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**1:1 STUDENT**  
**IPAD PROGRAM**  
**OUR COMMUNITY CREATING FUTURES**



1 to 1 Student iPad Program 2023

Participant's Agreement- Acceptable Use

COOMERA SPRINGS STATE SCHOOL

December 2023



Queensland Government



# Coomera Springs State School 1 to 1 Student iPad Program

## 1. Program Rationale

1.1 The BYOD 1 to 1 Digital Learning Program will provide opportunities for students to engage in relevant and inspiring learning experiences, as well as enabling our school vision because:

- I. 1 to 1 is a functional and accessible tool that allows for teachers and students to interact in and out of the classroom with a creative, engaging and flexible learning environment.
- II. A 1 to 1 program embraces the idea that technology continues to evolve. This program fosters the development of intrinsically motivated students to become creative problem solvers through the use of digital technologies.
- III. A 1 to 1 program allows students to access learning experiences in an alternative setting. It provides opportunities for enhanced collaboration with peers and teachers within and beyond the classroom.
- IV. A 1 to 1 program increases individual student access to a digital learning environment.

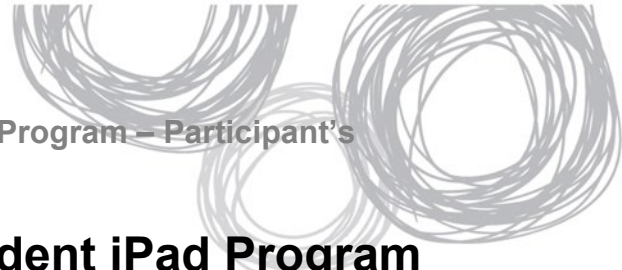
1.2 The selection process

All parents and caregivers are given numerous opportunities to access information about the 1 to 1 Student iPad Program. This is done through school information sessions, emails, newsletter articles, social media and through conversations with relevant stakeholders. Following this, a detailed Expression of Interest process is conducted.

1.3 In order to maintain the security of the network, support the Managed Operating Environments (MOE) and to ensure continuity of service to all students, departmental policy, *ICT-PR-004: Using the Department's Corporate ICT Network*, <http://education.qld.gov.au/strategic/eppr/ict/ictpr004/> advises schools to “ensure students do not connect solely privately owned devices to its corporate ICT network.

1.4 Other factors influencing this decision include:

- Continuity of service (repairing devices on-site within agreed time frames)
- Continuity of service (provision of “loan” devices as part of the repair process)
- Single operating platform which is upgraded on a whole school basis
- Nominated software loads which may vary for each level of student
- Automatic upgrades with additional software titles as part of the program
- Availability of spare parts and in-school service and advice



## Terms and conditions - 1 to 1 Student iPad Program

### 1. Principles

- 1.1 In accordance with the *Education (General Provisions) Act 2006*, the cost of providing instruction, administration and facilities for education of students enrolled at State schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.
- 1.2 The school offers the community two acceptable device purchasing options for parents to utilise in order to be included in the Coomera Springs State School 1 to 1 Student iPad Program.
  - I. The parent or caregiver enters into a private purchasing agreement with the school's selected iPad provider, CompNow. The school does not handle any payment.
  - II. The parent or caregiver enters into a private purchasing agreement with a provider of their choosing. The school does not handle any payment. To be included in the CSSS 1 to 1 Student iPad Program the device must meet the exact specifications communicated and published by the school.
  - III. If already in the program and the device is required to be replaced and is no longer under warranty and it is not viable to be repaired the new device is to meet the exact specifications of the current year's program specifications or the exact specifications of the device it is replacing.
- 1.3 All devices are to be enrolled in the school's device management program.
- 1.4 All devices are required to be at a factory set up level in order to enable enrolment into the school's device management software.
- 1.5 Device must be logged out of iCloud to enable enrolment into the school's device management solution.
- 1.6 All students are to engage with their device in accordance with the school's acceptable use agreement and the school rules.

