



## Student and Parent iPad Agreement – Wave 4

### Introduction:

Pleckgate High School is committed to providing every student with a loaned iPad device upon entry at the school. The intention is to improve the standard of teaching and learning in the classroom by embracing and utilising up to date technology. The period of the loan is at the discretion of the school, and the loan period can be terminated at the discretion of the school. This scheme will be controlled by the Deputy Head in charge of E-Learning.

### 1. Terms of Loan

1.1 Pleckgate High School will issue an iPad to all students upon compliance with the following:

- Completion of Parent *iPad Intro* Training Session
- Completion of Acceptable Use Policy
- Submission of signed Student/Parent iPad Agreement

Legal title to the property (iPad) is with Pleckgate High School. The school allows the student to loan the iPad subject to full and complete compliance with the following school policies:

- Acceptable Use Policy
- Other Guidelines as outlined in the Student/Parent Handbook.

The school reserves the right to terminate the loan period at its discretion.

1.2 Students may be subject to loss of privilege, disciplinary action, and legal action for using the iPad in violation of policies and guidelines as outlined in the Student/Parent iPad Agreement as well as Acceptable Use Policy and Parent/Student Handbook. The students' guardian will be responsible for the cost of repair/replacement in the event of damage (to the iPad loaned to the student) due to inappropriate use, intentional, accidental or negligent damage. It is at the school's discretion to decide if a charge is to be made for such damage. See note 2.4.

1.3. A student's loan of the iPad terminates no later than the last day of final exams, unless there is a reason for earlier termination determined by the school.

## **2. Damage, Loss, or Theft**

2.1 The student or parent/carer is required to immediately notify the school office and file a police report in all cases of stolen or lost iPads. After filing the police report, the student or parent/carer shall notify the school and submit a copy of the police report. Failure to report stolen or lost property within 28 days of loss will result in a charge for the cost of the replacement device to the school. The school will only replace the stolen or lost iPad once for the student assuming they have completed the appropriate paperwork. If the replaced iPad is lost or stolen, the school reserves the right not to issue another iPad to the student. Or if a new iPad is issued, the school reserves the right to keep the iPad in school.

2.2 Pleckgate High School iPads contain Selecta DNA software that will be activated to track down the iPad in case of loss or theft.

2.3 Parents/carers are requested to make a contribution of £30 as a one-off payment to cover accidental damage to the iPad, cost of cases and chargers. The IT Technicians in school will repair damage to the iPads such as cracked screens. The insurance payment is non-refundable and must be paid before the iPad is issued to the student.

2.4 If it is deemed that the damage has been sustained through accident or negligence then the child will be asked to fill out a damage form. For all accidental or negligent damages, the parent/carer will be invoiced for the full cost of repair. This repair will only take place if the iPad is in a state where it is economically viable to do so. If the iPad is unable to be repaired or it is not economically viable to make the repair then the parent/carer will be charged for the cost of a replacement device.

2.5 If the IT Technicians deem the iPad to be damaged through natural wear and tear or through failure not due to accident or negligence, then it will be repaired by the school without charge to the parent/carer. Cosmetic wear and tear such as scratches and minor damage to the iPad will not normally be repaired providing that the function of the iPad is not significantly affected.

## **3. Repossession**

Pleckgate High School reserves the right to repossess the iPad at any time if the student does not fully comply with all terms of this agreement.

Towards the end of each Summer Term all student iPads will be collected in for essential maintenance work. Students and Parents must comply with this request. Students will receive their own iPad back after the summer break as soon as is operationally possible in school. Failure to return an iPad by the end of the Summer Term will incur a charge of replacing the device.

## **4. Appropriation**

Failure to return the property (iPad, power cable, charger, and iPad case) in a timely manner and/or the continued use of it for nonrelated school purposes will result in disciplinary sanctions to the pupil and/ or charges to the parent/carer.

## **5. Modification to the Programme**

Pleckgate High School reserves the right at its discretion to modify the terms and conditions of this contract.

5.1 In October 2020 Pleckgate High School purchased a new year group of iPad 10.2 (2020 8<sup>th</sup> generation model) 32GB models. These iPads have been purchased specifically to support current Year 8 students.

5.2 The issuing of these new iPads will hereby be referred to as “Wave 4”.

5.3 Current Year 8 students are required to return their current iPad lent under the original agreement. At this point the original agreement document will end. Upon completion of parental signature of this updated Wave 4 agreement and contribution of £30 the school will issue a new model iPad to the student. The Wave 4 agreement document will then stand.

5.4 The iPads will be loaned to current Year 8 students from the date of handover until the end of the 2023/2024 academic year.

5.5 The school reserves the right to end this agreement and retrieve this iPad at any point in time during the period of loan.

5.6 There will be no other changes to this agreement. The school continues to reserve the right to modify the terms and conditions of this agreement at any time.

## **6. General Care of the iPad**

6.1 Never attempt repair or reconfiguration of the iPad. Under no circumstances are you to attempt to open or tamper with the internal components of the iPad.

