

# Sacred Heart

## 1 to 1 iPads

# Guidelines and Information Booklet



## **Overview of Student and Parent Responsibilities**

Students and parents will be responsible for the overall care of the iPad.

Students are responsible for ensuring their iPad is always kept in a clean condition. Stickers and markers are not permitted on the iPad under any circumstances. Students are not permitted to eat or drink whilst using their iPad. It is also important that the Sacred Heart barcode is not removed. A protective case is supplied.

Students will be required to carry the iPad within this case at **all times**. This includes buses, cars or anywhere between school and home including the pick-up area. Any iPad that is outside of a school bag before or after school will be removed from the students. Students are not permitted to take iPads out into the school grounds or library during eating and break times.

Students will back up their data to their One Drive, which will be available offline as well (it will sync when connected to the internet). All students will be responsible for the daily backup and syncing of their data via this means.

All iPads will include all necessary software to assist the learning of the student.

### **In the event of an extended lockdown and Alternative Education Provisions:**

- iPads may be sent home with students.
- iPads must be recharged at home each night ready for the next school day. If the iPad is not fully charged for the school day, your child may miss out on important work.
- iPads can only be used by the student and their immediate family. The iPad is not to be used by any other person including friends, neighbours or extended family. Any breach on a student's iPad whilst at home, will be deemed their responsibility.
- Please ensure you have set your own rules and expectations before the iPad is used at home (consider location, hours of use, access to passwords, random checks by an adult and Wi-Fi use). Like mobile phones, email and messaging systems can be used for unacceptable purposes and to bully others.
- When off school grounds, parents/carers have full authority and responsibility to monitor device usage. Examples of this include:
  - Encouraging use of the iPad in the family room and not in the bedroom
  - Ensure your child never provides personal information with permission
  - Restricting the use of the iPad and/or Wi-fi at certain times of the evening or weekend
  - Educate yourself and your children through government Cybersafety portal: <http://www.cybersmart.gov.au>
  - Establish rules and guidelines for home use before the iPad comes home
  - Not taking the iPad on long trips
  - Examining the documents and other contents of the iPad regularly

Students are prohibited from accessing or storing offensive images, video and audio on the iPads. This includes images, videos or audio that is offensive to other cultures, religions and learning abilities.

The iPad is offered to the students to facilitate anytime, anywhere learning. Teachers will actively supervise students as they would for any learning activity in a safe, comfortable and learning-focused classroom. Appropriate use of the internet service within the BCE network is closely monitored by a strict filtering system that allows for inappropriate content blocking by a regularly updated list of categories and sites. This does not apply to use of devices outside of the school network. It is essential that all members of the community, students, parents/carers and staff are aware of this potential and of the school's *Bullying and Acceptable Use Policy*.

The iPad is a tool to assist learning and should not be used for any other purpose. Students must be aware of and abide by the *ICT Acceptable Use Policy*. Failure to abide by the user agreement could result in disciplinary action, or in the event of damage, a financial cost to the parent.

Non -Accidental damage to an iPad caused because the school policies have NOT been adequately observed will result in cost of replacement or repair to the parents/carers. Some examples of NON-accidental damage or loss are;

- damage because of not carrying the iPad in the provided case
- scratching of the casing or bruising/cracking of the screen because of misuse,
- loss of AC power adaptor, power cord or earphones or,
- damage (by a pet chewing for example).

The school will bear the cost of any iPad stolen from the school grounds, however, the iPad is not covered when it leaves the school, or on the journey to or from school. For this reason, we recommend that you add the iPad to your relevant home and contents insurance.



# Conditions of Use of Sacred Heart's

## ICT Resources

- i. By accessing and using the ICT resources provided by **Sacred Heart**, you are agreeing to abide by this Conditions of Use of ICT Resources statement.
- ii. These conditions apply to all **Sacred Heart** ICT resources, regardless of how they are accessed. This includes access at all installed iPads, through users own hardware (for example, personal iPads, PDAs or other similar technology) whether wired or wireless, or remote access over the internet through users' own resources.
- iii. While staff and students (in particular, ICT staff engaged by individual schools) may be called upon in the course of their duties to undertake activities beyond those permitted by the terms of this Agreement, it is expected that any such activities undertaken must be done in accordance with the spirit of this statement.

