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## **Student Resource Scheme**

### **Year 7 iPad Hire Program**

Participant's Agreement & Guidelines - 2023

Capella State High School



**Queensland** Government

# Capella State High - SRS iPad Hire Program

## Overview

We remain committed to providing a quality device due to the success of ICT integration as tools into learning productivity achieved over past years and the potential this holds for our students.

The scheme ensures that students have the resources required for them to engage with the curriculum for their education, and saves parents time and money in sourcing the prescribed materials elsewhere. Savings are gained through the school's bulk purchasing practices and hiring arrangements. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the resources and operation of the scheme. Our resource hire fees structure has always tried to provide quality service and products whilst maintaining value for money for any new student commencing in year 7 at Capella SHS.

The objective of the scheme is to provide a convenient and cost-effective way for students to access the educational resources necessary to enhance their learning experience at school. The Department encourages parents to participate in the scheme. Participation in the IPAD SRS is optional, and no obligation is placed on a parent to participate. Participation is for the duration of your child's enrolment at the school.

## Participation in the Year 7 SRS iPad Hire Program

Parents are required to complete and return the **SRS Participation Agreement - IPAD Hire Form** when joining the scheme for the first time. If no participation form is received by **3<sup>rd</sup> March 2023**, the school will take the view that the parent has chosen to opt out of the IPAD SRS. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

***iPad will not be released for student to take home until fee is fully paid.***

## Resource Inclusions

All resources included in the SRS IPAD Hire Program are detailed in the attached **SRS Resource Inclusions Form and this Participant Agreement & Guidelines**. This list is also available on the school's website. This is a comprehensive list of all resources included in the scheme and their associated costs.

# Terms and conditions - SRS iPad Hire Program

## 1. Principles

In accordance with the *Education (General Provisions) Act 2006*, the cost of providing instruction, administration and facilities for education of students enrolled at State schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.

The School operates a Student Resource Scheme - iPad Hire Program that enables a Parent/Guardian to enter into an agreement with the School to provide the student with a use of a school iPad in a safe and secure connection for a specified annual participation fee.

## 2. Benefits of the scheme

The purpose of the hire scheme is to provide the Parent/Guardian with a cost effective alternative to purchasing an iPad, through providing access to departmental-owned iPad purchased at reduced prices through the school's bulk purchasing practices

The scheme also ensures that students have a iPad for their education that can be safely connected to the Departmental network and saves the Parent/Guardian time and money in sourcing the prescribed materials elsewhere.

The Student Resource Scheme - iPad Hire Program is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the operation of the scheme.

## 3. Parties involved

This Agreement is between the State of Queensland acting through the Department of Education and Training [in particular via Capella State High School (hereafter called "the School") and Parent/Guardian in relation to provision of computer equipment or safe connectivity for iPad devices to your child (Student).

The Student has been accepted into the School - iPad SRS Hire Program for the remainder of the agreement.

In exchange for the Parent/Guardian complying with this Agreement, the Student Resource Scheme- iPad Hire Program provides the Student with an iPad for educational use at school and home.

Under the hire scheme the equipment is provided to the Student and remains the property of the School until the end of the arrangement.

This Agreement outlines the roles and responsibilities in relation to the Student Resource Scheme – iPad Hire Program and the terms and conditions which binds the parties during the term of the provision of the equipment.

#### **4. Equipment provided – Hire Scheme**

The equipment, subject of this Agreement, consists of an iPad, bluetooth keyboard, stylus, case, screen protector and power pack. These items are referred to through this Agreement collectively as the “iPad”.

##### **Each iPad will be:**

- commercial grade
- protected by Education Queensland anti-virus tools and automated updates
- covered by Apple Care+ warranty including the battery
- able to be connected to the Education Queensland Network and have filtered internet and email
- able to be used at home and at school for student learning
- installed with central data storage, apps and network resources
- repaired through the school, where possible, including software and hardware repairs
- exchanged for a temporary iPad during any repair and maintenance (unless unavailable)

#### **5. iPad specifications**

Apple iPad 8-9<sup>th</sup> Generation – 64 GB

- Power Supply & Usb charging lead
- Stylus
- Bluetooth Keyboard
- 2yr Apple Care+ with accidental damage cover + 1yr extension
- iPad case & Screen protector

#### **6. Rights and obligations – Hire Scheme**

The Student has the right to use of the iPad at the School and outside the School (e.g. at home) only in accordance with the following agreement's:

- Student Code of Conduct
- Acceptable Use of School ICT & BYOD Policy
- Student Resource Scheme – iPad Hire Program Guidebook

The Parent/Guardian must comply with the above-mentioned Agreements and ensure that the Student complies in relation to use of the iPad at the School and outside the School (e.g. at home).

## 7. Period of participation

The School agrees to provide the iPad with safe access to the school network and resources to the Student from the date all parties sign this Agreement.