### 2. Benefits of the scheme

- 1.3 The scheme ensures that students have an iPad for their education that can be safely connected to the Departmental network and saves the Parent/Caregiver time and money in sourcing the prescribed materials elsewhere.
- 1.4 The 1 to 1 Student iPad program is not used to raise funds for other purposes, and no monies collected by the school's selected iPad supplier are used to benefit the school.



### 3. Parties involved

- 1.1 This Agreement is between the State of Queensland acting through the Department of Education and Training [in particular via Coomera Springs State School (hereafter called “the School”) and \_\_\_\_\_(Parent/Caregiver) in relation to provision of iPad equipment to the Student. \_\_\_\_\_
- 1.2 The Student has been accepted into the School 1 to 1 Student iPad Program for the remainder of the agreement. The agreement is for a period of up to six years. For example, students entering the program in Year 1 at the beginning of 2019 will finish the agreement at the end of 2024. If a student enters at the beginning of Year 4 in 2019, then they would exit the program in 2021 at the completion of Year 6.
- 1.3 Due to the nature of class composition, the option to opt out of the program should only take place at the end of a school year for the following school year.

### 4. Equipment

- 1.1 The equipment, subject of this Agreement, consists of an Apple iPad 9<sup>th</sup> Gen (128G, 2021 Model) or iPad Pro 11” (256, 2018 Model), iPad Air 4<sup>th</sup> 10.9”, Kensington Wired Keyboard, Logitech Rugged folio case, , Apple Smart Keyboard, A/C charger, lightning cable and screen protector. ***These items are referred to through this Agreement collectively as the “iPad”.***
- 1.2 Each iPad will be:
  - protected by Education Queensland anti-virus tools and automated updates via the school’s Jamf Pro and Apple Cacheing server.
  - covered by warranty (Apple Care +) for the first 2 years (if purchased via Parent portal or purchased externally), beginning from the date of purchase. Service coverage includes:
    - able to be used at home and at school for student learning
    - managed by school network resources (Jamf Pro)
    - able to be managed at home via personal iTunes account (no school support provided for home management).
- 1.3 At the end of the provision period, the iPad will be removed from the school network. At this time, the iPads will have all licensed applications and data removed and be restored to original factory state



**5. iPad specifications- Purchased via Parent Portal**

Brand and model	<p>“Super Basic Bundle”: iPad 9<sup>th</sup> Gen 10.2” (2021 Model)</p>
<p>Specifications</p>	<p><b>64 GB, Wi-Fi Only Model</b>                  Display Size: 10.2 inch                  Resolution: 2160x1620, 264 PPI                  Screen - Retina Display                  Processor Model: A13 chip (64-bit) &amp; Neural Engine                  Rear Camera (MP – Megapixels): 8.0                  Front Camera (MP): 1.2                  Bluetooth: v4.2                  Headphone input: 3.5mm Audio                  Speakers: 2                  Microphones: 1                  Battery Life- Up to 10 Hours of surfing the web on Wi- Fi, watching video or listening to music                  Wi-Fi Specifications: Wi-Fi (802.11a/b/g/n/ac); Dual Band (2.4GHz and 5GHz)                  Weight: 490grams                  Video Recording: 1080p HD video recording (30 fps – frames per second)</p>
<p>Installed software</p>	<p>iOS 15.0 or later (at time of delivery)</p> <p>(Note: Certain apps are licensed to the School distributed by the School iPad Management System (JAMF Pro – MDM). School licenced Apps will be removed from the student iPad at the end of the Program.)</p>
<p>Warranty / support</p>	<p>AppleCare+ (2 year warranty cover) – two (2) instances of Accidental Damage cover charged at \$65 for complete iPad replacement / <u>Optional additional insurance</u> (3yrs+ CompNow Tablet Cover Insurance- includes theft, accidental damage, warranty)</p>
<p>iPad Cover Cases Options (via other bundles)</p>	<ul style="list-style-type: none"> <li>- <i>STM Dux Shell Duo+Kensington Wired Keyboard</i></li> <li>- <i>Logitech Rugged Folio Protective case with integrated keyboard</i></li> <li>- <i>STM Dux Shell Duo+Apple Smart Keyboard</i></li> </ul>
<p>Other Extra’s</p>	<p>Apple Pencil, Apple Pencil 2, Logitech Crayon, BuddyPhone Discovery Blue Headphones</p>