### Ethical, Legal and Responsible Use of ICT Resources

- iv. **Sacred Heart** requires all users of its ICT resources to do so in an ethical, legal and responsible manner.
- v. Users **Sacred Heart's** ICT resources must be aware that use of these resources are subject to the full range of laws that apply to the internet, communications and to the use of iPads, and **Sacred Heart** policies. Such law and principles includes users' obligations in relation to copyright, intellectual property, breach of confidence, defamation, privacy, bullying/harassment, vilification and anti-discrimination legislation, the creation of contractual obligations, and other civil and criminal laws.
- vi. **Sacred Heart's** ICT resources must not be used for unauthorised commercial activities or unauthorised personal gain. Actions performed using **Sacred Heart** ICT resources must comply with the terms of any licence agreed to for the use of software programs and other online resources.

### Copyright and Intellectual Property Rights

- vii. Users must not, through the use of **Sacred Heart** ICT resources, copy, download, store or transmit material which infringes copyright or the intellectual property rights of others without appropriate approval. Such material includes music files, movies, videos or any other form of media.
- viii. Users should be aware that actions performed using iPad and network resources, regardless of any disclaimers that might be made, ultimately reflect on our educational institution and community as a whole. This is particularly relevant

where users post or submit material in a way that makes it publicly available over the internet.

## Security and Privacy

- ix. Users have a role to play in ensuring the security and privacy of information transmitted by use of the ICT resources. Users are issued with unique usernames and passwords, which should be kept strictly confidential at all times.
- x. Users must protect systems, information and accounts by:
  - Choosing a secure password which is changed regularly (a secure password is one that is difficult to guess, for example, containing a combination of letter and numbers and not simply a name or date of birth)
  - Using access to ICT resources only as authorised;
  - Respecting the privacy and confidentiality of information that they may come across through access to the resources;
  - Only downloading, installing or using authorised software;
  - Reporting any breach or prospective breach of network security to the appropriate technical personnel or the ICT Services Help Desk;
- xi. Unacceptable conduct by users which could result in a breach of security or privacy includes:
  - Disclosing your username and password details to another person;
  - Disclosing other private or confidential information to unauthorised persons;
  - Gaining unauthorised access to any systems by any means;
  - Using **Sacred Heart** ICT resources to attack or compromise another system or network;
  - Downloading, installing or using unauthorised software programs;
  - Deliberately installing iPad viruses or other malicious programs;
  - Accessing or intercepting others' electronic communications without permission.
- xii. Users should not, as a general rule, display personal information about themselves in a way that is publicly available. Where such disclosure is made through authorised avenues (for example, by the use of email or an official website), users should be aware that invasions of privacy may sometimes occur and it is outside **Sacred Heart's** control to prevent such instances from occurring.
- xiii. Users are reminded that email should not be used to send sensitive and confidential information.
- xiv. Users must, however, be aware that the operation and maintenance of ICT systems often requires the backup and caching of data, the logging of activity and the monitoring of general usage patterns and as such, complete confidentiality and privacy cannot be guaranteed. **Sacred Heart** may also be required to inspect or provide copies of electronic communications where required to by law, or where the investigation of possible misuses of ICT resources is required.

## Additional Conditions Relating to Specific Resources

- xv. The uses of the following resources are subject to additional conditions of use, which must be read in conjunction with this document:
  - [Email](#);
  - [World Wide Web](#);
  - [Web Publishing Tools](#).

## **Breaches of these Conditions of Use**

- xvi. The breach of these Conditions of Use will be taken seriously and may result in disciplinary action being taken.
- xvii. Examples of possible consequences range from loss or restriction of access to ICT resources, to formal disciplinary action for breach of school Discipline policy (students) or Code of Conduct (staff). Cases of serious, deliberate, and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.

# **Student and Parent iPad Guidelines**

## **1. Education Purposes**

- a. Students are to use their iPad for educational purposes.
- b. The iPad comes pre-installed with all the necessary software for student use. Only appropriately licensed software is to be stored on the iPad.
- c. Non educational software **or data** should not inhibit the use of the iPad as a learning tool.
- d. The school reserves the right to carry out software, hardware and data inspections of iPads at anytime.

