

**DIGITAL TECHNOLOGIES POLICY INCLUDING:
(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)**

PURPOSE

To ensure that all students and members of our school community understand:

- (a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school including our 1-1 iPad program
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- (c) the school's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies
- (d) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet

SCOPE

This policy applies to all students at Berwick Chase Primary School.

*Staff use of technology is governed by the **Department's Acceptable Use Policy and the Departments Social Media Policy.***

DEFINITIONS

For the purpose of this policy, "digital technologies" are defined as being any networks, systems, software or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, or video.

POLICY

Vision for digital technology at our school

Berwick Chase Primary School understands that digital technologies including the internet, apps, computers and tablets provide students with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from enhanced learning that is interactive, collaborative, personalised and engaging. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Berwick Chase Primary School believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our school's vision is to empower students to use digital technologies to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

iPads at Berwick Chase Primary School

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 BYOD (Bring Your Own Device) 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)

Grade 5 and 6 classes are delivered with the use of iPads. Students must bring a charged iPad to school each day to be used during class time for different learning activities.

Our school operates a Bring Your Own Device (BYOD) program, which means students must bring their own purchased iPad with them to school each day. For further information on how to purchase an iPad or regulations regarding the considerations of supplying a second hand iPad please see Appendix A.

Students who participate in the 1-1 iPad program must abide by the rules outlined in the Berwick Chase iPad Program booklet and must have signed the iPad agreements before they can commence using their own iPad on the school network.

Please note that our school does not have insurance to cover accidental damage to students' iPads, and therefore it is advised that parents/carers obtain their own insurance for their child's iPad.

Berwick Chase Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access iPads for schoolwork. We also have a number of spare designated iPads that can be loaned to students in certain circumstances however these iPads are not to be taken home.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact **the ICT Coordinator** through the usual school contacts.

Digital Devices other than an iPad

Definition: *Electronic devices* can include, but is not limited to, mobile phones, digital cameras, personal tablets, laptop computers and portable game consoles.

Parents or guardians are expected to discuss the school and community expectations, and appropriate electronic device usage and etiquette with their child.

- It is advised that parents of children in grades Prep-4 give written permission to the Principal for students to bring electronic devices to school by outlining in writing the health, safety or personal reasons that justify the student being in possession of the device.
- Electronic devices are not to be kept in student bags during the day. Mobile phones must be handed in to the office at the beginning of the day

Electronic devices must not be taken into the school playground before or after school or during recess or lunch breaks, unless otherwise permitted by a member of staff for an organised activity.

- Students are not to use electronic devices in class unless specifically permitted to do so by the teacher in charge.

- Electronic devices with built-in cameras are not to be used anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets.
Students who bring an electronic device to school, must clearly label the device with their name.
- Berwick Chase Primary School will not accept any responsibility for any loss, theft or damage to electronic devices at school or school events. Nor will the school accept any responsibility for the loss, theft or damage of electronic devices whilst in possession of students travelling to and from school.
- Students must display courtesy, consideration and respect for others whenever they are using any electronic device.
- Students must not use electronic devices to threaten, bully, intimidate or otherwise harass other people through SMS or text message, photographic video or other data transfer systems available on the device or for any illegal activity. Such activities may incur disciplinary action.
- Students must not take photographs/video recordings of staff, other students or visitors to the school, without their consent or knowledge.
- Inappropriate use of camera (still and video including voice recordings) from electronic devices will not be tolerated. Students found to be using a camera/voice recordings inappropriately will incur disciplinary action. Improper use of electronic devices will result in disciplinary action as outlined in the Welfare and Discipline Policy.
- Confiscation of the electronic device will occur until such time as the parent or guardian is able to attend school to collect the device.
- Repeated infringements may result in withdrawal of the agreement to allow the student to bring the electronic device to school.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Berwick Chase Primary School, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

At Berwick Chase Primary School, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
- supervise and support students using digital technologies in the classroom
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have programs in place to educate our students to be promoting safe, responsible and discerning use of digital technologies.
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- actively educate and remind students of our *Student Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement outlining the expectations of students when using digital technology at school
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity

- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies
- provide a filtered internet service to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents and carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter and Connect Workshops and annual information sheets.

