



Kilmore Primary School

1:1 BYO iPad Program

Years 3, 4, 5 & 6 Students 2017



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1. Introduction

We are excited to be able to offer you an invitation to join the Bring Your Own iPad 1:1 program at Kilmore Primary School continuing 2017. The program began in 2016 and has had a very successful first year.

We are offering this program to all students/families in Grade 2 who are moving up to Grade 3 in 2017. We are also offering it to students who will be in Years 4-6 next year, who are not currently involved in the program.

Please consider the information provided, along with the necessary requirements involved, to make an informed choice regarding joining this exciting program.

2. Purpose of Program

It's about teaching and learning

The purpose of this 'iPad program' is about creating a learning environment that engages students. Students learn better when they are engaged, and research on student engagement points to technology. 1 to 1 learning programs match how today's students interact and learn. The objective of the program is to implement a range of innovations that explore and utilise the latest in educational technology and provide the opportunity for learning at anytime, anywhere.

Why Kilmore Primary has an iPad Program

The use of technology on a daily basis will provide an opportunity to:

- Improve student academic achievement through the use of technology
- Prepare students for tomorrow's workplace
- Enhance teaching to transform the quality of instruction
- Allow students to collaborate on projects/documents with other students

3. Mandatory Requirements

The following conditions must be met in full before access to the network will be granted. The school will do all it can to provide security at school. It is the parents' responsibility to provide the same at home.

- Must be either an Apple iPad Mini or an Apple iPad (no Android or other devices)
- No Generation 1 in the full size iPad
*Please note the more recent the Generation, the longer the iPad will last your child (in relation to software)
- Any generation in the iPad mini
*Please note the more recent the Generation, the longer the iPad will last your child (in relation to software)
- Device must be running the latest iOS (currently as of September 2016, iOS 9.3.5)
- ALL devices must be WiFi ONLY. Strictly no 3G capable device will be permitted at school, as this would enable the student to use the device as a phone.
- All documentation to be signed and returned to the school, prior to involvement in the program

Checklist

	Completed
Apple ID: set up with parent email account (You will need this to purchase Apps)	
Apple iTunes \$50 voucher	
Must be prepared to adhere to KPS naming conventions of device and give school iPad serial number for inventory purposes	
iPad to be enclosed in a protective case (Otterbox or Griffin Survivor covers recommended)	
ICT Acceptable Use form returned and signed	
Bring Your Own iPad Acceptable Use and Involvement Policy returned and signed (Appendix A)	
ICT Online Services Privacy Information and Parental Consent Form (Microsoft Office 365) returned and signed (Appendix B)	

If any of the above conditions are not met the device *will not under any circumstances* be provided access to our network.

4. Recommendations

The following are not mandatory requirements to be able to bring your own iPad, only recommendations.

- A keyboard to connect to the iPad via Bluetooth/plug for students to continue to develop their keyboard typing skills
- Insurance for the iPad, this can often be organized when the device is purchased

5. Frequently Asked Questions

What happens if I choose not to participate in the program?

Your child will have access to the shared iPads and Netbooks in the Years 3, 4, 5 and 6 learning areas. In all cases, the school devices will need to be shared amongst multiple users.

What happens if I miss one of the pre-requisites?

You will need to provide evidence that **all** prerequisites have been met **before** acceptance into the program and connection of your student's device.

How often will the device be used in 2017?

The iPads will be expected to be used daily. The Grade 3-6 teachers are planning to include these devices in every appropriate opportunity for those who choose to participate in the program.

How will devices be charged?

Students will be required to bring their iPads to school fully charged every day. They **will not** be permitted to charge the devices at school. If a student does not charge their device at home and it runs flat they will have to charge it that night at home. It is not practical or safe to have multiple students accessing power points throughout the school day. We are here to help teach our students about responsibility, consequences of decision-making and organisation. The school will **not take any responsibility** if a student loses their charger whilst at school.

How will my child save work and do students need to use Office 365?

We will be using a blend of Office 365 for Education and webDAV where appropriate to save work. Your child's involvement in the Office 365 program will need to be agreed upon as this will be a key focus for students to save their work and integrate the iPads into the classrooms. **Returning these signed Office 365 consent forms are on the checklist, which needs to be completed prior to involvement in the program.**

What happens if there is a technical problem with the iPad?

Kilmore Primary School will only provide technical assistance required to solve problems that occur with connection to the School Network (Internet connection and Printing). The student needs to firstly notify their teacher of the issue who will then log the job with the technician and provide time for them to talk to the technician if needed. It is solely the student's responsibility to get the device to the technician. The student must be able to provide all security passwords for the technician to troubleshoot the issue.

All other issues with the device are the parents responsibility to have the device repaired at their expense.

Can a family member use the iPad when it is at home?

