

## Good Shepherd Lutheran School

### iPad Policy, Procedures and Essential Agreements Years 4 to 7

#### **Purpose**

This policy, and associated documents, provides a framework for the appropriate use of ICT and in particular, 1:1 mobile learning devices, such as iPads, at Good Shepherd Lutheran School.

#### **Rationale**

At Good Shepherd Lutheran School, we believe that when used responsibly, information and communication technologies (ICTs) assist us in providing a stimulating and engaging learning environment. Students from years 4 to 7 will use iPads as an individual learning tool within the school. The policies, procedures and information within this document apply to the use of iPads at Good Shepherd Lutheran School, as well as any other device considered by the Administration to come under this policy.

#### **Instructions For Using The iPad At Good Shepherd Lutheran School**

1. iPads will only be used during lessons, whether that is in the student's own classroom, other teaching areas in the school, or outside the school buildings.
2. Individuals or groups of students are not permitted to use their iPads before or after school, at recess time or at lunch time.
3. Sharing of an iPad device is not to occur unless the class lesson is of a collaborative nature and requires a single iPad be used for a group.
4. iPads will be brought into the classroom at the beginning of the school day and returned to bags at the end of the day. During the day the iPad will be kept on or in the student's desk or with them. At all other times the iPad must be stored securely.
5. Students must come to school with the iPad battery fully charged, ready for the school day.
6. It is the student's responsibility to ensure the iPad is at school every day, in its cover and charged.
7. Chargers will stay at home to avoid being lost or damaged.
8. If students leave their iPads at home they must ensure they complete assigned work by other means which results in the least disruption to the class (ie hand written or computer). Replacement devices on loan for the day may be available, but cannot be guaranteed.
9. Sound on the iPad must be muted at all times unless permission is obtained from the teacher for instructional purposes. If students require sound with the App they are using then they are encouraged to use ear buds.
10. Music is permitted on the iPad and can be used at the discretion of the teacher.
11. Printing is part of the use of iPads. If on occasion, it is deemed necessary to print work then students will be instructed by the teacher on when/how to do so.
12. Students will be taught to save and share work on a 'cloud' environment using programmes such as OneDrive.

## **Appropriate Usage**

- Personal use of the iPad should be complementary to the school Values, Rules, Behaviour Code and relevant policies. This may include (but not exclusively) adding appropriate music/photos/video, downloading entertainment/personal interest apps, viewing websites.
- Inappropriate access would include (but not be exclusive to):
  - Accessing inappropriate websites (any websites which would be deemed so by Parents /Caregivers and/or the school).
  - Loading any multimedia which breaches copyright laws - for example, illegally downloading music/movies.
  - Downloading apps which may be deemed inappropriate by Parents/Caregivers and/or the school.
  - Using the device to bully any other person (for example, using email, messaging or social networking sites to bully).
  - Inappropriate media may not be used as a screen saver or back ground photo. Firearms, other weapons, pornographic materials, inappropriate language, alcohol, drug related symbols or pictures are considered inappropriate and therefore prohibited.
  - The school reserves the right to view all material stored on the iPad at any time while at school.

## **Software On iPads**

Each iPad comes installed with certain Apps. In addition to these original Apps the school will require a core suite of additional Apps to be installed with an initial list coming home informing of these Apps. Additional apps may be required to be downloaded throughout the year and will be at the discretion of the individual teachers. Paid apps will be at the cost of Parents/Caregivers. Please talk to class teachers if negotiations need to take place. Parents/Caregivers may also install other Apps of a nature which they deem appropriate. Installed Apps not required for school use are not to be accessed at school unless permission has first been received from the class teacher.

## **Care of The iPad**

- Security and care of the iPad is both a concern and a priority for the Parents/Caregivers and school.
- For its part, Good Shepherd will undertake to educate students in the correct use and care of the iPad.
- iPads need to be located as discretely as possible in the classrooms, while classrooms are to be locked during break times.
- Students are responsible for the general care of the iPad while traveling between home and school, and also while at school or involved in any school related activity such as camps or excursions.
- It is highly recommended that Parents/Caregivers purchase a robust case. One example is the Griffin Survivor iPad case.
- The responsibility for the care of the iPad in the home is a matter to be determined by Parents/Caregivers with their child(ren).