Distribution of school owned devices to students at school will only be permitted where students and their parents/carers have completed signed Acceptable Use Agreements. (See Appendix 1&2) These devices must not be taken home under any circumstances.

It is the responsibility of all students to protect their own passwords, including network and Office 365 logins and not divulge them to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify i.e. classroom teacher, as appropriate, immediately.

All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Berwick Chase Primary School's *Statement of Values, Student Wellbeing and Engagement* policy, and *Welfare and Discipline* policy.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Berwick Chase Primary School will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines*.

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal from the 1-1 iPad program
- removal of printing privileges
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Welfare and Discipline* Policy

Staff of Berwick Chase Primary School Supervision Expectations.

Implementation

- Teachers will discuss with their students the rules regarding how and when they will be supervised whilst using digital technologies.

- Teachers will ensure that students are supervised under the following conditions:
 - A. Supervision of digital technologies during learning time
 - It is expected that during all learning times, children will be adequately supervised while using digital technologies. Staff must maintain a ratio of 1:30 at all times. Children are not to be left unattended at any time.
 - Teachers must be in a position where they can see all students using their devices or roam the classroom on a regular basis ensuring that device are being used correctly.
 - Digital devices can only be used for educational purposes. It is not appropriate for students to be using search engines or YouTube for random searches. These tools are only to be used for researching and presenting under strict teacher supervision.

Accessing URL's

- o Prep to 2's: students must access URL's typed by a staff member.
 - o 3-4's: students may type simple URL's (for example www.google.com or www.mathletics.com)
 - o 5-6's: students may type more sophisticated URL's via the address bar.
- B. Supervision of digital technologies during breaks (recess and lunch, including wet day timetables)
 - It is expected that during breaks, children will be adequately supervised while using digital technologies. Staff must maintain a ratio of 1:25 at all times. Children are not to be left unattended at any time. To enforce this ratio, teachers may have to allocate designated times for particular students to use digital devices. For example, 5A may use their devices for the first half of lunch, and 5B) for the second half.
 - Children may only use digital technologies for a maximum of 20 minutes at a time, ensuring that they are given adequate time to have a break.
 - Teachers must be in a position where they can see all students using their devices or roam the classroom on a regular basis ensuring that devices are being used correctly.
 - Students may only use the following websites/apps during a break. It is not appropriate for students to be using search engines or YouTube for random searches. These Web 2.0 tools are only to be used for researching and presenting under strict teacher supervision.
 - o Children in grades Prep-4 using an iPad may access any of the apps pre-loaded on the class iPad sets. They may not access Safari, Emails, iMessage, FaceTime, YouTube or any other social networking service.
 - o Children in grades 5/6 using an iPad may access any of the apps on the approved iPad Games List. They may not access Safari, Edmodo, Emails, iMessage, FaceTime, YouTube or any other social networking service.
 - o Children in grades Prep-6 using a laptop computer may access any of the programs pre-loaded on to the device or any link added to Student SharePoint. They may not use Internet Explorer or Chrome to explore other websites at their own leisure (i.e. YouTube, Google Search or any other social networking service, etc.).
- C. Supervision of digital technologies outside of school hours (before 8.50am and after 3.30pm) * This clause only applies to students that take part in the Berwick Chase Primary School 1:1 iPad Program.
 - Students must not use their iPads in the school grounds unless otherwise instructed by their teacher.

REVIEW CYCLE

This policy was last updated on July 2018 and is scheduled for review in 2020



Appendix A

iPad Program
Berwick Chase Primary School
2018

Appendix B



Dear Parents/Guardians,



Please find enclosed in this booklet information regarding the 2018 iPad Program. It entails a number of important steps to follow. Please read through this booklet carefully and if you have any questions or concerns, please contact us at the school.

The steps for this program are as outlined below:

Step 1 – Read through this booklet and decide if your child is going to participate in this program. If you have decided that your child will not be participating in this program, please ensure that you have spoken to the Principal to voice your concerns.

