

「Easier Learning」 iPad Loan Scheme – User Guidelines and Regulations

2020-2021

< Only applicable to S.1 and S.2 students >

The following user guidelines and regulations detail the rules and responsibilities of students when they borrow a school iPad for use at home, and they are also applicable to parents or guardians of the students.

This User Guidelines and Regulations must be read carefully and signed to acknowledge your understanding of and agreement to the conditions described below before a student is issued a school iPad. (The original copy is to be kept by the school.)

- Lending Principles
 - The school iPad is intended for educational purposes only. Students, as well as parents must not apply non-educational use of the issued iPad.
- Monitor and Maintenance
 - The school iPad must be treated with due care and kept in good condition by students at all times.
 - Students as well as parents need to charge the school iPad on a regular basis, in order to ensure enough power for online learning activities.
- Problem Solving
 - In case of operational or technical problems, students should contact the school for support. Students must not repair, replace or refit the school iPad.
 - The school iPad that has been damaged or lost, should be reported to the school and will be repaired with the cost being borne by the student.
- Regulatory Requirements
 - Students must not use the school iPad to access any documents or content that are inappropriate for minors, copyright-infringed or law-violated.
 - Students must not use the school iPad to install, download or save any apps or documents that are unrelated to learning without the school's permission or authorization.
- Return of Device
 - Students must log out any system once logged on with the school iPad, and clear history and website data before returning iPad.
 - If necessary, students should back up any information before returning iPad.
 - The school iPad is to be borrowed from the first day of issue to the first day of whole-day class resumption.

I hereby agree to the above terms and conditions.

Device Model		iPad Number	
Accessories		Date	
Name of Borrower		Signature of Borrower	
Person-in-Charge		Signature of Person-in-Charge	

Return Record (To be completed by office only)

Device Condition	Good / Damaged : _____	Accessories	
Signature of Person-in-Charge		Date	