



الاعتزاز بالماضي. الإعداد للمستقبل.
Honoring the past. Educating for the future.

MacBook User Agreement

Vision

At SZPA, we believe that technology furthers a learning community where students are risk takers, critical thinkers and independent learners. Students are engaged in a challenging curriculum that is focused on inquiry-based, hands-on learning. Students are comfortable using technology.

Students take responsibility for their own educational success. To meet this vision, staff and students have access to a full range of current technology, applications, and innovative experiences.

Purpose

This Agreement outlines the responsibility of students, parents and the school for the use of and care of their MacBook.

Learning is an ongoing interaction between students, teachers, administrators and parents. Using MacBooks within education can help augment the curriculum while allowing students to better learn and comprehend the material.

The policies, procedures and information within this document apply to all MacBooks used in school. Teachers and administrators may set additional requirements for use in their classroom.

An MacBook User Agreement must be signed and handed to your Homeroom Teacher before the MacBook will be issued.

I have read with my parents the Sheikh Zayed Private Academy MacBook User Agreement. I agree to follow the rules contained in the agreement.

Date:

Print student name:

Signature:

Print Parent/Guradian's name:

Signature:

Please sign and return only this page to your Homeroom Teacher

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<http://www.zayedacademy.ae>



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The Sheikh Zayed Private Academy for Girls MacBook Policy

Vision

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MacBook ownership and management

Ownership

The MacBook is owned by you. If your child leaves school, or graduates, the school will wipe the MacBook of any apps or software purchased by school and return it to you.

Please note that if your child leaves the school, you cannot return the MacBook to us and we cannot refund you for the MacBook. The school will wipe the MacBook and return it to you.

Management

The school will manage the MacBooks through a central system. The purchase of apps and other software will be managed by the school. Applications should not be installed or uninstalled by the student. It is the responsibility of the school to install and uninstall all applications. The school will provide every student with an Apple ID, through the school account.



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At the end of each academic year, the IT department may delete all work, videos and photos from the MacBook for the new school year.

Every MacBook will be insured, and has a one-year warranty. In case of damage (which does not cover negligence, abuse or malicious damage), the school will arrange to have the MacBook repaired or replaced, with parents paying a service charge (please check warranty details and conditions).

MacBook warranty and maintenance

To implement the one-to-one Apple MacBook program at Sheikh Zayed Private Academy, the school will facilitate the parent purchase of MacBooks through an Apple-authorized reseller/Apple Solution expert for Education. As part of the cost structure, all MacBooks purchased by SZPA families include 1 year warranty which provides repair or replacement coverage, both parts and labor, from Apple-authorized technicians.

Parents have the option to purchase additional Apple Care coverage which provides an extra 2 years of warranty to the MacBook. This costs 750 Dhs.

Each MacBook is covered for up to two incidents of accidental damage, each subject to a service fee. Starting from the third incident, if any, parents are liable for the full repair cost.

In the case of a damaged or unusable MacBook, Sheikh Zayed Private Academy (on behalf of parents) will send the device to the service center for repair. While the device is being repaired, students will be provided with a loaner laptop, owned by the school, to ensure that learning experiences are not affected. For more details, please read the AppleCare+ service agreement located in the link:

<http://www.apple.com/legal/sales-support/applecare/applecareplus/docs/applecareplusaen.html>

Responsibilities

School

The school will ensure that appropriate educational apps and software are placed in the MacBooks, and also that the MacBooks are used prudently in the classroom for maximum benefit. The school will also ensure that students have access to charging stations in the school.



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The school will ensure that any damage or issues (not including negligence, abuse or malicious damage) are dealt with expediently.

In the event that the MacBook is inoperable, the school has a limited number of spare laptops for use while the MacBook is repaired or replaced. This agreement remains in effect for the substitute.

Parents & Students

Parents and students should ensure that:

- Students bring in their MacBooks to school every day. Leaving your MacBook at home when it is part of the learning process in a given class is comparable to leaving an assignment at home. An unavoidable academic penalty ensues, and students will not be provided with a spare laptop.
- Establish a routine or checklist at home to bring all of your materials for school.
- Any problems, vandalism, damage, loss or theft of the MacBook must be reported immediately to the homeroom teacher. Parents and students should not ignore issues with the MacBook, even if they seem relatively minor. These must be reported as soon as they are noticed, as this could affect the warranty and insurance of the device.
- Only a clean, soft cloth is used to clean the MacBook screen, and not cleaning fluids.
- Students should not write or draw on the MacBook and stickers should not be applied directly to the MacBook.

Acceptable MacBook Use

The MacBook is for educational use only and should not be used for recreational purposes. It is an educational aid to learning and must be treated as such.

In lessons, the MacBook should be left in the class-agreed upon place, until the teacher instructs the use of the device. Students should not let other students use their device. This is a serious breach of policy, and will be dealt with accordingly.

Students are not to create, participate in, or circulate content that attempts to undermine, hack

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into and/or bypass the hardware and software security mechanisms that are in place. This includes any profiles added to the device that link the device to the school and allow for delivery of apps provided by the school. Teaching staff have the right to look at any application or file on the MacBook at any time.

Students are not permitted to synch the MacBook with any computer, or clear or disable browsing history on the device. They are also not allowed to modify the settings of the MacBook. The camera feature should only be used at the appropriate times (e.g. when asked by a teacher during an educational activity). By law, any pictures taken need the permission of teachers and students being captured on camera.

Inappropriate media may not be used as wallpaper/screensaver/background photo. Presence of guns, weapons, inappropriate language or materials, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

Overview of unacceptable behaviors which may lead to sanctions

The following is not an exhaustive list, but outlines some of the behaviors which need to be avoided when using the MacBooks. Sanctions for such behavior may include: detentions, demerits, restrictions on MacBook and internet usage in school, meetings with parents, suspensions and in extreme cases exclusion.

- Letting another student use your assigned MacBook
- Not having MacBook in school issued cover
- Use of Headphones when a teacher has given instructions NOT to use them
- Using MacBook around food (breakfast, lunch, etc.)
- Leaving your MacBook unattended
- Playing games or on a site not approved by the teacher during instructional time
- Clear/disable browsing history OR disabling another student's MacBook
- Installing apps without district approval
- Possession or distribution of inappropriate material of any kind
- Possession of gang related files
- Possession of illegal (bootleg/pirated) copies of movies or music
- Threatening or bullying others
- Any intentional damage or destruction to device or components of device
- Adding additional email addresses
- Synching to a computer or modifying settings



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Personal Health and Safety

Families are encouraged to create their own home user agreement. Many examples can be found online at sites such as commonsensemedia.org. Parents are encouraged to set a check-in time for their children's mobile electronic devices to encourage a restful night free of gaming, text messaging and or other social media exchanges.

Students are encouraged to take frequent breaks when using the MacBook for long periods of time, and look away from the MacBook approximately every fifteen minutes. Students should **not** provide personal information to anyone over the internet, or share passwords with anyone except school teachers and administrators, and parents.

Please keep the MacBook in a secure location when it is not at school, and the school recommends that when using the MacBook at home, it is used in a family or common area, and not in the bedroom.