1. INTRODUCTION
Mount Lilydale Mercy College recognises it has a responsibility through all members of the College community to provide and maintain an effective and efficient contemporary learning environment. This shared responsibility extends to all staff, students and parents accessing the College Information and Communication Technology (ICT) resources and systems.

The College endeavours to continue to provide ICT which:
- personalises and extends student learning
- enhances planning for professional learning to improve learning outcomes
- supports connected learning beyond the school
- supports systems for the safe and appropriate access and management of digital learning and teaching resources

The College is committed to achieving positive change through the introduction and implementation of the Years 7 – 9 iPad program. The iPad will be purchased by Year 7, 8 and 9 parents in the form of a levy incorporated into the College fees.

This Agreement describes specific the conditions for acceptable use of the iPad at the College and must be read in conjunction with the Acceptable Use Policy for Electronic Resources. Students and parents/guardians are to read and sign this Agreement as acknowledgement of an understanding and the acceptance of the terms by which this technology is to be used.

2. iPad OWNERSHIP AND RESPONSIBILITIES
iPads are the property of the student once all instalments have been paid to the College. Should a student leave the College the parent must pay all outstanding instalments.

3. EXPECTATIONS
Digital citizenship refers to appropriate behaviour and conduct within an online community. Students will be expected to demonstrate appropriate digital citizenship by adhering to the statements outlined below. Students should:

3.1 Respect the aims of the College iPad program.
- bring a charged iPad to school every day
- leave the iPad charger at home in a safe place
- backup your iPad regularly
- use the iPad for educational purposes only
- not download any App considered to be inappropriate for educational purposes

3.2 Respect others
- follow the same standards of behaviour online as you are expected to follow in real life
- observe copyright rules by respecting the information, ideas and artistic works of others
- acknowledge the author or publisher of information from the Internet and do not claim the work as your own
- use the iPad in a responsible manner and comply with the “covers closed” requests from teachers
- comply with your parent’s or staff member’s request to divulge your passcode(s) to unlock your iPad

3.3 Keep safe online
- keep passwords and personal details secure
- get teacher permission before publishing information online
4. **UNACCEPTABLE USES**

The following uses of the iPad are considered unacceptable:

4.1 **Personal safety**

Do **not**:
- send or post detailed personal information, images or audio about yourself or other people. Personal contact information includes home address, telephone or mobile number, school address, work address, email addresses, etc.

4.3 **Jail Breaking**

Do **not**: Jail break your iPad.
- Jail breaking is the process of removing the limitations imposed by Apple on the iPad. Any attempts to “jail break” the iPad is in direct breach of this Agreement.

4.4 **Network security**

Do **not**:
- attempt to gain access to any network system or service to which you do not have authorised access. This includes attempting to log in through another person’s account or accessing another person’s files or emails.
- provide your password to another person.
- post information that, if acted upon, could cause damage to or disrupt the network.
- access personal 3G accounts or networks.

4.6 **Respect for others**

Do **not**:
- make deliberate attempts to disrupt other people’s use of the iPad – hiding another students iPad, disabling another students iPad by entering incorrect passcodes.
- harass another person. If someone tells you to stop sending them messages, you must comply with their request.
- re-post a message that was sent to you privately, without the permission of the person who sent the message.

4.7 **Plagiarism and copyright**

Do **not**:
- plagiarise works found on the Internet. Plagiarism is taking the work of others and presenting it as if it was your original work.
- use material from the Internet in a manner which is a breach of copyright laws.

4.8 **Access to inappropriate material**

Do **not**:
- access material that:
  - is profane or obscene (pornography).
  - advocates illegal acts.
  - advocates violence or discrimination towards other people.

4.9 **Games in class**

Do **not**:
- use the iPad to play games in class unless under specific instruction from a College staff member.
5. **NOTIFICATION**
   You should:
   - disclose to your Homeroom teacher or Wellbeing Coordinator any messages you receive that are inappropriate or disturb you
   - notify the eLearning Leader if you identify a possible security problem
   - immediately disclose accidental access to inappropriate material to your Wellbeing Coordinator. This will protect you against an allegation that you have intentionally violated the College’s ICT policy.

