



iPad Agreement – V1.00

Please sign last page and return to school

This document explains how school owned iPads are to be used at school and at home. While every effort has been made to cover all eventualities, there may be situations that are not covered in this document. In the event of an update, the school will advise parents of any changes to the processes outlined in this agreement and seek approval.

This document primarily covers iPads hired from the school as part of the Student Resources Scheme. Families who elect to bring an iPad from home are also covered by this agreement, but should disregard those sections pertaining to the payment of fees associated with the iPad program.

Equipment ownership

All iPads are the property of Kepnock State High School. If the student leaves the school, transfers to a non-government school, moves interstate or overseas, the iPad must be returned to the school. If the iPad is not returned, within fourteen days of the last day officially attended by the student, the iPad will be reported as stolen property to the Queensland Police, disabled and reimbursement will be sought for the iPad, the case and apps associated with the device.

Students who leave the school may apply to pay out the cost of the device or receive a pro-rata refund of the iPad SRS fee for that calendar year.

Students will have use of the iPads during vacation periods at the discretion of the school. It is envisaged that students will keep the same iPad moving from year to year. Devices will have a three year life span from new.

Fee for provision of iPad

To participate in the iPad home-use program parents and/or guardians will be required to make a contribution. This will cover additional costs incurred by the school in providing and supporting the iPad. At the end of the warranty period for the device, parents will have the opportunity to take ownership of the device. A disposal fee of \$20 will be charged to cover administration fees for devices at the end of three years. The change-over fee for devices removed from the scheme prior to three years will be negotiated at the time of change-over.

In order to participate in our take home program families are required to meet **ONE** of the following conditions:

- Signed Student Resource Scheme (SRS) form, renewed each year. School fees, sports levy and co-contribution to be paid in a timely manner after receiving their iPads.
- A Centrelink direct debit agreement is entered into and presented to the Principal, Kepnock SHS.

School Expectations

Students must meet school assessment guidelines including the submissions of drafts.

iPads must be brought to school everyday, fully charged and ready for use. Update iOS software regularly.

iPad chargers should remain at home. The school encourages students to bring a small portable battery.

iPads must remain in the case supplied at all times. Damage incurred due to case being removed will not be covered by insurance and full cost of repair be sort from the caregiver.

Student must ensure that there is sufficient memory on the iPad to allow them to engage in lessons.

Minimum of 2 GB of available storage.

The student will maintain connection with all teacher directed Classroom App classes, accept all Classroom invites for the whole year and maintain Bluetooth and Wi-Fi connection during scheduled classes.



iPad care

The student is responsible for taking care of and securing the iPad and accessories in accordance with school policy and guidelines.

Students may choose to personalise their iPad and/or supplied case, using contact adhesive, cut as a stencil. *Personalisation* should not be offensive, therefore “G” rated.

Liquid paper, permanent makers, or any *personalisation* that permanently marks the iPad and/or supplied case is not permitted. Any Kepnock identification labels are not to be removed, covered or tampered with.

Data security

Students must understand the importance of backing up data securely. Should a hardware or software fault develop, assignment work that has taken a considerable time to prepare may be lost.

The student is responsible for the backup of all data into their Student OneDrive account, which is safeguarded by a scheduled backup solution.

They are also able to save data locally to the iPad for use away from the school network. The backup of this data is the responsibility of the student.

Students should also be aware that, in the event that any repairs need to be carried out the contents of the iPad may be deleted and the device reformatted.

Acceptable device and internet use

Upon enrolment in a Queensland Government school, parental or guardian permission is sought to give the student(s) access to the internet, based upon the policy contained within the school's enrolment forms.

This policy also forms part of this Student iPad Agreement. The acceptable-use conditions apply to the use of the iPad and internet both on and off the school grounds.

Communication through internet and online communication services must comply with the Schoolwide Positive Behaviour Plan available on the school website.

