BYOD iPad program

Rationale:

Newbury Primary School is committed to embedding a 21st century learning environment within their teaching and learning program. Students will be able to access our wireless network with their personal iPad during the school day to maximise learning time with technology. With classroom teacher approval students may use their own iPad to access the internet and collaborate with other students through a range of online collaborative learning tools.

Aims:

- To enable more students to access ICT devices on a regular basis.
- To ensure maximum learning through ICT devices.
- To build on student's current ICT practices.
- To provide the students with a differentiated and personalised curriculum through the use of ICT devices.
- To promote the safe and acceptable use of personal devices.
- To develop digital literacy and citizenship of all students.
- To enable students to become global citizens.

Guidelines:

Access to the Department of Education and Training (DET) wireless network, including the Internet, will be made available to students and employees for instructional and administrative purposes in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use:

- Imposes no tangible cost to the Department of Education and Training
- Does not unduly burden the School or Department network resources
- Has no adverse effect on an employee's job performance or on a student's academic performance or other student's capacity to learn without distraction.

Access to the Department of Education and Training electronic communications system is a privilege, not a right. All users shall be required to understand and follow all administrative regulations governing the use of the system and shall agree in writing to comply with such regulations and guidelines. Non-compliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with Newbury Primary School Acceptable Use Policy and Department of Education and Training policies.

Implementation:

Unauthorised downloading or uploading will result in suspension of privileges.

During lunchtime and recess portable devices will be locked in classrooms inside the lockable cupboards in each classroom. They will not be permitted to be taken into the school yard, unless under the supervision and direction of a teacher.

Taking of photos, blogging, participating in unapproved social media, interacting with other students' social media is strictly forbidden without teacher permission.

Students will be responsible for their own devices. The school will take no responsibility for any lost/damaged or stolen devices.

DET does not hold insurance for personal property brought to schools and it will not pay for any loss or damage to such property. Families will therefore require their own insurance for portable devices brought to school.

This policy shall apply to all students equally during school excursions, interschool sport, camps, excursions and extra-curricular activities.

An App list will be given to families with required apps to download to use in a variety of learning experiences.

Use of 3G and 4G wireless connections is not permitted at any time.

Any iPad that is brought to school must be in a protective case.

Students will not be permitted to download data including apps at any time without the schools or teacher permission.

<u>Acceptable use:</u>
Students will be able to use the devices for the following purposes in conjunction with the Newbury Primary School iPad Acceptable Use Agreement and Acceptable ICT and Internet Use Policy.

1. Creativity and Innovation
Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.

Students:
a. Apply existing knowledge to generate new ideas, products, or processes.
b. Create original works as a means of personal or group expression.
c. Use models and simulations to explore complex systems and issues.
d. Identify trends and forecast possibilities.

2. Communication and Collaboration
Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.

Students:
a. Interact, collaborate, and publish with peers, experts, or others employing a variety of digital environments and media.
b. Communicate information and ideas effectively to multiple audiences using a variety of media and formats.
c. Develop cultural understanding and global awareness by engaging with learners of other cultures.
d. Contribute to project teams to produce original works or solve problems.

3. Research and Information Fluency
Students apply digital tools to gather, evaluate, and use information.

Students:
a. Plan strategies to guide inquiry.
b. Locate, organise, analyse, evaluate, synthesise, and ethically use information from a variety of sources and media.
c. Evaluate and select information sources and digital tools based on the appropriateness to specific tasks.
d. Process data and report results.

4. Critical Thinking, Problem Solving, and Decision Making
Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources.

Students:
a. Identify and define authentic problems and significant questions for investigation.
b. Plan and manage activities to develop a solution or complete a project.
c. Collect and analyse data to identify solutions and/or make informed decisions.
d. Use multiple processes and diverse perspectives to explore alternative solutions.

5. Digital Citizenship
Students understand human, cultural, and societal issues related to technology and practise legal and ethical behaviour.