## **2. Student Responsibilities**

- a. Each student is responsible to keep their iPad secure.
- b. iPads are to be kept clean and free from graffiti and stickers. As you will see, all iPads are barcoded and clearly identified as school property.
- c. It is the student's responsibility to charge their iPad at home each evening. Limited charging facilities may be available.
- d. Students are not to remove any identification labels from their iPad.
- e. While travelling to and from school, iPads are to remain in school bags.
- f. The software loaded on the iPads is licensed to the school. Students are not permitted to copy, transfer or delete software.

## **3. Parent Responsibilities**

- a. Ensure students fulfil their responsibilities as outlined above.
- b. Supervise student use of the iPad when at home including their Internet use.
- c. Ensure the student has their iPad at school each day in a condition that will enable it to be usable for any educational purpose.
- d. Comply with the policy of the school in relation to the return/transfer of the device in the event of the student leaving the school prior to the end of Year 6.

## **4. Data Backup and Software Upgrading**

- a. Students are responsible for the backup of all data as recommended by the school.

## **5. Technical Support**

- a. In the event of experiencing technical difficulties, parents are encouraged to contact the class teacher via email for assistance.
- b. Alternatively, if a student has connectivity and can access Teams, they can write a message to their class teacher for assistance, like they would do if they had learning questions.

## **6. Use of the school Wireless Network and Internet Access**

- a. The use of the school Wireless Network and all associated infrastructure are available for educational use with student iPads.
- b. The Internet is only to be accessed through the school Wireless Network.
- c. Specific network settings are not to be removed or altered as this could affect the iPads ability to connect to the school Wireless Network.

## 7. Loss, Theft and Repairs

- a. All instances of loss, damage or theft must be reported to the school as soon as possible.
- b. All instances of loss, accidental damage or theft incur a cost to the school. The school will work with families to determine the level of contribution if required.

## 8. Classroom Usage

- a. Student iPads are to be brought to school each day, however the classroom teacher will manage the use of the iPads in the classroom.
- b. No student is to take out or use an iPad without the permission of the classroom teacher.

## 9. Ownership

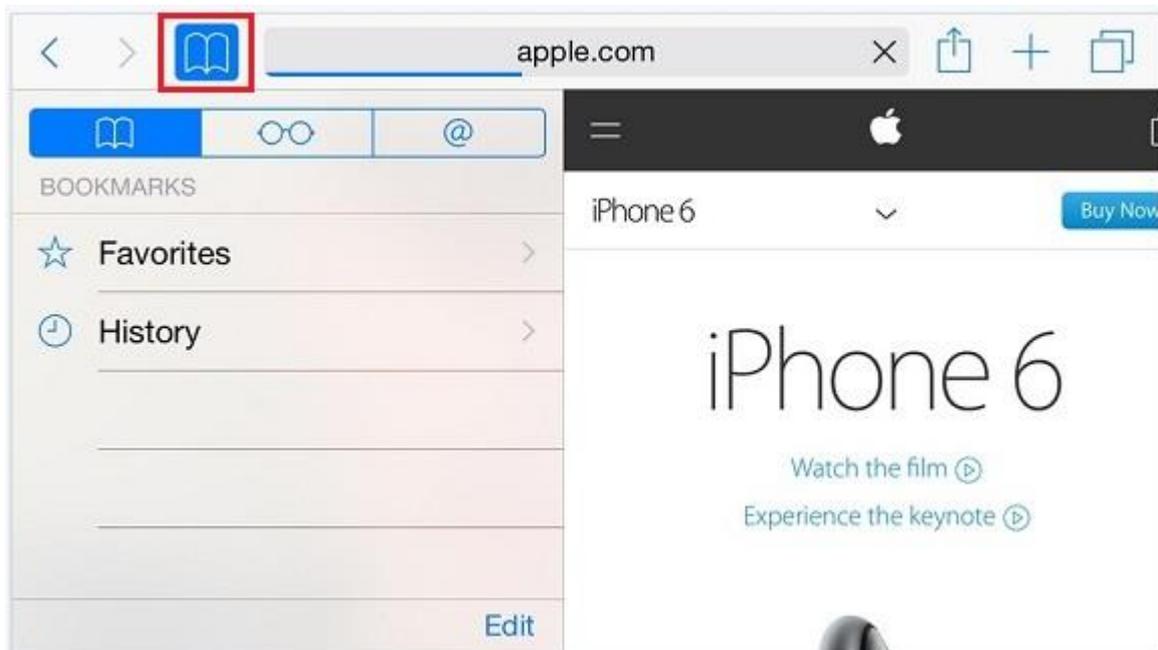
- a. Students have use of the iPad whilst they are enrolled at the school. When leaving the school, students are to return the iPad and accessories in good order.