The iPad is your device. You decide how it is used, however, parents need to ensure that only age appropriate apps/content are on the iPad. Please see the related policies below for further information.

What happens if the iPad is stolen or damaged?

You will need to pay all associated costs, in other words it is the owners responsibility. The Department of Education and the school will not be held responsible for any damage or theft of your device. We highly recommend you take out insurance on the device. (Either external portable home contents insurance or as otherwise suited).

Who is responsible for internet safety at home?

It is a parent's responsibility to ensure they have a protected network and appropriate internet protocols and environment at home. It is a good idea to talk to your children about what they are using the device for on the internet and have conversations about staying safe online.

Who is responsible for home configurations?

Parents will be responsible for home network connectivity and user preferences.

Will the school add any software or make any changes to the iPad?

The school will only add one application. This application will be a Meraki MDM app developed by Cisco. This app will give students access to the school Internet and the ability to print. Removal of this app will result in no Internet Access and the inability to print to school printers.

The school will also rename the iPad giving it a name of the student code and the students first and last name. This will ensure that the device can be given back to the appropriate student in the event that it is lost/found.

Should I buy a cover?

Yes. There are many different covers that can be purchased from stores. Naturally some covers offer more protection than others, these are often of a higher price. Families must make those decisions on what suits their situation. Please keep in mind that the iPad will be transported in student bags to and from school on a daily basis. Ones that seem to offer excellent protection are the Otterbox and Griffin Survivor covers.

Where else can I see this information or all other information about the program?

There is a page on our school website devoted completely to the program with all links.

What are the different versions of iPads?

There are many iPads on the market and they are continually changing. The more recent the device the longer the device will be able to handle upgrades to software. Unlike computers there is one piece of software that iPads run, these are the different software updates called iOS'. The older the device the less capable it becomes of running an advanced iOS. This is the reason that we will not be allowing any iPads Generation 1, as they would not be able to run iOS 9 updates. Resale value is of interest to some and finally the most significant reason is that iPad 4's sold with iOS8+ will come with several apps pre-installed that will save you around \$40. These apps are Pages, Keynotes, Numbers, iMovie and iPhoto.

6. Bring Your Own iPad Acceptable Use and Involvement in the Program Policy

6.1 Acceptable Use Policy

- 6.1.1 Students who do not adhere to the school 'Acceptable Use Policy' may lead to the iPad being confiscated and may also see the student losing access to the privilege of bringing their own device or using any school ICT equipment suspended for a period of time.
- 6.1.2 Students who do not adhere to the school 'Acceptable Use Policy' on a frequent basis will need to have a parent meeting to discuss their student's involvement in the program and use of ICT privileges whilst at school.
- 6.1.3 Staff at Kilmore Primary School may need to access and handle student iPads to assist them and support appropriate use and behavior.
- 6.1.4 Students may be instructed to delete apps or content from their iPad that is inappropriate for school. (Please remember that whilst at school students are only able to view G rated material, anything PG or above needs to have written consent from a students' parents). Therefore please remember that although you may allow your child to view particular things at home, it may not be appropriate for school. Please see the ICT coordinator for more information or clarification.

6.2 Apple ID and Content

- 6.2.1 In accordance with Apple's Terms and Conditions, parents are asked to manage the Apple ID for children under 13 years of age.
- 6.2.2 Families are asked to keep their iPad up to date – see the iPad section of the school website for a list of Apps your child needs. Please note that teachers will be planning on the assumption that the BYO iPads have the prescribed apps. Students who do not have up to date apps may be asked by the classroom teacher to put their iPad away for that session if they don't have the app and may need to share a classroom device if available
- 6.2.3 Accessing apps, listening to music, watching videos and searching websites that are not related to learning, will not be tolerated during school time.
- 6.2.4 It is the Parents responsibility to monitor what is installed on the iPad
- 6.2.5 If students have extra apps for home/personal use, they should be stored separately from the apps that are used for school files with the understanding that they are **strictly not** to be accessed whilst at school
- 6.2.6 If requested each student needs to make their iPad available to their teachers and parents

6.3 iPads

- 6.3.1 The primary purpose of the iPads is to support educational processes and engage students in their learning

- 6.3.2 All maintenance and management of Bring Your Own iPads remains the full responsibility of the family
- 6.3.3 Students will need an iPad that is capable of running the latest version of iOS (operating systems for iPads) and school-required apps.
- 6.3.4 Each child is responsible for the physical security of his/her own iPad.