Students:
a. Advocate and practise safe, legal, and responsible use of information and technology.
b. Exhibit a positive attitude toward using technology that supports collaboration, learning, and productivity.
c. Demonstrate personal responsibility for lifelong learning.
d. Exhibit leadership for digital citizenship.

6. Technology Operations and Concepts
Students demonstrate a sound understanding of technology concepts, systems, and operations.
Students:
a. Understand and use technology systems.
b. Select and use applications effectively and productively.
c. Troubleshoot systems and applications.
d. Transfer current knowledge to learning of new technologies.

iPad General Use
• The iPad is supplied for predominate use by the student. They are responsible for all information and content on the device which needs to fit within the Newbury Primary School iPad Acceptable Use and Acceptable ICT and Internet Use Policy.

• The students should come to school each day with their iPad fully charged. Charging will not be an option at school.

• The use of privately owned iPads while at school will follow the same regulations as applies to our existing school iPads and Netbooks. They are only to be used for tasks relating to school work, and confiscation will result from any inappropriate use, as determined by the student's supervising teacher at the time.

• Teaching staff have the right to look at any application, file on the iPad at any time.

• The iPad must not be left sitting on the ground, on a chair or left outdoors at any time.

• iPads will be put away at eating times. No food or drink should be consumed near iPads.

• iPads will not be taken outside without the direct permission of a teacher either during class time, recess or lunchtime.

• When travelling to and from school, the iPad should remain in a zipped up school bag. Students are strongly advised not to use the iPad between school and home.

• The school recommends that when using the iPad at home it is used in a family or common area and not in the student's bedroom or other private space.

iTunes
(a) An Apple ID (iTunes Account) is required to download apps and other content onto the iPad to allow the iPad to function.

(b) Parents/Legal Guardians will be responsible for the purchase of core educational apps from the iTunes Store.

(c) This will be accompanied by instructions to create an iTunes Store account and to download the required core apps for the program. It is not necessary to use credit card details for the creation of an iTunes account.

(d) By using the iTunes software (Software) a user agrees to be bound by the terms and conditions of the Software Licence Agreement.

(e) By using the iTunes Store website (Site) a user agrees to be bound by the Terms and Conditions of Use (Terms of Use) that apply to the website.

(f) Parents may choose to use an existing iTunes account to allow access to previously purchased music or other items. The iTunes voucher may be redeemed against the existing iTunes account to purchase the required core apps for this program. Before deciding to take this course of action, please consider that all apps that are purchased will sync to any other device using the same account and vice versa.

(g) A user is entirely responsible for maintaining the confidentiality of information held in the user's account, including the user's password and for any activity that occurs under the user's account as a result of failing to keep this information secure and confidential.

(h) Additional applications purchased will be the responsibility of the Parent/Legal Guardian and reflect the behaviours promoted in the school ICT Student Agreement and this iPad Program.

iTunes Use Agreement
(i) The owner of an Apple ID must be at least 13 years old; hence parents/guardians are responsible for the Apple ID used with the iPad and what content is downloaded.

(j) Parental controls should be set on the iTunes account and password protected to ensure they stay in place. These controls are found in iTunes menu > Preferences > Parental > Age Restrictions. Password protecting is the padlock icon on the bottom left of the window. This will assist in managing content within iTunes.

<u>Responsibility for iPad</u>
It is each student's responsibility to ensure that the iPad is looked after. The school has no liability for damage or loss of any personal items brought to school, including iPads. The iPads that are leased from the school remain the school's property, and should be treated as such by the students using them. They must be returned at the end of the lease in a reasonable condition and without fault.

This policy was last ratified at School Council on 18th October 2017.
Review date: 2020

iPad Student and Parent/Guardian Acceptable Use Agreement

Internet
Only the wireless internet gateway provided by the school is to be used. 3G and 4G networks are not to be used.

Security and Damage
The student will be responsible for their own device and protective cases are required. Names should be clearly labelled. iPads will be locked in secure cupboards during lunch, recess and when students are in specialist classes unless they are required.

Newbury Primary School takes no responsibility for any loss or damage incurred to personal owned devices either at school or in transit to and from school and insurance is the responsibility of the family.

