



Bethania
Lutheran School

66 Glastonbury Drive, Bethania Qld 4205 | Ph 07 3200 5363
Fax 07 3299 6639 | Email bethania@bethania.qld.edu.au
www.bethania.qld.edu.au

Bethania Lutheran School

iPad User Manual and Agreements

Contents

| | |
|-----------------------------------|-------|
| Introduction | pg. 3 |
| School responsibilities | pg. 4 |
| Student responsibilities | pg. 4 |
| Parent/carer responsibilities | pg. 5 |
| Receiving and returning your iPad | pg. 6 |
| Care of your ipad | pg. 6 |
| Using your iPad at school | pg. 7 |
| Legal obligations | pg. 7 |
| iPad parent/carer agreement form | pg. 8 |
| Student pledge | pg. 9 |

Introduction

For students and parents/carers, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving an iPad as well as information about how we, as a school, will support you in the use of these devices.

Bethania Lutheran School is committed to provide dynamic, innovative teaching and learning to its students. Information communication technology (ICT) is an integral part of our society and culture. We wish to ensure that our students are empowered to create, shape, select and use information communication technology and interact with content and learning at their own pace and using applications to suit their learning style. Through technology we aim to offer students choice about the way they interact with information and how they present their learning.

School Responsibilities

Bethania Lutheran School is proud to offer our students Apple iPad devices for use at school and at home. The 1:1 iPad Program, which provides mobile computing and wireless technology to students, has been designed to enhance the delivery and individualization of instruction.

School will provide;

- the loan of an iPad, in good condition, complete with protective cover and screen protector
- selected applications preloaded onto the device
- internet and in some cases, email access to its students
- training on how to appropriately use the iPad
- general maintenance and repairs of the iPad
- staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy

Student Responsibilities

The use of Bethania Lutheran School's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the School is not transferable or extendible by students to people or groups outside the School and terminates when a student is no longer enrolled Bethania Lutheran School.

If a student violates any of the user terms and conditions named in this document, privileges may be terminated. Bethania Lutheran School reserves the right to review, monitor, and restrict information stored on or transmitted via School owned equipment and to investigate inappropriate use of resources.

Students will:

- use iPads/computers in a responsible and ethical manner
- obey general school rules concerning behaviour and communication that apply to iPad/computer use
- use all iPads in an appropriate manner so as not to damage it
- look after the iPad according to the care instructions to avoid damage and loss
- help Bethania Lutheran School protect its computer system/devices by contacting the School about any security problems or inappropriate content they may encounter
- always turn off and secure their iPad after they are finished working to protect their work and information
- return their iPad to the office at the end of each school year or prior to leaving the School
- not transmit or copy copyright materials
- not conduct any activities that violate the School technology user agreement such as, but not limited to; spamming, sending anonymous messages, giving out personal information, accessing others students' files or information, or accessing or sending obscene or abusive, illegal or sexually explicit materials

Parent/Carer Responsibilities

The online world has so much to offer children – education, entertainment and interaction with young people around the world. Travelling in cyberspace, children can find a pen pal, get help with their homework, discover a hobby, become computer savvy and expand their horizons. Even though children will find a warm welcome online, it is important to remember that the Internet is a worldwide public place. With access to computers and people all over the world also comes the availability of material that may not be considered of educational value and which is even in some cases harmful. Talk to your children about values and the standards that your children should follow on the use of the iPad just as you do on the use of all media information sources such as television, telephones, movies, and radio.

Parents/Carers will:

- ensure the correct use and care of iPads so as not to damage the equipment
- ensure ethical and legal use of the equipment while at home
- only allow the student who has been issued the equipment use of the iPad. Younger siblings, friends and others are not permitted use of the School iPad
- secure iPads to guard against loss, damage and theft
- notify the School immediately of loss , damage or maintenance requirements
- be responsible for the purchase of peripherals and accessories not requested by the school
- be responsible for loss or wilful damage of School equipment
- replace iPad cases furnished by the School that are damaged beyond normal wear

Please note that non-accidental damage, neglect and/or repairs are not covered by the school and parent/carers will be financially responsible for these losses or repairs, this includes cracked screens.

Receiving and returning your iPad

iPads will be distributed at the beginning of each year. In order for students to take an iPad home parents and students must attend a yearly information session and:

- sign an iPad insurance agreement form
- sign a student agreement for iPad use

iPads will need to be returned in the second last week of the school year, or sooner in the case of early departures. This enables us to check the iPads for any damage, required maintenance and repairs. If a student is returning to Bethania Lutheran School the following year the School will endeavour to return the same iPad to the student. Personal information, files and accounts will only be deleted at the end of the year if the student is leaving the school.

