



# Xavier Catholic College

## STUDENT & PARENT IPAD PROGRAM GUIDELINES

The following guidelines relate to students in the College 1to1 iPad program. They should be read in conjunction with the **Responsible Use of Computer and Internet Resources Policy**, the terms of which are also applicable to students in this program.

### 1. Educational Purposes

- a. Student iPads are provided for educational purposes and must be maintained in a condition that makes them a usable learning tool at all times.
- b. The iPad comes pre-installed with a range of apps for student educational use. Students may install their own apps, however this must not interfere with the normal function of the iPad and its use as a learning tool.
- c. Students are responsible for ensuring that sufficient space is available on their iPad at all times to enable its use as a learning tool.
- d. The College reserves the right to carry out software, hardware and data inspections of iPads at any time.

### 2. Student Responsibilities

- a. Provide a secure lock for your locker and **store your iPad in this locked locker** when it is not in use.
- b. Take reasonable care of the equipment to protect it from accidental damage and secure it from theft.
- c. Do not remove the iPad from the case provided.
- d. iPads are covered by Accidental Damage Protection (ADP) insurance. Even though this is the case, each student is responsible for keeping his or her iPad at all times.
- e. Students are **not** to remove any identification labels from their iPad. When a student leaves the College, any other identifying marks or stickers must be removed prior to the return of the device.
- f. It is the student's responsibility to charge their iPad at home each evening. A limited number of charging facilities will be available on campus.
- g. While travelling to and from school, iPads should be placed in school bags that should be with the students at all times.
- h. iPads should be operated in a **safe working environment** at all times.

### 3. Parent Responsibilities

- a. Ensure students fulfil their responsibilities as outlined above.
- b. Ensure the student has a secure lock for their locker.
- c. Monitor student use of the iPad when at home including their Internet use.
- d. Ensure the student has their iPad at school each day in a condition that will enable it to be usable for any educational purpose.
- e. Comply with the policy of the school in relation to the return/transfer of the device in the event of the student leaving the College prior to the end of Year 8.
- f. Take reasonable care of the equipment to protect it from accidental damage and secure it from theft.

### 4. Student Apple ID

- a. Students will be required to create an Apple ID based on their Brisbane Catholic Education (BCE) email address.
- b. This Apple ID will be used to assist with the management of the devices, deployment of College purchased apps and to facilitate device and data backup for students to iCloud.
- c. Student Apple ID's **will not** be tied to a credit card.
- d. Parents may choose to provide iTunes vouchers for students to load credit onto their account if they wish, however this will not be required.

## 5. Data Backup and Software Upgrading

- a. Students are responsible for the backup of all data via the method(s) recommended by the College.
- b. Students are responsible to ensure that all software is kept up to date. (eg. Operating System and apps).

## 6. Technical Support

- a. Students will be assisted in maintaining their iPad.
- b. In the event of a software malfunction students may contact **ICLT Services that is located in the College Library** for assistance. Students can access this service before and after school and during both lunch breaks.

## 7. Use of the College Wireless Network and Internet Access

- a. The use of the College Wireless Network and all associated infrastructure are available for educational use with student iPads.
- b. The Internet is only to be accessed through the College Wireless Network.
- c. Due to bandwidth restrictions, the downloading of large files is **not** permitted.
- d. Specific network settings are **not** to be removed or altered as this could affect the device's ability to connect to the College Wireless Network.

## 8. Loss, Theft and Repairs

- a. Student iPads are covered by a two-year warranty and Accidental Damage Protection (ADP) insurance. In the event of hardware malfunction a report must be made to ICLT Services located in the College Library as soon as possible for warranty repair to be organised.
- b. All instances of loss, damage or theft to the laptop or any supplied accessories must be reported to IT Management Services in the College Library **within 24hrs or the next school day**.
- c. All accidental damage incidents will require the student to complete an 'Accidental Damage Form' to capture the details necessary to lodge a claim against the ADP policy. **All ADP claims incur an excess of \$100 that will be charged to the student's fee account.** The form for submission can be obtained from the library and is also available on the College's website. ADP **does not** cover malicious damage, loss or theft.
- d. All issues in relation to loss, theft and repairs are managed in accordance with the College's Behaviour Management Policy - Care for College Resources and Property. *This states that in the event of any College resource/property being lost or damaged the parent/guardian/carer will be responsible for the replacement of the said property or resource.*
- e. In the event of non-accidental damage, the College will determine the contribution cost required to replace the item that has been damaged; this could include any administration or other charges incurred by the College. All costs will be charged to the students fee account. **A replacement iPad will not be issued until the student and parent have completed and submitted the required paperwork.** It may be determined that a replacement device is not issued as part of any behaviour management consequences imposed.
- f. All instances where damage is determined to be intentional, deliberate negligence, carelessness, inattention or apparent disregard for the device or accessories are **not covered by insurance**. If after the investigation by the college it has been deemed that the iPad or accessories has been intentionally damaged or that the student/parent/guardian/carer has been negligent in caring for the laptop the parent/guardian/carer will need to cover any costs incurred by the college for repair or replacement of the device. Cost of replacement will be on a pro rata value determined by the College.
- g. In the event of theft, a **detailed report**, accompanied by a **Queensland Police Reference Number** must be provided to the College by the parent(s) of the student. (Refer to College Website). *Theft is defined as the stealing through forceful entry of a locked vehicle where equipment is out of site, or through the forceful entry of premises reasonably secured from being accessible by the intruder or the public.* A replacement iPad will not be issued until the student and parent have completed and submitted the required paperwork.
- h. Loss or theft of an iPad will require a contribution of \$200 toward the replacement of the device.

## 9. Assessment and Homework

- a. Students are encouraged to use their iPad for homework and assessment tasks where appropriate.
- b. **The loss of data or hardware malfunction cannot be grounds for the appeal of any assessment task or homework.**

## 10. Classroom Usage

- a. Student iPads are to be ***brought to school each day***. The classroom teacher will manage the use of the device in the classroom and instruct students when their use is required.
- b. ***When in use, the iPad should be placed on a table or desk, not on laps.***

## 11. Ownership

- c. Students have use of the iPad whilst they are enrolled at Xavier Catholic College. When leaving the College, students are to return the device and accessories in good order. If this is not done, the matter will be dealt with under the Behaviour Support Policy – College Resources and Property. The parent(s) or carer(s) may be financially responsible for the replacement of the device.
- d. ***At the end of Year 8, all software and data will be removed from the iPad. It is the student's responsibility to ensure that any data they want to keep is backed up.***