St. Michael’s Primary School
BYO iPad Program
Years 3-6
Version 2
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Rationale

The St. Michael’s Primary School BYO iPad Program for year 3-6 supports and enables our vision.

The St. Michael’s Primary School iPad Program:
- Enables personalisation of student learning through access to rich learning resources;
- Best facilitates the development of knowledge and skills necessary for the 21st century workforce, including digital-age literacy, innovative and creative thinking, effective communication and high productivity;
- Allows continuous access to educational materials allowing learning efficiency to happen anywhere, anytime;
- Provides an engaging, interactive environment for learning; and,
- Strengthens links between home and school, giving parents the opportunity to see, every day, what their child is learning at school
- Allows students the opportunity to display prior knowledge of topics and thus be co-constructive in their own learning journey.

At St. Michael’s, students currently have access to a range digital devices to support their learning. The iPads however, are the only platform students are allowed to take to use as a personal learning device while at St. Michael’s.

The advantages of using the iPad include:
- Access knowledge and information through the plethora of content and creation apps (many of which are free) to support student learning.
- Access to a wealth of information on the Internet when they need it (using the speak ability via settings to read text for those students in the lower year levels or students with lower literacy levels than their peers) through wireless connectivity.
- Access to rich media including digital stories, image and video.
- Increased productivity through quick loading of apps and quick response of the iPad.
- The iPads operating system is very reliable, ensuring maximum up-time.
- Provides simple yet sophisticated text, audio and video-based communication facilities for collaboration with peers, teachers and experts in a local, national or global context.
- Ability to personalise learning and provide work targeted at the correct level for students
- High student engagement both independently and collaboratively.
Concept Development

The St. Michael’s Primary School BYO iPad program has come about from the successful eLearning agenda that our school has been on. Our School values the importance of being digitally connected with our community and that we offer our students the best possible learning experiences with digital devices. The school staff see the benefits of increased individual access to an iPad, as having the potential of greater student engagement and learning outcomes.

With the concept of the St. Michael’s Primary School BYO iPad program from 2016, we plan to impact student academic improvement, engagement, and attitude to learning as well as afford our students opportunities to further develop 21st century learning skills.

From 2016, years 3-6 at St. Michael’s Primary School will allow students to bring their own (BYO) iPad. We have developed our 7 steps to a successful iPad BYO program at St. Michael’s Primary School.

1. Play (teachers and students)
2. Strategic direction (increased student learning outcomes, productivity and student engagement)
3. iPad management (school policy and procedures)
4. Curriculum alignment
5. Pedagogy (align to school pedagogical framework)
6. Professional Development for teachers (including sharing best practice)
7. Celebrate SUCCESS.

Professional development for teachers will continue to be a key priority.

BYO iPad Program FAQs

Q: Why only allow iPads and no other mobile devices or laptops?
A: We believe in a consistent approach to ensure best productivity with regards to maximising student learning outcomes.

Q: What will happen if there are not enough students who express an interest to bring their own iPad to school?
A: No student will be disadvantaged by not having their own iPad

Q: How much of the day will the iPads be used? Will the students still be using pencil and paper as well as handwriting?
A: The iPads will be used as a learning tool within the classroom. This means that the iPad will not be used all day by students.

Q: Will the iPads be managed at home or at school e.g. loading apps, updating the device?
A: The iPads will need to be managed at home. Each year level will have a list of apps that will be required to be loaded (most of which will be free). Parents can choose to load additional apps that are not necessarily required by the school.

Q: Will I be expected to purchase a brand new iPad?
A: No, you can choose to use an iPad that you already own or purchase a used iPad.
Information for Students and their Parents on School Network Usage

What is responsible/appropriate use/behaviour by a student?
It is responsible for students to use school computers and network infrastructure for: assigned class work and assignments set by teachers; developing literacy, communication and information skills; authoring text, artwork, audio and visual material for publication on the Intranet or Internet, solely for educational purposes as supervised and approved by the school; conducting research for school activities and projects; communicating with other students, teachers, parents or experts in relation to school work; and access to online references such as dictionaries, encyclopaedias, etc.

