

Terms of Use - Student iPads¹

I. Basic Facts

1. The student iPads are only to be used for educational purposes.
2. They may only be used in class upon being instructed by the teacher. It is up to each teacher's discretion to determine the amount and kind of media usage in their classes.
3. Each iPad will be personalized. Each user will be assigned an account with a personal password. The user credentials may not be shared with a third party. The installation pre-set by the school including the operating system and the necessary apps cannot be changed or removed.

II. Usage

The tablet is an educational tool. The user is responsible for ensuring that it's ready for use in class.

1. The tablet must have a sufficient charge to last the entire school day when school starts in the morning.
2. The power banks provided by the school must remain in the classroom. They are to be used solely for the purpose of charging the tablets. After use, they must be put back into the chargers and the cables be connected to charge them for the next day.
3. There must be enough storage (at least 2 GB) on the device to allow for the educational apps, at all times. If a lack of storage occurs, data will have to be deleted or moved to OneDrive.
4. Students must bring their own headphones to school daily. Compatible headphones include those with a 3.5 mm aux cable.
5. The credentials to log into the device (username and passwords) must always be retrievable by the student.
6. Apps and data should be organized in a way that they can be accessed quickly, without lengthy disruptions to class.
7. Updates to the tablet (of the operating system) are the responsibility of the user and **always** must be carried out at home.
8. While on the school premises the iPads are only to be used during class. Playing games, watching videos or streaming is not allowed unless the student receives written permission from the teacher who they have class with or are being supervised by.
9. Using the school's WiFi requires appropriate and limited usage by the individual users; the following are not allowed:
 - a. impairing the WiFi by performing excessive data transfers, i. e. by using the hardware and software inappropriately.
 - b. directly, or indirectly, impairing the data transfers of other users.
 - c. capturing, replaying, or listening to any data transfers of others, illegally accessing someone else's data records as well as wrongfully accessing another person's computer or mobile digital device.
 - d. using external or wrong usernames and manipulating information online.
 - e. downloading or streaming movies/shows, music, or games.
 - f. attempting to circumvent the above rules through impersonation, obfuscation, or other means.

¹ The complete Terms of Use of the GISW is derived from the iPad terms of use published by the school BBS-Haarentor, downloaded on January 17, 2023 at https://www.bbs-haarentor.de/fileadmin/vollzeitschule/WGO/iPads/Nutzungsordnung_Mobile_Geraete.pdf

10. If a student forgets their iPad at home, there will be no devices available to borrow.

III. Administration, Data Protection, Copyrights

1. The school will designate a team of administrators who will be responsible for the administration of the tablets via a Mobile Device Management Server (MDM Server). The school will preinstall the software needed for class on the tablets and will make sure that these preinstalled apps do not save any data in the iCloud.
2. The general legal fundamentals of data protection law, copyright and criminal law apply. Photographs, videos, music, apps, and other media may not be saved, used, sent, or made available to others on the devices if they are of racist, pornographic, violent, anti-constitutional, defamatory or not age-appropriate content.
3. Students may only take photos or make audio and video recordings if they have been authorized to do so by the teacher and after having been given consent by the person in question.
 - a. The photos and recordings may only be used in class. After the task/project for which they were used is completed, the recordings will have to be deleted. Exceptions to this rule may be made by the subject teacher.
 - b. As a rule, photos taken, or recordings made in class may not be shown or given to others or published online.
 - c. in accordance with the laws of the state of Maryland, the taking of photos as well as the recording of video or audio content is governed by the right of privacy of every individual. Recordings may not be made in class without prior authorization by the teacher. Recordings made in school may not be dispersed in social media and online. Documentaries on school/class projects that have been authorized for publishing on the school website by a teacher are the exception. Any photograph of a person may not be associated with that person's full name.
 - d. The school expressly reserves the right to access the data saved under the school e-mail address, if an infringement of these rules is suspected.
4. Data Protection:
 - a. Student data must be handled with care online.
 - b. The school reserves the right to analyze all connection data recorded on the school's network.
 - c. The following data are visible on the iPads managed on the school's MDM Server:
 - Alpha-numerical ID as well as first and last name
 - Location of school
 - Classes (as participated in)
 - Role (e.g. student)
 - Data Source (SiS import, manual configuration)
 - Creation date
 - Date of last modification
 - Grade level (if entered)
 - E-Mail (if entered)
 - MAC address
 - Installed apps (mapping only, no contents)

IV. Property, ownership, damage and loss

1. All iPads are issued to the students by the GISW; hence, they are-considered school property and loaned to the students for educational purposes only.
2. In addition to the iPads, the students will receive: a charging cable, a case with a keyboard as well as an Apple Pencil. They are owned by the school and are loaned to the students.
3. If a tablet, case, or pencil is damaged or if an item is lost, the IT department in room 202 must be notified immediately. In the case of a tablet, case or pencil being damaged or even lost, the costs associated with the replacement will have to be paid by the student's family/guardians.
4. At the end of the school year, or if the student leaves the school, the device and accompanying items (charging cable, protective case with keyboard, Apple Pencil) must be returned to the IT department. We recommend performing a data backup to OneDrive beforehand (the personal data remaining on the device will be deleted during summer break).
5. Eating and drinking while using the school iPads is not allowed, to avoid damage to the devices.

V. Student/Parent/Guardian Consent Form

We will borrow a GISW school tablet for our son/daughter. We are aware that the tablet may be used outside of school, but it will be subject to the school's restrictions as outlined above. (e. g. there is no option to install personal apps).

We understand that the school uses a management software to enable the teachers to control the tablet usage by the students while teaching. This software requires a common Wi-Fi connection with the tablets and only works in the classrooms. This ensures that teachers can't access the tables outside of class. The management software enables the teachers to grant the students access to only one selected app during class. To redirect the students' attention to certain matters, the teacher will be able to lock the screens of the individual iPads.

We agree to the processing of our son's/daughter's personal data on the device if this is necessary for pedagogical purposes.

VI. Liability

1. GISW is not liable for data saved on the devices.
2. GISW does not assume liability for damages to the devices or theft.
3. These terms of use will be in effect alongside the current house rules and the guidelines for media use.
4. The iPads will be equipped with an internet filter which blocks access to certain websites and inappropriate categories of content for students. Despite this, the school is unable to guarantee that all websites with unsuitable content will be blocked.

Name: _____

Grade: _____

- I have read the complete GISW Terms of Use for Student iPads and understand its contents.
- By signing this document, I expressly give consent to the terms stated within.
- Infringement of these terms may lead to the device being revoked immediately. In severe cases they may be revoked for the long-term.

Signature of Parent/Guardian

Signature of student