Brand and Model	Bundle Option 2: iPad Pro 11” (2018 model)
	<p>Processor Model: A12Z Bionic chip (64-bit) &amp; M12 coprocessor                      Rear Camera (MP – Megapixels): 12.0                      Front Camera (MP): 7.0                      Bluetooth: v4.2                      Audio Speakers: 4 (2 bottom + 2 top)                      Microphones: Dual (2)                      Battery Life – Up to 10 Hours of surfing the web on Wi-Fi, watching video or listening to music                      Wi-Fi Specifications: Wi-Fi (802.11a/b/g/n/ac); Dual Band (2.4GHz and 5GHz)                      Video Recording:</p> <p>4K (UHD) video recording at 60 fps (frames per second)                      1080p HD video recording at 30 fps or 60 fps                      720p HD video recording at 30 fps</p>
Installed software	<p>iOS 13.0 or later (at time of delivery)</p> <p>(Note: Certain apps are licensed to the School distributed by the School iPad Management System (JAMF Pro – MDM). School licenced Apps will be removed from the student iPad at the end of the Program.)</p>
Warranty / support	<p>AppleCare+ (2 year warranty cover) – two (2) instances of Accidental Damage cover charged at \$65 for complete iPad replacement / <u>Optional additional insurance</u> (3yrs+ CompNow Tablet Cover Insurance- includes theft, accidental damage, warranty)</p>
iPad Cover Cases	<p><b><u>FAMILIES TO SOURCE OWN CASE</u></b></p>
Other Extra's	<p>Apple Pencil, Apple Pencil 2, Logitech Crayon, BuddyPhone                      Discovery Blue Headhpones</p>



**Part A: Terms and Conditions - 1 to 1 Student iPad Program – Participant’s agreement**

<b>Brand and Model</b>	<b>Bundle Option 3: iPad Air 10.9” (2020 model)</b>
<b>Specifications</b>	<p>256GB Wi-Fi Only Model                      Display Size: 10.9inch Resolution: 2388x1668 at 264ppi Screen – Retina Display                      Processor Model: A12Z Bionic chip (64-bit) &amp; M12 coprocessor                      Rear Camera (MP – Megapixels): 12.0 Front Camera (MP): 7.0                      Bluetooth: v4.2                      Audio Speakers: 4 (2 bottom + 2 top)                      Microphones: Dual (2)                      Battery Life – Up to 10 Hours of surfing the web on Wi- Fi, watching video or listening to music                      Wi-Fi Specifications: Wi-Fi (802.11a/b/g/n/ac); Dual Band (2.4GHz and 5GHz)                      Video Recording:                       4K (UHD) video recording at 60 fps (frames per second) 1080p HD video recording at 30 fps or 60 fps                      720p HD video recording at 30 fps</p>
<b>Installed software</b>	<p>iOS 13.0 or later (at time of delivery)</p> <p>(Note: Certain apps are licensed to the School distributed by the School iPad Management System (JAMF Pro – MDM). School licenced Apps will be removed from the student iPad at the end of the Program.)</p>
<b>Warranty / support</b>	<p>AppleCare+ (2 year warranty cover) – two (2) instances of Accidental Damage cover charged at \$65 for complete iPad replacement / Optional additional insurance (3yrs+ CompNow Tablet Cover Insurance- includes theft, accidental damage, warranty)</p>
<b>iPad Cover Cases</b>	<p>STM Dux Duo+Apple Smart Keyboard</p>
<b>Other Extra’s</b>	<p>Apple Pencil, Apple Pencil 2, Logitech Crayon, BuddyPhone Discovery Blue Headhpones</p>

**Parents/families who choose to purchase from another agent must ensure devices purchased meet the specification outlined in one of the above options in order to be enrolled in Coomera Springs State School 1:1 Student iPad Program.**

**Devices that do not meet the exact specifications will not be included.**



## 6. Rights and obligations

- 1.1 The student has the right to use the iPad only in accordance with this Agreement and the school rules.
- 1.2 The parent/caregiver must comply with the Agreement and ensure that the student complies with the *iPad Rules for Students* in relation to use of the iPad at the school and outside the school (e.g. at home).
- 1.3 To the extent that the *iPad Rules for Students* can apply to the parent/caregiver, the parent/caregiver must comply with the rules.
- 1.4 The parent/caregiver must also comply with their respective obligations under the *School's Student Network / Internet Access Agreement* and the *School's Internet Usage Policy*.