6. **CONSEQUENCES OF IMPROPER USE**
   Whilst attached to the network, the College will filter and monitor email, web traffic and content accessed by students to ensure appropriate usage. Any breach will be recorded and the student may be subject to the following consequences:
   - warning
   - loss of rights to the network
   - restrictions imposed on the iPad – including the deleting of Apps, images or videos
   - detention or suspension
   - informing parents/guardians
   - incurring the cost of replacement of equipment
   - legal action

7. **USER APPLICATIONS**
   Each student will be expected to use an iTunes voucher to purchase required educational Apps for use in the classroom. The parents will be notified of the value of the voucher as well as the Apps the students require. Any additional Apps will be advised by the College as required. If this voucher is used to purchase anything other than those Apps required by the College, it will be the responsibility of the parent/guardian to ensure the student has purchased the appropriate Apps.

8. **FAULT, DAMAGE or LOSS**
   Warranty is for hardware only and does not cover physical damage to the device.

   The College will not be liable for any loss or damage as a result of use of the iPad. The content of this Agreement can be changed at the College’s discretion at any time without notification, as experience of the iPad program unfolds.

   In the event that the iPad has been lost, stolen or damaged, the family will be liable for the full cost of replacing the device. In such instances the family will be advised immediately.

   If it is ascertained that the damage or loss is a result of the actions of another student, then both students will be required to meet with their Wellbeing Coordinator. The offending student’s family will become liable for the replacement value of the device. Replacement devices will be ordered through the College’s preferred supplier. A separate invoice will be raised to cover the full replacement cost of the iPad and the family will be required to make payment of this within 14 days of the loss/damage of the device.

   Insurance of the iPad is the responsibility of the parent. It is recommended that parents do this under their Home Owners Policy or else consider the AppleCare Protection Plan for iPad.
9. SECURITY
Students must ensure the safety of their iPad at all times. They must:
- leave their assigned iPad secured in their lockers, secured by a College lock, when not using it in class
- not leave their school bags unattended when they are transporting the iPad to and from the College
- leave their iPad secured in their locker whilst off campus (school excursions, sports activities, etc)
- not swap their iPad with another student or any other person
- not leave their iPad unattended
- not leave their iPad in a motor vehicle
- not use their iPad in an unsafe or dangerous manner

Should the iPad be stolen as a result of or failure of any of the above, it will be the responsibility of the parent/guardian to pay for a replacement in accordance with clause 8 of this Agreement.

10. TROUBLESHOOTING
Should you have any enquiries about the issuing of iPads to students please contact the eLearning Leader or for any Curriculum related enquiries please contact the Director of Learning on 9735 4022.

For technical assistance please contact the College IT Helpdesk on 9237 1325.

11. AGREEMENT
This Agreement is to be signed and returned at the Parent Information Evening. At the conclusion of this evening iPads will be distributed to parents once the signed User Agreement is returned. A copy of the Agreement is be retained by the Parent/Guardian.

Student
I understand and will abide by the terms and conditions specified in this Agreement as well as the Acceptable Use Policy for Electronic Resources. Should I commit any breach, my access privileges may be suspended and disciplinary and/or legal action may be taken.

Student Full Name: _______________________
Student ID Number: _____________________

Signature:________________________________ Date__________________

Parent/Guardian
As the parent/guardian of the student listed above, I have read and understand my/our responsibility in the College granting my child access to an iPad via the College’s iPad Program Agreement and the Acceptable Use Policy for Electronic Resources. I understand that the iPad provided by the College for student use is for educational purposes. I support the College in ensuring the safe and appropriate use of these resources.

Parent/Guardian Full Name: _____________________________________________

Signature:________________________________ Date__________________