SUCCESS
PRIMARY SCHOOL

1:1 iPad Program Policy
Year 1 – 5 and Information and
ICT Policy

Success Primary School

Dear Parent/Guardian

The rate of development in technology is such that our lives are changing more rapidly than at any previous time in history. As educators, it is our responsibility to ensure that we prepare our students to participate in a society that will look vastly different to today. Our challenge is to prepare the children of today for a world that has yet to be created, for jobs yet to be invented and for technologies yet unknown.

The current generation of children are growing up with knowledge of, access to and an expectation that technology will be central to all they do. Having access to such technology (and therefore, immediate access to information) is no longer a luxury or extravagance, but an expected part of the lives of today's children.

Success Primary School is seeking to address the challenges outlined above by **implementing a 1:1 iPad program in 2019 for our Year 1 to Year 5 students**. For the program to work effectively, it is important that the iPad selected complies with the minimum specification outlined in this document to ensure the iPad is suitable for the learning task, is convenient and portable and most importantly, is adequately backed up by a rapid repair service in the event of a problem.

We are aware that the use of this technology can create a range of problems if not properly implemented and controlled. It is for this reason that we have developed and adopted this policy for all students and parents who wish to take part in this program.

Full details of the terms and conditions of this program are enclosed. Please take the time to read the documents carefully before agreeing to participate in the program.

If you have any queries, please do not hesitate to contact myself or Natalie McRobb to discuss the matter.

Yours sincerely

Kristy Mularcyzk
Principal

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Success's ICT Vision Statement

At Success PS, we envisage using technology to further a learning community where:

- *Students are engaged in a challenging curriculum that is focused on inquiry-based, hands-on learning. Students are comfortable using technology. Students take responsibility for their own educational success.*

- *Teachers use technology to support all learning across the curriculum. They function as coaches, mentors, advocates, and managers of information.*

- *The school becomes an environment where all students and staff have ready access to a full range of current technology, software tools, and applications. The school has knowledgeable staff and external resources (such as parents, community members, business, higher education, and network resources) to further the curriculum goals.*

Minimum Specifications Required

Only devices meeting the minimum specification provided by the school will be able to be connected to the school's network. Whilst at school, students must connect to the school's network (this allows access to the Internet and other network facilities).

To enable the best education outcomes and connection to our school network, the minimum specifications are:

- iPad Air 5th generation 32GB (released March 2017)
- iPad Air 6th generation 32GB (released March 2018)
- Minimum IOS 11
- Hard, protective cover
- Device to be clearly identifiable

The recommended size for an iPad in an educational environment is 128GB. Items that can be stored on the iPad include Apps, photos, videos and other media. 128GB will enable students to store their work on the device without having to manage the content externally. 32 GB should be sufficient however, please understand that this will require regular storage management.

It is anticipated that a new iPad will have a useful life of around 3+ years

At all times the device is owned by the students and parents.

Eligible Students

To be eligible to participate in this 1:1 iPad Program:

- Students and parents will need to agree in writing that they will abide by the terms and conditions outlined in this policy.
- Students will need to ensure that they use the school network, including Internet connection, responsibly.

Ethical, Legal and Responsible Use of Devices

In agreeing to take part in this program, students are agreeing to use their device in an ethical, legal and responsible manner at all times – ie at school and also at home.

Students and parents must ensure that:
- This 1:1 iPad Program for Students Policy is adhered to.
- Comply with all laws that apply to the Internet, communications and copyright (eg cyber bulling and plagiarism will not be tolerated).
- Privacy and security (of the student and others) will be respected, unauthorised personal information will not be shared and no attempt will be made to access personal information of others.
- Illegal copies of software, games, music files etc are not to be installed/downloaded on the device for use or sharing at school.

Responsibilities of Parents/Guardians

Parents will need to supply the device for students to use during school hours.

It is recommended that parents have access to the device and utilise the parent app "Family Zone" to monitor their child's usage.

The Parent App allows you to:
- Control devices at home.
- Restrict when they use those Apps at home

Too find out more information visit the site below:

https://www.familyzone.com/au/

Access to the Internet out of school hours will be via the home Internet account and at the cost of the parent/guardian or students.