Subject to clause 7.3, the provision continues until the end of the agreement.

The provision may be ended earlier, at the School's absolute discretion, if:

- the Student is no longer enrolled with the School;
- the Student is excluded from the School;  
Note: The SRS iPad may be retained within the school during any period of suspension.
- if, in the opinion of the School, the Student is not meeting the School's behaviour and educational requirements, including absenteeism, fall below the accepted school standard without appropriate justification;
- the Parent/Guardian fails to comply with this Agreement or the school's *Acceptable Use of School ICT & BYOD* or
- the Student fails to comply with the attached *iPad Rules for Students* or the school *'Acceptable Use of School ICT & BYOD Policy'*

## 8. Ownership of iPad – Hire Scheme only

This Agreement does not give the student ownership of the School provided iPad. The school retains ownership of the iPad during the term of the provision.

This Agreement and the School's delivery of the iPad to the Student does not constitute a transfer of ownership, or the obligation to transfer ownership, of the iPad to the Student or Parent/Guardian.

## 9. Status of iPad

The iPad being provided to the Student may not be new, and is likely to have been used before. This is because the iPad have an expected life of approximately 4 years. This may mean that at some point throughout the student's time at Capella SHS a new iPad will be given as old iPad's are replaced.

Students will be responsible for the iPad at all times during school hours. At such times when the student may need to leave the iPad (during morning tea/lunch breaks or teacher-directed activities such as sport), the school will aim to make a place available for storage.

The School may demand the return of the school iPad for any reason, for example, to upgrade software, to inspect hardware or software's operational performance, if there is suspected misuse of the iPad and to verify that it is being used in accordance with this Agreement and the iPad Rules for Students.

## **10. Fee for provision of iPad connection to school network resources**

If the parent / guardian and student opt to participate, a Student Resource Scheme – Student iPad Program fee will be due and payable by the parent / guardian.

In the event of loss or damage to, or caused by, the School iPad, see Clause 15 Loss or Damage.

## **11. Connection to the internet**

At school, the carriage service and connectivity to the internet is governed by the school's 'Acceptable Use of School ICT & BYOD Policy'. The School reminds the Parent/Guardian of their obligations under this agreement .

The department provides a web filtering system to protect schools from malicious web activity and inappropriate websites. Students' Internet browsing on departmental owned iPad is filtered at school and at home.

No web filtering system can be 100% effective and students and/or parents should notify the school as soon as possible if an unsuitable website is accessible when using the iPad so that the school can take appropriate action.

If Internet access at home occurs through private internet providers and is unfiltered, it is the Parent/Guardian's responsibility to monitor student Internet usage. The School accepts no responsibility for consequences of internet access outside the school and will seek to enforce any breach of policy found on a departmental-owned iPad regardless of whether the breach was done at home or not (e.g. cache files for internet browsers containing pornography).

## **12. Improper use**

The Parent/Guardian must ensure that the School iPad is not tampered with in order to connect to internet services outside the school and that the school iPad device is not used:

- for any illegal, pornographic, fraudulent or defamatory purposes;
- for bulk transmission of unsolicited electronic mail;
- to send or cause to be sent any computer worms, viruses or other similar programs;
- to menace or harass another person (or used in a way that would be regarded by reasonable person to be offensive);
- to transmit any harassing, obscene, indecent, offensive, or threatening material or emails;
- to reproduce, distribute, transmit, publish, copy or exploit any material that constitutes an infringement of any intellectual property rights (such as copyright) of a third party; or
- in a way that violates any laws, such as privacy laws.

### **13. Software**

The software loaded by the school on the iPad is licensed to the Department of Education and Training or the School. The Parent/Guardian must ensure that the software is not copied, deleted or transferred, for any reason at all, without prior written consent from the School. Unauthorised use may breach copyright laws and the Parent/Guardian may be held liable for any damages incurred.

Students have no right to install additional apps onto their school iPad.

Should either an iPad require repair parental permission will be sought first before any repair is undertaken, the iPad may need to be reformatted and the iPad returned to its originally issued state.

The school is responsible for restoring any EQ Software. However, the school is not responsible for loss of any data saved on the iPad by the student. Students are responsible for backing up any work on the iPad to One Drive

Students have the right to use their school provided iPad at home for limited personal use. If accessing the Internet from home via wireless, they should take all steps to protect the school-owned iPad from phishing and spam attacks.

Within the constraints of the departmentally supplied software, the Parent/Guardian must take reasonable steps to prevent malware or malicious code from infecting the iPad.

### **14. Repair and maintenance**

A manufacturer's Apple Care + warranty may apply to the iPad for 3yrs of the provision.

Students must not "personalise" their school iPads in any way by using felt pens, stickers or other marks. iPads will be identified as belonging to a particular student in a manner determined by the school. Such identification is not to be tampered with.

