



WAIKERIE LUTHERAN PRIMARY SCHOOL

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Principal: Mr Adam Borgas

Waikerie Lutheran Primary School Insurance 2017

Usage

The iPad is a "personal" type electronic device as opposed to a "Class Set" type device and as such, students will be allowed to take the iPad home each day and during school holidays to complete school-related homework and further studies.

1. Warranty Insurance

All iPads and batteries are covered by a manufacturers warranty for one year. The Warranty covers manufacturer's defects and normal use of the iPad. It does not cover negligence, abuse or malicious damage.

2. Off Campus Insurance (Optional at a cost to parents when purchasing the iPad through the school)

Off campus cover is available and provides cover for loss or damage to the insured items (including Accidental loss or damage) including:

- a) when the item is in transit.
- b) fire
- c) theft (from locked premises or vehicle)
- d) water damage
- e) accidental damage.

Please Note: An Off Campus excess of \$250 is payable by parents on each and every claim.

3. Insurance Cover while at School

Cover whilst at school is covered by the ISR (property) policy of the school, subject to the policy excess, terms and conditions.

Basis of Settlement

- a) The reasonable cost of repairing the damaged item, if it can be repaired: or
- b) If the item is stolen or damaged and cannot be repaired, the replacement cost of the item of similar/equal quality but not better or more extensive than its condition when new.

Summary of major exclusions:

- a) Wear and tear, fading, scratching, chipping, denting or gradual deterioration.
- b) Item/s merely missing or mislaid.
- c) Theft from unlocked premises, property in the open air or unlocked vehicle.
- d) Electronic or mechanical breakdown or derangement or the resultant damage.
- e) Lost or damaged covers (unless faulty) and chargers in which students will be responsible for replacing.

4. Procedure

If an iPad is lost, stolen or damaged, parents should immediately notify their child's class teacher and or school (WLPS).

An Insurance claim form will need to be completed and signed.

In the case of the theft of an iPad, parents will also be required to obtain and submit a police report to the school. Please note: the cost of repairing a damaged screen that is less than the excess on this cover is the responsibility of the parent.

Caring for iPads

The following conditions must be adhered to in order to maintain warranty:

- always store the iPad in a suitable protective cover (eg those supplied by the school);
- when carrying your iPad in your backpack, do not place your iPad in the same compartment as your drink bottle;
- do not store anything additional to the iPad within the iPad sleeve (e.g. cords, papers or disks), as this may damage the screen;
- when placing the iPad in school trays, they must be placed flat on the top of all other materials/books;
- do not grab or squeeze the iPad - this can also damage the screen and other components;
- do not attempt to remove the battery pack from the iPad;
- do not expose the iPad to heat, dust, moisture, magnets or heavy shock or vibration;
- never leave your iPad in a car or in an exposed area where it can be stolen;
- never leave your iPad in unsupervised areas during the school day. It is to be securely stored in your desk tray or locked in class locked iPad cupboard when not in use. iPads left unsecured may be confiscated to avoid exposure to theft;
- keep food and drinks well away from the iPad;
- do not permanently mark your iPad and make sure that nothing is put on the iPad. e.g. Stickers (excluding name tags) etc;
- take appropriate care of your batteries;
- batteries should go through at least one full charge cycle per month. To do this you charge the iPad to 100% and then run it completely out and then fully recharge it before using again.

iPad Insurance Agreement

We have read, understood and agree to comply with the terms and conditions contained within the Waikerie Lutheran Primary School **iPad Usage and Insurance Agreement, Cyber Safety Agreement, Internet Use Agreement and ICT Policy** and we agree to comply with any changes to these documents which will be published in the Waikerie Lutheran Primary School's ICT Policy.

We accept that failure to comply with the **iPad Usage and Insurance Agreement, Cyber Safety Agreement, Internet Use Agreement and ICT Policy** could result in disciplinary action including, but not limited to, recall of the iPad and/or loss of access for home use.

Student name _____ Signature: _____ Date __/__/____

Parent name _____ Signature: _____ Date __/__/____

Parent name _____ Signature: _____ Date __/__/____