

Mobile Learning in the Middle School - School Card Holder Loan Process (2018)

To be eligible to borrow a school-owned iPad, the student must:

- Be enrolled in Year 8 or Year 9 at Unley High School
- Provide a written application to borrow an iPad
- Provide one of the following:
 - Proof of application for School Card for the academic year during which the iPad is required
 - OR a copy of notification received from DECD stating that the application for school card has been approved for the academic year during which the iPad is required
- Agree to the terms and conditions associated with borrowing a school-owned iPad
- Have completed and returned the Acceptable Use of Learning Technologies Policy to his or her Home Group teacher

Options available to School Card holders are as follows:

1. Borrow a school-owned 128GB WiFi iPad in an STM Dux protective case with all required Apps installed. In this case, **the iPad and the Apps remain the property of Unley High School**. However, the student will have access to the iPad's iTunes Account for the duration of the loan. Backing up of student data from a school-owned iPad must be done at home, to a personal computer via iTunes on that computer. All purchases made using the iPad's iTunes Account will be monitored. In the event that inappropriate content or Apps are downloaded, the student's parent will be contacted. This will be considered a breach of the **Acceptable Use of Learning Technologies Policy** (see page 12 and pages 16/17) and appropriate consequences will be put in place.
2. Borrow a school-owned 128GB WiFi iPad in an STM Dux Protective case without any Apps installed. In this case, the student or family will be responsible for their own Apple ID and will be required to download all required **Apps which will remain the property of the student** when the **iPad, which remains the property of the school**, is returned to the school. Backing up of data stored on a school-owned iPad remains the responsibility of the student. In this scenario, the student will need to either synchronise the iPad with a personal computer at home or to their personal iCloud space (linked to their Apple ID).

Terms and conditions associated with borrowing a school-owned iPad

A: iPad Loan Arrangements

- Unley High School will loan the iPad to the student for an agreed period of time at no cost.
- The student shall have personal access to the iPad, twenty-four hours per day, seven days per week.
- The iPad remains the property of the school and must be returned by the end of the year or when the student obtains his or her own personal iPad.
- The iPad may be checked by the school at any time for content that contravenes the **Acceptable Use of School ICT Facilities** Policy or for any material deemed not suitable (see the UHS Planner).
- Students who extend the loan of the iPad to incorporate the Christmas School Holiday period, do so accepting the responsibility for any damage to the iPad, should any occur during this extended holiday period.

B: Termination

This loan arrangement will cease:

- At the end of the year in which it was signed.
 - NOTE: If the student is continuing to Year 9 or Year 10, a new **Loan Agreement** and **Commitment to Pay** form must be signed and returned to school before the end of the current school year. This extension is subject to School Card approval in the following school year.
- Where a student ceases to be enrolled at the school during the year in which this arrangement is signed, he or she is to return the iPad to the school in full working order, including all accessories and components.
- Where the student uses the device for inappropriate and/or offensive purposes.
- When the student obtains his or her own personal iPad.

C: Software Applications Required by the School

- It is an expectation of the student that all applications required by the school will be maintained on the device at all times. If these applications are not installed or maintained when required, then the iPad may be re-formatted to the original school setup. This process will result in the deletion of any personal data or applications students may have installed in the intervening period.
- School Card students who are borrowing **only** the iPad and case are responsible for downloading the required Apps from the iTunes Store. We recommend students have access to approximately \$50 in an iTunes account for purchasing Apps. Information about how to set up an iTunes account, redeem iTunes cards and download Apps can be found in the *2018 Mobile Learning in the Middle School* iTunes U course, available from the iTunes U Catalogue. An electronic version of this booklet can be found on the school website.
- School Card students who are borrowing the iPad **with school-owned Apps installed** and a cover will be provided access to a school-owned iTunes Account. Some funds will remain on the account that can be used by students towards the purchase of additional applications required by individual subject teachers. Please note that Apps purchased using the school-owned iTunes Account remain the property of the school.
- At times, teachers will embed the use of games into the teaching and learning program. However, **if students are caught playing with games at inappropriate times in class, then the teacher will delete the game from the iPad.** The student will be able to re-synchronise the game to the iPad at home. However, if caught playing the game in class again, this will be seen as a breach of the **Acceptable Use of Learning Technologies Policy** and this **Mobile Learning in the Middle School - School Card Holder Loan Process**. In this circumstance, student access to the network will be revoked for a period of time and parents or caregivers of the student will be contacted and asked to work with us to support their son and daughter to rectify the issue.