Parents will pay $40 for the cost of school Apps at the start of 2019. This charge will be included on the 2019 booklists for our Year 1 – 5 students. These Apps will remain on the student's iPads throughout their schooling at Success Primary School.

Parents are aware of the responsibilities and obligations outlined in this policy and to the rules when using online services of the Department of Education (signed on enrolment – See Appendix B).

Parents to liaise with OSH Club to secure iPad inside Learning Community 5 before and after school.

Responsibilities of Teachers and the School

Teachers will integrate ICT and digital technologies into their current teaching program to support student learning as outlined in the ***Success Primary School Business Plan 2018-2020 (refer to Strategy 2 – High Quality Teaching and High Learning Outcomes).***

The teachers at Success PS will monitor the use of the devices in class through **Apple Classroom** and ensure that students are aware of the responsibilities and obligations of the outlined in this policy and adhere to the rules when using online services of the Department of Education (signed on enrolment – See Appendix B).

Teachers will develop programs that incorporate the use of the technologies available to enrich the learning experiences of the students and continue to engage in professional learning opportunities, followed-up with coaching and mentoring.

Teachers will continue to ensure that their classroom doors are locked whenever the classroom is vacated. (Relief staff will sign out a key from the office upon arrival)

Teachers will ensure rest breaks are undertaken to look after eye health and will guide children on correct posture when using an electronic device. (See Appendix C)

Teachers will ensure that students use Advanced Google Search when researching information for safe searching and copyright and will use filters when displaying content from You Tube and other video presenting programs.

At the beginning of each year, students will complete an online cyber safety program as part of the Western Australian Health Curriculum. (https://budd-e.staysmartonline.gov.au, www.cybersmart.gov.au/kids.aspx

Students and staff are required to also be aware of and practice responsible copyright procedures for both print and electronic materials. http://www.smartcopying.edu.au/

It is not a requirement that the devices will be used every lesson, the teacher will decide based on the particular task at hand if it is appropriate to use the device during the lesson.

At school we will continue to use, Zulu Desk. Zulu Desk allows us to:

- Control the use of non-educational Apps that are being used at school, such as Facebook, YouTube, Snapchat or Netflix.
- Block/control the students from installing Apps
- Block specific websites

Too find out more information visit the site below:

https://www.zuludesk.com/apple-school-manager/
https://www.zuludesk.com/profiles/

Teachers will carefully select applications first and foremost for their intended use, while also keeping in mind the cost. The school aims to purchase cross curricular Apps such as **Book Creator, Popplet, Pic Collage (edu), Explain Everything Whiteboard, Clips, Chatterpix, Graphic Organiser, Green Screen by Do Ink, iMovie, Kahoot etc…**

The school will purchase Apps used for school at a reduced cost to ensure that the Apps are free from advertisements that can pop up during use and are not always appropriate**.** Free Apps also have limitations of what can be created, compared with the paid App.

Responsibilities of Students

Students must at all times use their device and the school network in a responsible manner. All students are required to sign an Acceptable Use Agreement annually (Appendix A) and parents are asked to sign to acknowledge the terms and conditions of this. The completed agreement will be kept on file in their classroom.

Normal school rules will apply to all inappropriate behaviours and use.

Students will need to:
- Bring their fully charged iPad to school every day. Chargers are to be left at home. It is recommended that the device is charged fully overnight.
- Adhere to this policy of the school at all times.
- Adhere to the rules for using online services of the Department of Education.
- During class time all data (ie documents, images, files, folders, etc) is saved on the device unless otherwise instructed by the teacher.
- Ensure that images used as wallpaper on the device are appropriate for school.

Students must ensure that at all times their conduct or use of the device is acceptable, this means that *students are not permitted to*:

- Use the Internet during school time for personal use.
- Use the Internet before and after school. This includes students attending OSH Club.
- Remove the device from the classroom during lunch or recess.
- Secure their iPad inside Learning Community 5 when attending OSH Club.
- Use the device to defame, embarrass or cyber bully another person.
- Disable the operation of the device or make alterations to the Mobile Device Management (MDM) Profile
- Disable the operation of **Apple Classroom**
- Record audio, video or take photos of other students or staff without their permission.
- Distribute any unauthorised media outside of the school without permission

When transporting the devices to and from school and during the school day, students must:
- Ensure that the device is in a protective cover
- Never leave their device unattended.