6.2 Student iPads in need of repair must be reported to the IT Technicians. Technical support is only available during school hours.

6.3 Technical support will determine whether the iPad can be repaired on-site.

6.4 iPad cases must not be written on or defaced in any way. Any defacing of the iPad cases will be treated as damage and costs may be charged to the parent. Please see point 2.4.

6.5 Guidelines to follow:

- Dimming the LCD brightness of your screen will extend the battery run time.
- Do not write, draw, paint, place stickers/labels or otherwise deface your iPad or iPad case. Remember, the iPad and iPad Case are the property of Pleckgate High School.
- Never put weight on an iPad.
- Liquids, food and other debris can damage the iPad. Avoid eating or drinking while using the iPad. DO NOT keep food in your book bag containing the iPad.

- Take care when inserting cords, cables and other removable storage devices to avoid damage to the ports. First, plug your power supply into the electrical outlet. Second, plug your power cord into your iPad. When disconnecting, reverse this process.

- iPads must be charged with a genuine Apple certified charger, as provided by the school. One charger will be provided per iPad.

- Do not expose your iPad to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the iPad. If your iPad has been in a very cold environment for a long period of time, let it warm up before using it.

## **7. Cleaning your iPad**

Students are encouraged to perform simple cleaning procedures as outlined below:

- Clean the screen with a soft, dry anti-static or micro-fibre cloth. Do not use any type of liquid or water to clean the screen or iPad.

- Wash hands frequently when using the iPad to avoid build-up on the glass touch pad.

## **8. General Security**

1. During after-school activities, you are still expected to maintain the security of your iPad.

2. Each iPad has several identifying labels. Under no circumstances are you to modify, remove or destroy these labels.

## **9. General Use of the iPad**

9.1 Students are **REQUIRED** to bring their iPad to school each day, with a fully charged battery. Students will **not** be given the use of a loan iPad if they leave their iPad at home. Students leaving their iPad at home may be required to complete schoolwork using alternate means as determined by the teacher.

9.1a The IT Technicians will carry out regular audits of all iPads in school to ensure students are following the correct procedure involving the use, maintenance and care of their iPad.

9.2 Students will receive disciplinary sanctions from their teacher for repeatedly refusing to bring the iPad to class.

9.3 An otherwise functional iPad with a dead battery is not an excuse for late or missing work.

9.4 iPad sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

9.5 Do not delete any folders or files that you did not create or that you do not recognise. Deletion of files could result in iPad failure and will interfere with your ability to complete class work. Taking this action may result in your iPad being re-imaged.

9.6 A lost document is not an excuse for late or missing work.

9.7 Student iPads will be subject to routine monitoring by teachers, administrators and technical staff. Users shall have no expectation of privacy while using Pleckgate High School's electronic information resources including the contents of computer files or communication undertaken by way of the computers and/or network. Teachers and/or Pleckgate High School technicians may conduct an individual search of a student's iPad, files, music, video, email or other related items if there is suspicion that Pleckgate High School's policies or guidelines have been violated.

9.8 Conserve resources by using print preview and obtain teacher permission before printing.

9.9 Avoid using your iPad in areas, which may lead to damage or theft. When using the power cord, do not leave the cord in areas that may cause a tripping hazard.

9.10 Remember:

- Keep personal information about yourself or others off the iPad.
- Keep all passwords to yourself.
- You are responsible for your individual accounts. Take all reasonable precautions to prevent others from being able to use them.
- Do NOT loan your iPad to anyone.
- Notify a teacher immediately if you suspect problems with your iPad, including breach of security.
- To prevent loss or damage to your iPad, NEVER leave it unattended.
- Follow all rules so you will not lose privileges.

## **10. Printing**

Students may use printers around school with permission. However, printing will be limited to only those things needed directly for instruction.

## **11. End of Year Collection Procedure**

11.1 Return the equipment each year as determined by the Deputy Head in charge of E-Learning. All iPads must be returned over the school summer holidays for essential maintenance to be carried out. Any student who refuses to return their iPad at this time will be subject to disciplinary sanctions.

11.2 "Equipment" consists of iPad, power cable, charger, and iPad case.

11.3 Pleckgate High School technical staff will clean and maintain the iPads over the summer.

## **12. Parent Expectations**

In order for students to experience all the success and benefits that this programme can offer, Pleckgate High School encourages parents to:

- Share in their child's excitement about this great opportunity for learning.

- Learn along with their child as they use this instructional tool to prepare for their future in the 21st century.
- Monitor their child's appropriate Internet use and adherence to Internet guidelines when using their iPad. Parents should ensure that their child adheres to Internet guidelines established at home and at school.
- Help fill out required paperwork in the event that the iPad requires repair or is lost or stolen and report it no later than the next school day.

