BYO iPad Program Policy and Acceptable Use

Help for non-English speakers

If you need help to understand the information in this policy please contact the administration office.

Aitken Creek Primary School aspires to be a leader in incorporating digital learning strategies into all areas of the curriculum. The use of digital technologies will be an integral component of classroom practice and will be used to engage and empower both students and teachers. Learners will be able to communicate, create and collaborate with a wide range of technologies. They will be prepared to become digitally literate, innovative and confident users, critical, creative and confident thinkers and active, lifelong members of a global community

Rationale

Aitken Creek Primary School is committed to creating a 21st century learning environment. Students will be able to access our wireless network with their personal iPad during the school day to maximise learning time with technology. With classroom teacher approval students may use their own iPad to access the internet and collaborate with other students through a range of online collaborative learning tools.

Aims

- To enable more students to access digital technology on a regular basis.
- To ensure maximum learning through digital technologies.
- To build on student's current ICT skills and abilities
- To provide students with a differentiated and personalised curriculum through the use of digital technologies
- To promote the safe and acceptable use of digital technologies and personal devices
- To develop digital literacy and citizenship of all students.

Guidelines

Access to the Department of Education and Training (DET) wireless network, including the Internet, will be made available to students and employees for instructional and administrative purposes in accordance with administrative regulations.

Access to the Department of Education and Training electronic communications system is a privilege, not a right. All users shall be required to understand and follow all expectations governing the use of the system and shall agree in writing to comply with such regulations and guidelines. Non-compliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with Aitken Creek Primary School Acceptable Use Policy and Department of Education and Training policies.

Implementation

- Unauthorised use of digital technologies will result in suspension of privileges.
- During lunchtime and recess, iPads will be locked inside the lockable white cupboards in each classroom. They will not be permitted to be taken into the school yard, unless under the supervision and direction of a teacher.
- Taking of photos, blogging, participating in unapproved social media, interacting with other students' social media is strictly forbidden without permission.
- Students will be responsible for their own devices. The school will take no responsibility for any lost/damaged or stolen devices.
- DET does not hold insurance for personal property brought to schools and it will not pay for any loss or damage to such property. Families will therefore require their own insurance for portable devices brought to school.
- This policy applies to all students equally during school excursions, interschool sport, camps, excursions and extra-curricular activities.
- An iPad App list will be given to families with required apps to download to use in a variety of learning experiences.
- Use of 3G, 4G and 5G wireless connections is not permitted at any time.
- Any iPad that is brought to school must be in a protective case.
- Students will not be permitted to download data including apps at any time without the schools or teacher permission.
- iPads need to be compatible with the school network to ensure educational apps can be used. Parents need to refer back to the school website where compatible devices are listed,
- It is the responsibility of families to ensure that all apps on the iPad list are installed prior to use at school.

Acceptable Use:

Students will be able to use devices for the following purposes in conjunction with the Digital Technologies Acceptable Use Policy.

1. Creativity and Innovation
2. Communication and Collaboration
3. Research and Information Fluency
4. Critical Thinking, Problem Solving and Decision Making
5. Digital Citizenship
6. Technology Operations and Concepts

iPad General Use

- The iPad is supplied for predominant use by the student. They are responsible for all information and content on the device which needs to fit within the ACPS iPad Acceptable Use Policy
- The students should come to school each day with their iPad fully charged. Charging will not be allowed at school.
- The use of privately owned iPads while at school will follow the same regulations as applies to our existing school iPads and computers. They are only to be used for tasks relating to school work, and confiscation will result from any inappropriate use, as determined by the student's supervising teacher at the time.
- Teaching staff have the right to look at any application, file, or browsing history data on the iPad at any time.
- The iPad must not be left sitting on the ground, on a chair or left outdoors at any time.
- iPads will be put away at eating times. No food or drink should be consumed near student

iPads.
- iPads will not be taken outside without the direct permission of a teacher either during class time, recess or lunchtime.
- When travelling to and from school, the iPad should remain in a zipped up school bag. Students are strongly advised not to use the iPad between school and home.
- The school recommends that when using the iPad at home it is used in a family or common area where they can be supervised and not in the student's bedroom or other private space.

iTunes

(a) An Apple ID is required to download apps and other content onto the iPad to allow the iPad to function.
(b) Parents/Legal Guardians will be responsible for the purchase of core educational apps from the App Store.
(c) This will be accompanied by instructions to create an Apple ID account and to download the required core apps for the program. It is not necessary to use credit card details for the creation of an Apple ID.
(d) Parents may choose to use an existing Apple ID account to allow access to previously purchased apps. Before deciding to take this course of action, please consider that all apps that are purchased will sync to any other device using the same account and vice versa.
(e) A student./family are entirely responsible for maintaining the confidentiality of information held in the their account, including the their password and for any activity that occurs under the their account as a result of failing to keep this information secure and confidential.
(f) Additional applications purchased will be the responsibility of the Parent/Legal Guardian and reflect the behaviours promoted in the school ICT Acceptable Use Agreement and this BYO iPad Policy.

iTunes Use Agreement

(g) The owner of an Apple ID must be at least 13 years old; hence parents/guardians are responsible for the Apple ID used with the iPad and what content is downloaded.

(h) Parental controls should be set on the iPad with password protection to ensure they stay in place. This will assist with managing appropriate content.

eSmart

Aitken Creek Primary School is a registered eSmart school. This is a whole school program designed in conjunction with the Education Department and The Alannah and Madeline Foundation for schools across Australia. This is a comprehensive Cyber Safety Program and students will be expected to meet the guidelines.

Responsibility for iPads

It is each student's responsibility to ensure that the iPad is looked after. The school has no liability for damage or loss of any personal items brought to school, including iPads.

Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes

- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in enrolment packs
- Included as annual reference via Compass
- Discussed at community meetings in class
- Made available in hard copy from school administration upon request

Policy Review and Approval

Policy last reviewed	December 2021
Approved by	Principal
Next scheduled review date	December 2023