Students who fail to adhere to this policy and conditions of use during school hours may have restricted access to the school's network (including Internet access).

Damage, Vandalism and/or Loss of Device

The students and parents must accept full responsibility for the care and use of their own iPad. Success PS does not accept responsibility for theft or loss of the device (in parts or whole) or any accessories. It is recommended that families check the details of their personal insurance coverage for events of loss or damage to the device and if not already covered elect to purchase or include a suitable insurance option for the iPad, recognising that there is risk associated with a 1:1 iPad Program.

In the event that damage should occur to the device, students will report this to the classroom teacher who will then complete an iPad Incident Report to be sent home with the student. No member of staff will attempt to fix any technical issues, this will be reported to parents/caregivers through an iPad Incident Report.

Technical Support

To enable the efficient and effective use of the iPad during school hours, students will be given access to the school network. Students will be trained and given supporting documentation on how to access school network facilities.

Technical support will only be available during normal school hours to assist with connection to our network. If a student is experiencing a problem with their device it must be reported immediately.

Technical support is not provided for hardware or software problems that may occur with the devices (this could void your warranty). Such assistance remains the personal responsibility of the student as a private matter.

Misuse and Breaches of this Policy

If a student is found to have misused their iPad, there are a range of sanctions that may apply, including, but not limited to:
- Loss of some or all school network privileges for a period of time
- Suspension from school
- Reporting of a criminal offence by the school to the Police

Where there is reasonable cause to suspect that material contrary to this policy and the ethos of

1:1 iPad Program - Acceptable Use Agreement

Appendix A

Before signing this form, you must read the 1:1 iPad Program Policy and Information and ICT Policy. Should you have any questions regarding the information and policy, please contact the Deputy Principal, Mrs Natalie McRobb for clarification prior to returning this form.

The completion and returning of this consent form is an acknowledgement that the student and parent/guardian nominated has read and agreed to the terms and conditions in ***1:1 iPad Program Policy and Information and ICT Policy***.

Any breach of this agreement may result in consequences as outlined in the policy.

Acceptable Use Agreement	
Student	**Parent/Guardian**
I understand and hereby agree to comply with all requirements as set out in the ***1:1 iPad Program Policy and Information and ICT Policy*** (Page 6 and 7) and understand that if breached, appropriate consequences may follow (Page 7). I understand that I am only permitted to connect one device to the school network and that this device must meet the minimum specifications outlined in the policy (Page 4).	As the parent or legal guardian of the student I/we have read, understood and grant permission for the student to bring their device to school and connect to the school network. I/We understand that access is granted to students subject to the restrictions contained in the ***1:1 iPad Program Policy and Information and ICT Policy*** and that if breached, appropriate consequences may follow. I/We acknowledge that some material available on the Internet may be objectionable, despite attempts to filter for appropriate content. In addition to the ***1:1 iPad Program Policy and Information and ICT Policy***, I/we have discussed appropriate restrictions and behaviours for the student when accessing or sharing information or material over the Internet. I/We release Success Primary School and its personnel from any and all claims and damages of any nature arising from my child's use of our personally owned device. I/We accept responsibility for damages, repairs, loss or theft to our personally owned device.

Student's Full Name: _____

Signed: _____ Date: _____

Parent: _____

Signed: _____ Date: _____

PERMISSION FOR INTERNET ACCESS

Success Primary School has access to the online services provided by the Department of Education. These online services increase the range of teaching tools available to staff and will enhance the opportunities available to students.

Access to these services will involve the school using the student's full name, preferred name, class and year to create a unique online services account.

If you agree to your son or daughter making use of these online services, please indicate on the Enrolment Form so that an online services account can be created.

Please note that while every reasonable effort is made by schools and the Department to prevent student exposure to inappropriate online content when using the Department's Online Services, it is not possible to completely eliminate the risk of such exposure.

You should also be aware that general Internet browsing by your child from home or locations other than school is **not** monitored or filtered by the Department since it is not conducted via the Department's online services and that you are responsible for supervision of your child's use of the internet from home.

