



# Student iPad Usage Contract

## Parents/School/Student

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LEARNING BEYOND BORDERS



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# School Vision, Mission & Core Values

## Our Vision

Fostering a sustainable and inclusive future

## Our Mission

Creating a new generation of innovative minds

## Core Values

- ^ Respect
- ^ Justice
- ^ Innovation
- ^ Transparency
- ^ Kindness
- ^ Responsibility



## North Gate British School - iPad Usage Contract

Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future, and one of the key learning tools today for the 21st century learner is the iPad tablet.

The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for college and the workplace. Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community.

Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anywhere.

The policies, procedures, and information laid out within this document apply to all iPads used at North Gate British School (NGBS), and they also extend to include any other technological devices considered by the Administration to come under this policy. Teachers may set additional requirements for use in the classroom, and it is each student's responsibility to familiarize themselves with each of their teachers' specific instructions.

### 1. Using Your iPad at School

iPads are intended for use at school each day. iPads may be used in the classroom as well as to check school messages, announcements, timetables and various types of research. Students are responsible for bringing their iPad to class every day.

#### 1.1 iPads Left at Home

- If students leave their iPad at home, they are responsible for completing coursework as if they had their iPad present
- Leaving an iPad at home is not an acceptable excuse for not having homework or projects completed on time.
- Students can and will receive zero marks if their homework is missing as a result of iPads left at home.



- If a student repeatedly (three or more times in a class) leaves their iPad at home, they will be sent to the Head of Primary where disciplinary consequences will be decided.

## 1.2 iPad Undergoing Repair

- Students with iPads undergoing repair are responsible for preparing for class and completing all assignments.
- If a student has an iPad that is in repair, it is the student's responsibility to inform the teacher of any academic issues due to the lack of having an iPad in class.

## 1.3 Charging Your iPad

- iPads must be brought to school each day fully charged.
- Students are expected to charge their iPads every evening.
- The teacher reserves full discretion if a student comes to class in need of charging their iPad.
- In the case that an iPad battery no longer has charging ability, the student must inform the teacher of the need to sit in a seat that allows them to plug in the iPad for the entire class period.

## 1.4 Screensavers / Background Photos

- Inappropriate media and/or photos may not be used as screensavers or backgrounds.
- Presence of inappropriate, illegal, and/or immoral symbols or pictures will result in disciplinary actions.
- Disciplinary consequences include, but are not limited to: warnings, detentions, suspension, parent phone calls and/or meetings.
- Though a student may keep their iPad secure through the use of a password, the school reserves the right to search the iPad.
- If something is in question in regard to the iPad usage and its contents, a student will be required to inform the teacher of their personal password so that the school may search the iPad.



## 1.5 Sounds, Music, Media, and Programs

- Sound must be always muted unless permission is obtained from the teacher for instructional purposes.
- Students may not stream videos or music while using their iPads unless instructed by the teacher.
- Games and programs may not be used in school premises unless instructed by teachers.
- If a student is found to be using a non-educational app or using the internet for a non-educational purpose, they may be warned by the teacher, given a detention, have the iPad taken away, and/or sent to the Head of Primary.
- Should the student be sent to the Head of Primary, they may receive disciplinary consequences which include, but are not limited to: warnings, detentions, suspension, parent phone calls and/or meetings.

## 1.6 Appropriate Use in the Classroom

- Students are expected to use their iPads appropriately and for educational purposes at all times.
- Student use of devices must comply with trademark and copyright laws and all license agreements.
- Students may not plagiarize others' works and must give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the school.
- Should a student not use their iPad appropriately they will be subject to disciplinary consequences which include, but are not limited to: warnings, detentions, suspension, parent phone calls and/or meetings.



- Students may not take pictures or record any other students or teachers unknowingly.
- Students may not take pictures during class time unless otherwise instructed by their teacher.
- Students may not play on the Internet or on apps during class time unless otherwise instructed to do so by their teacher.
- Teachers will utilize Apple Classroom to monitor usage during class time.

## 2. Managing Your Files and Saving Your Work

### 2.1 Saving to the iPad

- Students may save work directly to their iPads. Though storage space is available on the iPad, it is not always backed up.
- Google Drive is the preferred storage for student work.

### 2.2 Backing Up Work

- Backing up files is highly recommended as it is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.
- It is recommended that students back up their work by emailing themselves documents, saving files on flash drives, or using apps such as Dropbox or the student's Google drive.
- iPad malfunctions are not an acceptable excuse for not submitting work and/or being unprepared for class

### 2.3 Network Connectivity

- NGBS makes no guarantee that the network will be up and running 100% of the time.
- In the rare case that the network is down, NGBS will not be responsible for lost or missing data.