D: Management of device, including synchronising the device to iTunes

- Each student is responsible for managing and maintaining the iPad provided to them for the period of this agreement. This includes the downloading and synchronising of applications from the Apple iTunes Store. Cheat sheet notes will be provided to students to assist them with this process at home. If a participant does not have access to a computer at home, the parents/care givers of that student will be required to contact the IT Office at UHS to make alternative arrangements for synchronising the iPad so that their son or daughter is not disadvantaged in any way.
- Each student is entirely responsible for maintaining the confidentiality of information held in the user's account, including the user's password and for any activity that occurs under the user's account as a result of failing to keep this information secure and confidential.
- Additional applications purchased by the student/family will be the responsibility of the Parent/Care Giver and reflect the behaviours promoted in the school's **Acceptable Use of Learning Technologies Policy**.

E: Access to Wireless and Email

- Access to the school's wireless system will be provided to all participants in the Mobile Learning Program. The iPad will be set up for access by IT Support at the time it is borrowed by the student.
- The iPad may be used at home and connected to home networks and Internet services for out of school hours use. It is the student's responsibility not to access or download any inappropriate material from the Internet.
- Students will be supported to set up access to their school-based email account for use related to school. If students have a personal email account, then they will be permitted to set it up for access afterhours.

F: Cost

- There is no cost to the Parent/Care Giver for the use of the iPad during the loan period.
- If a student/family chooses to install any additional applications, then costs may be incurred. See Apple iTunes website for more information about purchasing Applications (<http://www.apple.com.au/iPad>).

G: Warranty and Insurance

The Loan iPads are no longer covered by the standard Apple warranty. If an iPad is found to be faulty, then the device must be returned immediately to the school for repair.

- If an iPad is **lost or accidentally damaged**, the Parent/Care Giver will be liable for the insurance excess. For loss and accidental damage:
 - An excess of \$200 will apply, payable by Parent/Care Giver
 - A *Learning Technologies Incident Report Form* must be accompanied by the appropriate Police Report.
- If an iPad is **deliberately or willfully damaged**, the Parent/Care Giver will be responsible for the replacement cost of the iPad (\$750).
- It is a requirement that a *Commitment to Pay* form be completed and signed by the Parent/Care Giver of the student before the student has access to the iPad.

If you are interested in accessing this program, please complete the attached application form and return it to me, via Student Services or the Front Office.

Please contact me if you have further questions about this loan program.

Yours Sincerely,



Cherie Pickering
Assistant Principal, Learning Technologies

Brenda Harris
Principal

RETURN SLIP Mobile Learning in the Middle School - School Card Holder Loan Process (2017)

Student First Name: Last name:

Home Group: Year Level:

Parent/Caregiver Name: Email:

Phone contact: Home: Work: Mobile:

Please select one of the first two boxes to clearly indicate your preferred loan option AND then complete the remainder of the form and return to your child's Home Group teacher.

Borrow a school-owned 128GB WiFi iPad in an STM Dux protective case with all required Apps installed. In this case, the iPad and the Apps remain the property of Unley High School.

- I understand that my child will have access to the iPad's iTunes Account for the duration of the loan.
- I understand that backing up of student data from a school-owned iPad must be done at home, to a personal computer via iTunes on that computer.
- I understand that all purchases made using the iPad's iTunes Account will be monitored and that, in the event that inappropriate content or Apps are downloaded, I will be contacted. I understand that this will be considered a breach of the **Acceptable Use of Learning Technologies Policy** (see page 12 and pages 16/17) and appropriate consequences will be put in place.

Borrow a school-owned 128GB WiFi iPad in an STM Dux protective case without any Apps installed.

- I understand that we will be responsible for our own Apple ID and will be required to download all required Apps which will remain our property when the iPad (which remains the property of the school) is returned to the school.
- I understand that backing up of data stored on a school-owned iPad remains the responsibility of my child. In this scenario, my child will need to either synchronise the iPad with a personal computer at home or to his/her personal iCloud space (linked to his/her Apple ID).

I have included with this application one of the following:

Proof of application for School Card for the academic year during which the iPad is required

A copy of notification received from DECD stating that the application for School Card has been approved for the academic year during which the iPad is required.

I agree to the terms and conditions associated with borrowing a school-owned iPad

We have completed and returned the Acceptable Use of Learning Technologies Policy to my child's Home Group Teacher.

I have included my signed *Commitment to Pay* form as required before the loan of an iPad can be processed.

Should our application for School Card be unsuccessful, I understand that the school-owned iPad must be returned to the school AND I will be responsible for providing my child with an iPad.

If I am unable to afford to purchase an iPad, I understand that my child will have access to a Netbook, for use in class time when necessary.