## 10. Further Information

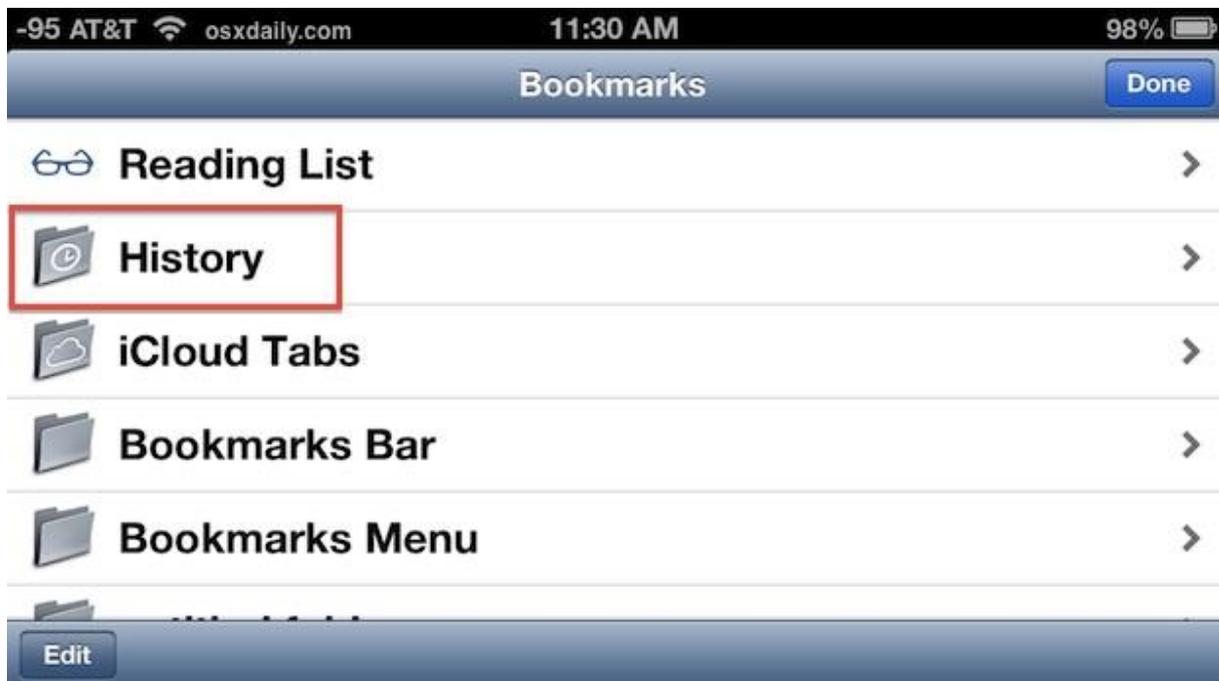
- a. Access the Parent Portal for further information about these guidelines.

