



Student iPad Usage Contract Parents / School / Student

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School Vision, Mission and Core Values

Our Vision

Moulding and carving confident individuals, as Global Citizens of the future with a broad outlook, instilled with the impeccable virtues of the heart, mind, and soul.

Our Mission

Harnessing independent learning skills by providing the students with research-based and inquiry-based learning opportunities.

Offering an environment that promotes the love for nature, diversity and an affinity for the rich cultural values and traditions of the UAE and the world around.

Promoting the acceptance of every individual, knowing the fact that each one is unique and special.

Engaging students in the latest technological know-hows in view of directing their minds towards a technology-driven future.

Core Values

Engage with Empathy | Emerge with Confidence | Evolve with Innovation |
Enthuse with Environmental Sensitivity | Express with Conviction

Distribution List:

- Board
- Principal
- Staff
- Parents

The Hope English School – iPad/Device Usage Contract

Excellence in education requires that technology is seamlessly integrated throughout the educational programme. 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 maximise 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. On the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrate technology into the curriculum anytime, anywhere.

The policies, procedures, and information laid out within this document apply to all iPads used at The Hope English School 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 familiarise 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 because of iPads left at home.

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 using 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 Programmes

- 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 programmes 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 Principal.
- Should the student be sent to the SLT, 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 always use their iPads appropriately and for educational purposes.
- Student use of devices must comply with trademark and copyright laws and all license agreements.
- Students may not plagiarise others' works and must give credit to all sources used, whether quoted or summarised. 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.

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.

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 students' Google drive.

- iPad malfunctions are not an acceptable excuse for not submitting work and/or being unprepared for class

2.3 Network Connectivity

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

3. Acceptable Use Policy

Technology and Internet use at The Hope English School, 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 unauthorised applications/software must be removed immediately.
- Vandalising the data of another user.
- Wastefully using resources.
- Gaining unauthorised 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 the school 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 the school concerning the correct student conduct
- Use of a non-school 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 Hope English School 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 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.
- **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.
- Do not leave iPads unattended or in unlocked lockers; know where your iPad is, at all times.
- The school is not responsible for the loss of an iPad. Students should always keep their iPads in possession.
- 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. Contract Terms

This contract outlines the terms and conditions under which students at The Hope English School 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. The Hope English School is committed to integrating technology into the learning process to enhance educational outcomes.

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.

- I agree to expect my child to always comply with The Hope English School 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 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 The Hope English 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	I agree to my child having the use of the iPad on these terms and I have received the iPad
Parent Name:	
Child Class:	
Parent Signature:	
Date:	