



SACRED HEART CENTRAL SCHOOL



iPAD POLICY

PURPOSE

To ensure the correct and safe use of technological devices, namely iPads and to provide students with guidelines on their use, security and purpose.

POLICY

- The primary purpose of the iPad is to support educational processes.
- Maintenance and management of family-supplied iPads remain the responsibilities of families.
- Students will need an iPad that is capable of running the latest version of iOS (operating system for iPads) and school-required Apps with sufficient memory to store all school work. (Typically this means replacing iPads after two to four years of use.)
- Each child is responsible for the physical security of his/her iPad.
- Parents should immediately notify the School if their child's iPad is damaged or lost at school.

Support for this Policy provided by the School

In support of appropriate student use of information and communication technologies (ICT), the School will:

- Assist students to understand and demonstrate appropriate behaviour and positive digital citizenship.
- Provide:
 - an email account to support school related communication
 - controlled or filtered internet connection
 - storage for files on the school network
 - a log of internet access.
- Files saved on the school network are part of our back-up regime.
- Teach students how to use the necessary Apps for school work.

In the case of inappropriate or unacceptable use:

- The School will respond in accord with our rules, policies and procedures.
- The accounts of users may be suspended.
- Appropriate law enforcement agencies and Government authorities may be notified.
- IT Support staff will address problems encountered. Students are to complete a yellow Request for iPad assistance form and submit to Mr Simon Pavert. (Available before school, recess and lunch Mondays and Tuesdays or during class time with a note from the teacher).

BACKGROUND INFORMATION

The focus of the iPad program at Sacred Heart Central School is to provide tools and resources to students, staff and parents that maximise their full potential and to prepare them for future learning and the workplace. Technology resources at Sacred Heart Central School are provided for the purpose of supporting the educational mission of the school. The School's goal in utilising the iPad is to promote educational excellence: by facilitating resources sharing, innovation, research, creativity, communication, increased productivity and mobile learning.

Excellence in education requires that technology be seamlessly integrated throughout the teaching programme. Increasing access to technology is essential for the future, and one of the learning tools of these twenty-first students is the iPad. Effective teaching and learning with iPads integrates technology into the curriculum any time, any place.

Use of these technologies is a privilege that carries responsibility and behavioural expectations consistent with all school rules and policies. It is an expectation that members of the Sacred Heart Central School Community will use all types of computing devices and the school's network and management system in a responsible, ethical and legal manner at all times. The policies, procedures and information within this document apply to all iPads, including any other device considered by the administration to come under this policy. Teachers may set additional requirements for use in their classrooms.

**PLEASE READ THIS DOCUMENT AND SIGN THE AGREEMENT FOR USING YOUR
iPad AT SCHOOL**

The electronic communication network of Sacred Heart Central School is a part of the School's resources and is made available to enhance the educational experiences of students. The School has set up a computer network which will include access to the School's email and the internet. Students who use this resource wisely will benefit greatly. Those who abuse it place their access to the system at risk. In extreme cases such students could face disciplinary action from the School. The staff will do their best to ensure that students use this facility wisely. **Students themselves have a legal and a moral responsibility in this area and each student and their parent/guardian are expected to abide by this policy.**

If disciplinary action were necessary it would follow the School's Pastoral Care Policy.

CYBERSAFETY

ON the issue of Cybersafety, Sacred Heart will continue to:

- o Educate students on safe and responsible internet and social media use
- o Follow Federal Government and best practice approaches to cybersafety in schools
- o Filter and monitor all contents accessed by students at school

Sacred Heart strongly discourages parents/guardians from purchasing wireless hotspot devices, internet plans for student smartphones or any form of mobile internet to be used at school, as these devices can be used to circumvent the school filter and monitoring system.

Students are advised that unacceptable and/or prohibited use may contravene State and/or Federal legislation. In addition, e-mails or messages/postings that may appear humorous and innocent can be unlawful and infringe racial and sexual discrimination and harassment policies. Legal action may be taken against any person thought to be in breach of these statutes and laws in addition to sanctions or penalties that may be imposed by the School.

