

The CAM Academy Trust iPad for Learning scheme – Terms and Conditions (updated June 2023)

This policy is to make sure parents/carers are clear about their responsibilities and those of the school with regards to the iPad for Learning scheme at CAM Academy Trust. Please read through the policy carefully and make sure you understand it.

The School's responsibilities:

- The school agrees to provide support for the device and where possible (subject to availability) will aim to provide a replacement device within 48 hours if a fault is reported to IT Support.
- Any issues that can be carried out on site will be done within 5 days.
- Warranty/insurance repairs will need to be completed off site and will be carried out within 15/20 working days.
- The school agrees to investigate any loss within the school buildings. However, please note that loss is not covered by the insurance policy.
- The school agrees to pursue all claims of accidental damage through the Insurers following the submission of a completed insurance claim form provided by the child's parent/carer. If the insurers deem that the description given on the insurance form doesn't match the damage to the iPad or the damage was caused maliciously, then neither they nor the school will be liable to meet the cost of the damage.
- The school will arrange random, periodic inspections or checks of student devices to ensure that they are maintained at an acceptable standard and not being used for inappropriate purposes. This may involve keeping the device for a short period. Any issues arising will be dealt with in accordance with the school behaviour policy.
- The school will provide periodic maintenance and updates to the device. This may involve keeping the device for a short period.
- The school will provide online safety information for parents/guardians so that they can help their child stay safe online.
- The school will ensure that teachers are equipped with the skills to support students in getting the most out of their device.

The Parent/carers responsibilities:

- To voluntarily make regular donations through a monthly direct debit agreement.
- To notify the school of any adjustments that are made to the direct debit.
- To notify the school at the earliest opportunity of any likelihood of being unable to meet a month/term's donation or of cancelling of the direct debit.
- To ensure that my child takes appropriate care of the device at all times and keeps it in the case provided. If my child deliberately damages the case, I will contact the school and arrange to purchase a new one. If the charger is damaged, I will purchase a new one.
- **To pay the excess charge of £25 to the school if more than one claim is made over the period of the lease. Any claims thereafter will be investigated and the full cost of damages may be invoiced to parents if the damage is found to be vandalism.**
- To contact the school immediately if my child's device is lost so that appropriate steps can be taken to locate it.



- To report incidents of theft to the Police and obtain a Crime Reference Number (inform the school first as we may be able to locate it).
- To provide the school with a completed insurance claim form to support any claims of accidental damage or theft.
- To inform the IT Support immediately of any problems with the device.
- To encourage your child to back their work up regularly using cloud technology.
- To encourage your child to use the device sensibly and safely, making them aware of relevant online safety issues.
- To make your child aware of the Acceptable Use Policy and their responsibilities.

Insurance guidance:

- Theft is not supported by the policy unless it is supported by a Police Crime Reference Number (it will be the responsibility of the parent/carer to acquire this prior to making a claim). All claims must be submitted to the insurers within 14 days of the loss/theft occurring. You may wish to consider adding the device to your own household insurance policy.
- All claims must be submitted to the insurers within 14 days of the damage occurring. Damaged chargers, cases and cosmetic damage to devices are not covered under the insurance policy.
- **Pupils who make more than one insurance claim, will be charged £25 for each subsequent claim, further charges may be incurred if it is deemed that the damage is not accidental.**
- Loss/theft of an iPad due to neglect is not a valid insurance claim and full replacement cost will be charged to the parent/carer.
- Please also note that iPad cases are insured and are a prerequisite for the insurance to be valid. All iPads must be kept in the assigned case at all times. **If the case is deliberately damaged or defaced, the cost of a replacement will be the responsibility of the parent/guardian. The cost of a new case is £31.20 (incl. VAT).**
- Faulty chargers and cables must be brought in to school, and will be replaced by the College. **Lost chargers and cables must be replaced by the parent or carer, or bought from the College at a cost of £14.99 (incl. VAT).**
- Warranty/insurance repairs will need to be completed off site and will be carried out within 15/20 working days respectively.

Lease guidance:

- The devices are leased by the school and thus remain the property of the school for the duration of the lease.
- At the end of the lease period parents/carers will have the opportunity to purchase the device outright for a fair market price.
- All other pupils are expected to return their iPad at the end of the lease period (in the same condition as it was given. This means with keyboard case, charging cable and plug. Failure to return each part in working order will incur a cost to the parent/carer.
- If the pupil leaves the school before making the last payment for any reason the iPad must be returned to the school in full working order including all accessories.
- Pupils will be notified when they are nearing the end of the lease period so that they can ensure they have everything they need and know when and where to return the device to.
- Pupils who do not return all elements required, or who return a damaged device will be charged accordingly.

