

# iPad Lending Agreement

*Families at Lathlain Primary School have the opportunity to loan an iPad from the school for educational use, at home. Families wishing to take up this offer must read the following information and agree to the terms and conditions stated below. These will be available until the commencement of school or at any time the school requests them to be returned.*

## **Ownership & Usage**

1. The iPad is on loan and as such Lathlain Primary School retains ownership of the iPad at all times.
2. The iPad is supplied for the predominate use by the student.
3. The iPad is to be used in ways that are educational and appropriate.
4. The school recommends that when using the iPad at home it is used in a family or common area and not in the bedroom.
5. Parents are responsible for supervising their child's use of the iPad at home.
6. Lathlain Primary School reserves the right to deny, revoke or suspend the loan at any time.

## **Care and Maintenance of the iPad**

1. The care of the iPad is each family's responsibility.
2. Never leave an iPad unattended. When not in your personal possession, the iPad should be in a secure, locked environment.
3. Only use the iPad at home and do not take out into public area.
4. The iPad comes with a protective case to help minimise damage. The iPad must remain in the protective case at all times.
5. Students should not lend their iPad to another person. Each iPad is assigned to an individual family and the responsibility for the care of the iPad solely rests with that family.
6. The iPad is an electronic device and care must be exercised when handling the iPad. Never throw the iPad or place weight on the iPad.
7. Avoid applying liquids to the iPad. The iPad can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad.
9. Do not store your iPad in a car and avoid usage in extreme weather.
10. Your iPad comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories.
11. Each iPad has a unique serial number and library barcode. At no time should these numbers or stickers be modified or removed.
12. Do not attempt to gain access to the internal electronics or repair your iPad. If your iPad fails to work or is damaged, report the problem to the school as soon as possible. iPad repair/replacement options will be determined by the appropriate staff.

## **Damage or loss of equipment**

1. All iPads and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the iPad. It does not cover negligence, abuse or malicious damage.
2. Any problems, vandalism, damage, loss or theft of the iPad must be reported immediately to the School.
3. In the case of suspected theft a police report must be made by the family and an event number provided to the School.
4. iPads that are damaged or lost by neglect, abuse or malicious act, will require reimbursement. The Principal will determine whether replacement is appropriate and/or whether or not the student is responsible for repair or replacement costs and whether or not the student retains access to an iPad for home use.
5. Students will be required to replace lost or damaged chargers/covers.

## **Apps and Settings**

1. Apple Store is not available for student access. There should be no attempt to install or uninstall apps to or from the iPads from home.
2. iPads are managed and monitored by Meraki Systems Mobile Device Management. This allows the school to locate devices, deploy software and apps, deliver content, enforce security policies and monitor all of your devices through an intuitive web-based dashboard.
3. If a passcode or guided access is turned on, we require these to be turned off upon returning the devices to the school.
4. If a classroom teacher requests the use of a particular application, you may contact the school to arrange an assessment and installation of the app.