DPS Monarch International School

iPad Policy and User Agreement for Grade 6 – 12

The policies, procedures, and information contained in this document apply to all the iPads Managed by DPS Monarch International School, Al Wukair.

DPS Monarch International School extends to any other electronic devices the administration deems necessary to be governed by DPS Monarch International School. Teachers may set additional requirements for the use of electronic devices in their classrooms.

Updated iPad Policy Grade 6 – 12 – BYOD – Bring Your Own Device

BYOD – Students are requested to bring your devices with Full Charge as and when your subject teacher recommends it. Students must carry back their iPads at End of Day.

SL.No.	Terms and Conditions	if Purchase from School	if not Purchase from School
1	iPad is not working, in case of Physical Damage / Liquid Spread done by Student	Parent Has to Bear the Charges Note: As a standard policy of Apple, the devices affected with physical damage / liquid spread will not be entertained to claim the warranty even the device is under warranty	Parent Has to Bear the Charges Note: As a standard policy of Apple, the devices affected with physical damage / liquid spread will not be entertained to claim the warranty even the device is under warranty
2	iPad is not working, in case of Physical Damage / Liquid Spread done by Any School Staff	School will compensate and do the recovery or restoration of same iPad.	School will compensate and do the recovery or restoration of same iPad.
3	If the student resets / clicks of forgot password intentionally / Unintentionally and then he/she brings to IT's notice, the restoration of the device cannot be achieved in entirety without the original password	if it is under warranty, The school will take responsibility and recover as soon as possible by contacting concern apple support center, and Based on supplier comments, Same terms and conditions will be followed and to be intimated to the parent.	The parent must call the apple call center and register the case as the device is not under warranty for the restoration process. If it's under warranty, they can contact directly to sold by authorities.
4	In case of IPAD theft in School Environment	School will investigate and take the appropriate actions	School will investigate and take the appropriate actions

| 5 | Out of Warranty Period from the date of Purchase. | The school might not bear the service charge as it is out of warranty from the Date of purchase. The Parent must bear the service charges (As a standard policy of apple, the devices affected with physical damage / liquid spread will not be entertained to claim the warranty even the device is under warranty) if it is under warranty, the IT Team can take care by contacting the supplier for the software restoration except physical damage / liquid spread. | Reporting to Parents on immediate basis by School, The actions has to be taken care by parents. |
| 6 | School Recommended Apps | Default iOS apps with Microsoft apps Like OneDrive, Office Mail, Teams and Forms. There should not be any purchased apps from third party, If found, it will be uninstalled | Default iOS apps with Microsoft apps Like OneDrive, Office Mail, Teams and Forms. There should not be any purchased apps from third party, If found, it will be uninstalled |

General Terms and Conditions

1. **Assignments**

   Each student is assigned an iPad and is expected to maintain it in good working order for the duration of their enrollment at DPS Monarch School. iPads are continuously verified for device name and associated serial numbers.

   Parents / students must sign out and Submit the iPad Protection Agreement ("Self-Declaration Form")

   1.1 Accessories
   Students should purchase an iPad, a protective case, a charging block, and a syncing cord at the start of their enrollment period. Students are responsible for their equipment and accessories.

   NOTE: Any loss, theft, and damage of equipment will be followed as mentioned in the Updated iPad Policies.

2. **Protection**

   Students are responsible for the general care of their iPad. Devices that are broken or fail to work properly must be reported to the class teacher / IT department immediately along with class teacher to register the incident.

Remember:
- iPads are required to be in a protective case at all times.
- If you carry your iPad in a backpack, do not drop the backpack on the floor when you take it off.
- Never place objects on the iPad, even with the cover closed.
- Avoid storing iPads in a heavy backpack, on the floor, or in other areas with a high probability of accidents.
- Keep liquids away from the iPad.

2.1 Cases
The protective cases are necessary to provide the best protection against accidental damage.

2.2 Screen Care of a iPad:
screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure. Clean the screen with a soft, dry cloth or anti-static cloth. Never use liquid or chemical cleaners to clean an iPad.

2.3 General Care
Students will be held responsible for maintaining their assigned iPads in good working order.
- iPads must remain free of any writing, drawing, stickers, or labels Except that were applied by School for the control awareness.
- Do not expose your iPad to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. If your iPad has been in a cold environment for a long period of time (e.g. travelling to/from school in the winter), let it warm up before using it.
- Cables must be inserted carefully into the iPad to prevent damage.

2.4 Repairs
Malfunctioning or damaged iPads must be reported to the IT department immediately with class teacher support. School will take necessary steps on iPad repairs by contacting the apple support vendors. Upon the cases and report from apple support if the iPads are damaged by misuse, neglect, or other accidental damage will be repaired with the costs being paid by the student/parent based on above mentioned Updated iPad Policy of 1 - 5.

See Section 8. Repairs and Replacement for more information.

2.5 Theft
Theft of iPads must be reported immediately to the School office, IT department / Security Department.

3. General Use
iPads are expected to be used at school whenever required. Students will be responsible for bringing their iPad to all classes based on teachers instructions, unless specifically instructed not to do so by their teacher.