## 7. Period of participation

- 1.1 The parent/caregiver permits the school to provision the iPad with the necessary software needed to operate within the school's network prior to connection.
- 1.2 The parent/caregiver acknowledges that the content added within the school-provisioned applications will be deleted at the end of the term known as the agreement.
- 1.3 The provision may be ended earlier, at the school's absolute discretion, if:
  - the student is no longer enrolled with the school;
  - the student is excluded from the school;
  - if, in the opinion of the School, the student is not meeting the school's behaviour and educational requirements, including absenteeism, without appropriate justification;
  - the parent/caregiver fails to comply with this Agreement or the Student Network / Internet Access Agreement and the School Internet Usage Policy; or
  - the student fails to comply with the attached *iPad Rules for Students* or the School's Student Network / Internet Access Agreement and the School's Internet Usage Policy.

## 8. Status of iPad

- 1.1 The iPad being provided to the student is new, and will not have been used before other than the initial provisioning.
- 1.2 Students will be responsible for the iPad at all times during school hours. At such times when the student may need to leave the iPad (during morning tea/lunch breaks or teacher-directed activities such as sport), the school will aim to provide a secure location for their storage.
- 1.3 The School may require the return of the iPad for any reason, for example, to upgrade software, to inspect hardware or software's operational performance, if there is suspected misuse of the iPad and to verify that it is being used in accordance with this Agreement and the iPad Rules for Students.

## 9. Fee for provision of iPad

- 1.4 In the event of loss or damage to, or caused by, the iPad, see Clause 14 Loss or Damage.

## 10. Connection to the internet

- 1.1 At school, the carriage service and connectivity to the internet is governed by the *School's Student Network / Internet Access Agreement and the School's Internet Usage Policy* and the Responsible Behaviour Plan. The School reminds the parent/caregiver of their obligations under this agreement.

## Part A: Terms and Conditions - 1 to 1 Student iPad Program – Participant's agreement

- 1.2 The department provides a web filtering system to protect schools from malicious web activity and inappropriate websites. Students' Internet browsing on departmental owned iPads is filtered at school and at home.
- 1.3 No web filtering system can be 100% effective and students and/or parents should notify the school as soon as possible if an unsuitable website is accessible when using the iPad so that the school can take appropriate action.
- 1.4 If Internet access at home occurs through private internet providers and is unfiltered, it is the parent/caregiver's responsibility to monitor student Internet usage. The School accepts no responsibility for consequences of internet access outside the school.

### 11. Improper use

- 1.1 The parent/caregiver must ensure that the iPad is not tampered with in order to connect to internet services outside the school and that the iPad is not used:
  - for any illegal, pornographic, fraudulent or defamatory purposes;
  - for bulk transmission of unsolicited electronic mail;
  - to send or cause to be sent any computer worms, viruses or other similar programs;
  - to menace or harass another person (or used in a way that would be regarded by a reasonable person to be offensive);
  - to transmit any harassing, obscene, indecent, offensive, or threatening material or emails;
  - to reproduce, distribute, transmit, publish, copy or exploit any material that constitutes an infringement of any intellectual property rights (such as copyright) of a third party; or
  - used in a manner which breaches school rules;
  - in a way that violates any laws, such as privacy laws.

### 12. Software

- 1.1 The software loaded on the iPad by the school is licensed to the Department of Education and Training or the School. The parent/caregiver must ensure that the software is not copied, deleted or transferred, for any reason at all, without prior written consent from the School. Unauthorised use may breach copyright laws and the Parent/Caregiver may be held liable for any damages incurred.
- 1.2 Students have the right to install additional software onto their iPad from an iTunes account created by the parent/caregiver. It is the parent/caregiver's responsibility for any additional content placed on to the device. Student's installing BETA iOS builds may be required to have their iPads wiped and restored due to incompatibilities with the school's iPad management system and Wireless network.
- 1.3 In the event that the iPad reaches its capacity as a result of privately added content, the school may ask the parent/caregiver to remove the additional content to allow school determined applications be installed instead.

