



BYOD (iPads) Acceptable Use and Care Policy

Related Policies

Computer Facilities and External Networks (ICT) Policy, including the *Student Acceptable Use Agreement*
Communication Policy
Mobile Phone and Electronic Devices Policy
Student Welfare and Management Policy

Purpose

This policy outlines how personal student devices (iPads) are to be supplied, used and cared for appropriately at school and when travelling to and from school.

Definitions

Student devices in this case are iPads either fully owned by the student or under a payment plan with the school, for use in the STTAP BYOD (iPad) Program for Years 5 and 6.

Procedures

To ensure students are caring for and using their iPad appropriately at all times, the following list of responsibilities are to be adhered to.

Student Responsibilities:

- Students will follow the classroom rules set out by their teacher and adhere to both the *Year 5/6 iPad Student User Agreement* in this policy (Appendix 1) and the *Student Acceptable Use Agreement* as contained in the *Computer Facilities and External Networks (ICT) Policy*.
- If students break any of the rules outlined in the above mentioned Acceptable Use Agreements the consequences outlined in these agreements will apply.
- When transporting iPads to and from school, students will ensure their device remains inside their school bag at all times.
- Upon arrival at school, students will place their school bag, containing their iPad in their classroom bag boxes, then promptly exit the building to return to the playground.
- Students will follow all instructions given by a teacher with regard to their device including handing over the device on request.
- iPads will stay in the classroom and at all times unless given permission to be used elsewhere in the school by the teacher.
- There will be no use of iPads during recess or lunch times, unless given permission by the teacher.

- Students will not chat via their device or use social media at school unless it is explicitly for educational purposes via an approved app or website and with permission of the teacher.
- Whilst at school students are to use their iPads for educational tasks. Students will only play approved games on their device. Teacher permission must be granted before accessing YouTube.
- Students will not share their passwords with any other students.
- Students will not give out any personal information online that could be used to identify them, their classmates or their families.
- Students will not use or handle another student's iPad except with permission from the teacher.
- Students will not take their iPad out of its protective cover or eat or drink while using their iPads.
- Students will not leave their iPad on the floor or unattended and will store their iPad in their desk or school bag while not in use.
- Students will ensure they bring their iPad fully charged each day. If they miss work because their iPad is not charged they will be responsible for completing the work in their own time.
- Students will be on task when using their iPad at school and will use their iPad as a learning device.
- Students will not delete or tamper with any profiles and configurations on their iPad and will immediately report any loss or damage of their iPad to their teacher and parents.
- Students will report any behaviour that puts themselves or any other person in an unsafe online situation.
- While using their iPads at school, students will only make use of the material on their iPad that is there for the purpose of their school work. Anything on the iPad that belongs to a student's family (e.g. family photos or apps used by other family members at home) must not be accessed or shared at school without the written permission of parents and agreement from teachers.

Parent Responsibilities:

- Arrange for the supply of an iPad which complies with the requirements of the 1:1 BYOD iPad program.
- Set rules in place for the use and care of their child's device at home.
- Monitor their child's use of ICT at home.
- Discuss privacy, cyber safety and cyber bullying with their child.
- Discuss the *Student Acceptable Use Agreement* and the *Year 5/6 iPad Student User Agreement* and ensure they are signed and returned to school.
- Ensure any damage to their child's iPad (e.g. cracked screens) is fixed in a timely manner.

- Ensure they pay for the repair of any breakage or damage that their child causes to another child's device.
- Ensure the iPad has a protective case and supply headphones for classroom use.
- Set up a new Apple ID on the iPad before bringing it to school.
- Decide whether to arrange for insurance cover or a care plan, to insure their child's iPad for theft and damage. For example under their own home and contents insurance and/or an Apple Care and Protection Plan. The school will not be liable for loss or damage to personal electronic devices, beyond circumstances covered in the Student Welfare and Management Policy.

Teacher Responsibilities:

- Establish clear class rules with regard to the use and care of iPads.
- Ensure students are aware of the school policies and expectations in regards the use of their own device. Read the guidelines in both the *Student Acceptable Use Agreement* and the *Year 5/6 iPad Student User Agreement* with students. Distribute these at the beginning of each year and ensure they are all signed and returned. Refer to the documents regularly during the year.
- Monitor and teach responsible use of all hardware devices.
- Always supervise student use of ICT, in particular internet-based use. The teacher should always be roaming the room to ensure all students are using ICT appropriately.
- Teach students explicitly about digital citizenship, cyber safety and responsible use of ICT resources.
- Plan a teaching program which will engage the children in utilising their iPad across all learning areas, when it is the most appropriate tool to achieve the learning outcome.

