

# IPAD USAGE POLICY

## Introduction

Kinross College provides iPads to Year 10 students to use as a classroom and home study resource.

The Kinross College Electronic Device and Mobile Phone policy applies to students' own devices, whilst at College.

This agreement will set out the responsibilities of the College, student and family guidelines for use and College policy for the use of electronic devices.

By agreeing to accept an iPad, parents and guardians acknowledge the following key points:

1. The College-issued **iPad remains the property of Kinross College** at all times. Ownership and user rights cannot be transferred under any circumstances.
2. An **iPad must be returned as requested** for service back-up, status check or for storage as may be required over a holiday period and at the end of the school year.
3. To be eligible for an iPad, a student's **elective fees must be paid in full** (or signed payment plan must be in place) and the **IT consumables and technical support charge of \$30** be paid.
4. Students are advised to purchase the **hire of a school locker**.
5. The iPad will be issued with a protective case which must remain on the iPad at all times. **The protective case is not to be removed under any circumstances.**
6. All issued iPads will be set at the factory default. Students will receive a list of recommended applications (apps) over the year. Purchase if required and download of these will not be facilitated at school.

# iPad USER AGREEMENT

The iPad issued to a student is the property of Kinross College and cannot be transferred. Participation in the program is a privilege that can be revoked. Before taking the iPad home, students are to attend an iPad information and care session.

## **Responsibilities of the student:**

- Bring the iPad to school each day charged and fully functional.
- Student will require an iTunes account to manage their apps and backup.
- Student to keep iPad safe. iPad will be kept in student's possession at all times while at school or in a **secured locked area**. Student will take care to prevent the iPad from damage and should be kept in their student locker, or secure storage when not in use. It will be kept away from contact with food and liquid.
- The iPad is not to be loaned to anyone else.
- If the student should leave the College at any time, the iPad must be returned to the College.
- **Student is not to deface the iPad with stickers, pens, engravings or any other marks.**
- **The iPad must remain in its case at all times.**

## **Loss, damage and theft:**

Any loss, damage or theft should be reported to the College immediately. If theft occurs outside of the College, it must be reported to police and an incident report number provided to the College for insurance purposes. Any damage or loss deemed wilful or negligent and is not covered by insurance will be the responsibility of the parent/caregiver and costs will be recovered from the parent/caregiver, by the College. Any iPad that is seen with visible damage will be confiscated.

## **Stealing:**

The College abides by copyright laws and expects students to do the same. The iPad is not to be used illegally for downloading or copying of software, games, music, video or other material. There must be no illegal peer-to-peer file-sharing using BitTorrent or other means, or plagiarism i.e. presenting the work of others as your own. Students found to be engaging in such activities, including "jail breaking" will lose all rights to a College-issued iPad.

## **Games and music:**

Use of the iPad at school is governed by the Mobile Phone and Electronic Device policy.

## **Internet Use and Safety:**

Never reveal personal information, addresses, phone numbers or those of fellow students and staff via the iPad or College network.

Students will not circumvent College Internet access control systems/settings (including using proxy anonymisers) to access unauthorised web sites.

Students will not use the iPad to access inappropriate websites.

Students will not harass, threaten, intimidate or attack others, either through email, social network sites, chat sites or other electronic means. If a student becomes victim to this sort of behaviour, they must inform their parents/caregiver and the College.

## **Privacy:**

Nothing should be stored on the iPad that is not able to be shared with staff or your parents/caregivers. Student activity on the iPad can be monitored at any time at school using monitoring software and internet usage logs. College staff may request access to the iPad to review the Internet browser history, logs, caches, files and programs stored. Staff may also install or delete software. The College cannot monitor use of the iPad outside of the College. This is the responsibility of the parent/caregiver to ensure it is used appropriately at home.

## **Sanctions:**

*Continued overleaf*

withdrawal of the student from the iPad Program. This in effect means the iPad will be taken away from the student for a period of time determined by the College.

**iTunes Accounts:**

Each student/family will need their own iTunes account if they do not already have one. Information on this can be found at: <http://support.apple.com>

# iPad USER AGREEMENT 2015

This agreement between Kinross College and \_\_\_\_\_ (student)

is a record of the issue of an iPad for the 2015 school year. By signing this form, the student and parent/caregiver accept and will abide by the conditions and understandings as set out in the introduction and User Agreement for Kinross College.

