



*This policy relates to the use of iPads in a 1:1 Classroom setting. It details the appropriate and expected use of the device during this time. Assumption Catholic Primary School expects responsible choices with the use of Digital Technology devices and attempts to ensure all users understand the implications of their choices.*

**Responsibility for appropriate use of the technologies lies with the user.**

## DEVICE DETAILS

As part of Assumption Catholic Primary School 1:1 iPad Program, students will be provided with the following items:

- Apple iPad 9<sup>th</sup> Gen
- STM Dux Plus Duo Case
- AppleCare+
- Management and Application Licensing

This agreement covers all aspects of the handling and use of the device (including accidental breakage, loss or theft) within the school and outside the school grounds.

The '1:1 Device Program User Agreement Policy' is to ensure that students and parents are aware of their responsibilities when using a digital device at school. Students and parents need to be aware of the current 'ICT Student Agreement' policy already in place at Assumption Catholic Primary School. The 'ICT Student Agreement' policy is to be read and agreed upon in conjunction with the '1:1 iPad Program User Agreement Policy'.

## USAGE

Students are expected to use digital devices and internet access offered by Assumption Catholic Primary School in a responsible and ethical manner and are to follow the Assumption Catholic Primary School 'ICT Student Agreement'.

### 1.1 Acceptable Use

Acceptable use shall include, but is not limited to:

- Following teachers' instructions.
- Accessing only the information the teacher has agreed to.
- Correctly acknowledging the work of others according to copyright laws.
- Informing the teacher in any instances of accidentally accessing inappropriate material.
- Handling all ICT equipment with care.

### 1.2 Unacceptable Use

Unacceptable use shall include, but is not limited to:

- Attempting to modify the device hardware in any way, including uninstalling the device management program or apps set by Assumption Catholic Primary School.
- Identity theft.
- Using Digital Technologies without permission or supervision by a teacher.
- Visiting any site that has not been approved by the teacher.
- Using the internet to access offensive or inappropriate information.
- Using the iPad to create, store or distribute offensive or inappropriate content including text, photos or videos.
- Accessing social media platforms that are not regulated for classroom use by the teacher.

### 1.3 Using your iPad at Assumption Catholic Primary School

The 1:1 device is intended for use to support the learning environment. It should be seen as an essential component of the school day and must be brought to school each day.

- From the start of Term 2, students will be responsible for ensuring the iPad is charged and ready for the school day. Cords and cables should remain at home for charging use (a fully charged iPad should last the whole school day with normal use).
- When working within the grounds of Assumption Catholic Primary School, students will have access to the Wi-Fi network.
- If an iPad is undergoing repair, a replacement iPad may be issued to the student dependent upon availability.
- The iPad is not to be used before school, during recess, lunchtime or after school when on the school grounds. iPads are to be left safely inside the classroom during break times and must be kept in school bags before and after school.
- Students will be required to show their iPad upon request to any member of staff, to ensure the device is only being used for educational purposes and as directed by the teacher during school time.

### 1.3 Using your iPad Outside of School

We encourage parents and caregivers to set their own rules and guidelines regarding their child's use of the device when at home. No responsibility will be taken by Assumption Catholic Primary School for any content created or accessed when off school grounds.

- Parents and caregivers assume responsibility for appropriate internet filtering and restrictions on device usage outside of school.
- Assumption Catholic Primary School encourages parents and caregivers to take proactive steps to ensure your child is interacting safely and responsibly in the digital world.
- The school-owned iPad should only be used by the student it is assigned to and only used for educational purposes.
- Content created or accessed outside of school, and that which is not appropriate for school or for educational purposes, should not be accessed on the student's device while at school.

### DIGITAL CITIZENSHIP

Digital Citizenship is the *'acceptance and upholding of the norms of appropriate, responsible behaviour with regard to the use of digital technologies. This involves using digital technologies effectively and not misusing them to disadvantage others. Digital Citizenship includes appropriate online etiquette, literacy in how digital technologies work and how to use them, an understanding of ethics and related law, knowing how to stay safe online, and advice in related health and safety issues such as predators and the permanence of data'* (Australian Curriculum)

Students are to act upon the nine elements of Digital Citizenship at all times when using their device:

- Digital Communication
- Digital Law
- Digital Access
- Digital Commerce
- Digital Security
- Digital Rights and Responsibilities
- Digital Health and Wellness
- Digital Literacy
- Digital Etiquette

### TAKING CARE OF YOUR IPAD

- iPad screens should be cleaned with a clean, dry, soft cloth. Cords and cables must be inserted and removed carefully to prevent any damage to the iPad.
- iPads should remain in the protective case at all times. The iPad screen should be protected when not in use to prevent scratches or cracks. Care should be taken to avoid placing object directly on the iPad screen.

## **IPAD MANAGEMENT**

School-owned iPads are managed via an external Mobile Device Management (MDM) System (JAMF) under the control of the school.

- Students are responsible for ensuring the iPad is up to date with the latest operating systems. The MDM will push out iPadOS updates automatically.
- Students must ensure they have sufficient storage space (memory) on the iPad at any given time to complete their school work.
- Students are not permitted to alter the operating system (iPadOS) in any way.
- Students are required to have a passcode setup on their iPad for security purposes. This pin will be recorded by teachers and parents/caregivers. Students are not to share their passcode with other students or siblings. If the pin requires changing, teachers and parents/caregivers are to be informed immediately.
- The JAMF MDM will be used to install education-related Apps and software updates to the iPad.
- It is the student's responsibility to ensure that they regularly backup their iPad data through iCloud and OneDrive. Class teachers will assist students and teach them how to safely backup their data. Assumption Catholic Primary School assumes no responsibility for loss of data.
- Students are encouraged to choose their own wallpaper to personalise the iPad.
- Selected wallpapers must be an appropriate image, otherwise a school-sanctioned wallpaper will be distributed to the device via remote management.
- Social media and gaming apps and websites are not to be accessed on the school-owned iPad at any time.

## **TECHNICALITIES**

The iPad may be subject to technical issues, damage (accidental or otherwise) and loss/theft. The cost of the iPad is inclusive of AppleCare+ insurance. There will be an excess fee payable to claim any damages or loss. If any equipment is lost or stolen it should be reported to the class teacher immediately. The circumstances of each situation will be investigated individually.

If any equipment is lost or stolen it should be reported to the class teacher immediately. The circumstances of each situation will be investigated individually. If it is suspected that a theft has taken place outside of school, the parent/carer will be required to report the theft to the Police and assist with the investigations.

In the event of loss/theft, a temporary replacement iPad may be available for student use, dependent upon availability. Students are responsible for the care of the iPad while it is issued to them.

## **SUPPORT**

Please see your class teacher for support or assistance with the iPad. Where necessary the class teacher will contact IT support for any further issues. The Assumption Catholic Primary School Digital Transformation Leader can also be contacted for further assistance.

## **RELATED DOCUMENTS**

Assumption Catholic Primary School Policy – 'ICT Use By Students'

Assumption Catholic Primary School ICT Student Agreement

1:1 iPad Parent Handbook

Western Australian Curriculum