POLICY FOR RESPONSIBLE USE OF IPADS

EQUIPMENT
Wembley Primary School (WPS) has the sole right of possession of the iPad and related equipment. The iPad will be issued to students according to the guidelines set forth in this document. The classroom teacher and school administration retains the right to collect and/or inspect the iPad at any time and to alter, add or delete installed software or hardware. Usage is a privilege and not a right.

DAMAGE OR LOSS OF EQUIPMENT
Students must report any damage or loss to the classroom teacher, who will determine necessary action. All iPads have insurance although this does not cover breakages.

STANDARDS FOR PERSONAL IPAD CARE

STUDENT RESPONSIBILITIES:
- Keep the iPad with you or within your sight at all times.
- If you are assigned the iPad, you are responsible for its return.
- Report any problems, damage or theft immediately to your teacher.
- Take care of the iPad.
- Do not add any applications (apps) to the iPad.

GENERAL IPAD CARE:
- Do not do anything to the iPad that will permanently alter it in any way.
- Do not remove any serial numbers or identification placed on the iPad.
- Keep the equipment clean. For example, do not eat or drink while using the iPad.

CARRYING THE IPAD
- Transport the iPad in the iPad case provided by Wembley Primary School.

DROPBOX
- Only submit appropriate content to the Dropbox.
- All saved documents will contain your name.

PERSONAL HEALTH & SAFETY
- Avoid extended use of the iPad while resting directly on your lap. The bottom of the iPad can generate significant heat.
- Take frequent breaks when using the iPad for long periods of time. Look away from the iPad approximately every fifteen minutes.
- Do not provide your personal information to anyone over the Internet.
- Do not share passwords with anyone.

RESTRICTED USE
- A student placed on restrictive use must only use the iPad in class when they are under strict supervision. Student must retrieve an iPad provided in classroom prior to the start of regular instruction and return it at the end of each lesson.
- Students who violate one or more of the conditions below may, at the Teacher’s, School Administrator’s or Principal’s discretion, be placed on Restricted Use (minimum 2 weeks) until the student’s Teacher, School Administrator or Principal determines the student has satisfied the conditions for use as specified by the iPad Coordinators. Reasons for placing a student on Restrictive Use include the following:
  - Careless use causing damage.
  - Loss of iPad or software.
  - Violation of WPS Responsible Use Agreement.
  - Inappropriate, defamatory, inaccurate, abusive, obscene, profane, or, illegal material found on iPad.
  - Violating Standards for Personal iPad Care.

Student’s Signature/Name_________________________________________ Form: Kindergarten to Year 6

Parent’s Signature_________________________________________ Date__________________