



Year 5/6 1:1 iPad Program Agreement Information

In 2018, Year 5 and 6 students will once again be provided with an iPad mini to enhance their learning experiences. Glen Iris Primary School has a strong commitment to preparing students for the future and believes that ICT plays a significant role in twenty-first century learning. Children in years 5 and 6 will be provided with a loan iPad for educational use during school time, and the opportunity to take the iPad home for continued educational benefit. Families wishing to take up this offer must read the following information and agree to the terms in the Student Agreement and Parent Agreement for iPad Use. This document must be read in addition to the ICT Policy and ICT Acceptable Use Agreement 2018.

Ownership

1. The iPad is on loan and as such Glen Iris Primary School retains ownership of the iPad at all times.
2. The iPad is supplied for the predominate use by the student. They are responsible for all information and content on the device, which will be monitored by the school.
3. The iPad is to be used in ways that are educational and appropriate, as directed by the student's teachers.
4. The student must bring the iPad fully charged to school every day. Charging will not be readily available at school. Chargers should be left at home.
5. The iPad should be brought to school each day and stored safely in the security area at recess, lunch and during Specialists classes.
6. Teacher supervision is provided for children from 8.45am-9am. A bag bell rings at 8.55am enabling children to enter their classrooms. Prior to 8.55am all children are required to place their bags in the bag zone. In the event that a child arrives at school prior to 8.45am they are required to place their bag in the designated 'bag zone' which will be adjacent to staff working area.
7. The iPad must not be left sitting on the ground, on a chair or left outdoors at any time. They should be stored in the secure area provided when not in direct use.
8. The iPad will not be taken outside without the direct permission of a teacher either during class time or recess or lunchtime.
9. Teaching staff have the right to look at any application or file on the iPad at any time.
10. Students must not put a password on their iPad.
11. Students should have no expectation of privacy of materials found on the iPad.
12. Failure to bring the iPad to school does not release the student from their responsibility for class work.
13. iPads must remain free of any writing, drawing, stickers, or labels.
14. Students are not permitted to add or delete apps.
15. All students should recognise and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone number of others.
16. Glen Iris Primary School makes no guarantee, written or implied, that materials on the iPad, including student work, will be safe from deletion or corruption, accidental or otherwise.
17. The iPad must return to the student's home at the end of each day. If this is not possible, alternative arrangements should be made directly with the classroom teacher.
18. The iPads are not to be taken out of school bags before entering the classrooms at 8.55am, or leaving at 3.30pm.
19. At the completion of Year 6, or if the student leaves Glen Iris Primary School prior to completing Year 6, the iPad, case and charger must be returned to the school in good working order.
20. The school recommends that when using the iPad at home it is used in a family or common area and not in the bedroom.
21. Parents are responsible for supervising their child's use of the iPad when not at school.
22. Glen Iris Primary School reserves the right to deny, revoke or suspend specific user privileges and/or take other disciplinary action for violations of this policy.

Care and Maintenance of the iPad

1. The care of the iPad is each student's responsibility.
2. Never leave an iPad unattended. When not in your personal possession, the iPad should be in a secure, locked environment.
3. As the iPad is intended for daily use, iPads must be charged nightly so it is ready for use every day. Do not leave your iPad at school overnight.
4. The iPad comes with a protective case to help minimize damage. The iPad must remain in the protective case at all times. If students choose to use a personal protective case, they must return the original case to their classroom teacher.
5. Students should not lend their iPad to another person. Each iPad is assigned to an individual student and the responsibility for the care of the iPad solely rests with that student.
6. The iPad is an electronic device and care must be exercised when handling the iPad. Never throw or slide the iPad or a book bag that contains an iPad. Never carry the iPad in the same school bag compartment as your lunchbox and drink bottle. Avoid placing weight on the iPad.
7. Avoid applying liquids to the iPad. The iPad can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad. Use of unapproved cleaners may remove the protective film covering the face of the iPad.
8. While the iPad is scratch resistant, the iPad will scratch. Avoid contact with sharp objects. Commercially produced screen protectors can be purchased to protect the screen.
9. Never expose an iPad to long-term extremes in temperature or direct sunlight. Do not store your iPad in a car.
10. Your iPad comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student-issued iPad accessories are the responsibility of the student.
11. Each iPad has a unique serial number and identification sticker. At no time should these numbers or stickers be modified or removed.
12. Do not attempt to gain access to the internal electronics or repair your iPad. If your iPad fails to work or is damaged, report the problem to the classroom teacher as soon as possible. iPad repair/replacement options will be determined by the appropriate staff.

Damage or loss of equipment

1. All iPads and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the iPad. It does not cover negligence, abuse or malicious damage.
2. Any problems, vandalism, damage, loss or theft of the iPad must be reported immediately to the School.
3. In the case of suspected theft a police report must be made by the family and an event number provided to the School.
4. iPads that are damaged or lost by neglect, abuse or malicious act, will require reimbursement. The Principal will determine whether replacement is appropriate and/or whether or not the student is responsible for repair or replacement costs and whether or not the student retains access to an iPad for home use.
5. Students will be required to replace lost or damaged chargers/covers.