## Part A: Terms and Conditions - 1 to 1 Student iPad Program – Participant's agreement

- 1.4 The school is not responsible for restoring any programs, music, pictures or other data which may have been installed by the student. Students are responsible for backing up any work or installed software on the iPads.
- 1.5 In addition, at the conclusion of this agreement, all school installed software and data will be removed and the iPad restored to its original manufacturer's state.

### 13. Repair and maintenance

- 1.1 A manufacturer's warranty will apply to the iPad for some of the period of the provision.
- 1.2 Students must not "personalise" their iPads in any way by using felt pens, stickers or other marks. iPads will be identified as belonging to a particular student in a manner determined by the school. Such identification is not to be tampered with. Parent/caregivers acknowledges that engraving or labelling the surface of the device may void its warranty.
- 1.3 The Student and Parent/Caregiver will contact the school before carrying out any repair or maintenance work on the iPad.
- 1.4 Should the iPad require repairs or maintenance, a replacement iPad may be made available while the device is being repaired, if available.

### 14. Loss or damage

- 1.1 While the school takes all reasonable measures to protect and keep all devices safe, the school will not be held accountable for any loss, damage or theft of an iPad or device.
- 1.2 The school Administration Office shall be notified immediately of the loss or negligent damage to, or caused by, any issued item.
- 1.3 Where an issued item is lost or negligently damaged, parents/caregivers are responsible for the arrangement of the replacement of the device and/or lodgement of insurance claims. The school can assist with lodging the claim if an issue is communicated to the student's teacher (i.e a cracked screen and the parent want's to proceed with an AppleCare claim).
- 1.4 The parent/caregiver and student must use their best endeavours to ensure that the iPad is kept in good condition, and that it is not damaged, lost or stolen. It is the obligation of the parent/caregiver to ensure the iPad in a safe place when it is taken off the school's site.
- 1.5 The parent/caregiver must immediately notify the school if the iPad is damaged, lost or stolen.
- 1.6 If the iPad is stolen, the parent/caregiver must report this to the Police as soon as possible. The parent/caregiver must obtain from Queensland Police a Crime Number and the name of the investigating officer.



**15. Consequences**

- 1.7 All iPads provided for temporary use by the program remain the property of the Department and shall be returned upon the new iPad being procured by the parent.
- 1.8 Where a temporary school iPad is not returned, the parent/caregiver will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the parent/caregiver.
- 1.9 Failure to comply with this Agreement may result in the school ending the Agreement including automatic loss of the iPad or suspension of use for a period of time.
- 1.9 Breaches of the iPad rules will be handled in accordance with the school’s Responsible Behaviour Plan.

**16. Acceptance of agreement**

- 1.1 By completing and signing the 1:1 Student iPad Program Participation Agreement form the parent / caregiver is acknowledging they understand and accept the Terms and Conditions of this agreement.

