iPad Program

Berwick Chase Primary School
Grade 5 & 6, 2024

Dear Parents/Guardians,

Welcome to the 2024 Senior School iPad Program! This program is designed to educate children in a safe learning environment, preparing them to become successful 21st century citizens in a rapidly changing world. The iPad Program does not replace traditional teaching. Direct access to technology will enable students and teachers to choose from a wider variety of learning tools, allow students to learn important eSmart behaviours and broaden their skills and knowledge to navigate the world successfully.

This booklet includes:

- **Frequently asked questions** including which devices are supported, what will your child be doing with their iPad as well as other requirements such as protective cases and keyboards

- **Important tips for families**

- Information regarding the **apps** that will be installed on your child's device

- G Suite for Education **Terms and Conditions**

- **Articles and advice** to keep your child safe online and how to determine if your child is ready to use social media platforms

- **iPad User Agreements** for both students and families

- **Permission Forms** to return to the school

It is hoped that all children are able to participate in the iPad Program by bringing their own device from home. Allowing a device that many families already have in their home, we hope to avoid the need to purchase a new device. We do understand however, that not all families are in a position to provide such a device, and therefore we offer loan iPads to students. It is important to note that the school is unable to provide an iPad for every student and that they will be sharing this device with other children in their class. They will also be restricted from bringing this device home at the end of each school day. Please indicate your preference on the permission forms attached.

We look forward to celebrating this learning journey with you and your child. If you have any questions, please contact us at the school at your earliest convenience or email bcpshelpdesk@berwickchaseps.freshdesk.com .

Regards,

Chris Short
Principal

iPad Program FAQ's

Why does Berwick Chase Primary School have an iPad Program?

At Berwick Chase we feel passionate about educating children in ALL areas of learning so that they can navigate the world successfully. From a young age, children are taught to hold hands when they cross the road, to use good manners and to show empathy. We must give equal amount of attention to guiding children in their use of technology, particularly in the social world so that they can become successful 21st century citizens and cope in a rapidly changing world.

Our BYO (Bring Your Own) iPad program aims to prepare our students to excel technologically and to:

- **Be engaged learners** (an iPad program supports innovative curriculum planning and implementation. The interactivity of iPad technology provides students with a highly engaging learning experience)
- **Be creative thinkers** (there is an excellent range of apps designed to stimulate the student's creative instincts where virtual and real-world creativity can be managed)
- **Be problem solvers** (powerful apps mean students don't just consume content, they create it and are able to find their own way to problem solve and engage with it)
- **Be connected global citizens** (an iPad program will support the initiating of global communication and collaboration)
- **Be independent and self-directed learners** (an iPad program provides students with personal, portable devices to access learning at a time, in a place and at a pace, which supports their learning needs)
- **Be social collaborators** (the iPad program will enable students to research, to access information and to connect with others for communication and collaboration in a safe, nurturing environment)

Why an iPad?

Information Technology is the single, most rapidly changing and growing industry in the world. Every day, new technology is developed while old technologies are retired or improved. It is this reason why we have decided to choose the iPad as we believe this device goes hand in hand to support mobile learning and increase students' flexibility and exposure to ICT to better prepare them for job opportunities in the 21st century.

Other benefits of using iPads include:

- Abundance of apps for all learning areas
- Multiple devices in one (camera, video, music, calculator)
- Mobile internet (connects to the school's Wi-Fi)
- Battery life
- Portability
- eBooks
- Cost is lower compared to a laptop

Are there any costs associated with the program?

No. Families bringing an iPad from home will experience no cost to join the iPad Program. They will receive all apps required for their learning over a 2-year period which also includes a management system that controls the Wi-Fi and apps deployment.

Will introducing iPads mean there's less time learning to write with pens and pencils?

No, technology will never replace traditional teaching. Traditional pen and paper writing is as important as it ever was. There are some iPad applications that actually enhance pen and paper writing, which would be used to complement more traditional approaches to learning. We see the classroom as a blended environment. Direct access to technology will enable students and teachers to choose from a wider variety of tools at any given time. Together decisions will be made about the most effective way students can craft their work and create, showcase and share their learning with others. At different times this will include the use of books and pencils, posters and iMovie opportunities – other tools we will discover together.

What type of iPad is needed?

It is recommended that children bring an iPad with IOS 15 or higher (5th through to 9th generation).
iPad minis can be brought to school, however, please note that the size of this device may impose limitations for the apps your child uses in the classroom.
An iPad with 32GB of storage is acceptable, however if your budget can allow it, please consider getting 64GB of storage or higher. This will ensure that your child has ample space to effectively use their iPad for school projects (photos, movie files, size of applications, etc).

Do I need to purchase my child a new iPad?

Families must make their own decision regarding the purchase of a new iPad. Many children have an existing iPad at home already and may bring this to school.

Students of families that do not have their own iPad may request to share a school-owned iPad throughout the duration of the iPad Program so as to benefit from iPad technology during class-time. **Students will be sharing these devices with up to 5 other students and will not be able to take any school-owned iPads home.**

Families wishing to purchase a new iPad are encouraged to visit www.jbeducation.com.au/byod and access JB Hifi's educational pricing. Enter the BYOD code: **BerwickCPS24**

Does my child need an Apple ID?