Forms

Appendix 1

St Thomas the Apostle Primary School Year 5/6 iPad Student User Agreement

Approved by: Principal

Issuing Group: St Thomas the Apostle Primary School

Implementation Date: January 2016

Supersedes Policy Dated: Nil

Policy Last Updated: 2015

Review Date: 2017

St Thomas the Apostle Primary School Year 5/6 iPad Student User Agreement



- I **have** read and signed the *Student Acceptable Use Agreement* as set out in the school's Computer Facilities and External Networks (ICT) Policy.

Be Thoughtful

- I **will** follow all instructions given by a teacher about my device, including turning off the device or handing over the device to the teacher on request.
- I **will** only airplay my device when instructed to by the teacher.
- I **will** ask for teacher permission and the permission of all people involved prior to recording or photographing any person.
- I **will** handle my iPad respectfully.
- *I will not take my iPad out of its cover*
 - *I will not run while carrying my iPad*
 - *I will not eat or drink while using my iPad*
 - *I will not leave my iPad on the floor*
 - *I will store my iPad securely while not in use*
 - *I will not handle another student's iPad except with permission from the teacher*
- I **will** responsibly use an iTunes account and ensure apps that the school recommends are installed on my device.
- I **will** respect my family's privacy by never accessing or sharing at school anything that is on my iPad for my family's use (e.g. family photos or apps that don't relate to my school work).
- I **will** be respectful of other students' personal devices.

Be Engaged

- I **will** be 'on task' when using my iPad at school and use my iPad as a learning device.
- *I will not text or play unapproved games during school time*
 - *I will not use social media at school unless given explicit permission by the teacher to use for educational purposes. Many sites, including Kik, Instagram, Snapchat and Facebook are not appropriate for student use.*
 - *I will only use YouTube when instructed by the teacher*
 - *I will ensure there is enough space on my device to download the required educational apps, store content and to complete learning tasks.*
- I **will** follow the classroom rules set out by my teacher.
- I **will** bring a fully charged iPad to school every day. If I miss work because my iPad is not charged I will be required to complete the work in my own time.

Be Safe

- I **will** keep my iPad in my school bag while travelling to and from school at all times.
- I **will not** take my iPad outside of the classroom except with permission from the teacher.
- I **will not** leave my iPad on the floor or unattended and I will store my iPad in my desk or school bag while not in use
- I **will not** delete or tamper with profiles and configurations on my iPad.
- I **will not** use another student's device except with permission from the teacher.
- I **will** report any loss of or damage to my iPad immediately to my teacher and my parents.
- I **will** be cyber safe by protecting my passwords, not sharing personal information and storing work appropriately.
- I **will** report any behaviour that puts myself or any other person in an unsafe online situation.

Consequences for breaking the iPad Agreement

1st time: The iPad will be confiscated from you for the remainder of the lesson. You will be responsible for making up any missed work. The teacher may contact your parent/s.

2nd time: The iPad will be confiscated from you and may be picked up at the end of the day. You will be responsible for making up any missed work. The teacher will contact your parent/s.

3rd time: A conference with you, your parent/s, your teacher and module coordinator will take place and a plan will be written.

4th time: A second conference with yourself, your parent/s, your teacher and principal will take place, the plan will be revised, and further consequences will be discussed.

Not all iPad misuse is the same. Some misuse could result in greater consequences than those listed above. Students may be banned from bringing their iPad to school and/or using it on the school computer network. Some behaviours may be dealt with as outlined in the School's Student Welfare and Management Policy

The three rules that I have created with my parents for using my iPad at home are:

1. _____
2. _____
3. _____

By signing this agreement, I _____ agree to follow the rules outlined in this agreement and understand the outlined consequences will apply if I break the rules within this iPad agreement.

Student signature

Student name (print)

Date

PTO for Parent Acknowledgement

Parent Acknowledgement

I give permission for my son/daughter _____(name)
in _____(class) to use the Internet and other ICT facilities on a personally owned device (iPad) at school and I:

- Have read and discussed with my child *the BYOD (iPads) Acceptable Use and Care Policy* and the *Computer Facilities and External Networks (ICT) Policy*.
- Agree to my child using Information and Communication Technologies for educational purposes.
- Agree to my child transmitting work electronically to teachers and having the work published where the school considers it to be appropriate.
- Agree that, whilst all normal care will be taken, the school is in no way responsible for replacement of the device due to theft, repairs due to breakage or any other sort of maintenance of the device.
- Understand it is my responsibility to pay for any breakage or damage to my child's device.
- Understand it is my responsibility to pay for the repair of any breakage or damage that my child causes to another child's device.
- Understand and agree to the consequences outlined for my child breaking any Student Use Agreements.
- Acknowledge that my child's use of the device at school will at all times be subject to the directions of the teachers and that failure to follow those directions may lead to the consequences outlined in this document.
- Understand it is my responsibility to insure my child's iPad for loss or theft.

Parent/Guardian signature: _____

Date:_____

Parent name (print): _____

Please return this form to school as soon as possible.

Your child will be unable to use the personal device until this form is returned.

Thank you