Step 2 – Sign the agreement and return it to school along with either the \$30 or the \$60 iPad Management Fee (depending on whether you are supplying your own iPad or not).

Step 3 – Consider insuring your child's iPad. Insurance is recommended through a number of sources including Covertec or Apple. Alternatively, families may opt to use their home insurance or to have no insurance at all.

Step 4 – Setup your child's iPad in accordance with the Student User Agreement and join the school's Wi-Fi and iPad Management System from home using the documentation provided after payment has been made.

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.

Regards,

Chris Short Principal

Katie Atkin ICT Coordinator



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 BYOD (Bring Your Own Device) program aims to prepare our students to excel technologically and to:

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- **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, etc)
- Portability
- eBooks
- Cost is lower compared to a laptop
- Battery life
- Mobile internet (connects to the school's WiFi)

Are there any costs associated with the program?

Yes. Families must pay a cost of \$60 to join the iPad Program if you are supplying your own iPad. This cost covers all paid apps that will be installed on your child's iPad over a 2-year period. It also includes a management system that will install the wifi and printing profiles and well as restrictions such as disabling 12+ apps. Apps purchased by the school will be owned by your family at the end of the 2-year program. If you do not wish to join the iPad program and would like the school to loan your child with an iPad during school hours, we ask that you please pay a fee of \$30, which covers the cost of the management program installed on the loan iPad. Children are prohibited from taking loan iPads home.

Does the iPad stay at school?

No. Your child will be responsible for bringing their iPad to and from home each day, 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 on the student's education, which strengthens the partnership between home and school.

What will the classroom look like?

Initially the students will be learning about the iPad operating system:

- Downloading and using a range of apps
- Accessing the wireless network
- 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 Edmodo or Showbie
- Creating and publishing their learning

They will also be learning about responsible care and use:

- Care for the iPad and ensuring it is charged and ready to use each day
- 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 programs will give teachers the opportunity to plan experiences for their students to apply and broaden the skills and knowledge they have developed on the early years of primary school. Students will have at their fingertips access to one of the most effective tools to bring the real world into the classroom.

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 keynote presentations and iMovie opportunities – other tools we will discover together.

What type of iPad is needed?

It is recommended that children bring an iPad Air or higher to school. The iPad 1, 2 or 3 models are not compatible with IOS10, and Apple no longer supplies IOS/app updates for these devices. 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 16GB of storage is acceptable, however if your budget can allow it, please consider getting 32GB of storage. 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. Families must understand however, that when children use an iPad for school purposes, this iPad must ONLY contain school related apps, documents, etc. It is expected that children will remove their games, photos, videos, music, etc that are not directly related to school.

What kind of case do I need?

All iPads must come to school in a suitable case. We would prefer that your purchase a folio type case as these provide good protection and double as a stand. This also allows for good iPad ergonomics when used in the classroom. 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. The more expensive does not always mean the most protective though.

You can purchase cases from most retail outlets, the Apple Store or eBay however keep in mind that cheaper covers may need to be replaced more often. Outlaying a lot of money on an iPad case may seem ridiculous, but it will be cheaper than replacing a smashed screen. This will be your best insurance policy.

I am concerned about my child's posture while using the iPad?

We encourage families to purchase a folio style iPad case as this allows the iPad to stand up on a student's table to provide correct posture for your child. As when working with pen and paper students are always encouraged to maintain correct posture when working. Due to the movability of the iPad, students are able to hold and manage the device to suit their needs (e.g. shift hands – left/right, shift position, landscape, portrait, place on desk, stand, etc). Due to the nature of the iPad and how it will be used at school, students will not be sitting in the one position for long periods of time.

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 ICT Coordinator deems it particularly unsafe to use. All repairs come at your own cost.

What else do I need to supply?

Students are expected to bring along their own head/ear phones every day with their iPad. It is also mandatory that children have an external keyboard. This may include keyboards that are attached to the case, a separate blue tooth keyboard or a wired keyboard with a lightning connector. We recommend that children leave these in their locker tubs at school when not in use.

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!

How secure will my child's iPad be?

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

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

Does my child need an Apple ID?

Yes they will. It is preferred that children know their Apple ID and 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.

