



User Agreement for the provision of an iPad @ CSC

The iPad is a tool to assist student learning both at school and at home. It is 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 ICT Manager or Assistant Principal.

1. Ownership

- 1.1. The iPad is solely the property of the student/family.
- 1.2. The iPad is for use at school and may 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 Senior Years, or BYOD (Bring Your Own Device) options are available.
- 1.3. All material on the iPad as well as material accessed using the College's network is subject to review by College staff at any time.
- 1.4. If the student leaves Colac Secondary College, the device may need to be un-prepped from the College's network.

2. Damage or Loss of Equipment

- 2.1. The iPad is covered by Apple's manufacture warranty for 2 years. The warranty covers manufacturer's defects and normal use of the iPad. It does not cover negligence, abuse or malicious damage which must be reported to the ICT Team.
- 2.2. Loss, accidental damage or theft of the iPad must immediately be reported to the Year Level Manager and/or ICT Team.
- 2.3. In the case of suspected theft or malicious damage caused by another person off-site from the College, a police report by the family and notification to the ICT Team may be required. This issue is a private one, and the College will not be involved in cases where an iPad has gone missing outside of school hours.
- 2.4. INSURANCE coverage is the responsibility of the student/parent/guardian, and we recommend that you list the iPad on your own home contents insurance to provide addition protections.

3. Faulty Equipment

- 3.1. Students who experience problems with either hardware or applications must notify the ICT Team immediately. The iPad will be assessed and/or repaired as quickly as possible and returned to the student.
- 3.2. If the issue is deemed to be one that is related to a warranty issue or repair unrelated to the College's infrastructure, the student/parent/guardian will be informed of the need for them to arrange for the iPad to be repaired.

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 Colac Secondary College Digital Learning Community Agreement.
- 4.4. Backing up data securely on the school network, cloud based application (iCloud/Google Drive) and at home.
- 4.5. Ensure the iPad is clearly labelled and always in a protective case (which can be purchased from the uniform shop).
- 4.6. Keep the iPad secure when not in use at school by placing it in a *LOCKED* locker.
- 4.7. Ensuring that all school required apps are installed on the iPad at all times (see app list attached).
- 4.8. Ensuring that the iPad has no more than the maximum numbers of non-school apps. Initially this will be set at 5 but is subject to change at the discretion of the College.
- 4.9. Ensuring that settings for virus protection, spam filtering or device management profiles that have been installed by the College are not disabled or removed.
- 4.10. Ensuring that no File Sharing or copyright infringement software or material is installed on the iPad.
- 4.11. Making sure the name of the iPad is not changed so that the ICT Team can identify the device.
- 4.12. Students will not 'Jailbreak' or install a 'VPN' on 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.
- 4.13. Following the appropriate safety and care procedures, such as:
 - i. Ensuring that no heavy items are placed on top of the iPad. E.g. Not packing the iPad at the bottom of a bag under heavy textbooks that could cause the screen to crack.
 - ii. Handling the iPad carefully and taking care not to drop or damage it.
 - iii. Ensuring that food and drinks are kept well away from the iPad.
 - iv. Making sure that nothing on the iPad is offensive in any way.

In line with our Stations & Actions Framework, if a student does not fulfil these responsibilities it may result in one or more of the penalties or consequences.

- i. Removal of email privileges.
- ii. Removal of internet access.
- iii. Removal of Games/Apps.
- iv. Restricted access to iPad components, such as:
App Store, iMessage, FaceTime, Safari.
- v. Detention.
- vi. Temporary confiscation of device.
- vii. Paying or replacement of damaged or stolen equipment.
- viii. Removal from classes where ICT is involved.
- ix. Other consequences as the College deems appropriate, such as:
Suspension or Expulsion.
- x. In serious and exceptional cases criminal charges may be laid with the police.

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 Community Agreement.
- 5.2. Any issues that a parent/guardian may have in accordance with the student's iPad use at school or at home are encouraged to contact the College's ICT or Wellbeing Teams.

6. Re-imaging of the iPad and ICT Maintenance.

- 6.1. All iPad's that come into Colac Secondary College from 2017 and beyond will be restored to factory settings to ensure the ICT Team can effectively prepare and supervise the device with the appropriate settings to ensure the iPad runs smoothly and safely on the College's network. If the device is not brand new, we recommend you back up the device to ensure all of your personal data can be retrieved upon preparation by the ICT Team.
- 6.2. In the circumstances of the iPad needing to be factory restored as a result of hardware or application malfunction, the College cannot guarantee the retrieval of personal data. It is very important to keep regular backups.
- 6.3. If the iPad is found to be 'jailbroken' it will need to be factory restored. All data will need to be backed up by the student/family prior.

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 iPad's at school.

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 can be changed at any time without notice.

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

I accept that failure to comply with the Student iPad User Agreement and CSC Digital Learning Community Agreement could result in disciplinary action.

Note: Colac Secondary College reserves the right to change the Student iPad User Agreement at any time without notice.

Please sign and return this page to the College Administration Office.

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

Date:

Student Name:

Student Signature:

Parent/Guardian Name:

Parent/Guardian Signature:
