



### Appendix Three: iPad Appropriate Use Policy Family Agreement

**Student Pledge:** I understand that the care of my iPad is my responsibility.

**I agree to:**

- Follow the current YCIS Acceptable Use Policy at all times, in and out of the school campus.
- Take all reasonable preventative measures to avoid damage, loss or theft of the iPad, charger, charging cable, keyboard and its case at all times.
- Make sure that I know where my iPad is at all times and never leave my iPad unattended.
- Keep my iPad in its secure cover/case at all times (with the keyboard attached where applicable).
- Charge my iPad every night in a location outside any bedroom or bathroom, and bring my iPad to school fully charged every day and to all classes requiring it.
- Follow instructions from my teacher for when and how to use my iPad and only use applications on my iPad that my teacher has agreed I can use in the lesson.
- Only use my iPad to record video or audio with the clear and expressed permission of everyone involved in the recording, respecting their rights not to be recorded.
- Use my iPad in ways that are educational and promote a positive learning environment. I will not download any software nor access any inappropriate materials or use the device to engage in any disrespectful activities.
- Never put inappropriate or provocative stickers or images on or stored in the iPad. These include, but are not limited to, pornographic images, guns, weapons, inappropriate, racial, hate or threatening language, drug, cigarette or vaping or alcohol related images. I will never deface the school ID on the iPad and accessories.
- Not sign into any private iTunes accounts, nor remove the school's management profile from the iPad.
- Never loan my iPad to other people and will not handle other people's iPads.
- Never disassemble any part of my iPad nor attempt any repairs myself or through my own repairer. I will ensure all repairs are made through the school ITD office. I will never try to jailbreak my iPad.
- Be responsible for all damage or loss caused by neglect or abuse and immediately notify my homeroom teacher, Lower Secondary Coordinator, ITD and/or the School Office immediately. I acknowledge that I will be liable for the cost of repair and/or replacement.
- Use the device only in appropriate areas of the school. I will never use the device in a bathroom, toilet or other private area, nor around the school grounds unless part of a lesson supervised by a teacher.
- Return my iPad, case, keyboard, charger and USB cable in good working and aesthetic condition before the end of the current academic year or before I end my enrolment at YCIS. I accept I will be charged the full replacement cost of a new iPad and its accessories should I fail to return the iPad and/or its accessories in good working condition.
- Agree that if I am not using the school issued device appropriately, it may be confiscated for a period of time or indefinitely depending on the severity of the situation.
- Acknowledge that my iPad is subject to inspection at any time without notice. iPads remain the property of YCIS.

**Parents...**

I have read the YCIS iPad appropriate use policy found on the School's Moodle page. I understand that my child is expected to fulfil school policy regarding appropriate use of school issued iPads. This includes following instructions, respectful behavior, preventing damage and loss, immediate reporting of any issues related to the damage, loss or disfunction of the device. I acknowledge that I must report damage or loss immediately and only have the iPad repaired through the School's authorized repairer via the ITD office, otherwise I will be required to reimburse the School for a new iPad. If my child's iPad is damaged, lost or stolen, I accept that I will need to pay for the repair or replacement cost of a new iPad and accessories. ITD will provide the cost to be paid.



## Appendix Four: YCIS Family Digital Citizenship Agreement (Character Education)

### **Student Pledge:**

1. I will remember that not all people have access to or utilise technology in the same way. I will not treat people differently if they do not have the same options.
2. I will tell my parents or other responsible adult right away if I come across any information that makes me or others feel uncomfortable, whether in or out of the school.
3. I will remember that I need to balance technology use with other activities.
4. I will not respond to any messages that are unpleasant or in any way make me or others feel uncomfortable. It is not my fault if I get a message that is inappropriate. If I do, I will tell my parents and a teacher right away.
5. I will talk to my parents so that we can set up rules for making my social media safe. I will follow the School's direction and will not post anything on social media that is inappropriate, misleading, offensive, demeaning or brings the School's, teacher's or any other person's reputation into disrepute.
6. I will treat others the way that I wish to be treated when using technology. I will keep in mind that my technology use will affect others, so I will use it appropriately at all times.
7. I will share with my parents about how I am learning using online and digital systems to ensure they are aware of my engagement with technology.

I agree to the iPad Acceptable Use Policy Family Agreement and YCIS Digital Citizenship Agreement (Character Education),

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Child sign and date here

Date

I agree to the iPad Acceptable Use Policy Family Agreement and I will ensure my child follows the YCIS Digital Citizenship Agreement (Character Education), allowing school devices to be used only following the above policies and pledges,

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Parent(s) sign and date here

Date