

**Please note:**

This iPad Policy is a work in progress and may be modified as we implement and develop the 1-to-1 iPad eLearning initiative for Years 3-7.

The guidelines may seem a bit rigid and strict but we would like to set a high standard from the beginning.

Our goal is to train and equip students to use technology as a regular part of their learning; to respect and take care of all devices and to make safe and responsible decisions in the cyberworld.

**Sturt Street  
Community  
School  
iPad/portable  
device  
Guidelines and  
Acceptable use  
Policy**



2014



This Document Covers the use of iPads as an educational tool at Sturt Street Community School. It contains guidelines that covers the use of iPad devices and the responsibilities of all stakeholders; Staff, Students and Parent/Caregivers.

# Sturt Street Community School

## *iPad/portable device Guidelines and Acceptable use Policy*

### **Introduction**

Sturt Street Community School is striving to be a technology rich school by integrating technology into all learning and teaching areas to enhance learning and to prepare students for their role in the digital world in which we live. To achieve this, the school is implementing a Year 3-7 voluntary parent funded 1-1 iPad Program.

The focus of the iPad program at Sturt Street Community School is to provide tools and resources to the 21<sup>st</sup> Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future, and one of the learning tools of 21<sup>st</sup> Century students is the iPad. The individual use of iPads empowers students to maximize their full potential and prepares them for further studies and the workplace.

Today's generation of students view technology as part of their everyday environment. With 1-1 learning, each student will have access to an iPad to use at school, enabling communication and collaboration among peers and teachers and allows parents to be connected to their child's learning.

Educators are provided with digital tools to create learning plans, manage educational content, track student progress and more.

Learning results from continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. On the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anytime and anyplace.

As part of the program, iPads are used to integrate technology into learning and teaching programs, to allow students to demonstrate the desired outcomes in a manner that is not possible using traditional methods.

The policies, procedures and information within this document apply to all iPads used at Sturt Street Community School, including any other device considered by the administration to come under this policy.





## STURT STREET COMMUNITY SCHOOL

# Acceptable Use of Learning Technologies

At Sturt Street Community School we use a variety of technologies for learning, teaching, educational research and administration. This Policy, as well as state and federal laws pertaining to copyright govern access to all of these technologies.

Learning technologies include but are not limited to:

- iPad
- computers (laptops & desktop)
- digital cameras
- SCS communications network (Google suite including but not limited to email, sites, Calendar, idrive) personal communication networks (Google, iChat, peer to peer services)
- storage devices (memory sticks, DVDs, CDs, Bluetooth and infrared devices)
- the internet
- all other communication devices.

Additionally this Policy covers the introduction into the school environment of any technology for the express purpose of bypassing security, internet filtering, or any other illegal or inappropriate material.

Contravention of the **iPads User Rights and Responsibilities Agreement** may subject the user to disciplinary action under the schools Behaviour Policy.

### ***Network Resources***

Appropriate use of all school network resources, including the internet, demonstrates respect for intellectual property rights, the right to privacy and individual's rights to freedom from intimidation, harassment and unwarranted annoyance.

DECD and Sturt Street Community School have, undertaken to maintain an internet filter which, as far as possible, restricts school users access to sites which have been deemed inappropriate. It takes approximately twenty-four hours to restrict a site once it has been deemed inappropriate. All Internet activity via the school network is logged for reference.

**This filter is not active in the home environment, and therefore parents are asked to supervise internet access at home. Users of the SCS system are not to store, play or share information on the network or on any device that is inappropriate. Inappropriate material is defined as including, but not limited to, illegal or unlicensed software, video and music files that contravene copyright, and content rated above 'G'.**

If users are found to have accessed, stored or shared inappropriate material on devices or the network they will be in breach of the schools ICT policies and may subject the user to disciplinary action under the schools Behaviour Policy.



## STURT STREET COMMUNITY SCHOOL

# Managing your iPad School responsibilities

It is imperative that there is joint responsibility between the students, parents and the school in the iPad 1 to 1 program.

The school year 2014 will commence with all students participating in our 'iPad eLearning' unit. This will provide an induction into the program for all students. This unit will explain student responsibilities and set protocols for involvement. As part of this unit students will undertake lessons and activities that focus on e-safety, e-security, user rights and responsibilities.

### iPad Usage and Instructions

Prior to bringing their iPad to school, students are given the terms and conditions of the **iPad User Rights and Responsibilities Agreement**. These forms should be read, discussed with the student and signed by parents/carers and the student, and then returned to the school.

### In Addition:

Students access a range of Computers, PC's and Laptops and their terms and conditions are covered under the "**Information and Communication Agreement**". This form also should be read, discussed with the child and signed by parents/carers and the student, and then returned to the school.

All students must read the **Acceptable Use of Learning Technologies** and abide by the school's **iPad User Rights and Agreement**.

