

# St. Mary's Academy iPad Contract (School Year)



Students enrolled at St. Mary's Academy (the School) will be provided with an Apple iPad for the purposes of facilitating education. The iPad must be returned upon a student withdrawing or graduating from the school. The School retains all ownership rights of the iPad; the School may inspect the iPad and all stored information at any time with or without notice, and the student should not have an expectation of privacy as to anything stored on, sent by, or received through it. At the end of that term, students may be asked to return the iPad to the school, for storage, updating or upgrading. All personal data may be deleted.

## Customization

Any preference settings, such as the wallpaper, screen brightness, or location services, may be changed by the student. The purchase of some apps will be required by course instructors, and with their parent or guardian's permission, students have the option to buy other apps from the Apple iTunes Store and download them to their iPad. Any app purchased on the iPad via the App Store app will automatically be available to the student's iTunes account on any other iOS device at no additional charge. Hacking or jail breaking an iPad is not allowed; if a student's iPad is found to be hacked/jailbroken or if it is deemed that the iPad is being used inappropriately in any manner, the student will be subject to disciplinary action and possible financial penalties associated with harming the device.

## Damage or Loss

Students should immediately report any damage or loss to the Technology Department, which will determine necessary action. All iPads are covered by a warranty which covers manufacturer's defects. The warranty does not cover loss, exposure to liquid, negligence, and abuse. For example, carelessly dropping the iPad, throwing the iPad, or using the iPad as an umbrella would be considered examples of neglect and abuse. Students will be responsible for the deductible expense of \$50 each for the first two instances of covered damage, regardless of the school year in which they occur. A third instance of damage may result in a charge for replacement of the device. Damage instances do carry over to the following school years. See the section below, Financial Responsibility, for further details.

## Standards for iPad Care and Use

### Student Responsibilities

- Bring the fully-charged iPad and charging unit to school every day.
- Ensure that the iPad is backing up successfully to iCloud.
- Unless provided with an SMA managed Apple ID the student must have at least the 50GB level of iCloud storage. If the iCloud storage becomes "full", and the iPad will not backup successfully, students must upgrade their storage plan.
- Keep the iPad with you or within your sight at all times.
- When the iPad is not in use at school be sure secure it in your locker. When traveling ensure that you do not leave the iPad unattended where it can be seen by others (for example the back seat of a car).
- Secure iPad in a case ensuring that corners, sides and back are protected from minor impacts at all times. The protective case should also protect the screen when not in use.
- Other than parents, guardians, or SMA staff do not let anyone besides yourself see or use the iPad.
- Adhere to the SMA Responsible Use Policy located in the handbook and the SMA website [at all times](#).
- Report any problems, damage or theft immediately to the Technology Department.
- Create a Passcode on the iPad and keep the Passcode confidential.
- Any apps or data stored on the iPad must be consistent with school policy and the Mission and spirit of the school.

- SMA uses mobile device management software on student iPads. This assists our technology department with app distribution, troubleshooting, wireless network connectivity and content filtering. This software is not to be removed for any reason.

### General Care

- Do not do anything to the iPad that will permanently alter it in any way.
- Do not take iPad to an Apple store or third party for repair or replacement. This must go through the SMA Technology Department.
- Do not remove any serial numbers or identification placed on the iPad.
- Do not put any stickers, paint, etc. on the iPad.
- Keep the equipment clean. For example, do not eat or drink while using the iPad.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only. Do not use paper towels, which may scratch the screen.

### Personal Health & Safety

- Take frequent breaks when using the iPad for long periods of time. Look away from the iPad approximately every fifteen minutes and focus on a distant object to prevent eye strain. Keep track of how long you spend using the iPad or any other technology device and to limit overall screen time.
- Do not provide your personal information to anyone over the Internet.
- Do not share your passwords with anyone except parents or members of the Technology Department if they are assisting with troubleshooting, repair or replacement.

### Financial Responsibility

Students/families are responsible for the deductible expense for the first two incidences of covered damages (\$50 each). Subsequent damage will be repaired by the School, when possible, and the cost billed to the student/family. In the case of an iPad’s irreparable destruction or loss, the student/family will be billed for the full value of the replacement iPad. In addition to damage and loss issues, a student is responsible for buying applications for classes from Apple’s App Store. Most families choose to use Apple Gift Cards (recommended), but some allow students to associate a credit card with their Apple ID; this is solely the purview of the family.

### Signatures [Policies and Agreement Form](#)

*Print and Sign “Policies and Agreement Form” available on SMA website*

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Student name (Print)	Signature	Date
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*Print and Sign “Policies and Agreement Form” available on SMA website*

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Parent/Guardian name (Print)	Signature	Date
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