Any issues with the device are the responsibility of the student/family to resolve. Leased iPads will be covered by insurance outlined in the lease agreement.

General Care at School and Home
1. Heavy objects should never be placed or stacked on top of the iPad. This includes books, musical instruments, sports equipment etc.
2. Use both hands when carrying the iPad.
3. iPad covers should be in place anytime the iPad is not in use.
4. Always put the iPad in a safe place when it is not being used.
5. The iPad may be damaged by water. Keep it away from drinks, other liquids and rain.
6. Don't drink or eat while using the iPad.
7. Clean the iPad with a soft lint free or microfiber cloth. Never use cleaning liquids.
8. Take care when inserting and removing cords to the iPad. Never force cords in as it may cause damage.
9. Do not expose the iPad to extreme temperatures, direct sunlight or ultraviolet light for extended periods of time.

Student Responsibilities
The use of the iPad at school is a privilege. Inappropriate or unauthorized use of the device at school may result in this privilege being removed. The iPad is to be used in accordance with our Internet and eLearning policy and School Code of Conduct. The student must agree to the following conditions:

1. I will follow all of the rules as stated in the Newbury Primary School Internet and eLearning Acceptable Use Policy.
2. I will take good care of my iPad.
3. I will only use the device during class time when allowed by the classroom teacher.
4. I will only use apps with the permission of my teacher.
5. I will not use the device during recess or lunchtime, unless I have permission from my teacher during inside play.
6. I will not remove the iPad from the classroom without the teacher's permission.
7. I will take care when transporting my device to and from school, and will ensure that it is in a waterproof cover in my school bag at all times. I will not drop, kick or throw my school bag when it contains my iPad.
8. I will use my iPad in ways that are appropriate, meet school expectations and are educational.
9. I agree that any inappropriate use of the device will result in school discipline that may include the

confiscation of the device for the remainder of the day, loss of the privilege to use the device at school or school suspension.

Inappropriate use includes but is not limited to:

a. Visiting inappropriate websites
b. Possessing inappropriate material including pictures, music and videos
c. Using inappropriate apps
d. Unauthorised use of the device
e. Using the camera to take pictures or videos without the teacher's permission

10. I will not download any apps, music or videos at school without a teacher's permission.
11. Applications, with age restrictions 13 years and over (including social media apps) are not permitted to be on the iPad under any circumstances during school hours; Newbury Primary School reserves the right to delete these applications if in breach of this guidelines.
12. Students are not to use a VPN (Virtual Private Network) on their iPad or any other device.
13. I will bring the iPad to school each day fully charged. I understand I will not be able to charge my iPad at school.
14. I am aware that photos and videos of other people taken on my iPad may not be uploaded to the Internet without their permission.

Family Responsibilities
1. It is expected that the iPad will be brought to school each day and will be available for school related work by the student at home.
2. Parents/guardians are responsible for monitoring their child's use of the iPad/internet at home. A family discussion and agreement is recommended.
3. An Apple ID is required to download apps and other content onto the iPad. The owner of an Apple ID must be at least 13 years old; hence parents/guardians are responsible for the Apple ID used with the iPad and what content is downloaded.
4. Parents/guardians are responsible for downloading the school required apps on the device.
5. Parents/guardians are responsible for syncing all updates on the iPad.
6. All material on the device should be legally licensed and suitable for a primary school aged child.
7. A jailbroken device will not be added to the school network. If an iPad is discovered to be jailbroken at a later stage then it will not be able to be used at school until it is restored to a standard state.
8. The school has the right to collect and examine any device that is suspected of causing problems on the network or was the source of a security attack.
9. Parents/guardians should notify the classroom teacher if their child is unable to bring the iPad to school.

We have read, understood and agree to follow all responsibilities as outlined in the Newbury Primary School iPad Acceptable Use Agreement.

Student and Parent/Guardian Agreement.

Student Name: _____

Student Signature: _____

Parent Name: _____

Parent Signature: _____

Date: _____