



宿务亚典耀圣心学校

Sacred Heart School – Ateneo de Cebu

H. Abellana St., Canduman, Mandaue City



INFORMATION AND COMMUNICATIONS TECHNOLOGY DEPARTMENT

EdTECH

EDUCATIONAL TECHNOLOGY EXPERIENCES WITH COMPETENT HEARTERS

iPAD BORROWER’S FORM

Please fill out this form as completely as possible.

Date (MMM. dd, yyyy): _____

Department: _____

Subject Area: _____

Last Name: _____

First Name: _____

DATE ISSUED	DATE DUE	SIGNATURE	DATE RETURNED	SIGNATURE

ITEM	ISSUED	RETURNED	REMARKS
iPad			
Padded case/protector			
Charger (cord & adapter)			
Cover			
Quick Guide			
VGA cable			
Storage box			

ADDITIONAL CHECKS ON RETURN

- Is the screen damaged or scratched? YES / NO
 - Is the case damaged or scratched? YES / NO
 - Are there any other signs of damage to the iPad? YES / NO
- If so, please describe the damage:*

- Has the user reported accidentally damaging the iPad? YES / NO
- If so, please describe the damage:*

Noted:

ALDWIN C. SUMALINOG

EdTech Specialist

Approved:

Mr. Jonas Emil M. Enriquez

ICT Director



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Acceptable Use Agreement

This document covers the use of SHS-AdC iPad units by teachers. **The use of this technology resource is a privilege, not a right.** This is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of the iPad units.

GENERAL INFORMATION

Teacher-issued iPads must be surrendered to ICT Department in appropriate working condition at the request of the ICT Director for any valid reasons. Any teacher-issued iPad is for educational purposes. Applications installed on any iPad must align with educational purposes. All users of the iPad will be required to review this document, as well as sign an agreement with the school to protect the hardware and software inherent with this technology.

- The iPad assigned to the teacher remains the property of Sacred Heart School - Ateneo de Cebu and for use only by the teacher. It must not be loaned to other people.
- The iPad has been configured with an iCloud account (username and password) provided by the ICT Department. This account should not be changed or de-activated by the teacher.
- ***The loan period of an iPad is 7 days and must be returned on or before the date due.***

I. iPad IDENTIFICATION

iPads will be labeled in the manner specified by the school. **This identification must not be removed** from the iPad unit. The iPads can be identified in any of the following:

- Serial number
- iPad unit numeric label
- SHS-AdC school label or logo
- SHS-AdC custom wallpaper

II. LOST, DAMAGED OR STOLEN iPad

- If the iPad is lost, stolen, or damaged, the ICT Department must be notified immediately.
- Should the teacher leave the iPad unattended and it is stolen, the teacher will be held responsible for its replacement.
- iPads that are believed to be stolen might be tracked through iCloud and can be locked or wiped remotely.

III. COST OF REPAIRS

Teachers will be held responsible for ALL damages to their iPads including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. should the cost to repair exceeds the cost of purchasing a new device, the teacher will pay for full replacement.

Sacred Heart School - Ateneo de Cebu reserves the right to confiscate and search an iPad to ensure compliance with the Acceptable Use Agreement.

I understand and will abide by the iPad Acceptable Use Agreement stipulated on this document. I further understand that any violation of the regulations above is my sole responsibility. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action. I understand that loss of theft of my assigned iPad is my responsibility as well as any neglect towards the iPad.

iPad Model: iPad Mini WiFi 16GB White

Serial No: _____

Teacher's Name: _____

Signature: _____

Date: _____

E-mail: _____

Phone: _____