to operate fully as required by the school, or it becomes lost or stolen or otherwise in operable, the student family must repair or replace immediately.

The student is not to be left without a fully working iPad device for any longer than is reasonably practicable to have it repaired or replaced.

- For students in Year 7 to 9, any replacement device must be another iPad and must be purchased through the school where a supply of devices will be retained for purchase. The cost of the replacement iPad will be determined by St Brigid’s College and based on the advertised Apple “Education pricing” plus handling costs as varied from time to time.

- For students in year 10 to 12, any replacement device can be a further iPad or an alternate tablet or laptop of the family’s choice, subject to meeting certain minimum specifications as laid out in the school’s BYOD Policy at the time

5. Optional Peripherals

The student will need to supply one set of ear phones.

The College will not provide or specifically recommend any additional peripherals as part of the One-to-One iPad Program. However, parents or students may purchase these outside of the program. Any peripherals purchased must be left at home and not brought to school unless specifically requested by their teacher. Program support, warranty and insurance will not apply to peripherals. Peripherals will generally include, but are not limited to, such things as iPad accessories.

6. Guidelines for Participation

Prior to the iPads being issued to students:

- each iPad will be recorded against the respective student via serial number and student ID.

- Parents and students must read carefully and sign this iPad Policy & User Agreement, thereby agreeing to the terms and conditions of the program.

The iPad will not be issued to a student unless the above has been completed.

Immediately following the issue of the iPads:

- Students/families will be required to prepare their device for school use by familiarizing themselves with the device and establishing an Apple ID and password.
When at school:
- Students must keep their iPad locked in their locker when not using it in a scheduled class. This includes before school, and during recess & lunch times. Lockers must be locked using their school-issued combination padlock.
- Teachers will have the right to look at a student’s iPad at any time, without need for justification.

When travelling to and from school:
- Students must carry the iPad securely in their school bags when travelling to and from school.

7. Role of Parents and/or Guardians

At least one parent/guardian must:
- Read, understand and sign this iPad Policy & User Agreement.
- Have read, understood and signed the school’s COMPUTER, INTERNET AND EMAIL ACCEPTABLE USE POLICY – 2017
- Make sure the student has downloaded the college-requested Apps.
- Visit, the school’s web site on a regular basis for current news and information, and in particular the School Newsletter. The web site is www.stbc.vic.edu.au

Parents/Guardians are also expected to take an active role in ensuring their child abides by and complies with all requirements in this agreement and any other “technology” or “iPad” material issued by St Brigid’s College. Parents should assist the student in their vigilance toward care, safety, security and proper use of their iPads.

8. Conditions of Access

Students are responsible for:
- **Bringing the iPad to school, fully charged each day**
- Taking the iPad to every class unless instructed otherwise by a teacher
- Downloading the College-requested Apps as & when request by the College,
- Adhering to St Brigid’s College “Computer, Internet and Email Acceptable Use Policy”
- Backing up data on the school network and at home
- Ensuring the iPad remains in a suitable protective cover at all times.
- Keeping the iPad secure when not in use at school, by placing it in their locker with their school-issued combination lock.
- Ensuring any settings for virus protection and spam filtering have been installed and are not disabled.
- Identifying your iPad by writing your name on your cover.

Students are not to:
- Disclose their passwords to any other person, other than under applicable clauses in this agreement
- Delete the Web browsing history from their iPad under any circumstances
- Use YouTube, Facebook, Facetime or any other social media type website or Apps at school.
- “Jail Break” their iPads
- Borrow or gain access to or interfere with in any way, another student’s iPad
- Use a Smart Phone (or other such device) as a wireless hot spot for their iPad.
- Save inappropriate (as determined by the school) text or images on their iPad.

9. Insurance

The student/family will be responsible for the initial and ongoing insurance of the device and as such will be responsible for the care and replacement (as applicable) should an incident occur.