### e-Security

- All iPads – regardless of ownership option - will be registered with the school. Registration will involve a record of:
  - Student's name
  - Student's grade
  - iPad serial number
- Students will be given usernames and passwords to access the Internet, email and Web 2.0 applications.
- Regular network (history searches) and remote desktop searches may occur to monitor internet use.
- Students do not have access to the iTunes store, YouTube or other social networking sites on personal devices at school.

### Security

- Before school students will leave their school bags in the Hall. Students will be allowed to enter the Hall and leave their bags in designated areas. At the start of the day students will meet their teachers in the playground and will then collect their bags before moving to the classrooms.
- At recess and lunchtimes all classrooms will be locked.
- At OSHC (before or after school) the students will be directed to leave their bags at a secure designated area.
- Students must not leave their school bag / iPad unattended after school.
- A pass code lock for your iPad will be set up in the first weeks of school as part of the 'iPad eLearning' unit.

## Internet

- Sturt Street Community School provides monitored / filtered wireless internet access. Use of the internet is governed by the school's "**Information and Communication Agreement**". A copy is included in this package of materials.
- Appropriate use of the internet within the school network is closely monitored by a filtering system that allows for inappropriate content to be blocked.
- Remote desktop searches allow for the monitoring of web browser histories to ensure inappropriate use of the internet is detected. Random checks will occur.
- Any inappropriate use of the internet is unacceptable and is subject to disciplinary action, with possible exclusion from the program.

## Resources and information for parents is available at:

<http://www.cybersmart.gov.au>

[www.amf.org.au/eSmart](http://www.amf.org.au/eSmart)

[www.netalert.gov.au](http://www.netalert.gov.au)

## Web 2.0

- Students will have access to Web 2.0 applications where appropriate educational opportunities are available such as Mathletics, Edmodo, Google, student blogs. Permission from parents will be sort by teachers for the creation of accounts.

## Printing

- In many cases students will use other media for the display and presentation of their work.
- We anticipate that students will use very little printing at school.
- When necessary students will have access to black and white and colour printing.

## Insurance

- Insurance is the responsibility of the owner / family. Parents need to make sure that the device is covered under your Home Contents Insurance to protect the iPad in cases of theft, loss, or accidental damage,

## Loan / Replacement

- If a student leaves their iPad at home they may be able to use a spare device in the classroom.

## Technical support

- The school employs IT technicians to support the 1 to 1 iPad program at school.
- Students will seek technical support through their classroom teacher.
- All warranty issues are to be addressed through individual suppliers.





## STURT STREET COMMUNITY SCHOOL

# Managing your iPad

## *Student / Family Responsibilities*

This policy is provided to assist students and parents to be aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources.

### **User Rights and Responsibilities**

All students and Families are required to accept and sign the **iPad User Rights and Responsibilities Agreement** and the “**Information and Communication Agreement**”. (See Section 3)

### **Acceptable Use**

Students must be aware of and abide by the **iPads User Rights and Responsibilities Agreement**. Any breach of this is considered serious and disciplinary actions in line with the school behaviour code will be taken.

Talk to your children about values and the standards that they should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Students need to be aware that material accessed at school must be appropriate for a learning environment. In a primary school this means that all material must be rated ‘G’ unless the teacher requires it and permission is given by parents. If a student is found to be accessing or sharing inappropriate material for example: guns, weapons, pornographic materials, suggestive images, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures, the device will be confiscated and returned to parents.

### **Taking Care of Your iPad**

The iPad is a portable device that, when not protected properly it can be damaged:

- Screens can be cracked, outer case dented and internals damaged if dropped
- If submerged in water or exposed to extreme heat the internals of an iPad can be damaged

The best way to prevent damage is to get a heavy-duty case and keep it secure.

Students are responsible for the general care of the iPad they bring to Sturt Street Community School. It is the sole responsibility of the child to take care of their iPad.

### **Battery Charging**

- Student owned iPad are to be fully charged at home. Students are responsible for keeping their iPad’s battery charged for school each day.
- In cases where use of the iPad has caused batteries to become discharged, students may be able to connect their iPads to a power outlet in class.

### **General Precautions**

- The iPad is the student’s property and should be treated with respect and care.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- The iPad and case must remain free of any writing, drawing, stickers, or labels that are not the property of the Sturt Street Community School.
- iPads must never be left in a backpack, unlocked car or any unsupervised area.
- Students must keep their iPad in the protective casing at all times.

## Carrying iPads

- Be careful in selecting a suitable case for your iPad. Make sure the case has sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:
- iPads must always be within the protective case.
- Some carrying cases (i.e. backpacks) can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.

## Screen Care

- The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen or the corners of the iPad.
- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

## iPad Undergoing Repair

- iPads that are broken or fail to work should be fixed as soon as possible to resume daily work. (**If available** a school replacement may be issued. This device will stay at school).