Yes. It is preferred that children have their own AppleID and know their password so that they can install important applications during class time when needed. If you prefer to manage your child's ID yourself, please ensure that apps are installed regularly and promptly when needed. It is strongly recommended that you do not link any credit cards to your child's account.

Families may also choose to setup Family Sharing to create Apple ID's for children under 13. Further information can be found here https://support.apple.com/en-au/HT201084

Does the iPad stay at school?

No. Your child will be responsible for bringing their iPad to and from home each day (unless using a school iPad), ensuring that the iPad is charged and ready for school each day. It also allows for anywhere and anytime access to learning in and out of school. Taking the iPad home also allows for more family involvement in the student's education, which strengthens the partnership between home and school.

During school hours, students will keep their iPads on their desk or in their lockers. At recess and lunchtimes (or any other times when the classroom is unattended), classrooms will be locked. Students are encouraged not to leave their school bag/iPad unattended before or after school.

What will the classroom look like?

Initially the students will be learning about the iPad operating system:
- Creating and publishing their learning using a range of apps
- Accessing the wireless network and printing using AirPrint
- Managing their work – saving and storing using a cloud solution
- Collaborating with others using their school email address or apps such as Google Classroom.

They will also be learning about responsible care and use:
- Accessing the internet and apps in a responsible and timely manner
- The importance of password protection and the responsible use of their Apple ID
- eSmart behaviours and what to do when faced with various situations.

Classrooms will be more connected to students' lives and the digital world in which we live. Learning will become more student driven and personalised. The iPad Program will give teachers the opportunity to plan experiences for their students to apply and broaden the skills and knowledge they have developed in their early years of primary school.

What else do I need to supply?

✓ **Head or earphones**

✓ **Keyboard**: This may include keyboards that are attached to the case, a separate bluetooth keyboard or a wired keyboard with a lightning connector. Reputable brands include Kogan and J.Burrows. Cheaper keyboards may also be sourced from online retailers, however, please keep in mind that your child will be using this keyboard regularly for school work and NAPLAN assessments, so it is crucial that a reliable keyboard is supplied.

✓ **A suitable case**: It is recommended that a folio type case is provided as these provide good protection and double as a stand. Alternatively, families may wish to purchase a more rugged, 'drop proof' type protective case such as the Gecko Rugged Case or the Griffin Survivor Case. These cases range from anywhere between $50 and $100.

✓ **Screen protector**: This is recommended as it will help to lessen the amount of scratches on your screen.

Outlaying a lot of money on an iPad case or screen protector may seem ridiculous, but it will be cheaper than replacing a smashed screen. This will be your best insurance policy.

Can my child bring their iPad to school with a cracked screen?

Repair to damage caused by accidental breakage to the iPad is the responsibility of the parent/guardian. This includes cracked or damaged screens. It is a safety concern for both staff and students if a child's iPad screen is cracked, and as such, we ask that cracked screens are repaired promptly. Children may be asked to leave their iPad at home if the school deems it particularly unsafe to use. All repairs come at your own cost.

Do I need insurance?

Because the iPad belongs to the family, it is the family's responsibility to insure the iPad if it is lost or damaged. Whilst this is not mandatory, it is **highly** recommended. Children will be carrying their devices to and from school every day and whilst they will be encouraged to take care of their device, accidents do happen!

AppleCare+ for iPad provides up to two years of telephone technical support and additional hardware coverage from Apple, including up to two incidents of accidental damage coverage, each subject to a $65 excess payment. Please go to https://www.apple.com/au/support/products/ipad.html for more information.

If you will be relying on **Home Insurance**, please look over your policy carefully to ensure that accidental damage **outside** of the home is covered.

Will my child be able to access technical support at school?

The school employs IT technicians to support the iPad Program at school. Students will be able to seek technical support through their classroom teacher. If the iPad needs to be synced or updated, the school takes no responsibility for lost files or software. These will need to be restored at home.
Please email bcpshelpdesk@berwickchaseps.freshdesk.com should you require further assistance.

All warranty issues are to be addressed through your local Apple Store.

Can my child keep all their games on their iPad?

Yes and no. Children may keep some games/applications on their iPad however please note it is the responsibility of parents to decide what apps they approve for their children, and parents must be aware of the associated risks of some of these apps. Please be aware that the school's Network may block some or all of these apps if it is not approved by the Department of Education. All required school apps will work on the school's network.
Children are asked to **place all home applications including games in a separate folder**. This allows children to stay focussed and on task during learning times.

How can I manage my child's iPad whilst still giving them independence to participate in the iPad Program?

Families may wish to enable Screen Time on their child's iPad. This lets you see how family members are using their devices and allows you to structure the time they spend on them. You can access real time reports showing you how much time they've spent on each application, set a Downtime to prevent access to apps of an evening, control who children can communicate with, or restrict use of particular applications.

More information can be found here:
- https://support.apple.com/en-au/HT208982
- https://support.apple.com/en-au/guide/iphone/iph7f15d92dd/15.0/ios/15.0

Does my child need to backup their iPad regularly?

