

# iPad Student OPERATIONAL GUIDELINES

## INTRODUCTION

The Student iPad Operational Guidelines apply to all students with a

School provided iPad device. Some sections will also apply to students with BYOD and are indicated by (\*)

## 1. RECEIVING YOUR IPAD

### 1.1. Receiving Your iPad

iPads will be distributed during "*iPad Orientation*." **Students and Parents must sign and return the iPad – Student Agreement before the iPad can be issued.**

### 1.2. iPad Health Check

iPads will be need to be checked frequently throughout the year by the Classroom Teacher and IT Staff. Any signs of wilful and neglectful damage will result in a disciplinary response. Students need to be mindful that devices need to be kept in a condition that will enable the device to be reallocated to another student in the future should it need to.

### 1.3. Check-in – returns, repair and damage fines

Should a student's enrolment conclude at St Catherine's School, the iPad must be returned prior to the student's last attendance day.

If a student/parent fails to return the iPad (within a reasonable timeframe) upon conclusion of enrolment at St Catherine's School, this may result in a theft being filed with the Victorian Police and they may be subject to criminal prosecution or civil liability. The replacement cost of the iPad and case will be added to the final fee account. If the device is suspected to have been stolen, the school's management system will lock, disable and make the device unusable.

Furthermore, the student/parent/guardian will be responsible for any damage to the iPad, beyond fair wear and tear and damage caused by breach of other conditions stated in this document. The iPad must be

returned with all accessories including the cover to the School Office in a satisfactory condition.

Students are responsible for the general care of the iPad they have been issued by the School. iPads that are broken or fail to work properly must be initially reported to the Classroom Teacher for the evaluation of the device.

Where the iPad damage is due to neglect or abuse of the device, the parent/guardian agrees to pay the full cost of the repairs or replacement of all items. This includes the iPad case. Replacement of the case will be paid for by parents and purchased through the School.

All damaged iPads must always be returned to the School for repair and **no outside repair agencies** should perform work on these devices. Parents will be liable for the costs of repair/replacement and will be invoiced accordingly.

## **2. TAKING CARE OF YOUR IPAD**

### **2.1 General Precautions**

The iPad is School property and all users are required to follow the operational guidelines.

- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of St Catherine's School.
- iPads must never be left in an unsupervised area.

### **2.2 Carrying iPads**

The protective cases provided with iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device. The guidelines below should be followed:

- iPads should always be within the protective case.
- iPads should be placed in school bags when transporting to and from school.

- Students should avoid placing too much pressure and weight on the iPad screen.

### **2.3 Screen Care**

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in a carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the iPad against any hard surfaces including walls, car doors, floors, etc as it will eventually break the screen.

## **3. USING YOUR IPAD AT THE SCHOOL**

### **3.1 iPads Left at Home**

If an iPad is left at home, a replacement iPad may be available from the School Library for the duration of the school day. This will be dependent upon available replacements and is the decision of the Classroom Teacher.

### **3.2 iPad Undergoing Repair**

Loaned iPads may be issued to students, through the School IT department. There may, at times, be a delay in getting a loan iPad due to availability and technical support.

### **3.3 Charging Your iPad's Battery \***

It is recommended that the iPad charging directions available with the device are followed. This maximizes the battery life. It is necessary that the iPad be brought to school each day in a fully charged condition.

The School will not provide charging stations for students that have been unable to fully charge their iPad at home.

### **3.4 Screensavers/Background photos \***

Inappropriate media may not be used as a screensaver or background photo and presence of guns, weapons, pornographic materials, inappropriate language, alcohol or drug related symbols or pictures are not permitted. All screensavers and background photos must be approved by the Classroom Teacher.

### **3.5 Sound, Music, Games, or Programs**

It is recommended that sound levels be monitored at all times so as not to be a distraction to learning in the classroom.

No personal music, apps or games are permitted to be installed.

### **3.6 Printing \***

Printing from the iPad is available with limited access and would require appropriate justification over other forms of digital distribution. This decision lies with the Classroom Teacher.

### **3.7 Home Internet Access**

Students are allowed to link to other wireless networks on their iPads. This will assist with the use of the iPad while at home and in other locations. The School's internet filtering does not extend to home use therefore home internet use will need to occur under parent supervision. **The sharing of the school owned device amongst family members is not permissible.** All internet history is trackable and its supervision, while in the home network, is the responsibility of the parent. Any inappropriate internet activity on the device by any person, will result in disciplinary action.

### **3.8 Privacy**

Devices are part of the asset register of St Catherine's School. iPads are assigned to students with the device's serial number. It is essential that it is recognised that the device is a school owned device that is managed and administered by the School. Therefore there should be no expectation of privacy or expectation of private use by any family member who uses the device (refer 3.7).

### **3.9 Passlock \***

Students are allowed to and encouraged to set a lock code on their device. Only 6-digit numeral lock codes are permitted and this code must be revealed to the Classroom Teacher who will keep this code on file. Informing of any changes to passlock codes is the responsibility of the student to their Classroom Teacher.

## **4. MANAGING YOUR FILES & SAVING YOUR WORK**

### **4.1 Saving to the iPad**

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Students have access to Google Drive Cloud Storage. Data stored in the student's Google Drive will be accessible from home.

### **4.2 Network Connectivity \***

St Catherine's School makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the School will not be responsible for lost or missing data.

## **5. SOFTWARE ON iPADS**

### **5.1 School Installed Software \***

The devices will contain both originally installed software as well as school purchased apps for learning.

### **5.2 Procedure for Re-loading Software**

If technical difficulties occur, the iPad will be erased and restored to its original state (without data). The School does not accept responsibility for the loss of any software or documents deleted due to this process.

## **6. ACCEPTABLE USE**

The School's *Acceptable Use Agreement* applies to the use of the iPad devices and forms part of the Operational Guidelines.

If a student violates the above mentioned agreements whilst using an iPad device, privileges may be terminated, access to the technology resources may be denied, and the appropriate disciplinary action shall be applied.

## **7. SECURITY & STORING YOUR IPAD DEVICE**

### **7.1 iPad Identification**

Within each year level all iPads will look identical. A record of serial numbers of the iPads will be recorded in the School. Each year level will have an allocated cover colour which is not able to be changed.

## **7.2 Storing Your iPad**

While at School, iPads should be stored securely in the classroom. This is done under the direction of the Class Teacher. In order to avoid damage, nothing should be placed on top of iPads when stored in drawers, shelving units or bags. Under no circumstances should iPads be left in unsupervised areas.

iPads are not to be stored in vehicles or areas of high or low temperature or in direct sunlight.

## **7.3 Damage, Loss or Theft of iPad and equipment**

In the event that your iPad is stolen, you must report it immediately to the School. You will be required to make a report to the police and assist in the investigations.

Where the iPad damage is due to neglect or abuse of the device, the Parent/Guardian agrees to pay the full cost of the repairs or replacement of all items. This includes the iPad case. Replacement of the case will be paid for by parents and purchased through the school.

# **8. REPAIRING OR REPLACEMENT OF IPADS**

## **8.1 Technical Support**

Students first point of contact for a technical problem must be reported to the Classroom Teacher. In the event that the Classroom Teacher can't rectify the problem, the device will then be attended to by the School IT support staff or manufacturer. If the student is without the device for an extended period of time, a replacement device may be issued based on the classroom activity at the time.