Families may also choose to setup Family Sharing to create Apple IDs for children under 13. More information regarding this will be provided at a later date.

Can my child keep all their games on their iPad?

Yes and no! When children join the iPad Program, they are doing so for the sole purpose of enhancing their learning experiences. Children may have up to 5 approved games on their iPad, however they must be kept in a separate folder. Children can easily be distracted by apps, music, photos and videos on their iPad whilst at school. It is for this reason, that we ask that families enforce this '5 game' rule and remove any unnecessary content from their child's iPad in order to maximise their learning time. More information regarding approved games will be handed out at the User Agreement Briefing.

Why does the school install a profile on my child's iPad that restricts apps rated 12+ being installed?

The Internet is an excellent source of knowledge and information, and the app store provides literally millions of apps that provide access to entertainment, games, social media and educational products. Unfortunately, the app store also contains apps which contain content that is inappropriate for children of primary school age. This may include inappropriate language, images, content of a sexual nature or the ability to become 'friends' with and interact with complete strangers. We understand that many parents do not have the time to explore the features or privacy settings of apps that their children request and therefore place the restriction on all student iPads until they complete their primary schooling. At that stage, the restriction is then removed allowing children to install apps rated 12+, in the hope that they are more mature and ready to deal with the choices available to them.

Will my child be disadvantaged if I cannot provide an iPad?

Students who do not have their own iPad will be provided with the opportunity to use the school's bank of iPads so as to benefit from iPad technology during class-time. Students however will not be able to take these iPads home and may have to share them with other students throughout the day.

Will my child be able to use their iPad when they go to Secondary School?

This depends greatly on the school you are considering sending your child to. Currently local secondary schools such as Alkira, Berwick and Beaconhills allow their students to bring an iPad to school. Other schools require the purchase of a particular brand of laptop. Given that technology is changing so quickly, we have opted to allow a device that many families already have in their home, therefore the need to purchase a new device specifically for this program is not required.



Purchasing from Apple

If you need to purchase a new iPad, Berwick Chase Primary School is a participating school of the **Apple Family Funded Program** that provides instore, telesales and online purchasing with pricing only available for parents and teachers at Berwick Chase Primary School. Alternatively, feel free to purchase an iPad from your local retail outlet.

Product Purchase and Pricing

To purchase an iPad, please visit the Berwick Chase Primary School Store by visiting www.berwickchaseps.vic.edu.au and clicking on **Curriculum, ICT**, then **iPad Program**. Please note that only **iPads** are suitable for the iPad Program (other products available such as MacBooks, iMacs and iPhones can be purchased by families but are for home use **ONLY**). This custom page also offers free delivery and engraving on the back of the iPad. Finance options are also available.

Apple offers special iPad pricing for students attending our school as well as a reduced price on AppleCare+ and accessories. If you are purchasing in-store or over the phone, be sure to let the specialist know our school's name to obtain the discount!

Learning and Support If you're not particularly tech savvy, Apple Specialists are on hand to help you and your child get to know their new Apple device, and with Personal Setup they can help you to get your child's iPad up and running before you leave the store.

Apple value parents' time, and they're there to help with everything related to your new Apple purchase. Parents can get support by phone, email or online chat, or they can set up a repair or Genius Bar reservation at getsupport.apple.com.

Incidentally, families are more than welcome to use the Berwick Chase Primary School Apple Portal at www.berwickchaseps.vic.edu.au/11-ipad-program/ to purchase products for the whole family, not just children participating in the iPad Program!

¹ Available at a reduced cost when purchasing an iPad through the Berwick Chase Primary School Apple Portal.

Insurance Options

It is highly recommended that you insure your child's iPad. We cannot stress highly enough that accidents **DO** happen and that sometimes damage occurs which may be through no fault of your child. Below are four options that families may like to consider regarding insurance.

AppleCare+ Insurance

AppleCare+ for iPad provides up to two years of expert 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. Coverage also includes repair or replacement coverage on the battery, AirPort, USB cable and power adapter.

