



**PLEASE READ – YOU WILL BE ASKED TO SIGN THIS AGREEMENT AT PARENT/TEACHER
CHAT IN FEB. 2014**

Student and Parent iPad User Agreement

February 2014

This document provides guidelines regarding the use of iPads at home/school and should be read in conjunction with the SACRED HEART PARISH SCHOOL ICT Policy and Technology User Agreement. If you have any questions or concerns about the policies, procedures or expectations outlined in these documents, please speak to Miss Erin Macdonald (Principal) or to Mrs. Rose Costa (Deputy Principal). *Some of this agreement pertains to school Leased iPads only, but parents and children with BYOD iPads are asked to agree to the purple sections of this Agreement.*

1. Ownership and Care

1.1 The iPad will remain the property of SACRED HEART PARISH SCHOOL Sandringham and must be returned to the school if any of the following occur:

- The student is moving to a different school; failure to do so will result in the replacement cost of the iPad being added to the final fee account.
- Any damage occurs to the iPad; damage/loss to be followed up by the Principal.

1.2 Students and parents must not:

- Attempt to modify the iPad in any way, other than install/use apps as directed.
- Uninstall the School's Management Software.
- Remove the Mobile Device Management Profile.
- Apply any stickers, decorations or engravings to the iPad OR iPad Cover
- Use the iPad without the approved protective case.
- Swap iPads with another student.
- Dispose of or sell the iPad.

2. Taking care of your iPad

2.1 General Precautions

- Only use a clean soft cloth to wipe over the iPad, a plastic screen protector has been provided, do not use cleansers of any type.
- Cords/cables must be inserted and removed carefully from the iPad to prevent damage.
- The iPad must stay in the school protective Grip2 (Grey & Red) cover provided at all times.
- iPads should not be left in an unlocked car and must stay in school bags when travelling between home and school.

2.2 Charging iPads

- Students are responsible for keeping their iPad's battery charged for each school day.
- It is recommended that iPads are charged overnight in a kitchen or lounge room; not in a bedroom.

2.3 Screen Care

The iPad screens can be damaged if subjected to rough treatment.

- Do not lean on the iPad or stack items on top of it.
- Do not place anything inside the cover that will press against the screen.

3. Management of iPad configuration and customization

3.1 iPad Configuration

The iPad is a learning device and has been set up to work on the school's network.

- You are free to install applications onto the iPad; however this must comply with the SACRED HEART PARISH SCHOOL ICT Policy. You will need to enter your own iTunes account details and the school will not be held responsible for these apps, should the need arise to reconfigure the iPad. **Students under the age of 13yr of age are not legally permitted to have a iTunes account.**
- You are free to sync music, videos and photos to your iPad; however this must comply with the SACRED HEART PARISH SCHOOL ICT Policy 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*
- Only apps installed for school use and photos/video/audio directly related to learning can be accessed by students during school hours.

3.2 Backup and Re-loading software

You need to ensure that the iPad data is regularly backed up, either by syncing to your iTunes account or by using iCloud; this will allow data to be restored if required. Workshops will be provided to assist you if required.

4. Using your iPad at the School.

Over time the iPads will become an essential component of each student's classroom resources and must be brought to school each day. iPads will be used in specific learning activities, for email, calendars and access to the school's network.

- Students will be required to seek the teacher's permission to take a photo, video or audio
- Offensive material may not be viewed or loaded on to the iPad
- If an iPad is undergoing repair, a replacement iPad will be issued to the student from the Principal, dependent upon availability.
- The iPad will not to be used during recess/lunch, unless for a specific purpose as directed and supervised by a teacher.
- Teachers will periodically check iPads to ensure that the ICT policy and Technology User Agreement are being followed. Any breach of the ICT policy and Technology User Agreement will result in a loss of privileges which may include confiscation of the iPad for some time. If this occurs, parents will be informed.
- If a student is found to be using the iPad inappropriately during class time (ie. Playing games) the game will be deleted from the iPad and possible loss of privileges may occur.