### Checking You Child's Browser History

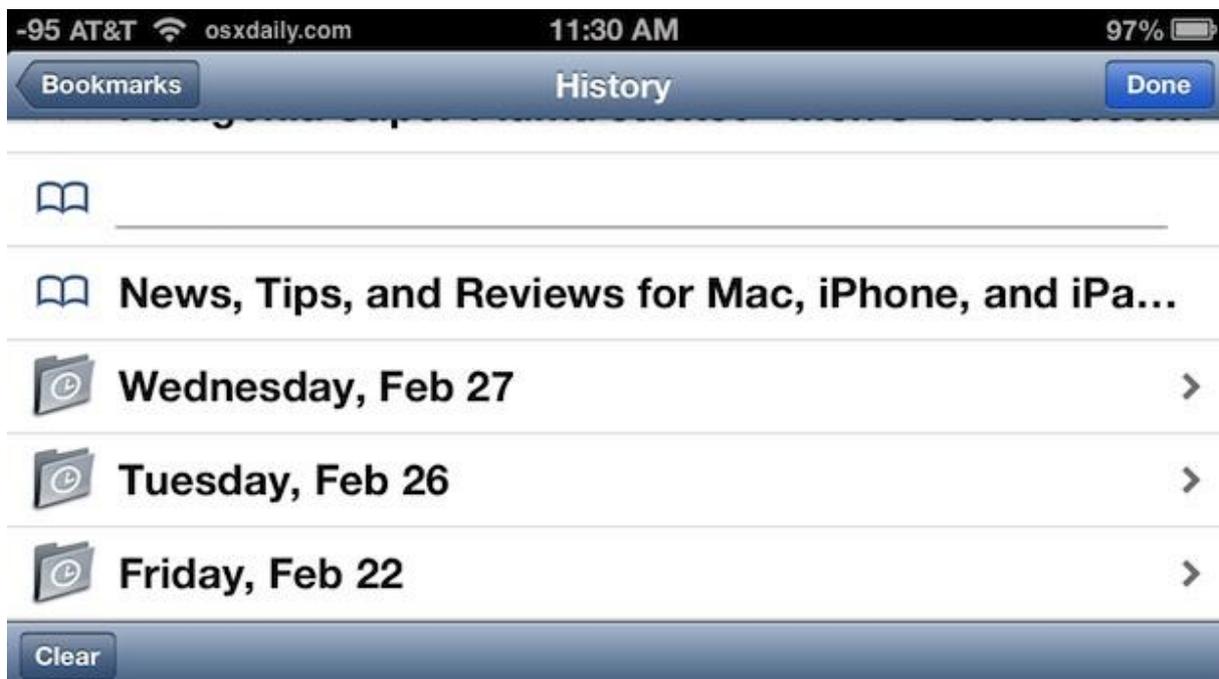
1. Tap the Bookmark icon (it looks like a little book)



2. Tap "History"



3. Drill down into specific dates, tap on any date folder to see the complete history from that day, or tap on any link to open that web page again



# Parent FAQ's

## 1 to 1- iPad's

These Frequently Asked Questions try to address some of the most common questions parents have in relation to 1:1 iPads.

### Why 1 to 1?

One-to-one learning provides every student and teacher access to his or her own iPad in a wireless environment allowing students to learn at their own pace and ability levels. One-to-one initiatives have gained momentum worldwide and are increasingly seen as a key to transforming education and better preparing students to succeed in a global world.

### Which year levels will have access to 1to 1 iPads?

In 2022, Years 1 to 6 will have access to 1 to 1 ipads.

### 1-to-1 devices and student learning

#### Why iPads instead of computer labs?

- Teachers report that when computers are in labs, they use technology less often for instruction because of the difficulty of scheduling time in the lab and transporting students there.
- More widespread access to computers makes it possible for students and teachers in schools to transition from occasional, supplemental use of computers for instruction to more frequent, integral use of technology across a multitude of settings. Providing students with ubiquitous access to wirelessly connected computers has the potential to transform learning environments and improve student learning outcomes.
- Furthermore, 24/7 access to computers makes it possible for students to access a wider array of resources to support their learning, to communicate with peers and their teachers, and to become fluent in their use of the technological tools of the 21st century workplace.
- iPads are also cheaper, lighter and more flexible and creative in their use than laptops.

#### How can 1-to-1 devices improve learning?

- With greater access to real-time information, digital learning resources, educational software and collaborative workspaces, students experience higher levels of motivation and engagement with their learning.
- Typically students experience initial improvement in areas such as organisational and technological skills, revision, writing and editing work. With the development of presentations and other multimedia projects, students experience subsequent improvement in analytical, presentation and speaking skills.
- Involvement in 'virtual workspaces' creates opportunities for collaboration and communication, improving relationships in the classroom through a greater level of interaction between students, their peers and their teachers.

### **Will students use computers 'too much' for schoolwork?**

The 1-to-1 device will complement the existing school curriculum by providing appropriate digital learning tools in balance with more traditional learning tools.

- The goals of the curriculum are supported, not supplanted, by the use of 1-to-1 devices. Students will use 1-to-1 devices where they serve a purpose, and will allow for 'just-in-time' learning where students can search for information or collaborate with others in a real-time context. Students will be able to collaborate with their peers on projects through the secure BCE Student Portal.

### **Will learning outcomes be evaluated differently?**

- Students will continue to be evaluated in line with The Australian Curriculum. The devices complement the existing school curriculum by providing digital learning tools that link in with planned classroom activities.

### **How will 1-to-1 devices be used in the classroom?**

- This is a technology-rich world and students are immersed in digital technology in their out-of-school lives. The use of devices in the classroom will evolve over time as students and teachers become more familiar with them. Therefore, they will be able to optimise the advantage of their use to support teaching and learning in the classroom, wherever that classroom may be.

