



Student and Parent Conditions

Carmel Adventist College offers each student the use of an iPad and access to IT resources for educational purposes.

The program aims to provide students access to a contemporary learning environment via the use of mobile learning technologies. It is anticipated that this convenient access to technology, will help develop deeper understanding of knowledge and skills and improve student learning outcomes.

This IT Agreement is made between Carmel Adventist College, and

_____ (student name) and

_____ (parent name)

Dated this _____ day of _____ 2024.

This IT Agreement relates to the issue of an iPad and access to IT resources by **Carmel Adventist College to the above named parent and student.**

Issue of the iPad and access to IT resources is subject to the following conditions:

1. All reference to the iPad includes other accessories provided, including cover and power supply.
2. The iPad remains the property of the legal proprietors of **Carmel Adventist College**. The College reserves the right to recall the iPad at any time.
3. The issue of the iPad is related to current enrolment at **Carmel Adventist College** only. The iPad **must** be returned (with charger & cable) to the College before exiting the College.
4. The student agrees to develop the necessary skills to enable them to become an effective and efficient user of the iPad and related technology across the learning program of the College.
5. The iPad is intended for student educational use within the classroom, on school excursions and at home. Therefore the student will take the iPad to class, have it at the College each day, and ensure it is used by the student only.
6. The iPad cannot be loaned or used by any other person and is for the sole use of the student for educational purposes at **Carmel Adventist College**. The iPad is not to be used for personal use by family or friends.
7. The iPad will be used in accordance with all policies of the College, presently, or in the future, in particular, and includes strict compliance with the Australian Copyright Act 1968 and any provisions for Intellectual Property Right.
8. Responsibility for maintaining backup copies of files and apps resides with the student. In the case of treatment of serious hardware or software malfunction, the College IT personnel, while taking every care,

cannot guarantee restoration of the files and apps, back to anything other than that of a standard student iPad image. Responsibility for installation of apps back to anything other than the standard image is the responsibility of the student.

9. All damage and faults will be reported Reception within a reasonable time to permit repair under Warranty conditions. **The iPad must only be repaired through the College process.**
10. All apps required for school purposes will be purchased and deployed by the College.
11. The College accepts no responsibility, and cannot guarantee support, for any non-approved apps (i.e. not part of the standard image or specifically required for documented curriculum purposes), data, etc, installed onto the iPad.
12. Any attempt to make changes to the operation of the iPad may result in the iPad being quarantined for a period of time (minimum of 1 week).
13. Security of the iPad is at all times the responsibility of the student.
14. In particular the iPad should:
 - be brought to class charged and ready for use.
 - the iPad is **not to be disconnected from college wifi**, or have Bluetooth turned off.
 - not be left unattended.
 - be stored in the student locker when not in use at school.
 - not be left in a situation so as to permit unauthorised student access.
 - be stored in a secure, safe location when used outside school hours, or during transportation.
 - **the cover is not to be drawn or graffitied on.**
15. The College supports appropriate cyber safety protocols for secondary school students.
 - The iPad should be left in a general home area overnight for charging.
 - It is not to be in a student bedroom overnight.
 - The College supports parents in setting a deadline for finishing the use of iPads in the evening.
 - The iPad should come to school fully charged.
 - We encourage parents to be aware of the device passcode and regularly check the contents of their child's iPad and their internet use to ensure that appropriate websites are being used.
16. The physical safety and care of the iPad also needs to be managed appropriately:
 - **It must always be housed in its purpose built case.**
 - Temperatures should be monitored as iPads are heat sensitive.
 - It should not be used in the vicinity of food, drinks or chemicals.
 - It is not to be cleaned with any products other than a soft cloth.
17. Password protection and network security must also be maintained. It is the responsibility of the student to remember any iPad passcode. If it is forgotten, the iPad should remain connected to wifi, and **MUST NOT BE TURNED OFF OR RESTARTED**. Failure to follow this instruction will result in the iPad being 'wiped' and all on-board data / photos etc will be deleted. Students will adhere to the ICT Services Department strategies and network security in order to protect the integrity of the network.
18. By signing the IT Agreement, the parent /guardian agrees to **accept responsibility for paying costs associated with replacing a damaged iPad and cover the full cost of a lost or stolen iPad.**
 - Damage or breakage of the display to an iPad will result in an excess being charged for repair. **This amount is \$100 per claim.**

The replacement cost of an iPad is not covered by insurance if lost or stolen.

19. The College reserves the right to access the data on the student's iPad and accounts, and delete data when it deems it appropriate.
20. Students and parents will not link credit cards to student iTunes accounts.
21. At recess and lunch, student iPads may be used only in the Library and designated study rooms.
22. Explicit permission is required from people who are to be videoed, photographed or to be audio recorded. The use of this material must be for educational purpose and must not be shared or posted online unless explicitly permitted.
23. Video, photographs and audio may be saved on the iPad if it is for specific educational purposes.
24. Students are not to post online images of themselves or their peers in College uniform unless explicit permission from the College is granted.
25. Applications may not be used for purposefully hiding information from College staff or parents.
26. On leaving the college, **students must return their iPad in proper working order - without cracked screens or any other damage, together with the charger and cable.**
27. Authenticity of work is important. Students need to display integrity if using AI (Artificial Intelligence). Details on plagiarism and appropriate usage of AI can be found in the Academic Policy.

THE PARTIES HAVE EXECUTED THIS DEED ON THE ABOVE DATE

Name of Student: _____

Signed: _____

Name of Parent: _____

Signed: _____

Receipt of iPad (NEW Students only)

I have read and agree to accept the conditions as outlined in this IT Agreement.

I hereby acknowledge receipt of the iPad from **Carmel Adventist College.**

Name of student: _____

Signature: _____ Date: _____