

**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 digital age.

# Sturt Street Community School

## iPad/portable device Guidelines and Acceptable use Policy



**STURT STREET  
COMMUNITY SCHOOL**

# 2018



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.

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# 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 anywhere.

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
- SSCS 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 SSCS 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.
- Please set up a pass code lock for your iPad that your student knows.

### **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 / Front Office
- 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 very 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. We recommend a military grade case such as DUX Ipad Case available from Compnow ( [www.compnow.com.au](http://www.compnow.com.au)). 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. Please don't include water bottles that can leak. A good idea is place the iPad in a plastic bag.

### 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

- It is expected that iPads are to be brought to school every day. You will be informed by your teacher 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**  
iPads are primarily a

**School**  
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. 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.

## **Information and Communication Technology Acceptable Use Agreement for Students 2018**



The following agreement covers the Internet, intranet, network and e-mail.

**STURT STREET COMMUNITY SCHOOL** provides all students enrolled at the school with Information Communication and Technology (ICT) facilities for educational use. Students may use these facilities for class work, research and the preparation of assignments. The resources provided include iPads, computers and peripherals, access to network resources, e-mail and the Internet. The school must ensure the students are protected from harm and that no users are exposed to materials considered offensive or illegal. To have access to the school's ICT resources, students must agree to abide by the school's Acceptable Use Agreement and have parental approval. -

1. Students will care and respect all school ICT equipment /devices. This includes:
  - Not intentionally disrupting the smooth running of any of the schools ICT systems
  - Not attempting to hack / bypass or gain any unauthorised access to any system
  - Following all school cyber – safety strategies and not joining in if other students choose to be irresponsible with ICTs
  - Reporting any damages or breakages to staff
2. **Meraki School Management Software cannot be removed from BYOD iPads as this ensures students will only connect to the school wireless network and our network Internet filters.**
3. Only software purchased or approved by the school, and installed by the school, can be used on school equipment.
4. Software copyright is to be observed at all times. Illegal software from other sources is not to be copied to or installed on school equipment.
5. Students using the ICT facilities may only do so under the supervision of school staff. Any students not following staff instructions may have further access restricted or denied.
6. Privacy and network security is to be observed. Students must not under any circumstances access personal files belonging to others, software or areas of the network which are not designated for their use.
7. The sharing of passwords is a security risk and students must not give their password to other students or log in with another user's name under any circumstances.
8. All users must log off when leaving a computer.
9. Students must leave the computer settings as they find them.
10. Printing of materials of a personal nature or unrelated to school activities is not permitted.
11. Students must ask permission from their teacher to print anything. (Staff must check quantity of printing).
12. The use of ICT facilities, specifically the Internet, is for educational and research purposes only. That means email is for school use only and not for social use. Students must use the Internet, e-mail, mobile phones or any ICT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the school itself, even if it is meant as a joke.
13. *Students must only attempt to search for things online that they know are acceptable at our school. This would exclude anything that is rude or violent or uses unacceptable language such as swearing.*
14. *If students should unknowingly navigate to a web site that contains material that may be considered offensive, they must clear the screen immediately and notify the teacher.*
15. *Students must not access, copy or send inappropriate material.*
16. *Students must not use inappropriate language or harass others when communicating online.*
17. *Students must report to a teacher any material received which makes them feel uncomfortable, harassed or which comes from an unknown source.*
18. *Only materials required for school activities, as directed by teachers, maybe downloaded. No downloading of MP3s, MPEGs and other large files is permitted.*
19. *Copyright of materials from electronic resources is to be observed at all times. No copying of music or games is permitted. Privacy and ownership of others' work and materials from web sites must be respected at all times.*
20. *Students will ask teacher's permission before any personal information is placed online. Personal identifying information includes any of the following: my full name, address, e-mail address, phone numbers, photos of me and/or people close to me.*
21. *If students do not follow cyber-safety practices the school may inform parents/caregivers. In serious cases, the school may take disciplinary action against the student. Families may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the school to inform the police and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.*
22. **The LearnLink Office 365 Service, including Office 365 Pro Plus is only to be used in relation to delivering curriculum objectives, and will not be used to store sensitive or personal information**

*Deliberate misuse of computer equipment and software or deliberate breaches of the conditions of this agreement may result in access restrictions to ICT facilities by the student(s) involved and result in discipline by school administration*

**Information and Communication Technology  
Acceptable Use Agreement for Students 2018**

**PARENT/CAREGIVER**

I \_\_\_\_\_ have read the conditions outlined in Sturt Street Community School's amended ICT Acceptable Use Agreement. I have discussed these conditions including **amendments** with my child and am fully aware of my child's responsibilities with regard to the use of the ICT facilities in the school.

Signed : \_\_\_\_\_

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

**STUDENT**

I \_\_\_\_\_ Year \_\_\_\_\_ Room \_\_\_\_\_ agree to follow the rules and conditions outlined in Sturt Street Community School's amended ICT Acceptable Use Agreement. I have had the conditions and **amendments** explained to me and discussed these with my parents/caregivers. I understand there are consequences for not following these conditions.

Signed : \_\_\_\_\_

Date