What is unacceptable/inappropriate use/behaviour by a student?
It is unacceptable for students to: download, distribute or publish offensive messages or pictures; use obscene or abusive language to harass, insult or attack others; deliberately waste printing and Internet resources; damage computers, printers or the network equipment; violate copyright laws which includes plagiarism; use unsupervised internet chat; and use online email services (e.g. Hotmail), send chain letters or Spam e-mail (junk mail).

Usernames and passwords are to be kept by the student and not divulged to any other individual (e.g. a student should not give their fellow students their username and password). Students cannot use another student or staff member’s username or password to access the school’s network, including not trespassing in another person’s files, home drive or e-mail. Additionally, students should not divulge personal information (e.g. name, parent’s name, address), via the Internet or e-mail, to unknown entities or for reasons other than to fulfil the educational program requirements of the school. Please refer to the St. Michael’s Primary School’s Responsible use of Electronic Devices Agreement attached to this document.

What is expected of schools when providing student’s with access to ICT facilities?
Schools will provide information in relation to student access and usage of its network and reserves the right to restrict/remove student access to the intranet, extranet, internet or network facilities if parents or students do not adhere to the school’s network usage and access guideline/statement.

Schools will prepare students for the possibility of unanticipated access to harmful information, materials or approaches from unknown persons via the Internet (e.g. run through processes for disregarding (or ceasing access) to information, the process for reporting accidental access to harmful information and reporting approaches from unknown persons via the internet to the supervising teacher or school staff member).

Where possible, classes involving internet usage by students will be prepared prior to class engagement, including, filtering and checking sites students are directed to visit. An assessment should be made of the appropriate timeframe for access to the internet for completing the set task or duration a student should have access to the internet (e.g. during schools hours, outside of school hours).
What awareness is expected of students and their parents?

Students and their parents should:

- Understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the school’s ICT network facilities and ensure they have the skills to report and discontinue access to harmful information if presented via the internet or e-mail;
- Be aware that the ICT facilities should be utilised with good behaviour as stipulated in the St. Michael’s Primary School Responsible use of Electronic Devices Agreement; and that students breaking these rules will be subject to appropriate action by the school. This may include restricted network access for a period as deemed appropriate by the school.
- Be aware that access to ICT facilities provides valuable learning experiences, therefore giving the student educational benefits in line with the school’s educational program;
- Be aware that the internet gives access to information on and from a wide variety of organisations, subjects, people, places with origins from around the world; the school cannot control information accessed through the internet; and information may be accessed or accidentally displayed which could be illegal, dangerous or offensive, with or without the student’s immediate knowledge; and understand that teachers will always exercise their duty of care, but protection, mitigation and discontinued access to harmful information requires responsible use by the student.

Conditions and Specifics of Use of Mobile Learning Devices

Charging Batteries

iPads brought to school will need to be fully charged. If a device comes to school uncharged, it will not be recharged at school. The power supply will not be required to be brought to school. Leaving power supplies at home reduces the weight of the equipment student’s transport to and from school and reduces likelihood of damage and/or loss. Testing has been conducted and normal class use of these Retina models will see the battery lasting all day if charged before school.

Other Privately Owned Devices

In 2016, only Apple iPads will be able to be used in the St. Michael’s Primary School BYO iPad program.

St. Michael’s Primary School will not sanction any other privately owned devices connecting to the school network, other than the devices nominated in the BYO iPad program supported devices section. This exclusion includes all other private iPads, and mobile broadband devices. The policy has been enacted to prevent exposure of the school network to security risks.

Internet Use at School

At school, students must agree to follow the Appropriate Use/Behaviour of School Network guidelines in relation to Internet Use. Internet access is provided by Catholic Education Office (CEO) and provides students with:

- Content-filtered Internet access
- Virus-filtered email
- School website hosting
Our security system provides the means to filter students’ access to web pages from a global level; controlled by CEO and from a school level when appropriate.

Internet Use at Home

The iPads can be configured to connect to a home wireless or wired network. This configuration can be performed as with a normal iPad.

Operating system

Most new Apple iPad’s will be pre-installed with the latest iOS operating system (iPads can be updated at home through iTunes).

Necessary apps

Each privately owned iPad in the BYO program will require necessary apps to be installed at the cost of the parent (most are FREE). Each parent will be asked to purchase a $20 iTunes card in 2016 to help with the purchase of these apps. Refer to the 2nd last page of this document for the list of required apps.

