MacKillop Catholic College

iPad Use Agreement

1. INTRODUCTION

MacKillop Catholic College is committed to achieving positive change and learning outcomes through the introduction and implementation of an iPad program. The iPads will be purchased by parents/guardians for their son/daughter for use by that individual for personalised learning.

This agreement contains details of the repayment schedule, and terms and conditions of the College initially financing the iPad purchase. This iPad agreement also describes the conditions for acceptable use of ICT at the College for the iPad program beginning in 2012. Students and parents/guardians are asked to read and in signing this agreement they acknowledge acceptance of the repayment plan and terms by which this technology is to be used.

2. REPAYMENT SCHEDULE

To reduce the financial burden on parents/guardians the College will purchase the iPads initially. Parents/guardians will be able to repay the cost using the same methods as the payment of fees. The repayment arrangements are detailed in Attachment A.

3. ACCEPTABLE USES

Student must:

3.1 Respect the aims of the College iPad program by:

- bringing a charged iPad to school every day;
- using ICT equipment and resources for educational purposes only under supervision;
- leaving the iPad charger at home in a safe place.

3.2 Respect others by:

- following the same standards of behaviour online as in real life;
- observing copyright rules by respecting the information, ideas and artistic works of others;
• acknowledging the author or publisher of information from the Internet and not claiming the work as their own;
• using the iPad in a responsible manner.
• complying with the “covers closed” request from teachers.

3.3 *Keep safe online by:*

• maintaining security of passwords, personal details and work;
• requesting and receiving teacher permission before publishing any personal information, photos or video online.

4. **UNACCEPTABLE USES**

Some uses of ICT are considered unacceptable:

4.1 *Jeopardise personal safety by*

• sending or posting detailed personal information, images or audio about themselves or other people.

4.2 *Engage in illegal activities such as*

• making deliberate attempts to destroy data by hacking, the spreading of computer viruses or any other means;
• threatening the personal safety of others, and
• participating in credit card fraud, electronic forgery or other forms of illegal behaviour.

4.3 *Be involved with “Jail Breaking” by:*

• removing the limitations imposed by Apple on the iPad;
• linking a jail broken iPad to the College network.

Any attempt to “jail break” the iPad is in direct breach of this Agreement.

4.4 *Compromise Network security by:*

• attempting to gain access to any computer system or service to which they do not have authorised access. This includes attempting to log in through another person's account or accessing another person's files or emails;
• bypassing the MacKillop Catholic College web filter through a web proxy;
• posting information that, if acted upon, could cause damage to or disrupt the network;
• committing acts of vandalism;
• installing or using software intended for College based educational purposes which is not licensed or approved by the College;
• attaching outside data disks or external attachments while connected to the College network without prior approval from the College.

4.5 Display disrespect for other people’s privacy by:

• re-posting a message that was sent to them privately, without the permission of the person who sent the message;
• taking or distributing photos, sound or video recordings of people, including background figures and voices, without their permission.

4.6 Display disrespect for others by:

• making deliberate attempts to disrupt other people’s use of ICT;
• using obscene, profane, rude, threatening, sexist, racist, disrespectful or inappropriate language;
• making personal attacks on someone;
• harassing another person. If someone tells them to stop sending messages, they must comply with that request.

4.7 Attempt plagiarism and breach of copyright by:

• cutting and pasting works found on the Internet and claiming ownership of those works;
• using material from the Internet in a manner which is a breach of copyright laws, and
• accessing or using material from the Internet which relates to assignment cheating.

4.8 Access inappropriate material that is:

• profane or obscene (pornography);
• advocates illegal acts, and
• advocates violence or discrimination towards other people.

4.9 Play games in class unless:

• under specific instruction from a College staff member, Only educational games, which in no way contradict our mission as a Catholic College, may be used.
4.10 *Invoke Chat Rooms and Messaging unless*

- under specific instruction from a College staff member.

