

User Agreement for the provision of an iPad @ SCSC

General Information

This Agreement shall be referred to as the *Student iPad User Agreement* or *User Agreement for the provision of a iPad @ SCSC*

The iPad is provided as a tool to assist student learning both at school and at home. Whether the iPad is purchased by the family of the student, or leased, it is done so in partnership with the College and it is thus expected that the device will be maintained in accordance with College ICT Policies so that the learning of the student is not interrupted or impeded in any way.

Students and parents/guardians must carefully read this Agreement prior to signing. Any questions should be addressed to the Business Manager or Assistant Principal (Digital Learning).

Equipment

1. Ownership

1.1 The iPad remains the property of Surf Coast Secondary College until all payments are made in full for the device.

1.2 The iPad is provided to the student for use at school and may also be taken home. It is expected that the student will continue to use this device from Years 7-9 at a minimum. The iPad may continue to be used in the Senior School, or upgrade options are available.

1.3 All material on the iPad as well as material accessed using the College network is subject to review by College staff.

1.4 If the student leaves Surf Coast Secondary College, all remaining payments for the device must be paid in full at this time.

1.5 The iPad maybe recalled if payments are not maintained in accordance with the Middle Years Digital Device Order Form 2017. In events of financial hardship please contact the College's Business Manager or Assistant Principal (Digital Learning).

1.6 If the parent/guardian/student wish to use a school purchased iPad without the approved protective case, or case that don't supply the correct level of protection, they will need to meet the Assistant Principal (Digital Learning) to discuss further. Actions may include iPad recall or for the iPad to be paid in full so that it is no longer classed as the property of the College.

2. Damage or Loss of Equipment

2.1. The iPad is covered by a manufacturer's AppleCare warranty for two (2) years. The warranty covers manufacturer's defects and normal use of the iPad. It does not cover negligence, abuse or malicious damage which will be reported to ICT or College staff.

2.2. Loss, accidental damage or theft of the iPad must immediately be reported to the Year Level's Learning Community Leader. The Learning Community Leader, or delegate, will issue the student with a **Digital Device Incident Form**. This form must be completed and returned to the Administration Office before the iPad can be repaired or replaced.

2.3. In the case of suspected theft or malicious damage caused by another person off-site from the College, a police report must be made by the family and an incident number provided to the College's Business Manager. There is NO INSURANCE coverage supplied for this device, and we recommend that you list this item on your own home contents insurance to provide additional protection.

2.4. Students will be required to replace lost or damaged chargers or other peripherals if supplied.

3. Faulty Equipment

3.1 Students who experience problems with either hardware or applications must notify the ICT Manager immediately. The iPad will be repaired as quickly as possible and returned to the student. The student will be provided with a replacement iPad. They are also able to access iMacs in the support their learning.

4. Student Responsibilities

The student is responsible for:

- 4.1. Bringing the iPad fully charged to school every day.
- 4.2. Taking the iPad to every class unless instructed otherwise by a teacher.
- 4.3. Adhering to the Surf Coast Secondary College Digital Citizenship User Agreement Policy which is available on the College website or from the school Administration Office.
- 4.4. Backing up data securely on the school network, on cloud based applications and at home.
- 4.5. Ensuring that their device is clearly labelled so that it can be identified from other iPad.
- 4.6. Keeping the iPad secure when not in use at school by placing it in a locker that has a school issued 'Master Lock' combination lock.
- 4.7. Ensuring that settings for virus protection or spam filtering that has been installed are not disabled.
- 4.8. Ensuring that no File Sharing or copyright infringement software or material is installed on the iPad.
- 4.9. Making sure the name of the iPad's name is not changed so that the ICT Manager and technicians can identify the machine.
- 4.10. Students will not 'jailbreak' their device. This is prohibited at the College as it allows students to bypass the proxy and other settings of the school network which are in place to protect the security of the students and staff.
- 4.11. Following appropriate safety and care procedures , such as:
 - Not packing the iPad at the bottom of a bag under heavy textbooks that could cause the screen to crack.
 - Handling the iPad carefully and taking care not to drop it.
 - Ensuring that food and drinks are kept well away from the iPad.
 - Making sure that nothing is put on the iPad that is offensive, e.g. stickers etc.
 - Ensuring that no heavy items are placed onto the screen of the iPad.
 - Ensuring the iPad is kept in provided protective case at all times.