6.4 Student Responsibilities

Students understand that it is their responsibility to:

- use the device in accordance with school rules, policies and procedures
- bring their iPad to school each day fully charged, there will be no charging at school
- ensure space is available on the iPad for the storage of school-related files and apps. If they are unable to complete an activity with the iPad due to lack of storage they will be instructed to put the iPad away and then backup and remove files at home
- they have the required apps installed (if they do not have an app that their teacher has planned to use, they will be instructed to put their iPad away for that session and complete an alternative appropriate activity)
- they seek help from the classroom teacher for any issues using their iPad, the teacher can then refer this on to either the ICT coordinator or the school technician if needed
- any theft/damage will be the families responsibility

Students are permitted to place music, videos, apps, etc. that are not related to educational purposes on the iPad with the expectation that:

- parents ensure that content is still age appropriate for their students and that students understand that this is not to be accessed or shown/shared to others while at school, if this isn't adhered to, the device will be confiscated for the remainder of the day and a conversation with parents about possible removal of the content. The student may also have the privilege of bringing their device to school removed for a period of time, this will be communicated to the parents
- space is left for school work to be saved

- 6.4.1 Students who fail to meet their responsibilities in regard to their iPad will be dealt with in relation to the school behavior management policy. Students may also have their device confiscated for the remainder of a school day and their ICT privileges suspended. They will be asked to leave their device home until their ICT privileges are reinstated.
- 6.4.2 Students who have their ICT privileges suspended may need to have a meeting with the ICT coordinator and their parent/guardian to discuss the student's future of continuing in the Bring Your Own iPad program at Kilmore Primary School.
- 6.4.3 Students will store their devices in a specific place designated by their classroom teacher. Under no circumstances will the iPad be used during break times.

6.5 Role of Parents

- 6.5.1 Parents or guardians are required to take responsibility for conveying the importance of the policy guidelines in this document and other related school policies to their children. They are also required to monitor their child's use of the iPad, especially at home, including access to media and information sources.
- 6.5.2 **It is a condition of accepting entry into the Bring Your Own iPad program that parents/guardians accept ultimate responsibility for their child's proper use of the iPad.**

6.6 Role of Teaching Staff

- 6.6.1 School teaching staff will monitor appropriate care of the iPad and use of the iPad in accessing curriculum information whilst the device is at school. They will also provide guidance and instruction to students in the appropriate use of such resources.
- 6.6.2 This includes staff facilitating student access to information on their iPad in support of and to enrich the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of their students.
- 6.6.3 Students must understand that the school will monitor activities on the iPad, including Internet access and email, and that Staff have the right to inspect the iPad contents and the **Bring Your Own iPad privilege can be taken away from students at any time.**
- 6.6.4 In the event of student having issues accessing the Internet or printing on their device, the student's classroom teacher will pass these issues on to the ICT coordinator/technician by logging it on an online job tracking system.

6.7 Role of the school

- 6.7.1 Kilmore Primary School is committed to providing staff and students with the resources to ensure the success of this initiative. Our aim is for all staff and students to have access to digital resources and the relevant curriculum materials necessary to improve the educational development of every student. Staff will be undertaking a variety of professional development to improve their skills in facilitating the use of iPads.

6.8 Data Management

- 6.8.1 Saving or back-up of data is the student's responsibility. Students should back up to another computer to ensure that they don't lose any of their data. The school accepts no responsibility for the loss of any data.

6.9 Social Networking

- 6.9.1 Real-time chat programs and social media networks (Facebook, Twitter, Instagram, etc.) may be used at home **with the permission of parents** however they are **not** to be used by students whilst at school.

6.9.2 Parents should be aware of any social media programs that their children are using and discuss the use of these with them

6.10 Internet Use and Safety

6.10.1 Never reveal personal information, addresses and phone numbers of yourself and others

6.10.2 When at school students are only to access websites that have been approved by the school and teacher

6.10.3 Students are not permitted to access Youtube

6.10.4 Students will not threaten, harass, intimidate or attack others, either through email, social network sites or any other electronic means

6.10.5 If you are a victim of any 'cyber bullying' you must report it to your teacher immediately

6.11 Photos and Videos

6.11.1 Students are not permitted to take photos/videos of any students or staff at Kilmore Primary School.

6.11.2 Students found taking photos or videos will need to hand the iPad to their classroom teacher, who will then remove any photos or videos taken by the student. If the teacher is unable to do this, the iPad will be passed onto the ICT coordinator who will then remove the photos and videos and return the device to the student as soon as practical.

6.11.3 Students are permitted to take photos and videos of their school work as instructed by their teachers.

6.11.4 Parents should discuss with their child, that even if another child gives verbal permission to take a photo or video they are not permitted to do so whilst on school grounds.

6.11.5 Parents should discuss with their child the importance of eSafety when taking photos of themselves and others outside of school, when using social media sites.

6.12 iMessage and other applications used for chat

6.12.1 Whilst at school students are not to use iMessage or any other applications used for chat. Any students found using these will have their iPad confiscated as per the Acceptable Use Agreement.