## **12. Email**

12.1 Email transmissions and transmitted data shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.

12.2 Students will abide by all email guidelines as outlined in Pleckgate High School policies.

## **13. Internet Access/Filtering**

13.1 A current filtering solution (blocking and monitoring inappropriate websites) is maintained by the school system for school use on the iPad. The school cannot guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the user to follow guidelines for appropriate use of the network and the Internet. Pleckgate High School will not be responsible for any problems suffered while on the network or the Internet. Use of any information obtained through the Internet is at the user's own risk.

13.2 Pleckgate High School will not provide internet access home use. However, iPads will still be under the control of the school's filtering system to allow safe use away from school.

13.3 Pleckgate High School internet access is only from 7.00am to 10.30pm each day including weekends. It is not possible for Pleckgate High School settings to be removed from student iPads.

## **14. Privacy and Safety**

Personal information such as a home address, home phone number, information about family members, or personal interests shall not be published on a publicly accessible website or publicly accessible area of a website.

## **15. Technology Policy**

It is the policy of Pleckgate High School to mandate and expect that technology, including the internet system be used in a responsible manner. Pleckgate High School has established policies and procedures for the use of all technology systems along with rules governing the behaviour for accessing the system. All electronic communications, including email and internet communications should conform to the school's acceptable use policies. Those who do not comply with the standards of behaviour outlined in the Acceptable Use Policy, Student/Parent iPad Agreement or Parent/Student Handbook may lose their privileges to use the system and/or be subject to disciplinary action that may result in the loss of network privileges and/or additional disciplinary action.

Students shall have no expectation of privacy when using Pleckgate High School email or computer systems. Email messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any email or computer application or information in school computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use, are subject to disciplinary action up to and including expulsion from the school.

## **16. Technology Usage Guidelines**

In school, student access to, and use of, the internet will be available only through teacher/adult designee supervision and as such should be under teacher direction and monitored as any other classroom activity.

Users shall promptly report to a teacher or other school employee any message received that is inappropriate or makes the user uncomfortable.

In school, email access use for students may be used for classroom related use only. Email is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to authorities.

All copyright issues regarding software, information, and attributions of authorship must be respected. If you are unsure whether or not you can use a specific item, you should request permission from the copyright owner. Copyright law can be very complicated. If you have questions, ask your teacher. The unauthorised copying or transfer of copyrighted material may result in the loss of network privileges.

1. Do not use abusive, vulgar, profane, lewd or inflammatory language in email messages.
2. Make your messages short and to the point. Do not tie up the network by downloading large files or sending huge mailings.
3. Do not reveal your personal address, phone numbers or any other personal information.
4. Do not vandalise iPads, computers, network devices, or alter software.
5. Do not deliberately spread computer viruses.
6. Do not intentionally search for, view, and/or distribute inappropriate materials.
7. Pleckgate High School has installed and maintains a filtering device that is monitored on a regular basis. Access to the Internet is not a right, but a privilege. If students violate rules they will lose access privileges and may be subject to disciplinary action.
8. Comments that are sexually suggestive, humiliating, or threatening are not allowed.

9. Email or posted messages which include insulting words or expressions which intend to injure, intimidate, bully, or harass others are not allowed. These prohibited behaviours include, but are not limited to, derogatory comments with respect to race, religion, gender, age, or disability.

Any take-home technology (i.e. iPad) shall be used in the same manner as if it were at school.

#### **Examples of Inappropriate use**

- Deleting any folders or files you did not create or that you do not recognise
- Sharing login/password with another person
- Logging on to another person's computer without his/her permission
- Using iPads not assigned to you (Teachers may allow students to look on with another student for instructional purposes only)
- Removing labels and identifying stickers on the iPad
- Using proxy sites to bypass web filtering
- Videoing or taping on school property (not permitted unless it is related to a school assignment)
- Emailing or chatting during class when not related to a school assignment
- Using profanity
- Gaming in class
- Cheating
- Inappropriate communication to the faculty or staff
- Threats and/or cyber bullying of any kind
- Logging into an iPad/application using a stolen login
- Possession of inappropriate files
- Pornography
- Manufacturing – using a camera to create inappropriate pictures/movies
- Distributing – sending/sharing inappropriate files with other individuals
- Bootleg movies or music



- Intentional actions which are harmful or potentially harmful to the iPad, charger, and/or iPad case
- Habitual and intentional disregard for the iPad

Consequences include but are not limited to:

- School suspension
- After school detention
- Loss of technology privileges up to a term
- Disciplinary probation
- Exclusion

### **17. Entire Agreement**

This contract contains the entire agreement between us and in the case of any inconsistency between these terms and the terms of any other contract document sent to you by us (whatever their respective dates) in respect to the loan of iPads, these terms shall prevail. The school reserves the right to change these terms and conditions without notice.

## **Pleckgate High School - Student/Parent iPad Agreement (Wave 4)**

### **Please Print All Information**

Student's Full Name: \_\_\_\_\_

Student's Tutor Group: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Town: \_\_\_\_\_ Post Code: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

**I hereby agree to the terms and conditions set out in the Student/Parent iPad Agreement, a copy of which I have retained.**

Parent/Carer Signature: \_\_\_\_\_

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