A student who does not fulfil these responsibilities may have his/her right to take the iPad home removed, and a parent/student/teacher meeting will be scheduled to discuss the infringements and restore the situation.

5. Parent/Guardian Responsibilities

The student's parents/guardians are responsible for:

5.1. Supervising the student's iPad and Internet use at home to ensure that the student is using the iPad safely and responsibly and in accordance with the Digital Learning School Community Agreement.

5.2 Paying any costs incurred by the College in repairing or replacing any iPad where the student has been deemed responsible for deliberate damage, abuse or loss by neglect of a iPad.

5.3 Agreeing in full to the terms set out in Senior School Digital Device Program 2017 Order Form

5.4 Ensure students iPad remains in approved protective case, failure to so may result in the iPad being recalled.

5.5 Ensure students iPad remains in good working order, damaged or faulty iPads are to be repaired as per Section 2, Damage or Loss of Equipment and or Section 6, Warranty Claims.

6. Warranty Claims

6.1. The iPad will be covered by AppleCare+ this is purchased as part of the package. By accepting the Deed of Agreement, I agree to pay the cost of any repairs of the following amounts, should accidental damage occur that is not covered by the warranty:

AppleCare+ provides two incidents of accidental damage, each subject to a \$65 service fee. Additional incidents of accidental damage will be repaired at the following costs.

Glass/Touch Sensor Replacement: \$129

LCD Replacement: \$129

Damaged Charging Port Replacement \$129

Home Button Replacement: \$89

Headphone Jack Replacement: \$129

Front/Rear Camera Replacement: \$99

Prices may be subject to change according to suppliers. Other damage will incur a cost depending on the nature and extent of the damage.

Repairs to an iPad can be quite costly, so we appreciate your support in ensuring that your child looks after their device appropriately and maturely.

IMPORTANT: any malicious damage will need to be paid for in full by the student who caused the damage.

In instances whereby there is a dispute over the cause of the damage to a device, a Statutory Declaration stating the circumstances surrounding the loss or damage is required to be completed. Any decision concerning obligations under this Clause will be made by the Principal and will be based upon this Declaration.

7. Re-imaging of the iPad and ICT Maintenance

7.1. The iPad will be required to be returned to the school at any time that upgrades to software or wireless connectivity is required. This will allow ICT staff to ensure that the devices are operating at an optimal level.

7.2 Students will be required to remove any personal files and ensure they have appropriate backups as the data will be lost when a re-image occurs.

7.3 If a device is found to be 'jailbroken' it will need to be restored to factory settings. All data will need to be backed up by the student/family prior.

Please sign and return this page to the College ICT Office

Student iPad User Agreement (To be completed by students and parent/guardians)

Purpose:

To inform students and parents/guardians of their responsibilities in relation to the conditions of use of school iPad

Student iPad User Agreement

I have read and agree to comply with the Student iPad User Agreement. I agree to comply with any changes to these policies which will be published on the College's public website.

I accept my responsibilities and the conditions regarding the use and care of the device and use of the Internet as detailed in the SCSC Digital Learning Community Agreement and associated policies.

I accept that failure to comply with the Student iPad User Agreement and SCSC Digital Learning Community Agreement could result in disciplinary action including, but not limited to, recall of the iPad

Please sign and return this page to the ICT Office

A Student iPad User Agreement must be signed and returned to the school before the device will issued and allowed to be used at the College.

Date: _____

Student Name: _____

Student Signature: _____

**Name of Parent/
Guardian:** _____

**Parent/Guardian
Signature:** _____