### 3. Acceptable Use Policy

Technology and Internet use at NGBS, whether on a student-operated iPad or a school computer, is to be used for educational purposes that serve the school's mission. It is expected that all students will use the iPads respectfully and for the sole purpose of deepening and enriching their educational experiences. The use of iPads in the classroom is a privilege, not a right. Students are expected to uphold the values and expectations of the school.

The following Acceptable Use Policy is provided to make all users, including parents, aware of the additional responsibilities associated with efficient, ethical, and lawful use of technology. If a student violates any of the following terms and conditions, they may lose technology privileges and suffer disciplinary consequences. Disciplinary consequences include, but are not limited to: warnings, detentions, suspension, loss of iPad privileges, removal of iPad apps, parent phone calls and/or meetings. When applicable, the UAE law enforcement may be involved.

***This includes, but is not limited to:***

- Cyber bullying or anything that can be construed as cyber bullying, including sending or displaying offensive messages or pictures or harassing and violating others.
- Using the network for any illegal activity, including violation of copyright or other contracts.
- Removing or altering the originally-installed software unless specifically instructed to do so by the teacher or school authority.
- Downloading or installing any additional software unless specifically instructed to do so by a teacher or school authority. Any unauthorized applications/software must be removed immediately.
- Vandalizing the data of another user.
- Wastefully using resources.
- Gaining unauthorized access to resources or entities



- Accessing inappropriate matter on the internet
- Using technology capabilities for cheating
- Using technology capabilities for communicating with other students during class
- Disabling or attempting to disable school-installed software such as internet filtering and antivirus or mobile device management.
- Invading the privacy of individuals which includes, but is not limited to accessing another person's account and/or files and taking pictures or videos of a student or teacher unknowingly.
- Posting personal communications without the author's consent.
- Posting anonymous messages.
- Use of non-educational social media networks or apps which include but are not limited to Facebook, Instagram, SnapChat, Twitter, WhatsApp, TikTok.
- Placing unlawful information on a system
- Using abusive or otherwise objectionable language.
- Sending messages that are likely to result in the loss of recipients' work.
- Degrading the good name of NGBS in any technological communication both within and outside of school
- Sending chain letters, broadcast, chats, texts, or instant messages to a list of others.
- Use of the information services for commercial activities for profit or product advertising.
- Degrading or disrupting equipment or system performance.
- Any other use which would violate the policies of NGBS concerning the correct student conduct



- Use of a non NGBS network including, but not limited to cellular networks, "hot spots," and/or VPN
- Students may not use approved apps for unapproved activities.
- Students may not take pictures or record any other students or teachers unknowingly
- Students may not take pictures during class time unless otherwise instructed by their teacher

**All members of the NGBS community are expected to practice netiquette while using technology. Netiquette is defined as network etiquette and includes the following:**

- Politeness
- Use of appropriate language
- Privacy
- Limited disruptions

Students are personally responsible for their use of technology as well as for what happens to their personal technology tools. Students are responsible for everything posted on their social media networks regardless of whether or not they posted them as well as for comments they post on other people's accounts. If a NGBS student is found to have a repetitive disciplinary issue due to the use of a specific app, the school has the right to delete the app from the students' iPad.

#### **4. Suggestions in Caring for your iPad**

**Students are responsible for the general care of their student owned iPad and for any and all damage that might occur.**

- **Liability:** If a lost or stolen technology device is not recovered or if a technology device is otherwise damaged, the student and the student's parent(s)/guardian(s) are financially responsible for repair or replacement (If it's in irreparable state) costs of device prevailing in market.



- **Insurance Option:** Parents may consider purchasing additional insurance to cover potential damage or loss beyond the school's standard warranty.
- **Supervision at Home:** Parents are encouraged to monitor their child's use of the iPad at home to ensure it is used in a safe and controlled environment.

#### **4.1 General Precautions**

- Insert cords and cables carefully into iPads to prevent damage.
- Always keep iPads in protective cases at all times.
- Do not leave iPads unattended or in unlocked lockers; know where your iPad is at all times.
- NGBS is not responsible for the loss of an iPad. Students should keep their iPads in possession at all times.
- If a student thinks an iPad was stolen, they must report it to their Homeroom teacher.
- Do not let anyone use your iPad.

#### **4.2 Screen Care**

- Do not place books or heavy objects on your iPad.
- Keep food and drinks away from your iPad.
- Do not place anything in the carrying case that will apply pressure to the iPad.
- Only use a clean, soft cloth to clean the screen; do not use cleansers of any kind.

