



## ST PAUL'S PRIMARY SCHOOL

230 – 240 SUNSHINE AVENUE  
KEALBA 3021  
PHONE: 9366 6033 FAX: 9367 5219

email: [officeadmin@spkealba.catholic.edu.au](mailto:officeadmin@spkealba.catholic.edu.au)

ST MARY OF THE ASSUMPTION PARISH  
KEALBA-KEILOR DOWNS

### St Paul's Primary School iPad Acceptable Use Agreement

The iPad is owned by the school and loaned to students and their families on a yearly basis.

#### **As parents we will ensure;**

- The iPad is stored and charged in a safe location (not in my child's bedroom)
- Our child will use the iPad to support their learning at home rather than as a toy or for entertainment
- That the iPad will be insured under our Home & Contents Insurance Policy
- The iPad will be treated with care; the **cover will never be taken off** iPad, it will never be left and/or used near water or food and it will be kept away from extreme heat and sunlight
- Our child will be adequately supervised when working on the iPad, especially when online (there is no filtering of internet unless supplied at home)
- We support the school's process in preparing our child as competent and responsible user of ICT
- The iPad is to be used exclusively by our child (the nominated student)
- That our child follows the iPad Acceptable Use Agreement

In the case of a lost iPad the family will be charged the full replacement retail price for the device and cover (\$550).

In the case of damage to an iPad, an inspection will take place and the cost of repairs will be communicated to you.

We have read through the above and understand and agree to it.

Parent/s Name/s .....

Parent/s Signature .....

The Classroom Teacher to initial each column when the skill or behaviour is observed

<b>Skills and Behaviours</b>	<b>Classroom Use</b>	<b>Home Mon-Fri</b>	<b>Full Access</b>
Be on task			
Handle the iPad with care and keep the screen clean			
Know my password and keep it to myself			
Store my iPad carefully and have it ready to use when needed			
Seek permission before taking or using photos of other people			
Ensure that the iPad comes to school every day fully charged with no less than 50% battery			
Seek permission from my teacher before printing			
Know the whereabouts of my iPad at all times			
Be a respectful digital citizen at all times when online			
Inform an adult when I have accessed something inappropriate or an online interaction has made me feel uncomfortable			
Create and maintain folders as a way of organising my documents			
Regularly upload folders, images, files to Google Drive in order to free up storage			
Ensure the iPad 'travels' safely			
Be a respectful digital citizen at all times when online – maintain this respect and discernment in class time and also free time eg; YouTube content needs to be appropriate to the school environment/inappropriate images should not be saved onto the iPad			
Complete all required homework on the iPad			
Record and demonstrate my learning on the iPad			
Ensure no unapproved information is stored on the iPad and the data storage is not taken up by items that are non-school related			

I will not be involved in Cyberbullying (disrespectful language or interactions which put other people down or make them feel isolated)			
I will not demonstrate a lack of care for the iPad e.g., rough use, loss, use for non-school purposes during learning time			
I will not access inappropriate materials			
I will not lend my iPad to anyone			

When a breach occurs, parents will be notified and either students will be unable to take their iPad home for a period of time or in serious breaches of acceptable use the iPad will be revoked until further notice.

We have read through the above and understand and agree to it.

Parent/s Name \_\_\_\_\_

Parent/s Signature \_\_\_\_\_

Student's Name \_\_\_\_\_

Student's Signature \_\_\_\_\_