



## **BYOD iPad Student and Parent/Caregiver Acceptable Use Agreement**

As we enter a new era of education with the Australian Curriculum, schools are required to assist students to develop their 21st century learning skills. At Clapham Primary School, based on current educational research, we have established the iPad to be a highly effective learning tool that facilitates the development of 21st century learning skills within primary school classrooms.

Clapham Primary School encourages the use of student/family owned iPads within the classroom to assist the student with their learning experiences. Students who have access to such devices may bring them to school for use as directed by their teacher/s.

### **Internet Access**

Access to Clapham Primary School's Wi-Fi network for internet access, will be made available to all students. The Wi-Fi network is restricted to filter inappropriate content and is monitored by the school's ICT Department to ensure students remain safe when accessing the internet.

Any other method of connecting to the internet while the device is at school (such as via a 3G/4G mobile data connection) is not permitted. The school requires parents to remove the SIM card from any cellular devices (3G or 4G) to prevent any unfiltered internet browsing from occurring at school.

### **Security & Damage**

The student will be responsible for their own device and protective cases are recommended. Teachers will direct students to appropriate storage locations for their devices when they are not being used.

The Department for Education does not provide insurance for accidental loss or damage to personal items including devices brought to school under BYOD programs. However, claims may be met under the department's public liability insurance where the loss or damage is attributable to a negligent act or omission on the part of the school.

Clapham Primary School takes no responsibility for any loss or damage incurred to the device in transit to and from school and insurance is the responsibility of the family. Any issues with the device are the responsibility of the student/family to resolve.

## **Student Responsibilities**

The use of the iPad at school is a privilege. Inappropriate or unauthorised use of the device at school may result in this privilege being removed. The student must agree to the following conditions:

1. I will follow all of the rules as stated in the schools ICT Acceptable Use Agreement.
2. I will take good care of my iPad.
3. I will only use the device during class time when allowed by the classroom teacher.
4. I will only use apps with the permission of my teacher.
5. I will not use the device during recess or lunchtime.
6. I will not remove the iPad from the classroom without the teacher's permission.
7. I will take care when transporting my device to and from school, and will ensure that it is always in a waterproof cover in my school bag. I will not drop, kick or throw my school bag when it contains my iPad.
8. I will use my iPad in ways that are appropriate, meet school expectations and are educational, always abiding by copyright laws.
9. I agree that any inappropriate use of the device may include the confiscation of the device for the remainder of the day, loss of the privilege to use the device at school or school behavior management consequences. Inappropriate use includes but is not limited to:
  - Visiting inappropriate websites.
  - Possessing inappropriate material including pictures, music and videos.
  - Using inappropriate apps.

- Unauthorised use of the device.
- Using the camera to take pictures or videos without the teacher's permission.

10. I will not download any apps, music or videos at school, unless directed by the teacher.
11. I understand that apps downloaded for personal use are not to be accessed at school.
12. I will bring the iPad to school each day fully charged. I understand there will be very limited opportunity available to charge my iPad at school.
13. I am aware that photos and videos of other people taken on my iPad may not be uploaded to the internet without their permission.
14. I shall talk to a teacher if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours or if I know of a student who has been targeted with this sort of behaviour.
15. I will protect my privacy by never posting personal details online, including my image, full name, telephone number, address, passwords and images.
16. I will not interfere with network systems or attempt to bypass security systems.

## **Family Responsibilities**

1. It is expected that the iPad will be brought to school each day and will be available for school related work by the student at home.
2. Parents/caregivers are responsible for monitoring their child's use of the iPad/internet at home. A family discussion/agreement is recommended.
3. An Apple ID is required to download apps and other content onto the iPad. The owner of an Apple ID must be at least 13 years old; hence parents/caregivers are responsible for the Apple ID used with the iPad and what content is downloaded.
4. The school will purchase paid apps which will be assigned to students for the duration of their enrolment at Clapham Primary School. When the students leave the school in Year 7, these apps will be removed from the iPad.
5. All material on the device should be legally licensed and suitable for a primary school aged child.
6. "Jailbroken" devices are not permitted on the school network for security purposes. Security solutions have been implemented to alert the school if a jailbroken device is detected on the network. If an iPad is discovered to be

jailbroken at a later stage then it will not be able to be used at school until it is restored to its original state.

