



**Chelsea Heights**  
Primary School *Together we learn*

# **Student & Parent iPad User Agreement**



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Dear Parents/Guardians,

Chelsea Heights Primary School has worked hard to create an eSmart Policy and Students' and Parent iPad User Agreement which incorporates all of the essential components required to be an 'eSmart' school.

Please read through the iPad Information Handbook and Parent and Student User Agreement, discuss and sign the necessary parts and return the User Agreement as soon as possible.

It is important that the agreement comes into effect promptly. Students who have not returned the User Agreement by Friday the 22<sup>nd</sup> February, 2019 will no longer be able to use their iPad while at school.

Thank you for your cooperation

**Matt Jackson**

**Digital Technologies Coordinator**



## Student iPad User Agreement

**February 2019**

### **Background**

Chelsea Heights Primary School (CHPS) first introduced the Level 5 and 6 1:1 iPad program in 2013. This policy 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 at school. If you have any questions or concerns about the policies, procedures or expectations outlined in this document, please speak to your child's teacher.

<b>1. Ownership and Care</b>
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**1.1 Students are responsible for their devices at all times while at school.**

**1.2 All students must not:**

- Attempt to modify the iPad hardware whilst at school in any way e.g. Jailbreak.
- Uninstall the School's Management Software
- Remove the Mobile Device Management Profile
- Use the iPad without an approved protective case.
- Swap iPads with another student.
- Use their iPads in the yard before or after school and during recess and lunchtime.
- Access non educational apps while on school grounds.



## 2. Taking care of your iPad at school and home

### 2.1 General Precautions

- Only use a clean, soft cloth to clean the iPad. **Do not use cleansers of any type as they may damage the screen.**
- Cords and cables must be inserted and removed carefully from the iPad to prevent damage.
- iPads will not be left in an unlocked classroom or cupboard.
- For security purposes, iPads left at school will be stored in the security room if the office staff are notified.
- iPads must not be loaned to or used by other 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 a carpeted room, not where they can be dropped or stood on.
- It is recommended that the iPad charging directions available with the device be followed.

### 2.3 Carrying iPads

The protective case purchased with each iPad should 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 at all times.

### 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 customisation**

#### **3.1 iPad Configuration**

Whilst the iPad is primarily a Learning Device, students will need to comply with the iPad User Agreement. Parents 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 must ensure that they have enough memory on their iPad at any given time to complete their school work.
- Students are not permitted to alter the operating system in any way. The mobile device management software installed will notify the school's technician if this occurs and appropriate sanctions applied.

#### **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 learning coordinators and students will be notified in class. Initial applications have been included in the iPad Information Handbook.

#### **3.3 Backup and Re-loading software**

It is each student's 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 their iPad data via syncing. The school does not accept any responsibility for data loss during this process.



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## 4. Using your iPad at the School.

iPads are intended to support and enhance the Learning environment at Chelsea Heights Primary School. In addition to App use, email, calendars and network drives may be accessed using the iPad. The iPads 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.
- iPads are not to be used when students are split into classes.
- iPads are not to be used before school, after school or during recess and lunch within the school grounds.
- Students must notify a teacher immediately if they access a home based app at school.
- Students are not to participate in unsafe, inappropriate or hurtful online behaviour.
- If an iPad is undergoing repair, a replacement iPad will be issued to the student from the Digital Technology Coordinator, dependent upon availability.
- The iPad is **not** to be used outside during recess and lunchtime and should be kept in a locked and secure classroom during these times unless students are working in the library or are under the supervision of a teacher.
- Students will be required to manually register with the Mobile Device Management program 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.
- Students are to only use apps that are specified on the school list during school hours and only use apps that have been allowed by the teacher during each lesson.
- Students are not to use their iPad during wet/hot day timetable or when they are unable to go to incursions or excursions.
- App store should not be accessed unless requested by a teacher
- Students should not be sending messages to other student late at night
- The school would like to reinforce that parents need to be mindful of age restrictions which apply to Social Media Apps as they are there for a reason e.g. Facebook, Instagram, Snapchat. The school will not investigate issues related to Social Media sites for students due to the fact that it is a parent decision to allow their child access when underage.
- iPads are not to be used while walking around the school and to specialist classes (e.g. pressing the home screen button to look at the time)
- Students should not be distracting other students by showing them pictures on their home screen or background
- Only the standard iOS apple keyboard is to be used whilst at school (no keyboards with non-standard pictures, colours, or animations)



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If this Policy is violated while using the iPad device the Chelsea Heights Primary School Staged Response will be implemented.

## 5. Using your iPad outside of school.

- Care must be taken when placing the iPad within the school bag.
- Bags containing an iPad must not be left unattended e.g. 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 e.g. younger siblings, to use the iPad unsupervised
- Students may connect their iPad to a home wireless network; however the ICT Coordinator and senior school staff members have no responsibility to provide assistance in doing this.
- Ensure that iPads are being charged overnight in a central location to avoid students having access to them after set bed times.

## 6. Technical issues, Damage and Loss

### 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 classroom teacher 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 screen is broken or damaged this is not covered under the warranty or by the school. Replacement screen costs are approximately \$200 through Apple at the expense of the Parent/Guardian. If you choose to replace the screen through a non-certified Apple repairer; this will void your warranty completely.

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



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### **6.3 Lost or Stolen Equipment**

If any equipment is lost/stolen, it should be reported to the Digital Technology Coordinator, Mr Jackson, immediately. The circumstances of each situation involving lost/stolen equipment will be investigated individually and assistance provided in locating the device. Where it is suspected that a theft has taken place at school, the matter will be investigated and dealt with accordingly by the Digital Technology Coordinator. 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.