As a guide to what is acceptable/unacceptable students need to agree to the following:

- Limiting use of the internet to access sites directly related to their school work
- If they accidentally enter an unsuitable site, they will exit immediately and inform their teacher
- Using the school's email only to carry out activities directly related to their school work
- Not sending or passing on emails which are inappropriate or offensive. NOTE: All students are directly responsible for all email traffic linked to their account –

PASSWORDS MUST BE KEPT PRIVATE AND SAFELY STORED

- Accessing the internet via the School's wireless network only (3G access should not be used)

Technological advances are occurring at a rapid pace and students will, from time to time, be able to bypass any controls we put in place as a School. Parents and students, in signing this agreement acknowledge the need to abide by the spirit of the agreement, not just its words.

Staff members have the right to randomly search a student's device to ensure it is being used appropriately. Given the school installs a management system on each device, any inappropriate/offensive material detected when updating will result in further action being taken as per the Pastoral Care Policy.



Please take the time to read and explain these expectations with your child.

Setting up your iPad

Once you receive your iPad you will need to do the following to ensure it is ready.

1. Follow the prompts to set up your new iPad.
2. Set up an Apple ID. Please note that students must be 13 to have their own account. Apple has released Family Sharing which can assist parents with creating Apple IDs for children under the age of 13. Parents can go to Apple's support page which will run you through how to set this up at: http://support.apple.com/kb/HT201084?viewlocale=en_US&locale=en_au
3. Go to the App store and download MobileIron (free) – see instructions below.
4. Students will not be required to pay for any of the Apps that are necessary for school.
5. We will do the rest at school.

Ensuring access from your iPad to the school Apps, emails and internet

MobileIron

MobileIron is a free App which enables the iPad to connect and have access to assigned Apps which the school has purchased for use by our students.

You must download MobileIron onto the iPad before you will be able to see any of the school Apps.

Follow these instructions:

1. Check your settings are set to automatic downloads:
Settings, iTunes and App Store (on left), Automatic Downloads (on right), On
2. Open the App Store, search for MobileIron and follow the prompts to install
(You will need to know your Apple ID password)
3. Open MobileIron and fill in the required information:
 - a. Username: this is what you use to log in to the computers at school, eg. **sjones01**
 - b. Server: mdm.cg.catholic.edu.au (accept the pop up about a certificate)
 - c. Password: The password for logging in to your school computer account.
4. It will take you to the settings window, install.
5. Go back to the home screen and wait for the icon for Apps@School to show up.
6. You will need to sign into your iTunes account multiple times at this stage as it installs some apps.
Be patient.
7. Open Apps@School, go to any paid App and click on it.
8. Look for the blue bar saying "Want this app for free?" Click on that. (Only if the first time downloading MobileIron).
9. Click on Enrol now, it will open the App store and you will need to sign in before accepting the terms and conditions.
10. Once this is done go back into Apps@School and request any App that has been assigned to you.

You should now have all the Apps that have been assigned to your stage.

You should have email and internet access. PLEASE CHECK that these are working.

If there is something missing, please see your teacher. If they cannot resolve the problem, complete a yellow form to request IT support and take your iPad with the form to Mr Pavert in the IT room above the Science room. Mr Pavert is available from 8.30am until the bell goes and again at recess on Mondays and Tuesdays.

iCloud Backups

There have been a few incidents where student work is lost as they do not have iCloud Backup turned on. In order to avoid this situation and ensure our students' work is protected, we recommend that iCloud Backups should be turned on.

iCloud backups automatically start when the device is connected to WiFi and plugged in on charge.

For those using wireless internet at home (3G devices where ADSL is not available) this is not advisable due to the very small data allowance when at home and the high cost of going over that allocation. In these instances you should not leave the wireless on when the iPad is being charged at home.