### **What about handwriting?**

- Handwriting will continue to have a place in the classroom. Letter formation continues to be part of the P-3 English Curriculum.

### **What about safe Internet use?**

- Teachers will supervise students as they would for any learning activity as they create and maintain a safe, comfortable and learning-focused classroom. Appropriate use of the Internet service within the BCE network is closely monitored by a filtering system that allows for inappropriate content blocking by a regularly updated list of categories and sites.
- Education and support are important for maintaining acceptable use of devices, particularly in relation to Internet access. Like mobile phones, email and messaging systems can be used for unacceptable purposes and to bully others. It is essential that all members of the community, students, parents and staff are aware of this potential and also of the school's Bullying and Acceptable Use policies. Any incident of bullying or unacceptable use should be investigated and dealt with in accordance with these policies.

### **Will the student files on the device be private?**

- Students can expect their device to be periodically inspected and monitored for appropriate usage. School personnel may request access to the browser history and/or caches as well as any and all files belonging to the student resident on the laptop as well as stored on the SharePoint sites and

BCE web-based drives. Students and parents need to be aware that files stored locally or on SharePoint sites and BCE web-based drives are not private. Please note: If this clause is used by a school, then under privacy considerations, students and parents must be fully aware of this condition. It is therefore recommended that such a policy be placed in the User Agreement that is signed by both parent and student.

**Will students take the device home?**

- Initially all devices will remain at school. All devices will be stored in a secure location and be charged overnight. Devices will be sent home in the event of an extended Lockdown with Alternative Education Provisions.

**How much will it cost and how will the school pay for it?**

- An IT Levy is included in the School Fees. The Information Technology (IT) Levy will ensure our students are provided with the latest technology equipment, resources and support. It will also ensure our teachers are well supported by providing professional learning opportunities. The higher IT Levy of \$350 in Years 1 to 6 covers the costs associated with each student being provided an iPad.

**How will parents continue to be informed about integration of 1-to-1 devices into the curriculum?**

- The school's newsletters and websites will provide updates to the whole school community about the use of the devices by students and teachers in and out of the classroom. Further year level specific information will be presented at the beginning of year "Meet the Teacher" nights.

**Student iPad Agreement**

**General Use**

1. I understand that my iPad and its accessories remains the property of Sacred Heart School.
2. I will not use the iPad in the school yard before or after school, during recess or lunch times.
3. I will keep the iPad in its protective cover at all times.
4. I will keep food and drinks away from the iPad at all times.
5. I will immediately report any breakages or accidents to my teachers.
6. I will take care of my iPad, and its accessories, at all times and I will return it to the trolley or classroom storage when I'm not using it.
7. I understand that my iPad is subject to inspection at any time without notice.
8. I will only use my own iPad unless directed by a teacher to use an iPad belonging to someone else.

**Content**

1. I will be respectful in the photos or videos I capture. I will never share these videos or images without permission or use them as a tool for bullying or upload them to the internet.
2. I will use my iPad to support my school learning program.

**Safety and Security**

1. I will only access websites at school that support my learning activities and as directed by the teacher.
2. I will practice safe and responsible behaviour when online and using my iPad.
3. I will use appropriate language content.
4. I will use the iPad lawfully and in accordance with the Acceptable Use Agreement guidelines regarding the ethical use of equipment, technology, use of legal software, use of internet and the protection of personal data.
5. My iPad is ultimately my responsibility.
6. I will only use the apps my teacher has told me to use.

- 
- I have read the user agreement with my child/parent.
  - I understand my responsibilities regarding the use of the iPad.
  - In signing below, I acknowledge that I understand and agree to the Student iPad Agreement.
  - I understand that if I misuse the technology, I may lose technology privileges at school.

Student Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Caregivers Signature: \_\_\_\_\_

Parent/Caregivers Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# Sacred Heart

## Parent & Student iPad Consent Form

This Consent Form must be signed by a parent/ caregiver **via Edsmart**.

- I confirm that I/we have read and understood the school's "Student iPad Program Booklet" and
- We have discussed the contents of the school's "Student iPad Program Booklet" with our child.

I, give permission for my child \_\_\_\_\_ to participate in this program.

**Parent/caregiver Name:** \_\_\_\_\_