Backups are crucial in order to restore an iPad to its original condition should it ever encounter hardware or software issues. With iCloud, students can store up to 5.0GB of data such as media, apps and iPad settings (at no cost). Families can customise their iCloud settings via the Settings menu on their device. For more information or to upgrade your child's cloud storage plan please visit www.apple.com/au/icloud/setup

Where can I access the school's Technology and Internet Policies?

These can be accessed via our website at http://www.berwickchaseps.vic.edu.au/about/policies

IMPORTANT TIPS FOR FAMILIES

- Ensure **Find My** iPad, is enabled on your child's device at all times. Should your child misplace or lose their iPad, this may help to locate it https://www.apple.com/au/icloud/find-my/
- Check that your child has named their iPad using their first and last name only, by navigating to **Settings** > **General** > **About** on your child's iPad. This helps to identify your child's iPad when deploying apps via the school's management system
- Name your child's iPad case clearly, or decorate appropriately so they can distinguish their iPad from others in their class
- **Please monitor your child's iPad regularly**. This includes checking the contents of any social media applications, Messages, browser histories, Camera Roll contents, etc. Remember, children are learning how to navigate the online world and as such, they will require regular check ins and advice from both teachers AND parents to ensure they are engaging in appropriate eSmart behaviours. Set clear home rules around the use of your child's iPad and have regular conversations about what to do when faced with various situations.
- Ensure your child comes to school each day with their iPad fully charged.

App Start Up List

The following programs will be deployed to your child's iPad via the school's iPad Management System and are necessary applications for both classroom and specialist programs. More apps may be added throughout the year.

Further information on how to install the management program (and apps) as well as login credentials will be sent home in coming weeks.

Application Name	Icon	Description	Size
Basic Calculator+		This simple calculator with a clear display and large buttons makes calculations easy. Portrait and landscape modes both available on iPad.	43MB
bCyberwise Monster Family		Explore the castle and conquer the mini games to help the Nubbins family stay cybersafe.	55.7MB
BOM Weather		BOM Weather is the Bureau of Meteorology's weather app, giving you the most accurate weather information at your fingertips.	141.4MB
Brushes Redux		A painting app used in the Visual Arts program that records and replays every step in your painting.	15.9MB
Class Dojo		A simple communication app for teachers, parents, and students where teachers can encourage students for any skill, like "Working hard" and "Teamwork".	127.8MB
Cut the Rope		An interactive physics based app designed to teach children using animations and gameplay.	249MB
Dictionary.com & Thesaurus for iPad		An essential tool for searching words that also works offline.	48.0MB
EdClub		An engaging typing program designed to improve children's keyboarding skills.	160.7MB
Epic!		An age-appropriate, digital library for children giving them access to over 25,000 ebooks, audiobooks, learning videos and quizzes. Access codes will be supplied by your child's classroom teacher.	143.3MB
Google Classroom		Classroom makes it easy for learners and instructors to connect – inside and outside of schools. Classroom saves time and paper, and makes it easy to create classes, distribute assignments, communicate and stay organised.	238.3MB
Google Docs: Sync, Edit, Share		Create, edit, and collaborate on online documents with the Google Docs app.	196.6MB
Google Drive		Google Drive is a safe place to back up and access all your files from any device. Easily invite others to view, edit, or leave comments on any of your files or folders.	247.3MB
Google Sheets		Create, edit, and collaborate on spreadsheets with the Google Sheets app.	285.2MB
Google Slides		Create, edit, and collaborate on presentations with the Google Slides app.	213.3MB
Jamboard		Jamboard is G Suite's digital whiteboard that offers a rich collaborative experience for teams and classrooms.	142MB
Last Quake		LastQuake is a free, mobile application dedicated to alerting populations and gathering testimonies in real-time when an earthquake occurs.	12MB
Mosyle Manager		A mobile device management program used by the school to deploy apps and the school's wifi settings	55.1MB
NAP Locked Down Browser		Allows children to securely participate in NAPLAN and NAP sample tests.	1.4MB
NASA		Come explore with NASA and discover the latest images, videos, mission information, news, feature stories, tweets, NASA TV, podcasts and featured content with the NASA app.	85.4MB
Planets		3D guide to the solar system for aspiring astronomers.	15.3MB
2048 Bricks		Merge numbers to get 2048 and higher tiles.	192.6MB

Please ensure that the app **iMovie** is also installed onto your child's iPad via the App Store prior to the commencement of the iPad Program. This productivity app is part of the Apple's iLife collection and therefore cannot be added to the school's management program.

G Suite for Education - Privacy Information

Berwick Chase Primary School will be using *G Suite for Education* in the classroom as part of our teaching and learning program. G Suite for Education is an internet based service provided by Google for educational purposes only.

This online service is a collaboration tool which necessitates students being able to find and connect with other students and staff, either at our school or within the Victorian government education system. As part of their work, students may be able to communicate via email with people outside our school.

G Suite for Education includes the following online learning services:

- Classroom
- Gmail
- Drive
- Calendar
- Vault
- Docs
- Sheets
- Forms
- Slides
- Sites
- Hangouts

The online services offered by Google may be updated from time to time, but are only made available to students once they have been reviewed and approved by the Department.

