

 <p>Lycée International de Londres WINSTON CHURCHILL <i>French curriculum, international education</i></p>	<p><b>Lycée International de Londres Winston Churchill</b> <b>iPad Loan to Families and Students</b> Date</p>
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Lycée International de Londres Winston Churchill provides secondary students with iPad devices to explore and create content for use in the student iPad programme.

**Ownership:**

The iPad and its contents remain the property of Lycée International de Londres Winston Churchill. If students leave the school, they must return the iPad to the IT department.

**Software:**

Most educational apps will be provided and pushed directly to the devices by Lycée International de Londres Winston Churchill ; the parents Apple ID and password are not needed for this.

**Student's Responsibility:**

It is the responsibility of each student to ensure they take sensible security precautions as part of their daily routine to safeguard their iPad at all times. The school has selected a highly efficient iPad cover to protect the device. In the event the iPad is damaged or lost, the student and his/her family are responsible for repair or replacement costs. The cost of each iPad is £339. The cost of each iPad case is £30.

<b>Date:</b>	
<b>Student's name:</b>	
<b>Parent/Guardian's Name:</b>	<b>iPad Serial number:</b>
<b>Signature:</b>	<b>IT Department Member's Signature:</b>

NB: You will receive by email a copy of this to be signed digitally for school records.

# iPad User guidelines and agreement 2017-2018

Lycée International de Londres Winston Churchill is providing students from Sixième (Year 7) to Terminale (Year 13) with individual iPads as part of their academic material. Those devices are **loaned** to each student for the duration of his/her stay in our School and are for academic purposes only. The iPad will be issued to students according to the guidelines set forth in this document.

As stated in our Charte de Vie Scolaire and ICT Policy, the use of mobile phones, electronic games, iPads (except in class when working or in authorised spaces), MP3 or similar, is not allowed inside the school. Mobile phones must be on vibrate outside the classroom, and turned off when in class. **Electronic games are prohibited at all times and should not be downloaded on any school device such as iPad, computer etc.**

## Equipment and software

Lycée International de Londres Winston Churchill retains sole right of possession/ownership of the iPad devices and related equipment. Lycée International de Londres Winston Churchill Winston Churchill retains the right to collect and/or inspect the iPad at any time and to alter, add or delete installed software or hardware.

The IT Team will download or push all software (Apps) needed for class use to each iPad, according to the teachers' requests. The IT Team will provide codes for apps needed for class according to teachers' requests to be downloaded at home, under parental guidance. Families may purchase non-school related apps and are responsible for their use.

## Damage or Loss of Equipment

Families are responsible for the reasonable cost of repair or replacement for damaged, lost, or stolen devices.

## School Expectations for iPad Use:

Families and students are required to read carefully and encouraged to discuss the following guidelines.

1. **The iPad is an educational tool provided for academic purposes only:** it should not be used at school for leisure games, non-school-related social media, entertainment media, etc. **Imessage will not be installed on the iPads.**  
Students will communicate using their **Gmail account**.
2. **It is forbidden to connect to VPN.**
3. The School and parents expect students to use the device responsibly at all times. Misuse will be punished.
4. Educational apps will be accessible from the **School's Self Service app** or pushed directly to the devices by Lycée International de Londres Winston Churchill ; no parents involvement is required.  
We advise parents who wish to install apps on their children iPads to create an Apple ID and not to reveal the passwords.  
**The app store will not be installed by default in years 7 and 8.** Only apps the school's Self-Service can be accessible by the students.  
**For years 9 and above,** the School recommends parents retain control of the Apple-ID password.
5. Students and parents must retain the sole-use of the device, passwords, and any personal information.
6. Students must bring their fully-charged iPad to school every day and regularly back-up their schoolwork.
7. Students must keep the iPad in a secure location both in and out of school.
8. iPads are fragile: they must be kept in their school-issued protective case, handled with great care, and transported in a safe manner. Keep them clean too!
9. Students should be conscious of their posture and screen time, and take frequent breaks.
10. Do not attempt to open, repair, jail break, or remove identifying numbers from the iPad.
11. Report any problems, damage or theft immediately to a member of Vie Scolaire or the IT Team.
12. Students who withdraw or terminate enrollment at Lycée Churchill, or students are suspended or expelled for whatever reason must return their individual school iPad on the date of termination.

Please note that Families and Students' orientation and support sessions are held by the IT Team weekly throughout the year.

Any questions? Please join one of our weekly parents session or contact [itdepartment@lyceeinternational.london](mailto:itdepartment@lyceeinternational.london).