Care of your iPad

An iPad is a valuable piece of technology and as such there are things that you have a responsibility to do that helps protect it and keep it working well.

- Only labels or stickers applied by Bethania Lutheran School may be applied to the iPad.
- iPads that malfunction or are damaged must be reported to the office.
- When students are not using their iPads, they should be stored securely or kept with the student.
- If a student needs a secure place to store their iPad, they may check it in for storage with their teacher.
- Don't lean on or place anything on top of the iPad.
- iPads should not be left in unsupervised areas where it is in danger of it being stolen or damaged.
- Don't leave your iPad in a place that is experiencing extreme hot or cold conditions (e.g. in a car)
- iPad batteries should be charged and ready for school each day.
- Only use a clean, antistatic, soft cloth to clean the screen, no cleansers of any type.
- Insert cords and cables into the iPad carefully to prevent damage.
- iPad and case must remain free of any writing, drawing, stickers, or labels that are not put there by the School.
- Keep your iPad in the protective case at all times.
- Avoid bumping the iPad against walls, books, desks etc. as this will eventually damage the screen
- iPads are not to be taken on holidays overseas or interstate, they are exclusively for use at school and home for school purposes.
- Always keep food and liquids away from your iPad

Using your iPad at School

iPads are intended for use at school each day. Students must be responsible to bring their iPad to school unless specifically instructed not to do so by their teacher.

The iPad is the property of Bethania Lutheran School, therefore school staff and administration have the right to check any material stored on a student's iPad at any time.

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Only charge your iPad with the provided charger.

Passwords are not to be used to lock the iPad

Students are not permitted to use iPads in waiting areas before or after school, or on the school bus.

Sound should be muted unless your teacher instructs otherwise

You are encouraged to set up wireless internet access on your iPad at home.

Legal obligations

Compliance with trademark and copyright laws and all license agreements is expected. Ignorance of the law is not immunity. If you are unsure, ask a teacher. Plagiarism is viewed as a form of cheating thus is a violation of the Bethania Lutheran School policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

The use of the social site 'Facebook' is prohibited by children under the age of thirteen, therefore this application, or any other application with age restrictions, is not to be downloaded or accessed on school iPads

Use or possession of hacking or illegally produced software is strictly prohibited.

Violation of applicable state or federal laws will be referred to the police or relevant authority.

Use of School equipment for financial or commercial gain, or for any illegal activity is strictly prohibited.

This page is intentionally blank

IPad parent/carer agreement form

I, _____(parent/guardian), agree that my child and I have read and will comply with all policies and procedures within the Bethania Lutheran School iPad User Manual and Agreements.

We understand that this agreement covers one (1) Apple iPad device that is the property of Bethania Lutheran School for use by one student. I also understand that by signing this agreement, my child is allowed to take their school issued iPad off the school grounds and that I am liable for the events described in the Bethania Lutheran School iPad User Manual and Agreements.

Parent/Guardian (*Please print first & last name*): _____

Parent/Guardian Signature: _____

Date: _____

Student Name (*Please print first & last name*): _____

Student Signature: _____

Date: _____

Student Grade: _____

Student pledge

- I will use my iPad in ways that are appropriate, meet Bethania Lutheran School expectations, and are educational.
- I will use appropriate language when using e-mails, journals, wikis, blogs, or other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumours, gossip, or engage in activity that is harmful to other persons.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of Bethania Lutheran School.
- I will follow the policies and instructions outlined in the Bethania Lutheran School iPad User Manual and Agreements while at school, as well as outside the school day.
- I will take good care of my iPad.
- I will never leave my iPad unattended.
- I will never loan out my iPad to other individuals.
- I will know where my iPad is at all times.
- I will charge my iPad's battery daily and arrive at school with my device charged.
- I will keep food and liquids away from my iPad since they may cause damage to the device.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will protect my iPad by only carrying it while in the case provided. I will not remove my iPad from its case.
- I agree to return the iPad, case, and power cords in good working condition.

Student Name *(please print first and last name)*: _____

Student Signature: _____

Date: _____

Parent Name *(please print first and last name)*: _____

Parent Signature: _____

Date: _____

Please return the signed parent/carer agreement and student pledge to the school, a copy will be forwarded to you