**The School 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.



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## 7. iPad Support

Whilst the iPad is a very intuitive, easy-to-use device, there will certainly be times when you will require assistance. CHPS 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 classroom

**Paul Duncan** – Senior School Facilitator

**Megan Thomas** – Year 6 Teacher

**Lisa Reiffel** – Year 6 Teacher

**Matthew Smith** – Year 5 Teacher

#### Support within the school

**Rick Limpers** – CHPS Specialist Technician – Available every Monday

**Matt Jackson** – Digital Technology Coordinator

#### Support outside of the school

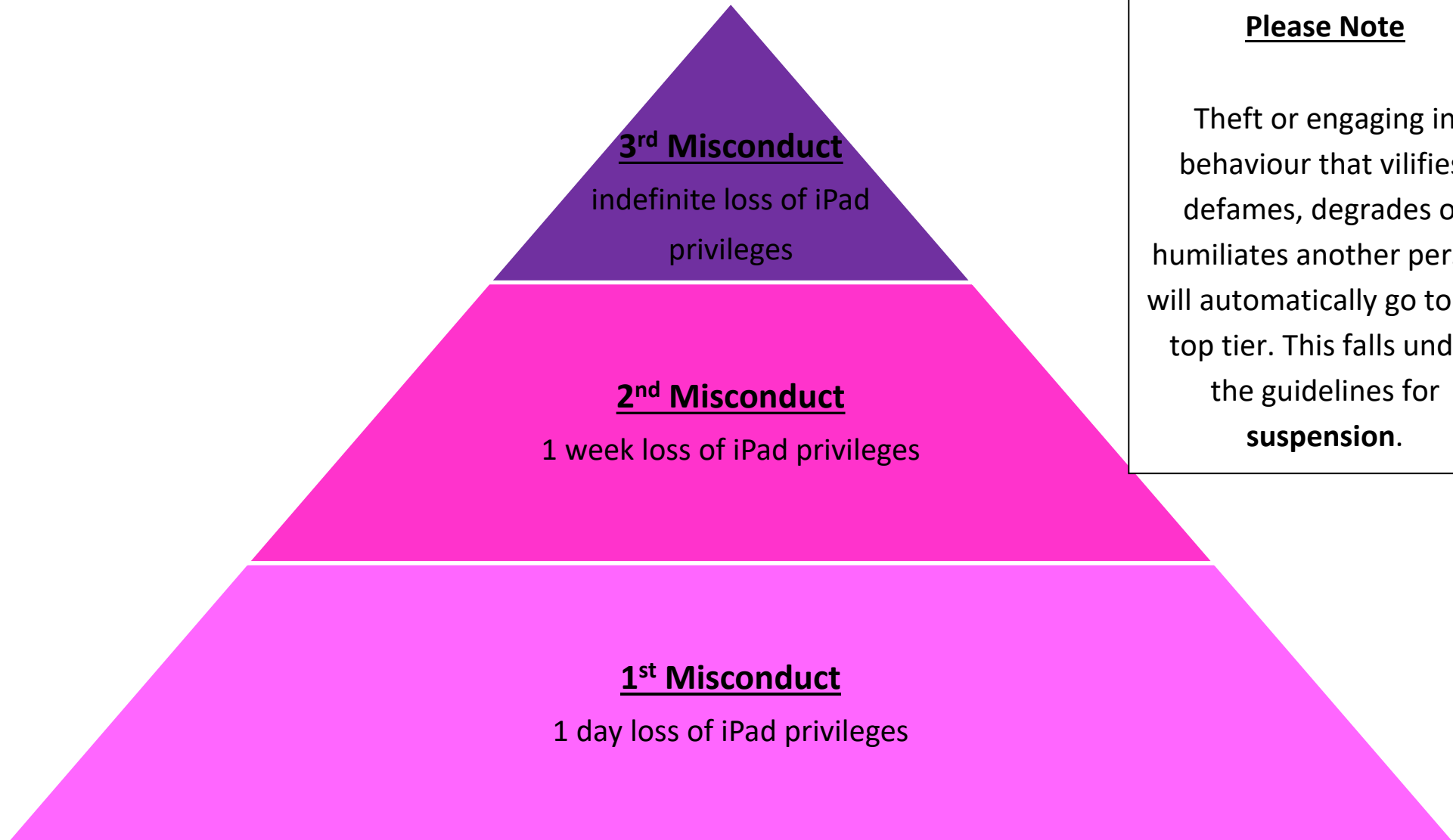
### **Apple Support**

Internet <http://www.apple.com/au/support/ipad/>

Phone 1300 321 456



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## Please Note

Theft or engaging in behaviour that vilifies, defames, degrades or humiliates another person will automatically go to the top tier. This falls under the guidelines for **suspension.**



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## Student and Parent iPad User Agreement

To be signed by the student:

*I have discussed this agreement with my parents/guardians and agree to follow the conditions. I understand that breaking the agreement will result in the loss of my right to use my iPad while at school for a period of time, and/or be responsible for payment to repair damaged equipment, as set by the Principal, Assistant Principal, the Digital Technology coordinator or Classroom Teacher.*

I agree (please tick)

**Student's name:** .....

**Grade:** .....

**Apple ID:** .....

### Parent Consent form

*Please tick*

Yes	No	
		I have discussed the Parent and Student iPad User Agreement with my child

*I give consent to*

Yes	No	
		My child using the internet for educational purposes at school
		My child's work being published on the internet on a password protected website/blog, using first name only
		My child to send and receive external emails/posts with students from other Primary Schools
		My child's photograph/video being published on a password protected website/blog, using first name only

Parent/Guardian's name: ..... Signature .....

**\*\* Please Note \*\***

*This user Agreement will remain in place for 2019*