There are a few conditions that students should adhere to; students should not:

- create, participate in or circulate content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place.
- disable settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard.
- use unauthorised programs and intentionally download unauthorised software, graphics or music.
- intentionally damage or disable iPad/ computers, computer systems or Department of Education networks.
- use the iPad for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

Note: Students' use of internet and online communication services can be audited and traced to the account of the user.

Passwords

iPads should be locked with the student's fingerprint – this is the most secure form of security. Students must not disable this setting.

Network passwords must not be obvious or easily guessed; they must be kept confidential, and changed when prompted or when known by another user.

Personal accounts cannot be shared. Students should not allow others to use their personal account for any reason.

Cybersafety

If the student believes they have received a computer virus or spam (unsolicited email), or if they have received a message that is inappropriate or makes them feel uncomfortable, they must inform their teacher,

parent and/or guardian as soon as is possible.

Students are encouraged to report and learn about a range of cybersafety issues.

Students must never initiate or knowingly forward emails, or other messages, containing:

- A message sent to them in confidence.
- A virus or attachment that is capable of damaging the recipients' device.
- Chain letters or hoax emails. Spam (such as unsolicited advertising).

Students must never send or publish:

- Unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
- Threats, bullying or harassment of another person.
- Sexually explicit or sexually suggestive material or correspondence.
- False or defamatory information about a person or organisation.

Privacy and confidentiality

It is important that students do not publish or disclose the email address of a staff member or student without that person's explicit permission.

The student should not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others.

It should also be ensured that privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interest.

Intellectual property and copyright

Students should never plagiarise information and shall observe appropriate copyright clearance, including acknowledging the original author or source of any information used. It is also important that the student obtain all appropriate permissions before electronically publishing other people's works or drawings. The creator or author of any material published should always be acknowledged.

Material being published on the internet or intranet must have the approval of the principal or their delegate and have appropriate copyright clearance.

Misuse and breaches of acceptable usage

Students should be aware that they are held responsible for their actions while using the internet and online communication services. Students will be held responsible for any breaches caused by other person(s) knowingly using their account to access internet and online communication services.

The misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

Damage or loss of equipment – AppleCare+

All iPads and batteries are covered by a manufacturer's warranty which covers manufacturing defects through normal usage. In addition, all Kepnock iPads are covered by 2 years of AppleCare+. AppleCare+ provides up to two years of expert technical support and additional hardware coverage for iPad from Apple, including up to two incidents of accidental damage, each subject to a service fee of A\$65 for iPad and is the responsibility of the parent. In addition, you'll get 24/7 priority access to Apple experts via chat or phone through getsupport.apple.com. Coverage begins on the original purchase date of your iPad.

AppleCare+ benefits are in addition to any legal rights provided by Australian consumer law. These fees are subject to change from Apple Australia.

There is no cover for negligence, abuse or malicious damage. Students will be required to replace lost or damaged chargers with Apple branded equipment.

Costs incurred by the school for the repair or replacement of devices may be charged by the school as an excess to parents. The school may take steps to recoup the \$65 service fee if a student damages another student's device. In the event of non-compliance of agreed responsibilities, schools may review the student's

continued participation in the take-home program.

Any software or hardware issues, vandalism, damage, loss or theft of the iPad must be reported immediately to the school.

Please refer to the iPad page on Kepnock's website for more information about how to make a claim.

Theft and loss

In case of loss or theft it is important that the school be notified as quickly as possible so the device can be traced. A report with the nearest police station must also be lodged. It is important that the following be recorded and provided to the school:

- the crime report number
- the name of the police officer who took the report.

In both cases, a witnessed statutory declaration should be provided to the school.

Software

The pre-loaded apps provided with the iPad by the school remain the property of the Department of Education or the school. The parent or caregiver must ensure that the software is not copied, deleted or transferred, without prior written consent from the school. Unauthorised use may breach copyright laws and the parent or caregiver may be held liable for any damages incurred.

Students will have the ability to install additional apps onto the iPad using a personal Apple ID, provided they are over the age of 13. Personal apps, movies or music may be installed/ loaded on the iPad. If your child is under the age of 13, it is a requirement that a parent/caregiver creates an Apple ID and creates a child account for their student.