For more details on G Suite for Education visit:
https://edu.google.com/k-12-solutions/g-suite/

What are the benefits of this service for students?

- Teaches students to be 'digital citizens' through the use of an online system.
- Provides access to digital tools for a range of classroom activities.
- Allows students to actively collaborate with their class on school work.
- Provides digital whiteboard capability in group discussions.
- Enables students to access their classwork from different channels (i.e. laptops, iPads and smartphones).
- Helps students to build working relationships with each other.
- Promotes knowledge sharing.

What information might students store in G Suite for Education?

- In addition to the information needed to provide access to G Suite for Education (student's username, password, name, year level, home group, school, location information and preferred language), student's schoolwork will also be stored in G Suite for Education.
- Students have the ability to store and share any school work related content on the platform, such as photographs, audio, video recordings. They can also add non-classroom related information.
- Student's data is stored in data centers located in the USA, Chile, Taiwan, Singapore, Ireland, Netherlands, Finland and Belgium.

What information will be collected?

- Name, year level, home group and school
- Student's department username and password
- Location information and preferred language

How can you help protect your student's information?

Whilst your school provides your student's Department username and password to Google to enable them to only access their own information on G Suite for Education, there are some things that you can do to help keep their information safe.

- **Remind** them not to share passwords with anyone, as they cannot be sure how secure another person will be with their details.

Teachers will remind students to only use G Suite for Education for activities related to schoolwork.

- **Talk** about appropriate uses of technology at school and at home. Remind them that anything uploaded to G Suite for Education can be viewed by teachers.

In rare cases, Google's technical support team may have access to information stored in G Suite for Education.

- Please note that **Google will never contact you or your child directly**. If you or your child are contacted by anyone claiming to be Google support, contact your school immediately.

✓ **Example information students can safely put online**

- Class presentation.
- Conversations about classwork/assignments.
- School related contact details.
- Class related media – i.e. videos, photos.
- Whiteboard notes.
- Emails between students on school work.

✗ **Example information students should always be cautious of putting online**

- Personal mobile or home phone number.
- Personal photographs and video clips unrelated to schoolwork.
- Other student's private information.
- Health information.
- Bank details.
- Home address.
- Information on racial or ethnic origin.
- Religious beliefs or other opinions.

If you do not want your child to have access to this online service, please complete the relevant section on page 21 of this booklet.

KEEPING YOUNG CHILDREN SAFE ONLINE

Teaching our children sun and road safety is something we do automatically as parents, but unfortunately the rise of the internet has left many parents unsure of how to navigate cyber safety.

These seven frequently asked questions will provide you with useful information and tips that you can put into place at home, to help keep your child safe online.

1 — Where do I start?
The best way to keep your family safe online, and to understand your child's internet use, is to use the internet together. Active engagement and conversations with your child is key. Be positive and embrace the technologies that young children may enjoy and look for family activities or games. Take time to explore the games and services that your child is using, or wants to use, and lookout for any safety features that may be available. This will give you a better understanding of the different ways that your child is engaging with technology and help you to feel more confident.

2 — Should I set any rules?
In the same way that you set rules for most areas of your child's life, establish your expectations regarding online activities. Creating a family agreement is a useful step, which might include time spent online, sites that can be visited, and behaviour expected; remember, what's right and wrong offline is also right and wrong online. It's a great idea to agree on these rules from the outset, so that you and your child is aware of the boundaries.

3 — How can I supervise my child?
Establish a busy part of the house, e.g. the living room or kitchen, where your child can use their iPad. This will make it easier for you to be involved in their technology use and enable you to monitor what they are using online.

4 — How much time is too much time?
Children can be enthusiastic users of technology. The challenge can be to harness this enthusiasm and ensure a balance, so that the use of technology does not negatively impact on other important areas of your child's life. There are some strategies that can be used to manage the time online issue such as agreeing time limits, designating weekly times to use the internet, or removing your child's iPad from their bedroom at night to avoid tiredness.

5 — What advice can I give my child?
Education is the best tool that a child can have, so discuss with your child the importance of telling an adult immediately if someone, or something upsets them online. Make sure that your child knows that they can come and talk to you (without necessarily getting into trouble) if they see anything that worries them on the internet, and encourage them to feel confident to do so.
Young users can be distracted by advertising and pop ups and with just a couple of clicks, or a spelling mistake, may find themselves on a different website. It is also important that your child realises that other internet users may not be who they say they are and that 'friends' made online are still strangers, so personal information should be kept safe, including their name, address, phone numbers and passwords, etc. Encourage the use of screen names and nicknames where possible.

6 — What games are okay for my child to play?
There are many online games and apps currently available to children. Many games allow children to play with other internet users and may have chat features enabled. Reading online reviews of games can be a really useful way to hear other parents' experiences and feedback, and highlight potential safety issues like whether 'in-app' adverts are present, and whether the adverts displayed are suitable for the audience for which the app is intended. It is also highly recommended that you disable in-app purchases on your child's iPad and/or ensure that a credit card is not attached to your child's Apple ID.

7 — Where can I report?
If you are suspicious about the behaviour of others online or you witness inappropriate media content, please report it via the app or website. If you are unsure how to report content, check the website's terms and conditions. If you believe that the content may be illegal , please report it to your local police station.