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

Name of Parent/Caregiver: \_\_\_\_\_

Signature of Parent/Caregiver: \_\_\_\_\_

Date: \_\_\_\_\_



## iPad Rules for Students

1. The iPad is only to be used at school in the manner in which instructed by the teacher/school.
2. You can use the iPad for your own educational purposes, both at home and at school. The iPad may be used for limited personal use but not for commercial purposes (e.g. you cannot use the iPad for a part-time job).
3. If you do not comply with these *iPad Rules for Students*, you will meet a member of administration and may not be permitted to use the iPad whilst at school. There may be other disciplinary consequences under your School's Responsible Behaviour Plan for Students as outlined in *SMS-PR-021: Safe, Supportive and Disciplined School Environment* <http://education.qld.gov.au/strategic/epr/students/smspr021/>
4. The *School's Student Network / Internet Access Agreement* and *Internet Usage Policy* also apply to your use of the network / internet when you are accessing the internet using the iPad. You are reminded of your obligations under that agreement and policy.
5. You must not allow anyone else to use the iPad for their own purposes. You must not tell anyone else your account name and password outside of your parents/caregivers or teacher.
6. You accept responsibility for the security and care of the iPad.
7. You are responsible for backing-up all necessary data. The School is not responsible for any data loss. Therefore please ensure all your school work and important documents are backed up onto the school network drive, known as 'WebDav' – W Drive or other classroom apps such as 'Showbie'.
8. The app software loaded on the iPad is procured by the School. You must ensure that the software is not deleted for any reason at all.
9. You may upload/download onto the iPad music, images, video and other data files provided you have a licence or ownership for such files. Any personal data files stored on the iPad are not to be uploaded to school server(s) or storage solutions.

## Part B: iPad Rules for Students - 1 to 1 Student iPad Program – Participants' Agreement

10. You are responsible for the security of the iPad. When not in use, it is to be stored in its carry case and kept with you; or, if available, in secure storage for activities as directed by a teacher or during morning tea and lunch breaks.
11. Images or sound captured by personal technology devices on the school premises or elsewhere must not be disseminated to others using the iPad, for the purpose of causing embarrassment to individuals or the School for the purpose of bullying or harassment, or where without such intent a reasonable person would conclude that such outcomes may occur. The School has the right to invoke appropriate disciplinary processes to deal with such behaviour by a student.
12. You must not intentionally use the iPad or internet services to which it may be connected:
  - for any illegal, pornographic, fraudulent or defamatory purposes;
  - for bulk transmission of unsolicited electronic mail;
  - to send or cause to be sent any computer worms, viruses or other similar programs;
  - to menace or harass another person (or use in a way that would be regarded by a reasonable person to be offensive);
  - to transmit any harassing, obscene, indecent, offensive, or threatening material or emails;
  - to reproduce, distribute, transmit, publish, copy or exploit any material that constitutes an infringement of any intellectual property rights (such as copyright) of a third party; or
  - in a way that violates any laws, such as privacy laws.
13. In particular you must not use the iPad (or any internet services to which it may be connected) to bully, harass or be unkind to other persons.

**For more information** about the Program and the iPad Rules for Students, contact:

Mr Chris McMillan, Principal  
Coomera Springs State School  
[cmcmi7@eq.edu.au](mailto:cmcmi7@eq.edu.au)



## Part B: iPad Rules for Students - 1 to 1 Student iPad Program – Participants' Agreement



### Student Participation Agreement

I have read the *iPad Rules for Students* in this agreement.

I will keep my log-in details and password confidential. I understand that network audit logs contain information on the user logging in, the iPad which is attempting to log in and various other parameters. This information can, and will, be used to track user access and usage.

I acknowledge my responsibility to use the iPad in accordance with these rules and understand the consequences should I fail to abide by these rules. These will be in accordance with the School's Responsible Behaviour Plan.

Student component signed after 1:1 Student iPad Induction Session is completed.

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

2023 Year Level: \_\_\_\_\_

**Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

Parent / Caregiver:

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

**Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

**and**

School Principal (or Delegate), on behalf of Coomera Springs State School:

Name: Gabrielle Raffin

Position: Deputy Principal

**Signature:** \_\_\_\_\_

Date: / /2023



## Use and care of the iPad

### Usage

- Avoid dropping or bumping the device.
- Don't place the device in areas that may get very hot.
- Don't get technology devices wet, even though they will dry and appear to operate normally, the circuitry could slowly corrode and pose a safety hazard.
- Follow all instructions given by staff.
- Login correctly and logoff when finished.
- Always package, carry and store technology devices in appropriate and secure carry cases for transporting.
- Personalise technology devices with methods approved by the school, to ensure students do not get the devices mixed-up.
- Don't place objects on top of your iPad.
- Avoid exposing your iPad to direct sunlight or sources of heat such as desk lamps; dust, dirt, rain, liquids or moisture; heavy shock or vibration

### Handling your iPad

- You still need to be careful with your iPad while it is in the bag. Do not drop the bag from your shoulder. Always place the iPad bag gently down.
- Be careful when putting the iPad in the car that no other items are on top of it and nothing will roll onto the iPad case.

