

**Terms and Conditions for the Use of Teacher iPads Lent by
SKH Bishop Mok Sau Tseng Secondary School**

Ownership: The iPad is the property of **SKH Bishop Mok Sau Tseng Secondary School** and is being lent to the teacher for the purpose of teaching.

Control: The school has the right to access, monitor, and control the iPad through the Mobile Device Management (MDM) system. The IT Committee has the right to bypass authentication of the iPad, even if a passcode or other authentication methods are set by the teacher.

Care and Maintenance: The teacher is responsible for ensuring that the iPad is kept in good condition and is not damaged or lost. Teachers are encouraged to take precautions to prevent damage to the iPad, such as using a protective case. Any damage or loss must be reported to the IT Committee.

Use: The iPad is to be used for teaching purposes. The teacher is responsible for ensuring that the iPad is used in a responsible and appropriate manner.

Data Protection: The teacher is responsible for ensuring that any personal data or confidential information stored on the iPad is protected and kept confidential.

Return: The teacher must return the iPad to the school if the teacher will leave the school or upon request by the school. The iPad must be returned in the same condition as it was received, normal wear and tear excepted.

Liability: The teacher is liable for any damage or loss to the iPad except for normal wear and tear. The school will not replace any iPad that is lost, stolen, or damaged due to misuse, neglect, or abuse by the teacher who was assigned the device.

Termination: The school reserves the right to terminate the lending of the iPad to the teacher at any time and for any reason.

April 2023