Please visit eSafety Parents at https://www.esafety.gov.au/parents for more great tips on how to ensure your child's online experience is positive and safe!

Get in the know – research the 'terms of use' and age requirements on social media services and explain them to your child.

Keep it private – show your child how to use privacy settings to control what others can see.

Play nice – encourage your child to respect others online and to always think before posting.

Should my child be on social media?

Parents can sometimes feel the pressure of pester power to allow their children on social media, even if they don't feel comfortable doing so.

While these services are a fun way to stay connected with others, there can be downsides like cyberbullying, risks to privacy and contact from strangers.

If you allow your child to sign up to a social media service, consider these handy tips.

Report – show your child how to report inappropriate content, especially cyberbullying.

Beware of bad eggs – teach your child that not everyone they meet online can be trusted, even if they seem nice or friendly.

Join in – create an account yourself and find out what your child is likely to encounter.

Talk – maintain open communication with your child so they feel safe talking to you about any concerns.

Learn more – keep up to date with popular social media sites at esafety.gov.au/ quickguide

Age Guide to Social Media

Using a social networking site can be a lot of fun and is a great way to keep in touch, but it can carry risks, especially for children and young people. All social networking sites have age restrictions (usually 13 years) and it is important for parents to read and understand the site's Terms and Conditions of Use. You don't pick and choose which rules you follow in the real world, so please assist your children to follow the online rules as well. Children should not be permitted to access age restricted accounts. Talk about the rules and why they are important rather than working out a way to circumvent them.

The most common site used in Australia is Facebook, followed by Instagram, WhatsApp and Snapchat. For young people, the most popular app is Instagram, followed by Snapchat. Other apps that are particularly popular are YouTube, TikTok and House Party. Many online games also have a social media like function.

The eSafety Commissioner has a section with updated information about the lastest apps and platforms. Visit https://www.esafety.gov.au/key-issues/esafety-guide for updated information about the latests apps and platforms.

Be aware that any app, site, game or platform that allows communication between users can be used to bully or harass and can be used by online predators

Is my child old enough to use social media?
Both the physical age of your child and their level of maturity and resilience can impact their ability to handle social media, but as a rule, each social networking site and app has its own criteria for minimum age requirements. Some services cater for more adult audiences (i.e. dating sites). A comprehensive list of the age requirements for social networking sites that can be found at https://www.esafety.gov.au/key-issues/esafety-guide.

Why is 13 the minimum recommended age?
Most sites require users to be at least 13 years of age before they can register. Generally, the 13-year age requirement is not necessarily because the site is unsafe for children to use but to comply with a US law – the Children's Online Privacy Protection Act of 1998 (COPPA), which prevents collection and storage of personal information from children under 13 years of age.

How do I know if my child is ready to use social media?
We suggest considering these questions to determine your child's readiness for social media.

- Is your child able to withstand taunts from others?

If you think your child will become very upset if they have a negative experience online, then you may need to guide them through the use of social platforms. If you give them permission to establish a social media account, then look through their profiles and public feeds together, talk about how some people behave differently online and teach them how to filter abusive comments, block and report people.

- **Does your child understand what's safe to put online?**

If you're concerned that they may post personal information that allows people to identify and locate them—even after you have talked through the dangers—then they may need your help to use social networking sites. Talk about the risks of 'checking in', posting sexy or flirty pictures, meeting online friends in person, making offensive comments, and what is not acceptable.

- **Does your child understand the importance of protecting their personal information?**

Explaining to a child why privacy is important can be difficult. We suggest explaining what personal information is and that it can also include their mobile number (or yours), pictures, their school name, sporting club and game schedule, holiday dates, credit card details and banking information and photos such as when in their school uniform or sports team uniform. All these things can give away personal information.

Remind them that if personal information is not protected then it creates risk that others, including strangers can find out where they are, use their private information to hack into their computer or profile accounts and steal their identity and other valuable information.

They may open themselves up to being impersonated online, where someone can cyberbully or reveal unwanted information, and send threats, mean messages or embarrassing photos as if the child themselves were engaging in this activity. Let them know that once their personal information is made public, it is almost impossible to control or get back.

- **Are you worried that your child will feel left out if they aren't on social media?**

If you are worried your child will be left out but also concerned that they aren't ready, you can compromise by letting them have social networking accounts if they follow strict rules—including only using sites when you supervise them, you control their login or you become one of their online 'friends'. In return, you may promise not to comment publicly on their profile or posts.

- **Does your child know how to report abuse or offensive content?**

It is possible your child may experience some form of online harassment. It is important that you know how to manage and report this behaviour. If not, together with your child visit the safety centre of the site they are on to ensure they know how to block and report people. For further information visit https://www.esafety.gov.au/report/what-is-serious-online-abuse

- **How do you plan to supervise your child on social sites?**

It is important to supervise your child's activity so discuss with your child about how they would like you to monitor their online social activity. It may be tricky having this conversation, particularly with teens, but it is important to gain their agreement with the monitoring option you eventually choose.