4.11 *Use iPad for financial gain by:*

- using the College’s Internet/email accounts for financial or commercial gain or associated activity.

5. **NOTIFICATION**

Students must:

- disclose to their Home Room teacher or Year Level Co-ordinator any messages they receive that are inappropriate or disturb them;
- notify their Year Level Co-ordinator if they identify a possible security problem.

6. **COLLEGE RIGHTS AND CONSEQUENCES OF IMPROPER USE**

While the iPad is connected to the College network, the College reserves the right to view or scan any file or software stored on the iPad or passing through the network, and will do so periodically. The College has a right of access to the contents of stored computing information at any time for any purpose which it has a legitimate need to know. Signatory to this Agreement with the College accepts the College’s rights. No files will be deemed private and confidential by students or parents.

Whilst attached to the network, the College will filter and monitor email, web traffic and content accessed by students to ensure appropriate usage. Any breach will be recorded and the student may be subject to the following consequences:

- warning
- detention or suspension
- informing parents/guardians
- incurring the cost of replacement of equipment
- legal action.

7. **USER APPLICATIONS**

Each student will be provided with the required educational applications (apps) for use in the classroom through a bulk purchasing program to be organised by the College.

Students will be expected to have a separate ‘gmail’ email account which will give them access to a separate College Apple iTunes account. This account will only be used for appropriate educational material (eg. apps, photos,
movies etc). Parents will be responsible for setting up and monitoring this separate iTunes account.

8. **FAULT, DAMAGE or LOSS**

Any fault, damage or loss of an iPad is to be reported immediately to the College office. The College will confirm whether the fault or damage is a potential warranty claim. **Note: Warranty does not cover physical damage to the device.** The student will be required to complete a report detailing the circumstances around any damage or loss of the device.

In the event that the iPad has been lost, stolen or damaged, the family will be liable for the full cost of replacing the device. In such instances the family will be advised immediately.

If it is ascertained that the damage or loss is a result of the actions of another student, then both students will be required to meet with their Year Level Co-ordinator. The offending student’s family will become liable for the replacement value of the device. Replacement devices will be ordered through the College’s preferred supplier. A separate invoice will be raised to cover the full replacement cost of the iPad and the family will be required to make payment of this within 14 days of the loss/damage of the device.

9. **LIABILITY**

The College will not be liable for any loss or damage as a result of use of the iPad. The content of this Agreement can be changed at the College’s discretion at any time with written notification for parent consent, as experience of the iPad program unfolds.

10. **INSURANCE**

The College has opted not to insure the iPads due to the premium cost and associated excess. Insurance premiums and associated claim excesses will be at the expense of the family.

11. **SECURITY (to be read in conjunction with point 8)**

Students must ensure the safety of their iPad at all times. They must:

- leave their assigned iPad secured in their lockers, secured by an appropriate lock, when not using it in class;
- always protect their iPad with an appropriate cover;
- not leave their school bags unattended when they are transporting the iPad to and from the College;
- leave their iPad secured in their locker whilst off campus (school excursions, sports activities, etc);
- not swap their iPad with another student or any other person. Parents will be responsible for the full payment of the device should the iPad be
lost or damaged. If an iPad has been stolen or lost, parents/guardians must file a police report and bring a copy of the report to the College;

- not leave their iPad in unsupervised areas. Unsupervised areas include, but are not limited to, the College grounds and campus, computer lab, library, unlocked classrooms, toilets and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the College Office;

- not leave their iPad in an unsecured motor vehicle, and

- not use their iPad in an unsafe or dangerous manner.

Should the iPad be stolen as a result of or failure of any of the above, it will be the responsibility of the parent/guardian to pay for a replacement in accordance with point 8 of this Agreement

12. WITHDRAWING A STUDENT FROM THE COLLEGE

If a student is withdrawn from the College the parent/guardian signing the agreement will be responsible for paying the outstanding balance of the iPad purchase or if unable to pay will return the iPad to the College with some entitlement to the partial percentage of re-imbursement.