Personal apps, music and movies must be downloaded wirelessly. Parents are encouraged to use the Parent Control features available in iOS12 and above. Please see the Kepnock website for links to assist parents with creating an Apple ID and using parent control measures.

Internet Filtering

Each iPad will have a *profile* installed. This profile pre-configures the device with access to the school's network. It cannot be removed. The school uses Meraki as the Mobile Device Manager. This is a requirement from the Department of Education. Meraki will be used by the school to assist with finding lost or missing devices, and to manage the distribution of apps and documents to the iPad fleet.

Content on student's iPads while connected to the school network will have content filtered by the Department of Education. This is not true outside the school premises, where the devices will have open access to the internet, such that your computers at home now have. Parents need to be mindful of this and supervise use of these devices at home as they presently do. Checking documents, photographs, movies and internet search history is much easier on an iPad compared to a computer. Please see the Kepnock website for links to Apple support on managing iPads at home.

Monitoring and reporting

Students must be aware that all use of internet and online communication services at school can be audited and traced to the account of the user.

All material on the iPad is subject to review by authorised school staff. If at any stage there is a police request, the Department of Education may provide the authorities with access to the iPad and personal holdings associated with the use of the device.

iPads will be periodically and randomly audited in class by the school and any inappropriate materials will be dealt with according to school policy. It is important to remember that while the iPads provided to students for personal use, they remain the property of Education Queensland and must not contain any offensive or inappropriate material.

Students' reporting requirements

Students are required to report any internet site accessed that is considered inappropriate.

Any suspected security breach involving students, users from other schools, or from outside the Queensland Department of Education must also be reported to the school.



KEPNOCK

STATE HIGH SCHOOL
learning • responsibility • respect

 Kepnock State High School
 twitter.com/KepnockHigh

PO Box 4310, Bundaberg South, Qld 4670
P 0741 311 888 F 0741 311 800
E principal@kepnockshs.eq.edu.au
W www.kepnockshs.eq.edu.au

Student iPad Agreement – Please sign and return to school

The Student iPad Agreement form must be signed and returned to the school before the iPad is issued. For parents providing a personal iPad, please sign to accept the use of an iPad at Kepnock SHS. Please disregard those elements that pertain to the hire of a device from Kepnock SHS.

The student and, parent or guardian must carefully read this document before signing it. Any questions should be addressed to the school and clarification obtained before the agreement is signed.

In signing below, I acknowledge that I,

- accept all policies, guidelines as per the Schoolwide Positive Behaviour Plan for Students.
- understand the responsibilities regarding the use of the iPad and use of the internet.
- acknowledge that I understand and agree with all of the conditions detailed in the Student iPad agreement.
- I understand that the student will maintain connection with all teacher directed Classroom App classes, accept all Classroom invites for the whole year and maintain Bluetooth and Wi-Fi connection during scheduled classes.
- understand that failure to comply with the Student iPad Agreement could result in the recall of the iPad and/or loss of access for home use.
- agree to maintain financial contribution to Kepnock State High School's Student Resource Scheme, for my child to access the iPad Program.
- should a student leave the school without paying out and owning the device, attempts by school staff requesting the return of the device will be made. If attempts are unsuccessful, it will be deemed stolen property and escalated to Queensland Police.
- the iPad has been configured to allow only the student to login, so please keep your password secure.
- the iPad should be used in all classes so ensure the battery is fully charged at the start of each school day. Do not bring the iPad charger to school. The school encourages students to have a small portable battery for those times when battery use is high.
- should you lose your power supply you must purchase a genuine Apple replacement from a recommended Apple Reseller.
- ensure the iPad remains in the case at all times to reduce the chance of damage.
- the iPad has asset stickers on the device. It is not to be covered, removed or tampered with under any circumstance.

Parent/guardian's name	Signature of parent/guardian	Date

Student's name	Signature of student	Roll Class	Date

Office Use Only: Attached serial & asset label below:

Student signature device, case & charger received with date