This could include being their 'friend' or having access to their login details, but be prepared to learn more than you might like to about their friends – try to withhold comment unless you are worried about safety. Rather talk to your child if you have concerns as it can cause them embarrassment and break their trust, or it may prompt them to use a separate profile without your knowledge.

Age Restrictions for Social Media Platforms

16 is the minimum age for account holders on these social media sites and apps.

WhatsApp · Vimeo · Telegram · Nintendo Online Account · Tumblr

18 is the minimum age for account holders on these social media sites and apps.

Xbox Live Account · PSN Online Account

Disclaimer: This resource/information is not intended to encourage social media use and we cannot accept any responsibility for pupils that sign up to social media sites after using this resource/information.

twinkl

iPad User Agreement - Students

When I use my iPad, I have responsibilities and rules to follow. These rules will help me to stay safe when using my iPad and ICT at school. The rules are as follows:

1. I cannot use my iPad at school until my parent/carer has signed my user agreement form.
2. When travelling to and from school, I will store my iPad away from food and drink items in my schoolbag.
3. I will not leave my schoolbag unattended in the school ground, left sitting on the ground, or on a step or bench.
4. I will not use my iPad in the school grounds, including at recess, lunch, before or after school unless otherwise instructed by a teacher or OSH (Out of School Hours) coordinator. I will not leave it on the ground, on a chair or unattended outside at any time.
5. I will name my iPad with my first and last name in the General/Settings area of my iPad and will name my iPad cover so as to easily distinguish it from other students in my class.
6. I will only use my iPad and the permitted apps when my teacher instructs me to do so. At all other times, my iPad must remain screen down. I understand that games must be kept in a separate folder on my iPad.
7. If I attend OSH care, I will place my schoolbag on the hook and leave my iPad in my school bag. If I wish to use my iPad, I may only use it until 7.45am or after 5.00pm, unless otherwise negotiated with the OSH Coordinator. I may only use my iPad in the designated area and can only use apps from the approved games list. I am not allowed to access any apps that require the Wi-Fi to be enabled.
8. I will never loan my iPad to another student.
9. I will not touch another student's iPad unless I am handing it to a teacher because I believe it has been misplaced or if I have permission from a teacher to use another student's iPad during collaborative group work.
10. I will keep my iPad in its cover at all times.
11. I will look after my iPad carefully and report any accidental damage or any maintenance issues to my teacher or parent immediately. If my iPad cannot be brought to school, my teacher must receive a note or email from my parents explaining the problem and an estimated return date must be given.
12. I understand that if my iPad screen is cracked, I may be asked to leave my iPad at school until it is fixed.
13. I will not attempt to disassemble my iPad or attempt to make any repairs.
14. If I am having technical difficulties, I will discuss this with my parents or teacher. I understand that I am not to attempt to fix another person's iPad problem.
15. If I receive an email or other electronic message containing inappropriate or abusive language or I come across a website that I am not sure about, I will:
    - Not show other students
    - Turn off the screen
    - Inform my teacher or parent immediately.
16. I will always seek permission to take another person's photo or video.
17. I will be respectful in the photos I take or video I capture and never use these as a tool for bullying.
18. I will not have inappropriate pictures, photos, images or videos saved on my iPad. This includes in Messages or emails.
19. I will not publish photographs to any online network without making sure it is appropriate first. This means not publishing photos of myself or others identifying personal information such as my name, my school's name or my club's name, posting photos of myself doing inappropriate things, posting photos of myself nude or nearly nude, or posting photos of others without their permission.
20. I understand that teachers may look at any application or file on my iPad at any time.
21. I understand that my iPad is a tool for learning and that at any stage a teacher may ask me to remove media or apps from my device in order to create more memory space or if the teacher believes they are inappropriate.
22. I understand that my email account is to be used for school related discussions only unless otherwise specified by my teacher.
23. I understand that if I have another email account setup on my iPad, I may not use it during school hours and that my school email must be set as the default account.
24. I understand that during wet day timetables, I may only use my iPad in the designated area. I am not allowed to use Messages, FaceTime, YouTube or Safari or any other app my teacher deems inappropriate at this time.
25. I will not setup a passcode on my iPad.
26. In the case that my iPad has 3G/4G/5G capabilities, the SIM card will not be brought to school and I will only use the school wireless network for internet.
27. I will not install any Virtual Private Networks (VPNs) or similar programs to my iPad.

28. I will install the apps I need for school through the School's iPad Management System and will update the apps on my iPad regularly.
29. I will not intentionally delete any of the school profiles installed on my iPad.
30. I will regularly backup my iPad to the Cloud. The school takes no responsibility for lost files.
31. I will bring my iPad to school fully charged each school day. I understand that I will not be permitted to charge my iPad at school. I will replace my charger and/or USB cable promptly if they stop working.
32. I understand that if I break these rules, the school may notify my parents/guardians and the following measures may be taken:
    - I may lose a demerit point(s) from my Digital License (I am issued with 12 points for each school year).
    - My iPad may be confiscated for the remainder of the day. I may collect my iPad from my teacher once dismissed for the day.
    - My iPad may be confiscated for 7 days. My parents/guardians will be called to discuss my behaviours that led to my iPad being confiscated.
    - My iPad may be confiscated for an extended period of time. A meeting will be held with my parents/guardians to discuss my eligibility to remain in the iPad Program.
    - I may be removed from the iPad Program (in extreme cases).