Students using the online services of the Department of Education must agree to the following rules:

- They will use the school computer only with the permission of a teacher.
- They will follow all instructions from teachers when using school computers.
- They will not let anybody else know their password.
- They will not let others use their online services account unless it is with the teacher's permission.
- They will not access other people's online services accounts.
- They know that they are responsible for anything that happens when their online services account is used.
- They will tell their teacher if they think someone is using their online services account.
- They know that the school and the Department of Education may see anything they send or receive using the email service.
- They will make sure that any email that they send or any work that they wish to have published is polite, carefully written and well presented.
- They will use material from Internet sites or other sources only if they have permission to do so.
- If they use material in their work that they have found on the Internet, they will say where it comes from.
- If they see any information on the computer that makes them feel uncomfortable they will tell their teacher straight away.
- They will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of themself or others.
- They will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.

They understand that:

- They will be held responsible for their actions while using online services and for any breaches caused by allowing any other person to use their online services account;
- The misuse of online services may result in the withdrawal of access to services and other consequences dictated in Schools policy; and
- They may be held legally liable for offences committed using online services.

The student agrees to abide by the acceptable usage agreement for school students.

They understand that if they are given an online services account and break any of the rules in the agreement, it may result in disciplinary action, determined by the principal in accordance with the Department's *Behaviour Management in Schools* policy.

Making the most of your child's iPad

You may have lots of questions about how to use your child's iPad and how to be cyber safe, but have you asked how to use their technology to promote good physical health?

Information and Communication Technologies can include laptops, computers, tablets, smart boards, TV's, gaming consoles, and phones. What will be next?

They can be found in all environments including schools, homes and workplaces. There is limited chance to avoid interacting with these technologies. Children have had technology and devices around them from such an early age, so it is important to teach them good practices for life long healthy use of all Information and Communication Technologies.

Some key tips to healthy ICT use for children:

Break up iPad use with *physical activities*

- Do you know the Department of Health (Australian Government) recommend **60 minutes of daily physical activity and no more than 2 hours screen time** for children aged between 5 and 12 years?

- Limit sedentary behaviour at school and home. Think about how much screen time the children get at home and school, whether it be a smart board, a tablet, a phone, TV. Now there is a iPad to add to the mix. Decreasing the unnecessary screen time is a key to remaining more physically active

- Take a break from iPad use with an active task every 30 to 60 minutes.

Encourage *changes in posture*

- It is ok for kids to use an iPad whilst standing at a bench, sitting down or laying on the floor. Variations in body position stimulate muscles, and also assist them to concentrate

- Fidgeting and moving whilst using an iPad is ok. It stops the body from being static and not moving.

When sitting at a desk to use an iPad, ensure *good postures*

- Feet should be touching the floor (if chair is too high get a footstool)

- It isn't essential to have a backrest

- Avoid armrests on chairs

- Desk height should be at around elbow height.

When sitting at a desk to use an iPad, ensure good *eye contact*

- The top of the screen should be at eye height. A separate keyboard might be helpful at home.
- Position screen one arm lengths away and directly in front of the child
- Avoid glare from windows

Develop typing skills

- Learn shortcuts on the keyboard

- Learn how to touch type

Transporting the iPad

- Choose a low weight option where available

- Carry iPad in back pack using straps over both

shoulders *Pain*

- Teach your child to recognise when they feel discomfort or pain they should do something about it,

    like take a break and stretch rather than working through it

SCREEN FREE	PHYSICAL ACTIVITY	PAIN ZONE
Make bedrooms a screen free zone - this will enhance cyber safety but also limit the amount of time they are likely to spend on it.	Encourage a minimum amount of physical activity prior to screen use - if you like technology consider using a fit bit, where they have to reach a certain amount of activity before they access their "screen".	Use timing devices and set alarms to remind you to get up and move around rather than relying on pain or discomfort telling you to move.

Other simple ideas to ensure healthy ipad use include:
Reference:

Straker, L, Johnson, P, Burgess-Limerick, R, Dennerlein, J (2010) *Evidence Based Guidelines for the wise use of computers by children: Physical Development Guidelines.* ERGONOMICS Vol 53. No 4

Department of Health, (2014) *Physical Activity Guidelines for children aged 5-12 years.*
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http://www.health.gov.au/internet/main/publishing.nsf/Content/F01F92328EDADA5BCA257BF0001E720D/$Fil
e/brochure%20PA%20Guidelines_A5_5-12yrs.PDF