## Insurance Coverage

- Insurance is the sole responsibility of the owner / family. Please make sure that the device is covered under your Home Contents Insurance or an alternative plan to protect the iPad in cases of theft, loss, or accidental damage.
- In the event that an iPad is broken the teachers in charge will complete an accident report form that will be given to parents that will give of the event.
- School insurance does not cover the damage of individual iPads.

## Other Important Notes

- iPads are to be brought to school every day. You will be informed by your teacher and it will be displayed on the class calendar if there are any days that the iPad will not be required such as swimming carnivals and other special event days.
- Students are only permitted to use their iPads at school during supervised learning time.
- iPads are not permitted on the playground during breaks.
- Students are solely responsible for their iPad assigned to themselves and they should not allow any other student access.
- The student responsibilities for iPad care must be adhered to by all students.



## Using Your iPad at School

iPads are primarily a learning tool and are intended for use at school each day. Students are responsible for bringing their iPad to all classes, unless specifically instructed not to do so by their teacher.

### Applications

- Sturt Street Community School's Mobile Device Management Software **must always** be installed on the iPad.
- A list of required applications will be provided to parents who have children with iPads. These applications must be on the iPad at all times. In 2013, the school will be Volume Purchasing some Applications directly from Apple and then will be "gifting" them to the students to own. As part of this process, the students will be utilising their school email address in conjunction with parental details. The Apple ID used by students will be password protected and only parents and staff will have access to authorising the downloading of any applications.
- Individual teachers may have certain expectations about what applications they want the students to have on their iPad.
- Students must only use apps associated with their/ their families iTunes account. Students cannot share iTunes accounts or apps with other students.
- Understand that students under the age of 13 may not take part in a range of age restricted social networking sites such as Facebook.

### Keeping your iPad secure at school

- When a student or their class is out of the classroom, iPads must be locked up in secure a location. (iPad trollies or locked storage/cabinets)

### Sound, Music, Pictures, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher. Students may bring headphones to use when a teacher deems it suitable.
- Music is allowed on the iPad and can be used at the discretion of the teacher. Music with explicit language is not permitted on the iPad at school and will need to be removed from the iPad at teachers' request.
- Internet games that are not deemed as educational content are not to be downloaded or played at school. If game apps are installed, it will be with staff approval

### Printing and Internet Access

- Printing will be available with the iPad on a limited basis.
- Printing at home will require a wireless printer.
- While at school students will only have access to the Internet via our school network and filtering. Connections to other Internet Access points and 4g networks and are strictly not allowed.
- All large downloads of private material including game, music and videos need to be completed at home. Please note all Internet access is recorded by the school.



**STURT STREET  
COMMUNITY SCHOOL**

# Learning Technologies User Rights and Responsibilities Agreement.

Learning technologies resources are available to all Sturt Street Community School users to facilitate curriculum related learning, information gathering and communication within the school community. The smooth operation of the school computer network relies on the proper conduct of the users who must adhere to the following agreement.

## **As a responsible user I agree that:**

- I will protect my iPad by only carrying it in the case provided.
- I will store my iPad in a safe and secure manner when not in use.
- I will keep food and beverages away from my iPad.
- I will treat all learning technologies with respect and due care. Vandalism or any attempt to harm or destroy the equipment or data of others will result in the cancellation of my user rights.
- I will use my iPad for my own personal use and not make it available to other individuals at school.
- I will keep applications requested by the school on my iPad at all times.
- Sturt Street Community School Mobile Device Management Software (MDM) must be installed on the iPad at all times.
- I will not play or share or view content that is inappropriate on the internet or iPads.
- I agree that while at school, my iPad is a learning device only and not for entertainment.
- I will not use digital technologies to harass or bully another student.
- I will abide by conventions of etiquette and be respectful of others.
- I will not reveal personal addresses or contact numbers over the internet including my own.
- I will not share my passwords with other students.
- I will only take photographs of other students and staff with their express permission.
- I will not upload images of other students / staff without permission from the school.
- My parents will be aware of and monitor my use of my iPad and the internet at home as this is not the responsibility of the school.
- Malfunctions or technical issues are not acceptable excuses for failing to complete school work, unless there is no other means of completion.
- If an iPad is left at home or is not charged, the user remains responsible for completing all schoolwork as if they had use of their iPad.
- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused: Never drop or place heavy objects (books, laptops, etc.) on top of the iPad.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen.
- Do not subject the iPad to extreme heat or cold; or store or leave unattended in vehicles.
- The iPad is subject to routine monitoring by Sturt Street Community School. Devices must be surrendered immediately upon request by any staff member.
- Sturt Street Community School is not responsible for the financial or other loss of any personal files that may be deleted from an iPad.

This Agreement may be reviewed on an annual basis. I have read and agree to abide by all the expectations listed above.

Student \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Carer \_\_\_\_\_ Date: \_\_\_\_\_