    Steps may be skipped at the discretion of staff in consultation with parents.

Please note: *Any incidences of bullying or harassment will be dealt with according to the School Behaviour Policy and will not be tolerated.*

I have read with my parent/guardian the Berwick Chase Primary School iPad Program User Agreement. I agree to follow the rules contained in this agreement and the Digital Technologies User Agreement.
I understand that failure to follow these agreements may result in me having my privilege suspended or revoked.

Please keep this agreement for future reference.

iPad User Agreement – Parent/Guardian

iPad User Agreement relates specifically to the iPad Program and works in conjunction with the Digital Technologies Acceptable Use Agreement. This agreement has been developed to ensure that all students and their families understand their responsibilities when using iPads both at home and at school.

I understand that Berwick Chase Primary School will:
- Do its best to enhance learning through the safe use of iPads in the classrooms. This includes restricting access to inappropriate, illegal or harmful material on the Internet.
- Work progressively with children to encourage and develop an understanding of the importance of Cybersafety through education. This includes providing children with strategies to keep themselves safe in cyberspace.
- Keep all iPads inside the classroom during the day (unless otherwise permitted by a teacher) and that classroom doors are locked during recess, lunchtimes and when the classroom is unattended.
- Keep a copy of the signed User Agreement form on file for the life of the program.
- Keep both students and parents/guardians notified should any changes to the agreement occur.

Internet use is a privilege, not a right and trust has to be developed over time. This can be done with strict rules and constant monitoring. Monitoring children of this age online is not an invasion of privacy, but good parenting and common sense. When it comes to online activity, children do not need privacy, but guidance. This will lead to a positive online experience that will benefit them as they grow and venture into the world, with a sure footing on how to be responsible online.

I understand that my responsibilities include:
- Supporting the school in the iPad User Agreement.
- Supporting the school's Cybersafety program and encouraging my child to follow the responsible use rules.
- Encouraging my child to use their iPad in a family common room area and not their bedroom.
- Setting and enforcing realistic time limits for my child of how much time they may spend on their iPad each day/night.
- Regularly checking my child's iPad for inappropriate content, messages or apps. This includes checking the browsing History in Safari or any online social media I permit my child to use (incidentally, any social media accounts your child has **MUST** be set to private).
- Reporting any damage to my child's iPad immediately. Please notify your child's classroom teacher regarding any damages or maintenance issues and include an estimated return to school date.

I have read and discussed the Berwick Chase Primary School iPad Program User Agreement with my child and understand the school's and my responsibilities. I give permission for my child to participate.
I understand that failure to follow the User Agreement may result in my child having their privilege suspended or revoked.

Please keep this agreement for future reference.

iPad Program Permission Forms

Please ensure the following pages are signed and returned at your earliest convenience

Grade 5 & 6, 2024

iPad Program Device & G Suite for Education Forms

Please indicate your preferences below and return this notice to school at your earliest convenience.

STUDENT NAME: _____ **YEAR LEVEL:** _____

Ownership Option
Please tick one of the following boxes:

☐ **Bring Your Own iPad Agreement**
I understand and agree with the terms and conditions of this 'Bring Your Own iPad' agreement.
I agree to repair my child's iPad (including cracked screens) in a timely manner.

☐ **Share School-Owned iPad Agreement**
I have read the information contained within this booklet and understand that by selecting this option my child will have the opportunity to use a school owned iPad to complete classroom activities.
I understand that my child will be given access to a shared iPad between no more than 5 students in their classroom and that they will be unable to use this at home.

G Suite for Education
Please tick one of the following boxes:

☐ **I give permission** for my child to use G Suite for Education. As a result, I understand my child will have access to the online services.

☐ I **DO NOT** wish for my child to have access to G Suite for Education and understand that alternative arrangements for allocating work will be made.

PARENT/GUARDIAN NAME: _____

PARENT/GUARDIAN SIGNATURE: _____

iPad User Agreement - Students

When I use my iPad, I have responsibilities and rules to follow. These rules will help me to stay safe when using my iPad and ICT at school. The rules are as follows:

