



## **iPad User Agreement Policy- Year 3 (for use at school)**

At Holy Spirit, we use technology in the classroom to extend our opportunities and enhance the students' learning outcomes. We use technology not to replace traditional methods, but to provide students new ways to innovate, inspire and learn. Years 3-6 have one-to-one access to technology, whilst our banks of iPads from Kindergarten to Year 2 ensures students have a grounding in ICT capabilities.

### **OWNERSHIP OF IPAD**

The iPad and associated accessories are the property of Holy Spirit School. 2022 is the second year of the 3 years lease to return arrangement with Winthrop Australia. iPads are to remain at school and will be charged at school.

### **CARE OF IPAD**

Students and parents will support the care of the iPad by ensuring that they do not

- do anything likely to cause damage to the iPad
- mark or deface the iPad or its case
- leave the iPad in such a place that it is easily lost or stolen
- engrave the iPad or its case
- keep iPad next to any food or drinks

### **LOSS OR DAMAGE**

All devices have Apple Care+

If an iPad is damaged, please let the class teacher know immediately.

In the event of where any damage, and how it happened, will depend on if the parent or school pays for the excess.

\$65 excess for any accidental damage.

\$48 to replace charger

### **DIGITAL PLATFORMS USED**

In Kindergarten to Year 2 the iPad apps, students' work and software updates are managed by the school.

In Year Three, as a part of each student's enrolment at Holy Spirit, they are assigned a CEWA Managed Apple ID and student CEWA email address and password. Whilst passwords can be changed by the ICT administrator, students will have the same email address if they change to another Catholic primary school or enrol at a Catholic high school. This email address provides students access to back up storage, Apple Suite apps, Seesaw and Microsoft 365 Suite which is provided by and managed by the school.

# Holy Spirit School Student/Parent Agreement for iPad Use

*Please read the following carefully with your child.*

## **I am aware of acceptable use of the iPad:**

- I will follow teachers' instructions
- I will ask my teacher first if I can use the iPad
- I will access only the information the teacher has agreed to
- I will handle all ICT equipment with care, ensuring food and drink are kept away from all devices
- I will immediately report any breakages and accidents that occur with devices
- I will always keep devices inside their cases
- I will practise being a positive digital citizen when online
- I will always ask for permission to film, record or take a photo of anyone
- I will only use Airdrop for tasks related to my learning or when requested by the teacher
- I will allow teachers to manage my device during class via the Classroom app and other managed programs/software

## **I am aware that unacceptable use that will not be tolerated:**

- Using ICT without permission or without supervision by a teacher
- Visiting any site that has not been approved by the teacher
- Using the internet to access offensive or inappropriate information
- Interfering with apps or files belonging to others
- Downloading anything without the teacher's permission
- Inappropriate use of social media, apps, websites or communication forums
- Using the iPad to be mean, rude or unkind to other people

Unacceptable use of the iPad may result in the iPad being confiscated and unavailable for use for a set period of time. Each case of unacceptable use will be unique and will be handled on a case-by-case basis. Parents will be notified.

Please detach this sheet and return to your child's class teacher.

## YEAR 3

**Student's Name** \_\_\_\_\_ **Class** \_\_\_\_\_ **2022**

### Student Agreement

I, \_\_\_\_\_ have read and discussed this agreement with my parent(s)/guardian(s), and accept the terms by which I shall use my iPad at Holy Spirit Catholic Primary School. I understand that if I am in breach of the Holy Spirit iPad Agreement, I may lose my iPad and technology resources privilege (in discussion with the school's Leadership Team).

### Parent Agreement

As the parent/guardian of \_\_\_\_\_, I give permission for my child to have access to a leased iPad while at Holy Spirit Catholic Primary School. I have read and discussed the terms of the agreement with my child and will support Holy Spirit in the implementation of this agreement. It is my responsibility to report and, where appropriate, remind my child of the commitment made to the school when signing this *iPad User Agreement Policy*.

### Online Learning

***Should online learning take place, please indicate if your child requires a device to be taken home and if you require a charger. Extra care needs to be taken with these iPads as they are not insured outside of the school. Also, it is \$48 to replace a lost charger. Your child must have a large pencil case for the device to go in to protect the iPad.***

- My child requires a device***
- My child requires a charger***
- I am aware the device is not insured outside of the school***
- My child has a large pencil case***

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_