The Parent/Guardian or Student must immediately return the school iPad to the School if they suspect the hardware (e.g. iPad or accessories) or software is or may be faulty.

The Student and Parent/Guardian must not arrange or allow any repair or maintenance work to be carried out on the school iPad without prior written consent of the School.

Should the iPad require repairs or maintenance, a replacement iPad may be made available while the device is being repaired, if available.

## 15. Loss or damage

The iPad provided for student use by the scheme shall be kept in good condition by the student. The school Administration Office shall be notified immediately of the loss or negligent damage to, or caused by, any issued item.

Where an issued item is lost or negligently damaged, parents/guardians may be responsible for payment to the scheme of the full (or partial) replacement cost of the item as per the schedule below. Please note these are subject to change as manufactures do make changes from time to time to their insurance policy.

### Lost or theft

Should a school device be unrecoverable, the cost of replacement is as follows:

- full replacement cost.

### Accidental damage

Where a school iPad is accidentally damaged, schools will invoice a student's parents an excess charge of \$65 for each incident logged with the manufactures Apple Care Plus.

### Loss or Broken Accessories supplied

Where a school iPad and accessory are unrecoverable and/or damaged the cost of the like for like estimated replacement cost as follows:

- iPad \$390.00
- Bluetooth case + keyboard \$65
- Stylus \$69.00
- Charging usb lead \$29-\$45
- Power adapter \$29
- Tempered glass screen protector \$8

### Willful and malicious damage

Where a school determines that damage has been intentionally or negligently been caused to a school device, the full cost of repair or replacement may be charged.

The Parent/Guardian must use their best endeavours to ensure that the iPad is kept in good condition, and that it is not damaged, lost or stolen. It is the obligation of the Parent/Guardian to ensure the iPad in a safe place when it is taken off the School's site.

The Parent/Guardian must immediately notify the School if the School iPad is damaged, lost or stolen.

If the School iPad is stolen, the Parent/Guardian must report this to the Police as soon as possible. The Parent/Guardian must obtain from Queensland Police a Crime Number and the name of the investigating officer and provide this to the school.

Advice on how to protect the iPad is outlined in the attached Use and Care of the iPad guidelines.



## 16. Monitoring and reporting

Students should be aware that all use of internet and online communication services can be audited and traced to the account of the user.

All material on the device is subject to audit by authorised school staff. If at any stage there is a police request, the school may be required to provide the authorities with access to the device and personal holdings associated with its use.

## 17. Consequences

Where an item is not returned, the Parent/Guardian will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the Parent/Guardian.

Failure to comply with this Agreement may result in the School ending the Agreement including automatic loss of the iPad or suspension of use for a period of time.

## 18. Acceptance of Agreement

By completing and signing the **Student Resource Scheme Yr. 7 iPad Hire Participation Agreement Form** the Parent / Guardian is acknowledging they understand and accept the Terms and Conditions of this agreement.

<https://education.qld.gov.au/parents-and-carers/school-information/school-operations/state-school-fees>

# iPad Rules for Students

1. You can use the iPad for your own educational purposes, both at home and at school. The iPad may be used for limited personal use but not for commercial purposes (e.g. you cannot be used for a part-time job).
2. If you do not comply with these *iPad Rules for Students*, you are not allowed to use the iPad and the School may demand that you return the iPad. There may be other disciplinary consequences under your School's Code of Conduct for Students.
3. The ***School's Acceptable Use of the School ICT & BYO Device Policy*** also apply to your use of the network / internet when you are accessing the internet using the iPad. You are reminded of your obligations under that agreement and policy.
4. You must not allow anyone else to use the iPad for their own purposes, including family members and friends. You must not tell anyone else your account name and password.
5. You can only have and use the iPad at the School and at home. Upon request, the School may give written approval for the iPad to be used in other places.
6. You accept responsibility for the security and care of the iPad.
7. iPad is not to be de-faced with graffiti and/or stickers - if you require a name sticker please see the school office.
8. You are responsible for backing-up all necessary data. The School is not responsible for any data loss. Therefore, please ensure all your school work and important documents are backed up to OneDrive.
9. The software loaded on the iPad is licensed to the Department of Education and Training or the School. You must ensure that the software is not copied, deleted or transferred, for any reason at all. Unauthorised use may breach copyright laws.
10. Music, images, video and other data files stored on the iPad needs to be age appropriate under 18+ and adhering to valid licensees & ownership for such files. Any personal data files stored on the iPad are not to be uploaded to school server(s) or to OneDrive.
11. You must not open, or allow anyone else to open, the hardware case of the iPad to alter the hardware specifications of the iPad.