8. The school has the right to collect and examine any device that is suspected of causing problems on the network or was the source of a security attack.

9. The school recognises that some students attend sports training after school and their school bag will be unsupervised at this time. In this case students will be allowed to leave their iPad in the school desk/drawer overnight. The school cannot accept any responsibility for any loss or damage that may occur to the iPad when it is left at school overnight unless the loss or damage is attributable to a negligent act or omission on the part of the school.

10. Parents/ caregivers should notify the classroom teacher if their child is unable to bring the iPad to school.

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## General iPad Rules



Heavy objects should never be placed or stacked on top of the iPad.



Use both hands while carrying the iPad and walk with awareness of our surroundings



Always work at a table and never leave iPads on the floor!



**No Food or Drink**

Never have any liquids or foods around our iPads



Only clean the iPad with a soft lint free or microfiber cloth. Never use cleaning liquids.



iPads are very fragile devices. Be gentle with them!



Take care when inserting and removing cords to the iPad. Never force cords in as it may cause damage.



Only use the applications that our teachers ask us to use while we are at school.

# Frequently Asked Questions

**Will my child use their iPad all the time and will they still hand write?** iPads are tools for learning that will be used along with all the other tools available at school and home (e.g. pen, paper, calculators, books, computers etc.).

Students are typically engaged in a range of activities in all classes and all year levels. They also participate in kinaesthetic (hands-on) learning, physical education and sport from Rec-7. iPads will not replace handwriting. In the older year levels, the mode of communication used will depend on the learning opportunity.

**Will children use their iPads before school or during breaks and how are they stored?** When students arrive at school, they put their iPad in the classroom. iPads will be left in locked classrooms during breaks and at times when the classroom is unattended.

**Will internet access be filtered? What about online safety?** All internet access via our network (Wi-Fi and wired) is routed through our filter. It is worth noting that no filter system is perfect given the dynamic nature of the internet, so we work with our students on keeping safe online.

There are many websites that promote and support the safe and appropriate use of the internet for children of all ages. Please look at the following sites and talk with your children about what they are also learning at school.

<https://esafety.gov.au/education-resources/iparent>     [www.staysmartonline.gov.au](http://www.staysmartonline.gov.au)

**Will iPads promote poor posture and eye strain?** Poor posture and associated strain are generally the product of fixed body position for an extended period. Desktop computers and laptops are just as likely to cause strain because they control posture. iPads are more mobile and light, which means they can be used with a wider variety of postures. It is easier to shift positions while remaining engaged.

Looking at any screen (computer, TV or iPad) for a long period of time without resting your eyes may cause eye strain. This is commonly called Computer Vision Syndrome and relates to computer and laptop monitors.

iPads potentially reduce the prospect of computer vision syndrome in the following ways:

- Due to its mobile nature, the chance of staring at a fixed focal length for an extended period of time is reduced.
- The brightness of the screen can be easily adjusted to match the lighting conditions.

It is easy to tilt the iPad or change body position to reduce glare. If you have concerns about your child's vision, please consult an optometrist.

**What do you advise about volume levels for headphones?** Generally, the volume levels of headphones should be low enough to hear a person speaking at normal levels when standing one metre away. The volume for music can be limited on the iPad via Settings > Music > Volume Limit.

## **iPads At Home**

**How much does my child need to use their iPad at home?** Some homework, set activities and assessment tasks may require your child to use their iPad at home. Outside these things however, it is your decision about when and how your child uses their iPad. If you have any doubts about the nature of set work, please contact your child's teacher.

Students do not need games and entertainment apps on their iPads for school. Whether parents allow games and entertainment apps on their child's iPad is a family decision.

**What is your advice about children overusing technology (phones, personal technologies, television, gaming devices, etc.)?** It has been noted by some sources that overuse of any form of technology may lead to problems such as sleep deprivation and addiction. Regular sleep patterns free from disruption of any kind are important to brain function and mental health. This is true of children, adolescents and adults. We advise against children using any form of bright screen technology before going to sleep.