10. Caring for iPads

The following conditions must be adhered to in order to maintain warranty:
- always store the iPad in a suitable protective cover;
- When carrying your iPad in your backpack, do not place your iPad in the same compartment as your drink bottle or any other water-carrying container;
• do not store anything additional to the iPad within the iPad sleeve (e.g. cords, papers or disks), as this may damage the screen;
• When placing the iPad in school lockers, they must be placed flat on the top shelf of the locker compartment, and not placed with, or on top of text books or other items.
• do not aggressively grab or squeeze the iPad - this can damage the screen and other components;
• do not attempt to remove the battery pack from the iPad;
• do not expose the iPad to extreme heat, dust, moisture, magnets or heavy shock or vibration;
• never leave your iPad in a car or in an exposed area where it can be stolen;
• never leave your iPad in unsupervised areas during the school day. It is to be securely locked in your locker using the school-issued padlock when not in use. iPads left unsecured may be confiscated to avoid exposure to theft.
• Take appropriate care for your batteries, which should go through at least one full charge cycle per month. A full cycle is to charge the iPad to 100% and then run it completely out.

11. Appearance and Personalization

• iPad covers are to be maintained to provide suitable protection of the device 24/7.

12. Software Licensing

Any software or App provided by or installed by the school is subject to license conditions and must not be distributed or deleted without written permission from the school.

13. Internet Usage

Use of iPads by students is governed by this agreement and the "Computer, Internet and Email Acceptable Use Policy" that students and parents agree to for use of ICT within the school.

Any inappropriate use of the internet is unacceptable and is subject to disciplinary action including possible exclusion from the school networks and resources, suspension or even expulsion from the school.

14. Non-school Applications and Files

Apps, including music, movies and games will be allowed for academic and recreational reasons only, provided copyright obligations are met. Personal music files may be stored on the iPad providing they are appropriate for an educational setting.

Downloading music, games and videos from the internet during school hours is prohibited except when directed by a staff member of the school. Applications that facilitate downloading music, games and software enable copyright to be easily breached and should not be installed. Students are permitted to listen to digital music and/or participate in games on their iPad while at school where given express permission by a teacher for an educational purpose.

It is the student’s responsibility to ensure that there is enough hard drive space and memory available to engage in all educational requirements.

Unsuitable, and therefore blocked, Apps will include, but are not limited to, YouTube, Facetime, and Facebook.

15. Technical Support

The school will provide limited technical support to maintain the core function of the iPad, i.e. to enhance student teaching and learning at school.

If students have an issue with their iPad they will need to:

a) Firstly, and especially if within the first 90 days, ring Apple Support on 133622 or visit the Apple Support web site http://www.apple.com/au/support/ where you can find user manuals and on-line support. The iPad comes with a 90-day Apple Support warranty from original date of delivery to the school, in addition to the standard 12-month limited hardware warranty.

NB: At any time in the future you can visit the Apple web site for general support information.

b) Any problems can be immediately reported to the classroom teacher who will help resolve the issue, or if applicable refer the student to the school’s ICT Coordinator, or Network Administrator, as appropriate.
16. Power Supply Management

All iPads are to be fully charged at home, in preparation for the school day. The iPad will carry sufficient charge for up to 10 hours of continuous use, under normal conditions.

17. Backup

Students will be responsible for their own backup of critical data at all times. Students will be able to backup critical education-related data to the school server.

18. Consequences

Students who fail to comply with this “iPad Policy & Agreement” and the “Computer, Internet and Email Acceptable Use Policy”, will at the discretion of the Principal;

a) forfeit any aspect of their participation in the One-to-One iPad Program, including out-of-school access.

b) For actions resulting in damage or loss of the device, be provided with a replacement device by the school with cost of the device payable immediately by the student/family and/or billed to the family fee account.

IPad Policy and User Agreement

We have read, understood and agree to comply with the terms and conditions contained within the St Brigid’s College iPad Policy and User Agreement and the Computer, Internet and Email Acceptable Use Policy (issued separately) and we agree to comply with any changes to these policies which will be published on the College’s intranet and/or public website, and/or school newsletter.

We accept that failure to comply with the iPad Policy and User Agreement and the Computer, Internet and Email Acceptable Use Policy could result in disciplinary action including, but not limited to, recall of the iPad and/or loss of access at school or home.

We also understand that any breach of the iPad Policy & User Agreement or the Computer, Internet and Email Acceptable Use Policy will affect insurance and/or warranty in the event of a claim, and the school will not be held responsible.

Student Signature: ____________________________ Date: ___/___/2016

Student Name: ________________________________________________

Parent/Guardian Signature: ____________________________ Date: ___/___/2016

Parent/Guardian name: ________________________________________________

Parent/Guardian Signature: ____________________________ Date: ___/___/2016

Parent Guardian name: ________________________________________________

This iPad Policy & User Agreement must be signed and returned to the school, and the applicable fee paid, before the iPad will be issued.