12. You are responsible for the security of the iPad. When not in use, it is to be stored in its carry case and kept with you; or, if available, in secure storage for activities as directed by a teacher or during morning tea and lunch breaks.
13. Images or sound captured by personal technology devices on the school premises or elsewhere must not be disseminated to others using the iPad, for the purpose of causing embarrassment to individuals or the School for the purpose of bullying or harassment, or where without such intent a reasonable person would conclude that such outcomes may occur. The School has the right to invoke appropriate disciplinary processes to deal with such behaviour by a student.
14. You must not intentionally use the iPad or internet services to which it may be connected:
  - for any illegal, pornographic, fraudulent or defamatory purposes;
  - for bulk transmission of unsolicited electronic mail;
  - to send or cause to be sent any computer worms, viruses or other similar programs;
  - to menace or harass another person (or use in a way that would be regarded by a reasonable person to be offensive);
  - to transmit any harassing, obscene, indecent, offensive, or threatening material or emails;
  - to reproduce, distribute, transmit, publish, copy or exploit any material that constitutes an infringement of any intellectual property rights (such as copyright) of a third party; or
  - in a way that violates any laws, such as privacy laws.
15. In particular you must not use the iPad (or any internet services to which it may be connected) to bully, harass or be unkind to other persons.
16. The iPad is to be returned in good condition to the School at the end of the agreement. If you cease to be enrolled for any reason before completing the agreement period, you must return the iPad before leaving the School. If the Participation Agreement is ended, you must return the iPad.
17. The School can request the iPad be returned for any reason at any other time.

# Use and care of the iPad

## Usage

- Don't use technology devices on soft surfaces (e.g. sofa, bed or carpet) because it can restrict airflow and cause overheating.
- Avoid dropping or bumping technology devices.
- Don't place technology devices in areas that may get very hot.
- Don't get technology devices wet, even though they will dry and appear to operate normally, the circuitry could slowly corrode and pose a safety hazard.
- Follow all instructions given by staff.
- Login correctly and shutdown when finished.
- Always package, carry and store technology devices in appropriate and secure carry cases for transporting.
- Don't place objects on top of your iPad and never carry it around while it is turned on.
- Avoid exposing your laptop computer to direct sunlight or sources of heat such as desk lamps; dust, dirt, rain, liquids or moisture; heavy shock or vibration

## Handling your iPad computer

- Try to avoid moving your iPad around when it is on. Before turning on, gently place your iPad on a stable surface and then switch on.
- You still need to be careful with your iPad while it is in the bag. Do not drop the bag from your shoulder.
- iPad's should be switched off before being placed into the bag.

## Packing away your iPad

- Always store your iPad bottom down and with the LCD facing away from the front of the backpack.
- Do not wrap the cord too tightly around the power adapter or the cord will become damaged.

## iPad screen

- iPad screens are delicate - they don't like being poked, prodded, pushed or slammed. Never pick up your iPad by its screen. Don't slam the case closed and always be gentle when closing your keyboard
- To clean your screen:
  - Shutdown your iPad.
  - Lightly dampen a non-abrasive cloth with water and gently wipe screen in a circular motion.
  - Do not directly apply water or cleaner to the screen.
  - Avoid applying pressure to the screen.

## AC adapter

- Connect your adapter only to your iPad.
- Only use supplied AC Adapter on the school owned device.

## **Charging iPad**

- Once a week fully flatten your batteries. Then re-charge the batteries fully. This will extend the life of your battery cells.
- Do not tamper with the connections.

## **Keyboard & Keyboard Case cleaning**

- Wipe with a dampened non-abrasive cloth. Do not spray any cleaners directly on to the casing.
- Gently rub your laptop casing with the moistened cloth to remove any dirty marks.

## **Security**

- Report any technology device fault or suspected virus activity to the nearest staff member.
- Make regular backups of your saved work.
- Keep your login and password confidential.
- Don't tamper either physically or electronically with either hardware or software settings.
- Don't attempt or undertake any malicious behaviour towards the School's ICT resources.
- Don't attempt to make unauthorised access to ICT resources or entities.
- Don't have food or drink near the technology device.

## **Software**

- Don't copy any software from the school's ICT network or system.
- All technology equipment should only have operating systems loaded that are compliant with departmental standards.
- Always adhere to licensing and copying agreements.
- Never use technology devices to engage in illegal activity, including violation of copyright or other contracts.

## **Batteries**

- Don't use incompatible chargers & usb leads.
- Have fully charged battery at the start of each school day. All charging should be undertaken at home, as the school will not have the infrastructure or resources available to charge batteries for every student.
- Don't crush, puncture or put a high degree of pressure on iPad as this can cause an internal short-circuit, resulting in overheating.
- Follow battery usage, storage and charging guidelines found in the computer's user guide.

**For more information** about the Program and the iPad Rules for Students, contact:

Capella State High School  
(07) 49887 333