1. I cannot use my iPad at school until my parent/carer has signed my user agreement form.
2. When travelling to and from school, I will store my iPad away from food and drink items in my schoolbag.
3. I will not leave my schoolbag unattended in the school ground, left sitting on the ground, or on a step or bench.
4. I will not use my iPad in the school grounds, including at recess, lunch, before or after school unless otherwise instructed by a teacher or OSH (Out of School Hours) coordinator. I will not leave it on the ground, on a chair or unattended outside at any time.
5. I will name my iPad with my first and last name in the General/Settings area of my iPad and will name my iPad cover so as to easily distinguish it from other students in my class.
6. I will only use my iPad and the permitted apps when my teacher instructs me to do so. At all other times, my iPad must remain screen down. I understand that games must be kept in a separate folder on my iPad.
7. If I attend OSH care, I will place my schoolbag on the hook and place my iPad in the OSH office. If I wish to use my iPad, I may only use it between 4.00pm and 4.30pm if I need to complete any homework / school-related tasks. I may only use my iPad in the designated area and can only use apps from the approved games list.
8. I will never loan my iPad to another student.
9. I will not touch another student's iPad unless I am handing it to a teacher because I believe it has been misplaced or if I have permission from a teacher to use another student's iPad during collaborative group work.
10. I will keep my iPad in its cover at all times.
11. I will look after my iPad carefully and report any accidental damage or any maintenance issues to my teacher or parent immediately. If my iPad cannot be brought to school, my teacher must receive a note or email from my parents explaining the problem and an estimated return date must be given.
12. I understand that if my iPad screen is cracked, I may be asked to leave my iPad at home until it is fixed.
13. I will not attempt to disassemble my iPad or attempt to make any repairs.
14. If I am having technical difficulties, I will discuss this with my parents or teacher. I understand that I am not to attempt to fix another person's iPad problem.
15. If I receive an email or other electronic message containing inappropriate or abusive language or I come across a website that I am not sure about, I will:
    - Not show other students
    - Turn off the screen
    - Inform my teacher or parent immediately.
16. I will always seek permission to take another person's photo or video.
17. I will be respectful in the photos I take or video I capture and never use these as a tool for bullying.
18. I will not have inappropriate pictures, photos, images or videos saved on my iPad. This includes in Messages or emails.
19. I will not publish photographs to any online network without making sure it is appropriate first. This means not publishing photos of myself or others identifying personal information such as my name, my school's name or my club's name, posting photos of myself doing inappropriate things, posting photos of myself nude or nearly nude, or posting photos of others without their permission.
20. I understand that teachers may look at any application or file on my iPad at any time.
21. I understand that my iPad is a tool for learning and that at any stage a teacher may ask me to remove media or apps from my device in order to create more memory space or if the teacher believes they are inappropriate (this can include photos and videos on my 'Camera Roll').
22. I understand that my school email account is to be used for school related discussions only, unless otherwise specified by my teacher.
23. I understand that if I have another email account setup on my iPad, I may not use it during school hours and that my school email must be set as the default account.
24. I understand that during wet/hot day timetables, I may only use my iPad in the designated area. I am not allowed to use Messages, FaceTime, YouTube, Safari or any other app my teacher deems inappropriate during this time.
25. I will not setup a passcode on my iPad.
26. In the case that my iPad has 3G/4G/5G capabilities, the SIM card will not be brought to school and I will only use the school wireless network for internet.

27. I will not install any Virtual Private Networks (VPNs) or similar programs to my iPad.
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31. I will bring my iPad to school fully charged each school day. I understand that I will not be permitted to charge my iPad at school. I will replace my charger and/or USB cable promptly if they stop working.
32. I understand that if I break any of these rules, the school **may** notify my parents/guardians and the following measures **may** be taken:
    - I may lose a demerit point(s) from my Digital License (I am issued with 12 points for each school year).
    - My iPad may be confiscated for the remainder of the day. I may collect my iPad from my teacher once dismissed for the day.
    - My iPad may be confiscated for 7 days. My parents/guardians will be called to discuss my behaviours that led to my iPad being confiscated.
    - My iPad may be confiscated for an extended period of time. A meeting will be held with my parents/guardians to discuss my eligibility to remain in the iPad Program.
    - I may be removed from the iPad Program (in extreme cases).
    Steps may be skipped at the discretion of staff in consultation with parents.

Please note: *Any incidences of bullying or harassment will be dealt with according to the School Behaviour Policy and will not be tolerated.*

Student Name: _____

I have read with my parent/guardian the Berwick Chase Primary School iPad Program User Agreement. I agree to follow the rules contained in this agreement and the Digital Technologies User Agreement.
I understand that failure to follow these agreements may result in me having my privilege suspended or revoked.

Student Signature: _____ Date: _____

Please note: a copy of the signed User Agreement Forms will be kept on file for the life of the program.

iPad User Agreement - Parent/Guardian

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- Keep all iPads inside the classroom during the day (unless otherwise permitted by a teacher) and that classroom doors are locked during recess, lunchtimes and when the classroom is unattended.
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I understand that my responsibilities include:

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- Supporting the school's Cybersafety program and encouraging my child to follow the responsible use rules.
- Encouraging my child to use their iPad in a family common room area and not their bedroom.
- Setting and enforcing realistic time limits for my child of how much time they may spend on their iPad each day/night.
- Regularly checking my child's iPad for inappropriate content, messages or apps. This includes checking the browsing History in Safari or any online social media I permit my child to use (incidentally, any social media accounts your child has **MUST** be set to private).
- Reporting any damage to my child's iPad immediately. Please notify your child's classroom teacher regarding any damages or maintenance issues and include an estimated return to school date.

I have read and discussed the Berwick Chase Primary School iPad Program User Agreement with my child and understand the school's and my responsibilities. I give permission for my child to participate.

I understand that failure to follow the User Agreement may result in my child having their privilege suspended or revoked.

Parent/Guardian Name: _____

Student Name: _____

Parent/Guardian Signature: _____ Date: _____

Please note: a copy of the signed User Agreement Forms will be kept on file for the life of the program.