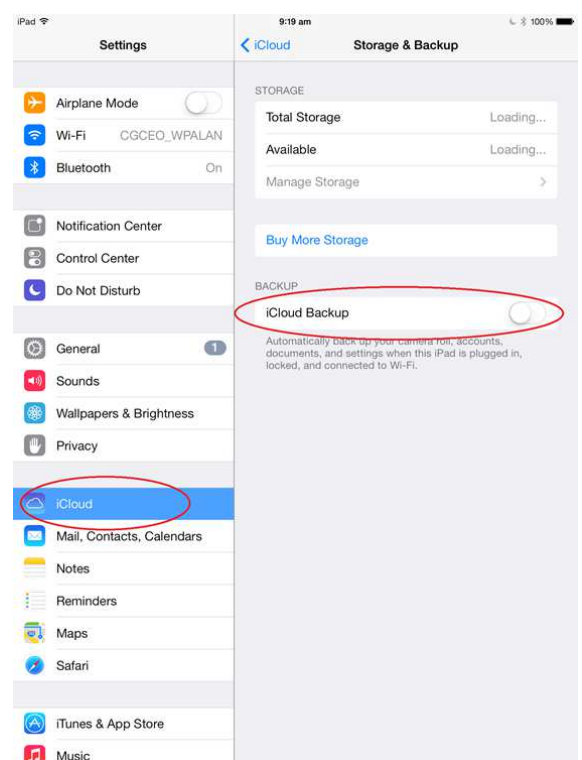
If this is the case for your internet connection at home, students can manually trigger a backup at school. **This should be done regularly by the student to ensure work is saved.** There is no other way to back up work on the iPads by students other than enabling iCloud.

To turn on iCloud, open settings and select iCloud, then turn on iCloud Backup:

Click OK to the backup warning that appears. Your iPad was not backed up by iTunes so this doesn't affect you. If you look into the iCloud backup section you can select what is backed up on top of the basic backup. All accounts get 5 GB free, if this is not enough consider turning off the picture backups under *manage backups*.

iPad updating issue

We are seeing many iPads that are full and therefore are not updating Apps. *If you see "Storage almost full" on your iPad, you should get photos and videos off the device to free up space for updates.* iPads now allow you to connect them to any PC and choose TRUST on the screen to access the photos on the device in a similar way to any normal camera.



Expectation of the students – Be ready to learn with the iPad

- Have (or create) an Apple iTunes account with a secure password that is linked to an iCloud account (*minimum 5GB free iCloud account will be satisfactory*). *Students need to be 13 years of age to set up an iCloud account using their school email address. (See above)*
- Bring the iPad in its protective cover to school each day, charged and ready for use. Please leave the charger at home to avoid losing it and do not curl the end that plugs into the iPad too vigorously as they can be easily damaged.
- Take care of the device to avoid physical damage.
- Use the device in a responsible manner and comply with 'close and put away' requests from teachers.

iPads at home

- Students are expected to take the iPad home and bring them to school each day fully charged.
- On occasion students may require their iPad for homework/assignments. If students do not have internet access at home, they need to refresh their diary and check for new emails at the completion of the school day. They should also attempt to download any content to their device so that any work requiring these files can be done offline.

Sacred Heart Central School recommends the following for parents and guardians:

- **iPads should be used in an open area, where it can be visually monitored.**
- **Know any passcodes so that you can gain access to your child's device**
- **Invite your child to show you what tools they have been using, especially the Diary**
- **Restrict access if the device is not being used in a manner that suits you. This includes knowing how to access your child's App Store account settings to change passwords.**

The iPad is a learning tool and must not be used at times or in ways deemed by the School to be inappropriate. A student at Sacred Heart Central School is expected to adhere to the School's rules and expectations with respect to use of iPads and other electronic devices. If these conditions are breached, students risk having disciplinary action taken against them. In some cases misuse could constitute a breach of the law and incur legal consequences for children or their parents/guardians. Students are encouraged to explore and discover methods utilising this technology effectively within the schooling context.

The School has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on School iPads by students, including emails.

Students shall take personal responsibility when using the School's ICT services by: protecting their personal information and data, maintaining the required level of security, respecting the privacy of others, respecting the legal boundaries of licensing and copyright, and using language appropriate to the school's expectations.

