

**Instructional Resource Centre (IRC)
Faculty of Education (FOE)
Brock University
iPad Acceptable Use Policy Guidelines**

The Instructional Resource Centre will loan Apple iPads to Faculty of Education faculty, instructors, staff, and students for use as a tool for teaching. To achieve the utmost professional use of this equipment, any member of the Faculty of Education wishing to use the Faculty of Education iPads will be required to abide by the following policies and guidelines.

iPad/Tablet Loan Policy:

- For use by Faculty of Education, faculty, staff and teacher candidates in the Ontario College of Teachers (OCT) program.
- Faculty of Education, Department of Teacher Education, teacher candidates may borrow the iPads on a 3-hour reserve for on campus use.
- Faculty, staff and teacher candidates in the OCT program will be required to complete the IRC, *iPad Acceptable Use Policy Guidelines* agreement form prior to booking. The form is kept on file in the IRC for further reference. Form: https://brocku.ca/webfm_send/37253
- *Term Loan Borrowers* are subject to recall after a **two-week** loan; If recalled, iPad must be returned within 72 hours.
- Any purchased applications are the exclusive responsibility of the borrower. Free applications may be downloaded; all must be educational in nature.
Please contact the Computer Media Technician, X3165 at the Hamilton Campus or the Library Media Production Assistant, X3357 at the St. Catharines Campus.
- Returned iPads will be subject to inspection, updates and routine maintenance by the Faculty of Education IRC or Computer Services staff members. Any loss in application/app license from this process is the responsibility of the borrower. The borrower should ensure that any such licenses are retrieved from the device prior to returning it.

Liability and Damage/Loss:

Cases of neglect or blatant abuse by faculty, instructors, staff, and students are dealt with on an individual basis.

Guidelines:

- I am responsible for knowing how to properly operate and protect the iPad.
- *iPads are sensitive to moisture and extreme temperatures. The iPad must **not** be left in a vehicle or location where it can be damaged by cold or heat and must be kept dry and away from sources of moisture.*
- *Clean the screen with a soft, dry cloth or anti-static cloth made for this use.*
- *To extend the battery life of the iPad, it is best to let the battery drain before recharging.*
- I am responsible for understanding and adhering to all copyright requirements and policies related to digital media and the use of the iPad.
- The Faculty of Education does not have an Apple ID required for installation of iOS apps. Any **purchased** apps are the exclusive responsibility of the borrower. Free apps may be installed, but should be educational in nature.
- I understand iPads borrowed will be subject to inspection, updates and routine maintenance by the Faculty of Education staff members.
- To ensure privacy between borrowers, all data and applications will be deleted from the iPads.
- Users are responsible for preserving their data stored on iPads.

I have read, understand and agree to all the responsibilities as outlined in the iPad Acceptable Use Policy Guidelines.

Name

Campus Location

Signature

Date