## **Warranty/Insurance**

- An iPad is sold with a 12 month standard warranty. Parents/Caregivers are encouraged to familiarise themselves with the iPad warranty by visiting: <https://support.apple.com/en-au/ipad/repair/service>

- iPads are covered by the school's insurance policy whilst on school grounds.
- The school will not be liable for the cost of repairing a screen broken at school.
- Parents/Caregivers are advised to check their house and contents insurance policy to ensure coverage for damage or theft of the iPad when not used at school or when travelling to or from school.

### **Home Usage**

It is up to individual families to determine guidelines and rules for personal iPad usage at home.

- Guidelines should complement this iPad Policy, Procedures and Information.
- Specific issues relating to personal access (time used, sites used, supervision, etc) will be determined by Parents/Caregivers.

### **References/Related Policies**

Scotch College iPad User Agreement

Loxton Lutheran School iPad Policy

Loxton Lutheran School iPad Student Agreement

Spring Head Lutheran School Essential Agreement for the Use of ICT



## Good Shepherd Lutheran School

### Essential Agreement for the Use of ICT

1. I will only use school ICT equipment when my Parents/Caregivers and I have read and signed the required 'Essential Agreement for the Use of ICT' and 'iPad Student Essential Agreement' and the completed agreements have been returned to the school.
2. I will go online or use the internet at school only when a teacher gives me permission.
3. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
4. When accessing information from the school network, I will only access content from my folder on the shared data drive. I will not access material from folders belonging to others unless asked to by a teacher.
5. I will use the internet, email, mobile phones or other 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.
6. While at school I will:
  - a. Attempt to search for things online that I know are acceptable at our school. This would exclude anything that is rude or violent or uses unacceptable language such as swearing;
  - b. Report any attempt to get around or bypass security, monitoring and filtering that is in place at our school.
7. If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our school, I will:
  - a. Not show others.
  - b. Turn off the screen.
  - c. Get a teacher straight away.
8. I will respect ownership of electronic files such as music, videos, games or programs and comply as far as I can, with copyright law.
9. I will keep my personal information private. Personal identifying information includes any of the following but is not limited to:
  - a. My full name.
  - b. My address.
  - c. My email address.
  - d. My phone numbers.
  - e. Photos of me and/or people close to me.

10. I will respect all school ICT's and will treat all ICT equipment/devices with care. This includes:
- a. Not intentionally disrupting the smooth running of any ICT systems.
  - b. Not attempting to hack or gain unauthorised access to any system.
  - c. Following all school cyber safety essential agreements, and not joining in if other students choose to be irresponsible with ICT's.
  - d. Reporting any breakages/damage to a teacher.

I understand that:

- 1. I am responsible for my portable media devices.
- 2. In the event of a breach to this agreement, Parents/Caregivers will be contacted and the issue resolved in partnership. Serious breaches will be referred to the Principal and if necessary the police. If I do not follow cyber safety practices the school may inform my Parents/Caregivers. The school may take disciplinary action against me. My Parents/Caregivers 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 personal items for potential examination by them.

I have read and understand this Essential Agreement and the measures that Good Shepherd Lutheran School is taking to keep me safe.

Name of student: \_\_\_\_\_

Year Level: \_\_\_\_\_ Teacher: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Caregivers: \_\_\_\_\_



## **iPad Student Essential Agreement**

To use their iPad at Good Shepherd Lutheran School, students, under the supervision of their Parents/Caregivers, are required to read and agree to comply with the following:

1. I will take good care of my iPad.
2. I will not leave my iPad unattended outside of regular classroom use.
3. I will not lend my iPad to other individuals, unless for group work purposes instructed by the teacher.
4. I will know where my iPad is at all times.
5. I will charge my iPad's battery daily at home.
6. I will keep food and beverages away from my iPad.
7. I will protect my iPad by only using and carrying it while in a protective case.
8. I will only use my iPad in ways that are appropriate and are educational, and which are in agreement with the expectations of Good Shepherd Lutheran School (as stated in the policies and accompanying information including the essential agreements).
9. I understand that my iPad is subject to inspection at any time.

Name of student: \_\_\_\_\_

Year Level: \_\_\_\_\_ Teacher: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Caregivers: \_\_\_\_\_