**Should I be concerned about overuse of technology?** All things, no matter how good, can be used excessively and this may lead to problems: food (obesity), exercise (exhaustion or injury), reading (eye strain) and technology. In all things, therefore, moderation in use is important and iPads are no different. We do not require the students to use their iPads all the time; it is important that they engage in other activities.

# BYOD Checklist

Have You:-

- **Contacted your insurance company about the iPad?**  
Some insurance companies require you to list the iPad on your policy, not just assume it's covered under 'portables' cover.
- **Purchased an appropriate case to protect the iPad?**  
We recommend something like the Survivor or Otterbox brands.
- **Created an Apple ID (or use an existing one)?** Families can set up an Apple ID for their child and switch on Family Sharing <https://support.apple.com/en-au/HT201084>. It is important that either the student, the student's teacher, or the school is aware of the Apple ID and password for the iPad, as the school management system for deploying apps purchased by the school for student use may require this information to be entered.
- **Downloaded the essential suite of Apple apps (like iMovie, iBooks, Pages, etc.)?**  
Apple has recently made all these essential apps free to download from the App Store & they will come pre-installed on all new iPads.
- **Discussed your own family expectations for using the iPad in the home environment?**  
We recommend that you know your child's logins and passwords for everything they do online.
- **Plugged the iPad into a computer and synced it to iTunes?**  
Regular backups are recommended to protect your child's work.
- **Set up 'Find My iPad' in the event that the device is lost or stolen?**
- **Discussed the establishment of good routines such as charging the iPad overnight, ready for school in the morning?**

Our students are one of our best resources! They are able to quickly develop their skills and understandings about this technology. This empowerment is an important part of their learning as they manage their device. This will be a life-long skill in being able to adapt to the technologies.

<p>You <b>MUST</b> have a passcode on your iPad.</p>	<p>No food or drink near iPads.</p>	<p>Leave other people's iPads <u>alone</u>.</p>
<p>Your iPad <b>MUST</b> be fully charged and ready for lessons each day.</p> <p><b>NOTE:</b> There are very limited facilities for charging iPads at school during the day.</p>	<p>Your iPad <b>MUST</b> be protected by a sturdy case ... either one of those recommended, or one with equally protective properties.</p>	<p><b>REMEMBER:</b> Closed folio case or iPad in sleep mode</p> <ul style="list-style-type: none"> <li>▪ When teacher is instructing</li> <li>▪ During class discussions</li> <li>▪ When requested</li> </ul>
<p>Remember to back up your iPad every night, either to your iTunes on your computer OR to iCloud.</p> <p><b>NOTE:</b> There are no facilities at school for you to back up your iPad data.</p>	 <p><b>“NON-NEGOTIABLES”</b></p> <p><i>Based on the work of Westbourne Park Primary School &amp; Unley High School</i></p>	<p>Listening from your device (iPad, iPod, computer etc.) with headphones ...</p> <ul style="list-style-type: none"> <li>▪ When negotiated with the teacher</li> <li>▪ If appropriate to the task</li> <li>▪ When directed by the teacher (for example, listen to a podcast)</li> </ul>
<p>You <b>MUST</b> ask permission before taking photos or video of another person. (teachers, students, people in public places).</p>	<p>Email use ...</p> <ul style="list-style-type: none"> <li>▪ Work comes first</li> <li>▪ Only email people you know</li> <li>▪ Use appropriate language</li> <li>▪ Report any harassment to the teacher</li> </ul>	<p>No game play or video watching, unless directed to by your teacher as part of the lesson.</p> <p>If caught playing a game, your teacher will delete the game.</p>
<p>Do not leave your iPad unsupervised.</p>	<p>iPads <b>MUST</b> stay inside during play times.</p>	<p><b>If</b> your iPad is left at school it must be in your locked classroom.</p>



## **Clapham Primary School**

### **BYO iPad Student Agreement**

**We have read, understood, and agree to follow all responsibilities as outlined in the Clapham Primary School BYOD Device Student and Parent/Caregiver Agreement.**

Student Name:

Student Signature:

Parent/Caregiver Name:

Parent/Caregiver Signature:

Date:

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