To get AppleCare+: Add it to your shopping cart during the checkout process when you purchase a new iPad OR buy it within 60 days of your iPad purchase:

- At an Apple Retail Store (inspection of iPad and proof of purchase are required)
- Or call 1-300-321-456 (requires you to run a remote diagnostic test and provide proof of purchase)

AppleCare+ comes at a cost to families of \$129¹ for 2 years and is **not** included in the \$60 iPad Management Fee. Please go to <https://www.apple.com/au/support/products/ipad.html> for more information.

Covertec

Covertec provides an insurance solution for new or older iPads. Coverage includes accidental damage, theft and loss in transit, the iPad is covered anywhere at school or at home, and they offer a full replacement if the conditions have been met.

This specialised cover is likely to offer broader cover than most home insurance policies. To give you an idea of cost, a 2-year policy covering both loss or damage on a new iPad Air 2 is approximately \$150 with an excess of \$50 per claim. This cost is **not** included in the \$60 iPad Management Fee made to the school and comes at an additional cost to families. For further information regarding this insurance policy, or to take out a policy immediately, please go to www.studysure.com.au.

Home Insurance

We **highly stress** that if you are considering this option, that you look through your home insurance cover **very** carefully as many policies do not cover accidental damage, loss or theft **outside** the home.

By choosing this option, you acknowledge that:

- your child's iPad may be lost, stolen or damaged through no fault of their own
- your excess may be higher than that in the AppleCare+ or Covertec policies that the school is recommending
- your insurer may not replace or repair your child's iPad at which time you will need to consider whether or not you will purchase a new iPad for your child to work on
- should your child's iPad need repairing or replacing, you will need to find your own repairer and get your child's iPad fixed promptly.

No Insurance

Families choosing to **not** insure their child's iPad need to understand that the school will not be held liable for any loss or damage caused to the iPad by any member of the School Community. In the event that your child's iPad is lost, stolen or damaged, the parent/guardian will be liable for any costs associated with replacement or repair.

Microsoft Office 365 - Privacy Information

Berwick Chase Primary School uses *Office 365 for Education* in the classroom as part of our teaching and learning program. Office 365 for Education is an internet based service provided by Microsoft for educational purposes only. It provides students and teachers with access to online services such as email, calendar, blogging, online document storage (for school work), sharing, messaging and video-conferencing facilities from school, and at home. Office 365 for Education includes the following online services:

Office 365 Education ('online services')

- 1.Exchange online email
- 2.Lync online
- 3.SharePoint online
- 4.OneDrive for Business
- 5.Microsoft Office apps
6. Yammar
- 7.Office video
- 8.OneNote Classroom
- 9.Microsoft Classroom
- 10.Sway

Additional Microsoft 'online services' may be added by our school to further support teaching and learning

Terms and conditions

Microsoft Online Services Terms and privacy information can be found by clicking on the links opposite:

<http://www.microsoft.com/en-us/licensing/product-licensing/products.aspx>
<http://office.microsoft.com/en-us/business/office-365-trust-center-cloud-computing-security-FX103030390.aspx>
<http://office.microsoft.com/en-us/business/office-365-trust-center-top-10-trust-tenets-cloud-security-and-privacy-FX104029824.aspx>

Appendix Two

Ipad Agreement Student

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. I understand that any personal apps 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 for homework purposes ONLY. 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 use iMessage, FaceTime, Edmodo, YouTube or Safari.

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 iMessage 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 I may only have 5 personal apps installed on my iPad which will be negotiated by the staff and students at the beginning of the school year.
22. 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.
23. I understand that my Edmodo and school email accounts are to be used for school related discussions only unless otherwise specified by my teacher.
24. 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.

25. I understand that during wet day timetables, 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 use iMessage, FaceTime, Edmodo, YouTube or Safari during this time.

26. I will not setup a passcode on my iPad.

27. In the case that my iPad has 3G capabilities, the SIM card will not be brought to school and I will only use the school wireless network for internet.

28. I will install the apps I need for school through the BCPS Self Service portal 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 a home computer. 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 receive a strike on Sentral. 3 strikes may result in further action being taken.
- 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.

Appendix 3

Parent Ipad Agreement

The 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.
- Block access to any apps rated 12+ via the iPad Management System.



- 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.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____