5. Using your iPad outside of school.

Students and families are free to use the iPad outside of school, provided they adhere to the SACRED HEART PARISH SCHOOL ICT Policy, Technology User Agreement and follow these guidelines.

- Care must be taken when handling the iPad.
- Bags containing an iPad must not be left unattended.
- Care must be taken when allowing others, particularly younger siblings, to use the iPad.
- Parents may connect the iPad to a home wireless network, however, it is strongly recommended that children do not know the required password.

- If you allow your child to access the Internet via the iPad at home adult supervision is required; Cybersafety sessions will be provided at SACRED HEART PARISH SCHOOL to assist you in understanding online safety in a digital world.

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. It cannot be overstated that care must be taken at all times to avoid damage/loss. The school is prepared, in the event of accidental damage of the iPad, to repair/replace the iPad after investigation by the Principal. ***In the event that the iPad is damaged more than once per year students and parents will be required to meet with the Principal to discuss the need to pay an excess equivalent to replacing the iPad.***

6.1 Technical issues

Occasionally, unexpected problems do occur with digital devices that are not the fault of the user (computer crashes, software errors etc). The school will assist students with having these issues fixed promptly.

6.2 Damage to the Equipment

If the iPad is damaged or lost through negligence, the Parent / Guardian agrees to be liable to pay the school the full cost of the repairs or replacement. 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.

6.3 Lost or Stolen Equipment

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. Where the iPad is lost or stolen through negligence, the Parent / Guardian agrees to pay to the school the replacement cost of the iPad and/or accessories.

6.4 Replacement iPads

Temporary replacement iPads may also be available so that learning is not disrupted by repair or investigation of loss/theft. All of the same rules and regulations apply to the loan iPad.

The first point of contact for all technical issues and faults is a note to the classroom teacher, more serious concerns can be directed to the Principal and/or the ICT staff.

7. iPad Support

Whilst the iPad is a very intuitive, easy-to-use device, there will certainly be times when you will require assistance. SACRED HEART PARISH SCHOOL have put a number of support systems in place to ensure students have access to assistance when required. You will also be provided with regular access to Parent workshops to assist with specific inquiries and develop your understanding of how the iPads are being used at SACRED HEART PARISH SCHOOL as a tool to enhance learning.

Support within the school

- Attend Parents workshops and read ICT updates in the newsletter.
- If you require information in a specific area and it is not addressed in the workshops or in the newsletter, contact technology@shsandringham.catholic.edu.au , the information will either be included in upcoming workshops/newsletters or sent directly to you via email.
- Report technical issues/faults in a note or email to classroom teachers or the email above
- Contact the Principal to report damage or loss.

Support outside of the school

Apple Support

MacStore Southland

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

YouTube or Google Search – for example, type in *adjust sound on iPad2*

- Do not let children search online without direct supervision



Information Communication Technology(ICT) Policy

The use of digital technologies at Sacred Heart Parish School is to enhance the learning process in a supportive school environment. The school is committed to providing an education that encourages and teaches the positive use of digital technologies and promotes safe and responsible online behaviour. SACRED HEART PARISH SCHOOL students use technologies for learning and collaborating.

SACRED HEART PARISH SCHOOL recognises it has a duty of care to the wellbeing of students and believes the teaching of Cyber Safety and responsible online behaviour is essential to developing knowledge and understanding of ethical obligations. This also extends to protecting the privacy of all students by addressing current issues, including cyber-bullying, online privacy, copyright and intellectual property.

Whilst SACRED HEART PARISH SCHOOL endeavours to circumvent any inappropriate material, through caching, pre-selection of sites, screening programs and staff supervision, it is impossible to control all material on a global network and SACRED HEART PARISH SCHOOL assumes no responsibility should a user access inappropriate information. Misuse of the Internet or digital technologies will result in the suspension or cancellation of privileges.