3.1 Students are responsible for completing the course work. Grades will be impacted if students come to class without their iPad or the iPad is not charged.

3.2 Classroom are installed with locker facilities, During unused time of iPad's inside the school campus, the students are recommended to use the locker facilities , Students are responsible for completing the course work. Grades will be impacted if students come to class without their iPad or the iPad is not charged.

3.3 Screensavers and Background Images
Inappropriate media may not be used as a screensaver or background image. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols, or other offensive content will result in disciplinary actions.

3.4   Sound, Music, and Video
Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students are not allowed to use the iPad for personal entertainment while on the school network or Public at any time. Personal entertainment includes video, music, and games that are not part of a class curriculum.

3.5 Home Internet Access
Students are allowed to connect to home wireless networks on their iPads.

Students are allowed not to install non-academic apps on the iPad; however, this privilege may be revoked at any time by a parent or a principal (or their designee) as result of poor academic standing or failure to maintain good citizenship within the school community.

4.   File Management
Students are responsible for managing the data on their iPads and ensuring that everything is backed up regularly.

4.1 Saving Files
Students may save files on the iPad. As a safety precaution, students are encouraged to email important documents to themselves or use an online storage options (e.g. One Drive).

There is very limited storage space available on the iPad, and files will not be saved if the iPad needs to be restored its original settings. It is the student's responsibility to ensure that coursework is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for failing to turn in coursework.

4.2 Data Loss due to Network Connectivity
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.

5. Apps and Settings

5.1 School Recommended Apps

School recommends apps that are required to complete the coursework needs to be installed as mentioned in iPad Policy.   From time to time the school may add additional software applications for use in a particular course if required and advised by school authorities.

5.2 Find My iPhone

Find My iPhone is a setting in iCloud that must remain turned on at all times. The setting can be accessed by opening the Settings app, then navigating to iCloud → Find My iPhone.

Students are required to remain logged in to iCloud using the Apple ID created using their School email address. The disabling of the Find My iPhone setting will result in the loss of iPad privileges. The tracking feature in Find My iPhone can only be used by somebody with knowledge of the school's Apple ID and password.

5.3 Additional Software

Students are not allowed to load apps on their iPads without the knowledge of school authority. While connected to the school network, students may only download apps for classroom use if recommended by school.

5.4 Student Installed Apps

Non-academic apps are not allowed to be installed on the iPad as long as they do not interfere with a student's ability to complete required coursework. All apps and data may be erased if the iPad ever requires repair or troubleshooting. Apps purchased with personal iTunes accounts can be removed, but that process is beyond School control and School assumes no responsibility for lost apps and data.

5.5 Software Restore

If technical difficulties occur, the iPad may be restored to factory settings or receive a new installation of the operating system. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

5.6   Software Upgrades

New versions of iOS and installed apps are made available in the App Store. Students are allowed to update installed apps; however, it is suggested that students wait for an official notice from the IT department before upgrading to a major version of iOS (e.g. iOS 14 to iOS 15)

6.   **Acceptable Use**

Use of the iPad is governed by the School Policy and the policies and procedures contained in the iPad Policy and User Agreement.

6.1 Privacy

Users should not have an expectation of privacy or confidentiality in the context of electronic communications or of other files sent, received, and/or stored on the School's network or iPads. School reserves the right to examine all data sent, received, and/or stored on the School network and iPads. All communications, including text and images, may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.

6.2 Legal Propriety

Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher / parent / IT Department.

The use or possession of hacking software is strictly prohibited, and violators will be subject School Code of Conduct. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the School.

6.3 iOS Operating System

Students are prohibited from "jailbreaking" the iOS operating system of the iPad. Jailbreaking voids the manufacturer warranty and will result in disciplinary action. Also not to use the VPN related Apps

6.4 Inspection

Students may be selected at random to provide their iPad for inspection.

7. Protection and Storage

7.1 Identification

Only School is allowed to place identifying marks on iPads and cases. Students are not allowed to alter the appearance of the iPad or case in any manner.

7.2 School recommends nothing should be placed on top of the iPad. regardless of whether or not they are needed

7.3 Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds ,campus, the lunchroom, Ground, computer labs, locker rooms, library, unlocked classrooms, dressing rooms, lobbies, and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the School Safety & Security Department. Students may face disciplinary action for leaving an iPad unattended.

8. Repairs and Replacement

Students are financially responsible for the repair and/or replacement cost of the iPad due to physical damage, theft, or loss. Incase, if it's done by staff, School will take necessary actions on same as mentioned in Above **Updated iPad Policy Grade 1- 5**.

8.1 Repair Process

Students are responsible for reporting a damaged or missing iPad to the Class Teacher or IT Department. The Class Teacher/ IT Department will contact families if the iPad needs to be repaired or replaced. School uses an outside vendor to repair all iPads. All repairs are covered by a limited warranty.

Below is the repair process for an iPad covered by insurance:

1. Student reports lost or damaged iPad to the Class Teacher or IT Department.
2. Student files an iPad Incident Report along with class teacher.
3. Student Office contacts the family via email with a statement of the damage or loss and an invoice.
4. iPads must be repaired by Authorized Service Center only.