When using iPads at school, students are expected to:

- 1. Follow all teacher directions including when to use the device**
- 2. Follow all appropriate etiquette when communicating electronically**
- 3. Provide their device to teacher upon request**
- 4. Provide their device to parents on request**
- 5. Take personal responsibility when using their iPads by protecting and ensuring all equipment is treated with respect**
- 6. NOT LOAN their device to another student or leave it in such a place that it is likely to be easily stolen**
- 7. Report any damage immediately to the front office.**
- 8. Only use the camera and recording function when instructed by the teacher for school purposes**
- 9. Check with the teacher before publishing or uploading any content to the web**

Unacceptable Use

Without limiting the list of activities which may be deemed to be inappropriate, the following would be examples of such activities:

- Using this device to transmit any material in violation of any local, state or federal law.
- Accessing networks without school authorisation.
- Transmitting or deliberately accessing and/or receiving material that may be considered inappropriate, which includes threatening, sexually explicit, or harassing materials, offensive or discriminatory materials, or material that may be harmful either physically or emotionally, which includes bullying or harassment of fellow students or others outside the School.
- Committing any form of vandalism to and/or with this device.
- Copying and/or downloading (and sharing) of commercial software or other media (e.g. music/video) in violation of federal copyright laws with this device.
- Using this device for commercial trade.
- Using this device for gambling.
- Using this device to participate in illegal activities, e.g. hacking or spamming.
- Accessing pornographic or obscene content or networks via this device and/or storing it on this device.
- Creating and/or introducing electronic viruses or malware with this device.
- Communicating information concerning any password, identifying code or other confidential information or violating the security of the system in any way.
- Interfering with or disrupting network users, services or equipment. Disruptions include but are not limited to, distribution of unsolicited advertising, propagation of viruses, in any form and using the network to make unauthorised entry to any other machine accessible via your network.
- Plagiarising and/or breaching copyright laws, including software copyright and re-engineering of software;
- Accessing another student's iPad without their consent.
- Accessing another student or staff member's account.
- Bypassing the network security at the school via portable wireless devices (including smartphones), proxies or tunnelling.
- Hacking or jail-breaking the device.
- Playing games (not loaded by the school) on the device during school hours – including any break times.
- Leaving the device unattended.
- Taking the device to your PE class, except when specifically requested by the teacher.
- Attempting to remove the school network connection software from the device

LOSS OR DAMAGE

All instances of damage must be reported to the school office as soon possible. If any damage involves another student, the School will investigate the incident.

WARRANTY and INSURANCE

APPLE WARRANTY PROTECTION: the iPad is covered for the first 12 months by the standard Apple warranty. Further information on the Apple warranty can be found at – <http://www.apple.com/au/support/ipad/service/faq/>

PROTECSURE INSURANCE FOR MAC1 DEVICES: Excess for the iPad is \$100 (first breakage) and will cover twice the sum of insurance for any single and identifiable accident or loss including theft, breakage or stolen equipment to, from and within school grounds or any school sanctioned sporting event (i.e. swimming carnivals).

Rules to avoid damage:

- 1) Transporting iPads around the School:
 - a. iPads are not to be open when being carried- cases are to be closed tight.
 - b. An iPad cover must be used. It must be both functional (have a good stand) and protective. Please do not damage the moulded clips at each corner of the case as this hinders the ability of the case to securely hold the iPad in place.
 - c. iPads are not to be taken to the the toilets. The only time iPads can be used outside the classroom is under the supervision of a teacher for class activities.
 - d. iPads are not to be used during recess and lunch breaks unless in a supervised learning area eg Library, IT centre
- 2) Students should close and secure school bags before leaving home or school to protect their device.
- 3) In class iPads are to be placed carefully on desks. Students should take care moving around classrooms to avoid damaging their own or someone else's iPad (eg by knocking them onto the floor).
- 4) No one is to handle another students iPad for any reason.
- 5) It is preferred that the iPad should stay in the school bag while students are travelling to and from school. We advise that school bags remain in sight at all times when travelling to and from school.
- 6) The school notes that students may at times take their iPad to public places outside of school hours, it is important to note that damage occurring in these locations will not be covered by the School. It is recommended to not leave iPads in bags in public areas for security purposes.