It is important for SACRED HEART PARISH SCHOOL students to develop the skills necessary to become responsible, reliable and respectful users of technologies. They must be accountable and responsible for their actions when using digital technologies by abiding by the User Agreement.

Conditions:

1. Students will access the Internet with the supervision of a teacher in the same manner as any other learning activity.
2. SACRED HEART PARISH SCHOOL reserves the right to examine all the data downloaded from the Internet to ensure all users are in compliance with our policy. This includes the use of USB sticks to store data. Data stored on USB sticks will be strictly for school related tasks.
3. It is unacceptable to gain, or to attempt to gain another user's ID, password or personal information. A breach of this condition will result in immediate suspension of privileges.
4. SACRED HEART PARISH SCHOOL requires that all users assume full liability, legal or otherwise for their actions while online. This includes online communication via sites, email and blogging. Email is not private so messages that may be embarrassing, confidential, harassing, inflammatory or annoying must be avoided.
5. Sending any personal information (full name, address, phone numbers, etc.) via email, blogging or internet is strictly forbidden.
6. SACRED HEART PARISH SCHOOL will not be liable for the inappropriate actions of users. The malicious attempt to harm, destroy the data of another user (vandalism) including the creation of or the uploading of viruses, shall result in the cancellation of privileges.
7. Deliberate damage to computers, laptops, netbooks, iPods, iPads, digital cameras, scanners, and interactive whiteboards shall result in the cancellation of privileges.
8. Wilful damage or deliberate tampering with network servers and data shall result in the cancellation of privileges.
9. SACRED HEART PARISH SCHOOL views information gathered from the Internet in the same manner as many other reference materials. Users are encouraged to access information that will enhance the learning programs and policies at Sacred Heart Parish School. At all times users are bound by the laws of copyright and plagiarism.
10. SACRED HEART PARISH SCHOOL does not accept responsibility if the ICT skills acquired at school are used for misconduct or to access inappropriate material outside the school setting.
11. policies at SACREHEART PARISH SCHOOL. At all times users are bound by the laws of copyright and plagiarism.



Student and Parent iPad User Agreement

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

Student Name: _____

Class Teacher: _____

Parent Name: _____

Parent/Carer signature: _____

Issue of iPad

Issuing Staff Member Signature:

Technology User Agreement

As a student of Sacred Heart Parish School I understand that:

1. I must be a safe and responsible user of technology.
2. I am responsible for my actions and will report incidents of inappropriate use of technologies to a teacher.
3. I must be considerate of others by being respectful in how I communicate with them when using technology.
4. I must talk to a teacher if I feel uncomfortable or unsafe when using technology.
5. I must protect my privacy and those of other students by not giving out any personal details, including my username and password.
6. I must only use the Internet with the permission/supervision of an adult.
7. I must not download or upload apps/programmes, adults are responsible for this action.
8. When using technology I must be respectful of others and ask the teacher for permission before taking/using photos, videos or audio recordings.
9. If I bring my mobile phone to school I must give it to my class teacher; my phone will be stored in a secure cupboard until the end of the day.
10. The purpose of using the Internet and digital technologies at SACRED HEART PARISH SCHOOL is strictly educational and that inappropriate use or misbehaviour will suspend or cancel my privileges.

I understand and agree to the Technology User Agreement. Furthermore, I understand that this Agreement also covers excursions, camps and school-based extra-curricular activities. I understand that my access to the Internet and digital technologies at school will be renegotiated if I do not act responsibly.

I/We have read the User Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I/We understand that any breach of these conditions will result in internet and digital technology access privileges being suspended or revoked.

This User Agreement applies to the following student:

FAMILY SURNAME: _____

Student's Name: _____ ***Class:*** _____

As the Parent/Carer I have discussed with my child the ICT Policy, iPad User Agreement and Technology User Agreement.

Parent/Carer Signature: _____ ***Date:*** _____