



**Student & Parent
Optional
BYOD -iPad
User Agreement**

Overport Primary School

Student Optional iPad User Agreement

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 agreement, procedures or expectations outlined in this document, please speak to your child's teacher or the ICT Coordinator.

1. Ownership and Care

1.1 All students must not:

- Attempt to modify the iPad hardware whilst at school in any way, ie. Jailbreak.
- Uninstall the Schools Management Software.
- Remove the Mobile Device Management Profile.
- Bring or use the iPad without a protective case.
- Swap iPads with another student.
- Upload or attempt to access inappropriate material or apps. This would constitute a breach of the Overport PS **Digital Technology and eSmart Policy**

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 should not be left in an unlocked classroom or cupboard.
- For security purposes, iPads left at school will be stored in the office security room (providing office staff are notified).
- iPads must not be loaned to other students to minimise accidental damage by others.
- 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 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

When iPads are brought to school, they must be kept in a protective case and handled with care. Students need to be mindful of not throwing their bags when it contains an iPad. The iPads are in the student's care when traveling to and from school. At 8.45 am teachers will be able to supervise iPads being placed inside in a locked filing cabinet and checked in on a sign in sheet daily. Therefore, when carrying iPads, students should not arrive at school prior to 8.45 am. While all care will be taken to ensure the iPads' security, they remain the responsibility of the student.

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 OPS 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.
- Whilst at school, students are free to install recommended school applications onto the iPad; however this must comply with the **Digital Technology and eSmart Policy**.
- 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 schools ICT Team if this occurs and appropriate sanctions applied.

3.2 Software Installation

Students MAY be required to purchase and install designated applications for their subjects. These will be determined by their teachers and students will be notified in class. Arrangements to notify parents directly will be made with parents as required.

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.

The school does not accept any responsibility for data loss during this process.

4. Using your iPad at the School.

To support cyber safety and appropriate use whilst students are involved in the, these measures below are taken very seriously by the staff at Overport Primary School

- *If an iPad is left at home, is not charged ready for use or is undergoing repairs, students will be able to use school iPads depending on availability.*
- *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.*
- *Using the iPad to access any form of social media is not permitted.*
- *Inappropriate media may not be used as a screensaver.*
- *When working within the grounds of OPS, students will have access to the wireless network, but only with teacher permission.*
- *The iPad is not to be used during recess and lunchtime and should be kept in a locked and secure cupboard or classroom 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 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.*
- *App store should not be accessed at school unless requested by a teacher.*

If this Policy is violated while using the iPad device, privileges may be terminated, access to the School technology resources may be denied, and the appropriate disciplinary action shall be applied (refer to stage response to inappropriate iPad use).

5. Using your iPad outside of school.

Students' use of the iPad outside of the school times are still covered by the **ICT Acceptable Use Agreement** and must be adhered to at all times.

It is recommended that:

- Care should be taken when placing the iPad within the school bag.
- Bags containing an iPad should not be left unattended eg. outside a shop, on a 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
- The student installs the "Find my iPad" app.
- Students may connect their iPad to a home wireless network; however the school has no responsibility to provide assistance in doing this.

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, particularly that which falls outside of the Apple warranty. (If your child's iPad is still under warranty). While every effort will be made to assist your child to protect their iPad, all personal property is the responsibility of the student and this includes iPads brought to school.

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 ICT Coordinator or school technician will assist students with having these fixed promptly. However, hardware issues will be the responsibility of the owner of the iPad.

6.2 Damage to the Equipment

If the iPad screen is broken or damaged this is not covered under your Apple warranty or by the school. Replacement screen costs are approximately \$140 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.

Therefore a solid cover that wraps around corners and edges and the front is strongly advised.

Following investigation, where it is determined that the damage was caused by another student whilst on the school property, the school will be prepared to contact the student's parents to advise them of the damage. The cost of repair/replacement will be sought from that student in accordance with school rules.

6.3 Lost or Stolen Equipment

If any equipment is lost/stolen, it should be reported to the student's teacher and the ICT Coordinator 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. 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. It is recommended that the app "Find My iPad" is installed to assist in this instance. Where the lost/stolen iPad cannot be recovered, the school accepts no responsibility for replacement.

The School strongly recommends that parents investigate the possibility of including the iPad in their Home & Contents Insurance Policy.

7. iPad Support

The first point of contact for all technical issues and faults when at school is the school office who will log the issue for the school technician. The office is open from 8.15 am until 4.30 pm, Monday to Friday. The school technicians are available Tuesday and Thursday each week.

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

1. Digital Technologies Teacher: Ricky Joyce

joyce.ricky.r@edumail.vic.gov.au

2. Apple Support

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

Phone: 1300 321 456