### Packing away your iPad

- Do not wrap the cord too tightly around the power adapter or the cord will become damaged.

### Care of iPad case

- The case should be fully closed before being carried

### iPad Display

- iPad displays are not indestructible. Do not excessively poke, prod, push or slam. Do not slam the case cover closed.
- To clean your iPad display:
  - Switch off your iPad.
  - Rub with micro-fibre cloth
  - Avoid applying excessive pressure to the screen.

### AC adapter

- Connect your adapter only to your iPad.
- Do not step on your power cord or place heavy objects on top of it. Keep your cord away from heavy traffic areas.
- When unplugging the power cord, pull on the plug itself, rather than the cord.
- Do not wrap your cord tightly around the adapter.

### **Bluetooth Keyboard**

- Gently brush your keyboard with a clean soft bristled paint brush or similar to remove dirt.
- If any key tops are missing or keys are in a damaged state please notify your teacher and they will seek the appropriate advice.

### **Case cleaning**

- Wipe with a dampened non-abrasive cloth. Do not spray any cleaners directly on to the casing.
- Gently rub your iPad casing with the moistened cloth to remove any dirty marks.

### **Security**

- Report any technology device fault or suspected virus activity to the nearest staff member.
- Make regular backups of your saved work.
- Keep your login and password confidential.
- Don't tamper either physically or electronically with either hardware or software settings.
- Don't attempt or undertake any malicious behaviour towards the School's ICT resources.
- Don't attempt to make unauthorised access to ICT resources or entities.
- Don't have food or drink near the technology device.
- A good idea is to attach a fairly large name tag in a bright colour to the case or bag so it is easy to identify.

### **Software**

- Don't copy any software from the school's ICT network or system.
- All technology equipment should only have operating systems loaded that are compliant with departmental standards.
- Always adhere to licensing and copying agreements.
- Never use technology devices to engage in illegal activity, including violation of copyright or other contracts.

### **Batteries**

- Have fully charged battery/batteries at the start of each school day. All charging should be undertaken at home, as the school will not have the infrastructure or resources available to charge batteries for every student.
- Don't crush, puncture or put a high degree of pressure on the back of the iPad as this can cause an internal short-circuit, resulting in overheating.
- Don't get your iPad wet, even though it will dry and appear to operate normally, the circuitry could slowly corrode and pose a safety hazard.
- Follow battery usage, storage and charging guidelines found in the iPad's user guide.

### **Wet weather**

- Particular care needs to be taken during wet weather, whether at school or while travelling to/from school or at home.
  - Never drop your bag into a puddle, leave it out in the rain or where water might run, or have it otherwise unprotected from rain – if your school bag gets wet, your iPad might also.
-

**Part C: Use and Care of the iPad - 1 to 1 Student iPad Program – Participants’ Agreement**



1. I understand it is recommended that I bring my device to school each day
2. I understand that the school will not be responsible for any damage or theft of the device
3. I understand that I am responsible for the device at all times and will pay associated costs to have the laptop repaired should it be damaged.
4. I will ensure the device is charged at the beginning of each school day.
5. I will leave the charger at home unless directed to under special circumstances.
6. I will report faults and issues to school as first point of contact.
7. I authorise the school to liaise on my behalf to organize the repair with the vendor
8. Whilst at school I will only use the laptop to support my school-learning program
9. I permit the school to remove Data and Software from the device without parental consultation.
10. I am responsible to ensure important data is backed up regularly to an external source
11. Whilst at school I will only use websites at school that support my learning activities.
12. I will be cyber safe and cyber smart when using the internet
13. I will not share username or password with anyone unless requested to by an authorized member of the schools staff.
14. I will use the device lawfully and in accordance with the school’s ICT Agreement and Responsible Behaviour Plan.
15. I understand that if the above conditions are not followed, I may be excluded from the 1:1 Student iPad Program at Coomera Springs State School.

**Acceptance**

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**Name of Student**.....

**Name of Parent**.....

**Parent Signature**.....

**Date**.....