

# ST CLARE OF ASSISI PRIMARY SCHOOL



## BYO iPad POLICY

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## Purpose

The iPad is a tool for learning at St Clare of Assisi Primary School. We aim to develop students' skills in collecting, organising and verifying information, collaborating with others, forming opinions and engaging in discussions, communicating and sharing what has been learned.

Content creation allows students to creatively demonstrate and explain their learning through the choice and use of apps. Students learn to fluently move between apps in a workflow, in order to accomplish any task.

Digital Citizenship & Cyber Safety are an essential component of the program. Information for both students and parents will be provided to support families while working through the issues 'on the internet'.

## Policy Principles

Contemporary education is about flexibility, connections and learning that occurs at anytime, anywhere. The integration of new and emerging technologies at St Clare of Assisi Primary School provides its students with the best opportunities to strive for excellence in their learning. Our vision is to use technology to assist students to become risk takers, problem solvers, creators and collaborators. Using technology also allows students to become more responsible for their own learning and articulate how they are learning.

The use of ICT is an implicit part of contemporary teaching pedagogy and expectations of the role of teachers in using ICT in their professional practice are articulated in Standards 2.6, 3.4 and 4.5 of the Australian Professional Standards for Teachers. The effective use of technology is also embedded in the Archdiocesan Transforming Teaching and Learning Framework and the Quality Teaching Framework, for teachers in Archdiocesan Catholic schools. It is no longer the case that the use of ICT is a helpful adjunct to learning or a part of the wider curriculum; ICT is now shaping and transforming how all subjects are learned and how teachers facilitate the educational context.

The BYO iPad Program strengthens the home and school link, enabling students to continue their learning at home that commenced at school and vice versa.

## Procedure

### 1. Expectations for Students

- 1.1 The St Clare of Assisi Primary school BYO iPad policy and user agreement is discussed and signed with students and parents prior to use in the classroom;
- 1.2. Students bring the iPad each day to school, fully charged;
- 1.3. Students keep the iPad in its case at all times to help ensure it stays protected from accidental wear and tear. Students store the iPad in a safe place when not in use;
- 1.4. Students use the iPad for school-related activities only whilst at school;
- 1.5. Students keep all electronic communication school-related. During instructional activities, electronic communication is to be focused solely on the activity at hand. No non-school related e-communication is allowed during the school day. The iPad is in no way to be used to bully or harass other students or teachers; and
- 1.6. Students do not delete school work from their iPad without the permission of the teacher.

## **2. Expectations for Parents**

Parents are responsible for:

- 2.1. Monitoring their child's use of the device at home to ensure it is appropriate;
- 2.2. Protection of the device at home – providing a safe place to store the device and keeping it clean; and
- 2.3. Ensuring the device is not used for online bullying/harassment.

## **3. Expectations for St Clare of Assisi Primary School**

St Clare of Assisi Primary School will ensure that children are provided with:

- 3.1. A safe place to store their iPad;
- 3.2. Education on appropriate use of the iPad, including education about online bullying/harassment and the potential impact and consequences of this on individuals;
- 3.3. Reminders to follow the 20-20 rule. This means taking a 20-minute break at least every 20 minutes depending on the activity;
- 3.4. Appropriate education tasks to involve the use of the iPad balanced with other methods of learning; and
- 3.5. Provide students with access to a secure, filtered internet connection.

## **4. Proper Care and Handling of the iPad**

- 4.1. iPads are not to be used near liquids or objects of extreme heat;
- 4.2. iPads should not be left in plain sight or in public;
- 4.3. When a student stores their iPad in their bag (i.e. to and from school) they are to make sure to avoid other objects that might damage the screen, such as any object with hard, sharp corners;
- 2.4. Students are to use a soft cloth (such as those used for sunglasses) to clean the iPad screen; and
- 4.5. Students need to provide a case and a set of headphones; a stylus is optional.

## **5. Apps**

Apps are managed through AirWatch. AirWatch is a Mobile Application Management System that will allow the school to deploy and manage applications while protecting user privacy and security.

## **6. Financial Matters**

Families can make their own decision regarding where to purchase a device from. iPads can be purchased directly from the Apple Store or from major electronic retail stores. The Apple Store has a Family Funded Program option available.

## **7. Damage to the iPad**

- 7.1. Parents need to repair or replace the iPad if damaged;
- 7.2. Parents are responsible for ensuring the iPad is always in good working order – both hardware and software.
- 7.3. It is a requirement that a sturdy, durable, robust case be purchased for the iPad.

It is suggested that parents check their home-contents insurance or examine Apple Care options when purchasing their iPad.

## **8. Student Safety and Security**

The safety of students and the security of a student's device are paramount. The school has control over how the iPad is handled at school. Students should never leave their iPad unattended. The teachers are hyper-vigilant about iPads being left on the floor or not being carried safely.

It is recommended that parents insist their child does not change the iPad password without their

knowledge and consent. This is to ensure that parents have access to, and visibility of, what their children are doing on the iPad and also to ensure that children are not locked out of the iPad because they have forgotten the password or typed it incorrectly.

St Clare of Assisi Primary School is very conscious of cyber safety. Practices are put in place for appropriate use of technology. The practice of teaching students what to do if they come across inappropriate material and how to maintain digital privacy is as important as filtering. The ACT Police Cyber safety Team talks to the students each year.

### References

Citizenship in the Digital Age – sample lesson plans

<http://schools.nyc.gov/NR/ronlyres/3CA0188D-66A2-490C-9E90-1EFCADA92F8C/0/Citizenshipinthedigitalage.pdf>

Cybersafety Information and Advice

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

Google Apps for Education

<https://www.google.com/enterprise/apps/education/benefits.html>

### Related School Policies

Student Acceptable Use Agreement

### Related CE Policies

Computer Facilities and External Networks – Acceptable Use by Students

Copyright

Media Usage

Offshore Data Hosting

Privacy

Web Publishing

POLICY DATES			
<b>Formulated</b>	2016	<b>Implemented</b>	2016
<b>Reviewed</b>		<b>Next Review Date</b>	2021