13. AGREEMENT

This Agreement is to be signed and then submitted on or before the day that the iPad is collected from the College. Your son/daughter will not have access to an iPad until this Agreement has been signed and submitted.

GLOSSARY:

**Personal Information:**
Personal contact information includes home address, telephone or mobile number, school address, work address, email addresses, etc.

**Jail breaking**
Jail breaking is the process of removing the limitations imposed by Apple on the iPad

**Vandalism**
any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components

**Plagiarism**
Plagiarism is taking the work of others and presenting it as if it were your own.
Messaging Services use the iPad to access chat rooms or messaging services (MSN Messenger, ICQ, AIM, IMO, etc) in the classroom.

By signing this Agreement I acknowledge that I have sighted and understood the requirements of the MacKillop Catholic College iPad Use Policy.

Please sign this copy of the Agreement and return it to the College
Student

I understand and will abide by the terms and conditions specified in this iPad Use Agreement. I further understand that any breach of the Agreement may constitute a criminal offence. Should I commit any breach, my access privileges may be suspended and disciplinary and/or legal action may be taken.

Student full name: ______________________________________________________

Signature: ___________________________ Date _________________

Parent/Guardian

As the parent/guardian of the student listed above, I have read and understand my/our responsibility in the College granting my child access to an iPad via the College’s iPad Use Agreement. I understand that the iPad is primarily for use of the student for educational purposes. I support the College measures in ensuring the safe and appropriate use of this technology.

Parent/Guardian 1 full name: __________________________________________

Signature: ___________________________ Date _________________

Parent/Guardian 2 full name: __________________________________________

Signature: ___________________________ Date _________________

Witness

I hereby confirm that the above signatures are those of the nominated parties and this iPad Use Agreement was signed in my presence.

Witness full name: _________________________________________________

Signature: ___________________________ Date: __________

Signed and sighted on behalf of the College: ____________________________

Date: __________
ANNUAL IPAD REPAYMENT ARRANGEMENTS
TOTAL IPAD COST TO BE REPAYED BY 31ST DECEMBER 2014
TOTAL COST = $408

Please place a “☑” in the box located at the right of your nominated PAYMENT FREQUENCY

<table>
<thead>
<tr>
<th>Purchased in full</th>
<th>Annually in 2013 and 2014</th>
<th>Monthly x 9 in 2013 and x 9 in 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>$408 paid in full within 28 days of issue of invoice in mid to late March.</td>
<td>$204 Paid in full within 28 days of issue of invoice in mid to late March.</td>
<td>Paid in equal installments of $22.67 by the end of each month from March to November in 2013 and 2014.</td>
</tr>
</tbody>
</table>

Please place a “☑” in the box located at the right of your nominated PAYMENT METHOD

<table>
<thead>
<tr>
<th>Scheduled Direct Debit - Including Annual Payments (Cheque or Savings A/c's)</th>
<th>Scheduled EFTPOS – Including Annual Payments (Mastercard or Visa)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>A “Direct Debit Request” form is attached for your convenience and must be completed and returned with this form by Friday 15 February 2013. Payments will be processed on the 20th of the month from March to November in 2013 and 2014. On occasions where a scheduled payment falls due on a weekend or public holiday, it will be processed on the prior business day.</td>
<td>Payments will be processed on the 20th of the month from March to November in 2013 and 2014. On occasions where a scheduled payment falls due on a weekend, public holiday or during a school break, it will be processed on the following business day, or as soon as possible thereafter.</td>
</tr>
</tbody>
</table>

Cardholder’s Name: ____________________________  Amount : $ _____________
Card No: _______ / _______ / _______ / ________ Expiry date: _______ / _______
Cardholder’s Signature: ______________________________________________

RETURN FORM TO THE COLLEGE OFFICE