



St Stephen's College iPad Loan Application Form

Students can apply the programmes below to borrow an iPad from the College.

1. Please select the programme you want to apply below:

- ☐ A. Quality Education Fund e-Learning Funding Programme* (for CSSA or STAS)

Eligibility

1. Students who are receiving Comprehensive Social Security Assistance (CSSA) from the Social Welfare Department or full grant/half grant of School Textbook Assistance Scheme (STAS) from the Student Finance Office (SFO) in this academic year
2. Students have NEVER join the Community Care Fund Assistance Programme to buy an iPad before

Applicant must submit a copy of "Eligibility Certificate" issued by SFO to the College.

- ☐ B. SSC iPad Borrowing Programme (for non-CSSA or non-STAS)

Eligibility

1. Families receiving school fee remission.
2. Students who are **NOT** receiving Comprehensive Social Security Assistance (CSSA) from the Social Welfare Department or full grant/half grant of School Textbook Assistance Scheme (STAS) from the Student Finance Office in this academic year
3. Students have NEVER join the Community Care Fund Assistance Programme to buy an iPad before

2. Loan period: Junior Form (S1 to S3) in St Stephen's College

*https://www.edb.gov.hk/en/edu-system/primary-secondary/applicable-to-primary-secondary/it-in-edu/ITE-QEF/qef_index.html

3. Guidelines for successful applicant
 - (a) The successful applicant MUST agree to comply with all the guidelines written in the “Student iPad Loan Agreement” and sign it.
 - (b) Each student can borrow one iPad from the College only.
 - (c) The iPad MUST be used for educational purposes only.
4. Application Method

The applicant should complete and submit the application form together with the “Student iPad Loan Agreement” provided by the College.

Name of Applicant (Student): _____

Name of Parent/Guardian: _____

Parent/Guardian Signature: _____ Date: _____

Office Use

Received by _____ Date: _____

Approved by _____ Date: _____



St Stephen's College Student iPad Loan Agreement

Student Name: _____

One Apple iPad (WiFi), Lightning to USB cable, charger and case are being lent to the student and are in good working order. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and at all times remains, the Property of St Stephen's College and is herewith lent to the student for educational purposes only. The equipment will be returned when requested by school, or sooner, if the student withdraws from St Stephen's College.

The school owned iPad may be used by student in accordance with the School Acceptable Use Policy for students, as well as the laws of the Hong Kong Special Administrative Region of the People's Republic of China ("Hong Kong").

Student may not make any attempt to delete, or modify other user accounts and the iPad name on the iPad. School is not responsible for any cost student used in buying apps.

The St Stephen's College WiFi network is provided for the academic use of all students. Student agrees to take no action that would interfere with the efficient, academic use of the network. A mobile device management (MDM) profile is installed in the iPad. Students must maintain access to the school MDM software to help monitor and update applications on the iPads.

Identification labels have been placed on the iPad. These labels are not to be removed or modified. If they become damaged or missing, student can contact technical support for replacement. Additional stickers, labels, tags, or markings of any kind are not to be added to the machine.

Student agrees to use best efforts to assure that the School Property is not damaged or rendered inoperable by any such electronic virus while in student's possession.

This agreement is subject to review on a regular basis.

Student Responsibilities

Certain guidelines are necessary to protect the device and the school network and ensure that this technology serves as an effective instructional tool. Students who wish to be assigned an iPad must accept the follow responsibilities:

- When using the iPad at home, at school, and anywhere else I may take it, I will follow the policies of St Stephen's College, especially the School Acceptable Use Policy for students, and abide by all laws of the Hong Kong Special Administrative Region of the People's Republic of China.
- I will make every effort to ensure that the school owned iPad is not damaged, lost, or stolen while in my possession. I will keep the iPad in its protective case at all times.
- In case of damage, loss, theft, or vandalism, I understand that I am responsible for repair or replacement fees of the school owned device.
- In the instance of theft/vandalism, I will notify my school immediately and, if instructed to, file a report with the appropriate law enforcement agency. I will provide my school with a copy of the report.
- I will not lend the iPad to anyone, not even my friends or siblings.
- I will not remove programs (include the MDM certificates) or files from the iPad.
- I agree to use the iPad only for appropriate, legitimate, and responsible communications.
- I will keep all personal data, accounts and passwords assigned to me secure, and will not share these with others.
- I agree that some iPad usage information, including GPS, apps installed and "jailbreak" information about the device are subject to monitoring by St Stephen's College.
- I will not "jailbreak" the school owned iPad.
- I will not install any pirate software on the school owned iPad.
- I will return the iPad and accessories in good working condition when requested and upon my withdrawal from St Stephen's College.

I have read and agree to comply with these guidelines.

Device Description: iPad (WiFi)

Signature of Parent	Date
Signature of Student	Date
Device Serial Number: (office use)	Asset Tag #: (office use)
Accessories provide: (please list below) iPad (WiFi, Black/ White) x 1, Lightning to USB cable x 1, charger x 1, protective case x 1	