## **Student Details**

SURNAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

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

## **Parent/Caregiver Details**

SURNAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

**Parent/Caregiver Signature:** \_\_\_\_\_

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

*Please return this agreement via the Payment Drop Box in the Administration Office*

*Please note the **IT Consumable & Tech Support** and the **Locker Hire** charges referred to are the same as those included on the Charges and Voluntary Contribution notification issued previously. If you have paid these previously no further payment is required.*

*Please contact the Finance Assistant, Donna Olsen on 9306 6000*

*Mon – Thu 8:30am to 11:30am or*

*Friday 8:30am – 3:30pm*

*or via email [donna.olsen@education.wa.edu.au](mailto:donna.olsen@education.wa.edu.au) to confirm if you have any further charges payable. For your convenience, please complete the credit card payment details overleaf if you wish to make payment for any outstanding charges.*

Office use only: Admin signatory: \_\_\_\_\_ Date: \_\_\_\_\_  
**Verified payment of Electives, IT consumable and Tech Support and Locker Hire Fee**

# LOCKER HIRE

Dear Parent/Guardian

Lockers are available for hire to Students at Kinross College. If your child is interested in hiring a secured locker for 2015 then please complete the information below and return to the College together with payment of \$30.00. (\$20 Hire Fee + \$10 Bond)

Please note that the \$20.00 Hire Fee is non-refundable. **The \$10.00 Bond will be refunded to the student at the end of the hire period upon the return of the key and the locker being emptied and left in a clean and presentable state.** Keys not returned at the end of the hire period will be replaced by the College at a cost of \$10.00 and therefore the Bond will not be refunded. In the event that a key is lost during the year, an additional \$10 is payable for a replacement key.

These lockers are located in the Hayes Building. Please note: students issued with a Kinross College iPad are advised to hire a locker to ensure it is adequately secured when not in use.

## STUDENT DETAILS

First name: \_\_\_\_\_

Surname: \_\_\_\_\_ Mentor class: \_\_\_\_\_

*Yes, I would like to hire a locker for 2015. I understand that the amount of \$30.00 is payable, \$20 of which is non-refundable and a Bond of \$10.00 which will be refunded to me upon return of the key at the end of the hire period. In the event that the key is lost during the year, an additional \$10 is payable for a replacement key.*

Student signature: \_\_\_\_\_

***I agree with these terms and have enclosed payment/paid previously.***

Parent/Guardian Signature: \_\_\_\_\_

<b>Full Name</b> (as it appears on card) - PLEASE PRINT _____																					
<b>Full Address</b> _____																					
<b>Card Type</b> (please circle)	<input type="checkbox"/> VISA <input type="checkbox"/> BANKCARD <input type="checkbox"/> MASTERCARD																				
Card No:	<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> </table>																				
Expiry Date: ____/____	Amount: \$ _____																				
<b>Signature:</b> _____																					

# MOBILE PHONE AND ELECTRONIC DEVICE POLICY SUMMARY

The following is a summary of our policy:

Kinross College recognises that some students may need to use mobile phones on their way to and from College. For this reason students are permitted to have mobile phones in their possession at College, HOWEVER the following procedures will apply:

## Procedures:

- Mobile phones and electronic devices (iPods etc) must be turned off and be put away – not visible whilst at school
- iPads will only be used as directed by a teacher
- Staff will remind students of this

*“Off and away all day”*



## Staff will:

- If seen, take the phone or electronic device (or direct student to take) for confiscation at Administration reception, for collection at the end of the College day.

## Sanctions:

- Students failing to follow the teacher directed sanctions above will receive an in school detention, as this is a violation of the College code of conduct – failure to follow reasonable direction.
- Students using a mobile phone to record student/staff activity will be suspended immediately.
- Students who break the College’s Mobile Phone and Electronic Device Policy on three occasions will have their phone or electronic device confiscated, and the return of the device will be negotiated through the student’s parent/guardian.

***Students who continue to offend against the College’s Mobile Phone and Electronic Device Policy will face suspension or other serious sanction under the ‘Violation of school Code of Conduct, behaviour management plan, classroom or school rules’ classification.***