Screen Care

- 7) The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
 - a. Do not lean on the top of the iPad when it is closed
 - b. Do not place anything near the iPad that could put pressure on the screen
 - c. Do not place anything in the case that will press against the cover
 - d. Clean the screen with a soft, dry cloth or anti-static cloth
 - e. Do not "bump" the iPad against walls, car doors, floors etc as it will eventually break the screen.

iPads Left in Unsupervised Areas

- 8) Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds, computer labs, library, unlocked classrooms and toilets. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area it will be returned to the IT Centre or the Front Office.

Other General Rules of Use

Breach of the rules in relation to iPad use may result in certain applications being blocked on that student's iPad.

- 9) Games on the iPad are to be age or content appropriate, any student found to have inappropriate games will be asked to remove the offending App/s.

NB/- If technical difficulties occur or illegal or inappropriate Apps are discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

- 10) Cameras are to be used only when directed by the teacher during school hours. If a student is found to be using their Camera function during school hours without permission, appropriate action will be taken.
- 11) Students are not to record lessons on their iPad unless instructed to do so by their teacher.
- 12) Students are not to send or respond to emails in class time unless permission is granted.

Glossary of Terms

Hacking	Gaining access to a file, device or network illegally or without authorisation or in a manner not intended by the manufacturer (in this case Apple).
Spamming	Sending of unsolicited e-mail, often of a commercial nature, sent indiscriminately to multiple mailing lists, individuals or newsgroups. This is also known as junk e-mail.
Malware	Malicious computer software that interferes with normal computer functions or sends personal data about the user to unauthorised parties over the internet.
Smartphone	A high-end mobile phone that offers more advanced computing ability and connectivity than a basic mobile phone. A smartphone combines the functions of a personal digital assistant (PDA) and a mobile phone.
Proxies	Website services that act as 'intermediaries' to control access to various websites.
Tunnelling	Breaking through a restricted network (such as Sacred Heart) format using another approved network format, e.g. to access file sharing networks, which can contain material legally subject to copyright and inappropriate content.
Certificates	Are electronic documents, which uniquely identify devices and their owners.
Jail Breaking	A technique for overriding the software restraints on the iPad in order to install applications that Apple has not approved.

Student Agreement for the Use of iPads at Sacred Heart Central School 2015

Student Name _____

Year _____

For students in Stage 3 to Stage 5

I have read the iPad Information Booklet and the Acceptable Use Policy contained within it, and agree to abide by the terms and conditions outlined.

1. I will take good care of my iPad.
2. I will never leave my iPad unattended.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will charge my iPad's battery daily at home.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will protect my iPad by only carrying it with the case closed.
9. I will use my iPad in ways that are appropriate, meet Sacred Heart Cootamundra expectations and are educational.
10. I will not place inappropriate decorations (such as stickers, etc.) on my iPad or its case.
11. I understand that my iPad is subject to inspection at any time without notice.
12. I agree to maintain the iPad, case and power cords in good working condition.
13. I will NOT use any Apps on my device that are deemed to have 'social networking' features (these Apps include Snapchat, Facebook, Instagram, Skype) whilst at school.
14. I understand that I will also need to sign an Acceptable Use of ICT agreement for the school to be able to provide student access to the school ICT system.

STUDENT SIGNATURE _____

Date _____

Parent Agreement for the Use of iPads at Sacred Heart Central School

PARENT/GUARDIAN TO COMPLETE

- I acknowledge that I have read, understood and agree that my child is expected to comply with this Policy.
- All damage will be reported to my teacher/PCA immediately.
- If my child's iPad is damaged, I understand that the insurance excess is \$100 (if with Mac1) for the first breakage and may be higher upon further claims. This is payable by me when the damaged iPad is given to the front office, with the completed damage report. Payment may be added to school fees through discussion with the front office staff.
- I understand that I will also need to sign an Acceptable Use of ICT agreement for the school to be able to provide student access to the school ICT system.

Name of Child _____

Name of Parent/Guardian (please print) _____

Parent Signature _____ Date _____

Internet and network access is denied until this agreement form is signed and returned to the School Office.