



St Bernadette's Catholic Primary School

2 Willey St
Sunshine North Vic 3020

Ph: 039311 8872

E: principal@stbsunshinenth.catholic.edu.au

ABN: 54 744 343 007

1:1 iPad User Agreement Year 3/4 2021

This document provides guidelines regarding the use of iPads at school and for the occasional times in which you may take your iPad home. If you have any questions or concerns about the procedures or expectations outlined in these documents please contact the school.

1. Ownership and Care

1.1 The iPad, charger and cover will remain the property of St. Bernadette's Primary School and must be returned to the school if any of the following occur:

- The student is moving to a different primary school
- The student is leaving for secondary school
- Leaving for an extended holiday, on return the iPad will be given back to the student
- Any damage occurs to the iPad; damage/loss to be followed up by the Principal or authorized representative.

1.2 Students and parents must not:

- Attempt to modify the iPad in any way.
- 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 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 (**only if you have an iPad charger at home**)

- Students are responsible for keeping their iPads charged ready 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

- A passcode should not be put onto the iPad.
- Personal Apple IDs should not be put onto the iPad.

4. Using your iPad at the School

- The iPads will be an essential component of each student's classroom resources and must be brought to school each day.
- 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 may be issued to the student, dependent upon availability.
- The iPad will not 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 iPad User Agreement and Technology User Agreement are being followed. Any breach of the ICT policy and Technology User Agreement will result in consequences that are in line with St. Bernadette's School Behaviour Policy
- The iPad must not be used to forward material that is offensive or can be construed as bullying. If this occurs there will be consequences as per the School's Behaviour Policy and Anti-Bullying Policy.

5. Using your iPad outside of school

- Students are expected to use the iPad outside of school time, for school related work only
- Care must be taken when handling the iPad.
- Bags containing an iPad must not be left unattended.
- The iPad may not be used for personal use by any other member of the family.
- 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.

6. Technical issues, Damage, Loss and Irresponsible Use

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 or authorized person 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 (iPad crashes, software errors, etc.). The school will assist students with having these issues fixed.

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 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 the classroom teacher who will then refer the matter to the relevant person.

6.5 Irresponsible use

St Bernadette's places a high importance on Cyber Safety and making good choices when using technology. The school is a member of the eSmart Cyber Safety program. St Bernadette's is a community where all children should feel safe and in which all children learn to take responsibility for their actions. In the event of a breach of usage the individual circumstance will be considered when applying consequences. These consequences will be in line with the school's Behaviour Management Plan. Each case will be dealt with on a case by case basis. Depending on the severity of the misuse, children may receive a warning, parents could be called for a meeting with the child and teacher, or there could be loss of privileges for an appropriate amount of time.

7. iPad Support

Whilst the iPad is a very intuitive, easy-to-use device, there will certainly be times when you will require assistance. Please contact the school with any wonderings or concerns you may have regarding the use of the iPad. The following offer support, information and instructions on how to use the iPad:

- MacStore Highpoint
- Internet: www.apple.com/au/support/ipad/
- Google Search – for example, type in ***"adjust sound on iPad Air"***

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Student and Parent iPad User Agreement

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

Student Name: _____

Student Signature: _____

Parent/Carer Name: _____

Parent/Carer signature: _____

If you have any concerns please contact St. Bernadette's Primary School on 9311 8872.