## **5. NGBS Contract Terms**

This contract outlines the terms and conditions under which students at NGBS will use iPads provided by the school. The goal is to ensure the proper and responsible use of the devices in line with the schools' policies. NGBS is committed to integrating technology into the learning process to enhance educational outcomes.



## 5.1 Ownership and Usage

- **Device Ownership:** The iPad provided is the property of NGBS. It is issued to the student for educational purposes only.
- **Device Return:** This iPad must be returned to the school at the end of each academic year. The device will be inspected for damage and functionality before being reissued for the next academic year.
- **Device Warranty:** The school provides a standard warranty for the device, covering manufacturing defects. Any additional insurance or extended warranties are the responsibility of the parents.
- **Extended Usage:** Students may be allowed to use the iPad during school holidays with the exception of the summer months. However, all terms of this agreement continue to apply during those times.

## 6.1 Termination of Agreement

- **Term of Possession:** A student's right to use and possess an assigned device terminates not later than the last day of enrollment, as determined by the school, unless earlier terminated by the school or upon a student's withdrawal from the school.
- **Violation of Terms:** Failure to timely return the technology device and the continued use of the device for non-school purposes without the consent of the school may be considered an unlawful appropriation of school property. Failure to comply with this contract may result in disciplinary action and/or the revocation of iPad use privileges.
- **End of Enrolment:** If the student leaves NGBS, the iPad must be returned immediately in the same condition as it was issued.
- **Transfer of Ownership:** If a student transfers to another school mid-year, the iPad must be returned immediately. There will be no grace period.



## 7. Agreement

By signing this contract, the School and the Student's Parent/Guardian agree to abide by the terms and conditions outlined above, in exchange for good, valuable, and mutual consideration, the sufficiency of which is hereby acknowledged.

Device Serial ID:

### Student/Parent iPad Use Agreement

#### Parent Contract

Student Name: .....

Class: .....

Parent Name: .....

Parent Contact: .....

By signing this contract, both the parent/guardian and the student agree to abide by the terms and conditions outlined. Please note that this iPad is the property of the school and will always remain the property of the school. The school reserves the right to recall the iPad at any time for maintenance and software upgrades.

- I agree to expect my child to always comply with NGBS iPad and Acceptable Use Policy and Code of Conduct.
- I understand that my child's failure to comply with the above listed documents may terminate their rights to use an iPad at school and put them at risk of disciplinary consequences.
- I understand that any inappropriate use of my child's iPad will result in disciplinary action.
- I understand that my child's iPad is subject to inspection at any time without notice and can remain in the possession of the school overnight should it be deemed necessary.



- I understand that the school's network will monitor my child's digital activities.
- I understand that my child is fully responsible for their iPad including any theft and damage.
- I understand that during the school day and in the classroom, my child may only use their iPad for educational purposes; they may not play games or use any social media networks.
- I understand that iPad malfunctions are not excuses for my child being unprepared for class and/or having missing assignments.
- I understand the importance of having my child's back up all their information.
- I understand that my child must always comply with teacher directions and that the teacher has sole discretion as to what is deemed appropriate during class time.
- I agree to uphold the expectation that my child will practice digital citizenship, netiquette, and responsible social networking.

I understand and abide by the above rules and all other policies set forth in North Gate British Schools iPad and Acceptable Use Policy and Code of Conduct. I further understand that any violation is unethical and may result in disciplinary consequences for my child. Disciplinary consequences include, but are not limited to: warnings, detentions, suspension, loss of iPad privileges, loss of iPad application, parent phone calls and/or meetings, and/or expulsion.

Parent Agreement	Weight
<b>Parent Name:</b>	
<b>Child Class</b>	
<b>Parent Signature:</b>	
<b>Date:</b>	

***\*The school will recall the ipad before the Summer term ends in order to upgrade and service the ipads. The student will NOT have use to the device during the Summer holidays.***



## Student/Parent iPad Use Agreement

### School Witness\*

Student Name: .....

Class: .....

Parent Name: .....

Parent Contact: .....

Staff Name: .....

Designation: .....

To be completed by the academic team at school when the iPad is officially handed over to the student and parent (all parties).

Receipt of iPad	
<b>iPad Serial Number:</b>	
<b>Designated School Staff Member:</b>	
<b>Date:</b>	



## Parent Declaration of Agreement

I,.....being the parent/guardian of ....., hereby declare that I have read and fully understood the school's admissions process, as outlined in the school's admissions policy.

I confirm that I am in full agreement with all the terms and conditions set forth in the admissions policy.

Signed :

Parent's Full Name :

Date :

School Signed :

Date :