E-Mail Use

While at St. Michael’s Primary School students have access to a school email account which they can access from home and school for the purposes of learning, email traffic is monitored for inappropriate use, content and language.

General Care

Students are responsible for the general care of the iPad.

General Precautions

- It is recommended that food or drink should not be next to your iPad when in use.
- Cords, cables, and removable storage must be inserted into, and removed from the iPad carefully.
- Students should never carry their iPad while the screen is open, unless directed to do so by a teacher.
- The iPad should never be left in a car or any unsupervised or locked down area.
- Students are responsible for ensuring the battery is charged for school each day.

Transporting the iPad

A protective iPad carry bag has sufficient padding to protect the equipment from normal treatment and provide a suitable means for carrying the iPad within the school. The guidelines below should be followed:

- The iPad should always be within a protective case when carried.
Some carrying cases can hold other objects, such as clipboards and exercise books but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.

It is recommended that students do not carry drink bottles of any kind in their school bags.

**Screen Care**
The screen can be damaged if subjected to rough treatment. They are particularly susceptible to damage from excessive pressure and can be costly to repair.

- Do not lean on the top of the iPad.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carry case that will press against the cover.
- Do not poke the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth.

**Battery Maintenance**
The battery life of portable devices is improving as technological enhancements are made. To get the most out of the battery life of the iPads, follow these simple tips:

- Reduce the screen brightness to a comfortable level
- Disable connectivity such as WiFi and Bluetooth when not in use
- Lock the iPad screen when not in use
- Close all running apps when not in use

**Occupational Health and Safety**
Students are advised to consider the following advice when using their iPad.

- Taking regular rest breaks (at least every 20 minutes; more often if the setup is not ideal to allow muscles and vision to recuperate).
- Not using the iPad for more than 2 hours in any session.
- Working in an environment free from glare.
- Using the iPad on a desk rather than on the lap whenever possible.
- Changing the viewing angle to minimise the need to bend the neck.
- Using a chair that maintains good posture.
- Reducing the need to carry the iPad (where practicable).

**Potential Hazards**
The main feature of mobile devices that causes problems is the minimal amount of ergonomic adjustment – this promotes poor posture. If the screen is at the optimal height for the operator then the keyboard is too high, and if the keyboard is at the optimal height then the screen is too low. Both scenarios may contribute to muscle discomfort or strain to varying degrees.

Potential injuries that can occur through using iPads include:

- Occupational Overuse syndrome (OOS) [also known as repetitive strain injury (RSI)] as a result of sustained unnatural postures and/or prolonged tension on muscles, tendons, and other soft tissues.
• Eye strain through use in environments where there is poor lighting, glare, or reflection, and as a result of straining to view details on small screens.
• Manual handling strain through carrying the iPad for extended periods and/or lifting them out of awkward spaces. Strain may be the aggravation of an existing injury.
• Tripping hazards can also exist where the mobile device has external cables attached such as mains power cords or external drive connectors.

Minimising the Risk of Strain or Injury

• Where possible, place the iPad on a desk at a height where the elbows are at 90 degrees and the wrists kept straight.
• Wherever possible sit in a comfortable chair at a desk.
• Take frequent rest breaks at least every 20 minutes but more often if the setup is not optimal to allow eyes and muscles to recuperate.
• Avoid using the iPad for extended periods (maximum of 2 hours in any session).
• Setting the screen at an angle that reduces, as far as possible, the need to bend your neck and minimises reflection.

Preventing Eye Strain

Eyestrain and headaches can be caused by the constant viewing of small objects on small screens, incorrect monitor position, or glare or reflection from lighting sources. The risk of eyestrain can be reduced by ensuring students:
• Work in environments free from glare or reflection.
• Have adequate lighting.
• Increase font size for comfortable viewing.
• Position the iPad screen for comfortable viewing distance.
• Take frequent rest breaks. (An old but valid idea is the 20/20 rule that states “every 20 minutes look at something about 6 metres for 20 seconds”).
• Regularly blink to lubricate your eyes.
• Adjusting the screen brightness, colours and/or contrasts can also assist in reducing eyestrain.

References

• Occupational Overuse syndrome – Keyboard Operators: Reducing the Risk.
• Using your device safely, Department of Education, Victoria.
• Health and safety in the Office. Department of Education, W.A.
• Officewise. Victoria Work Cover http://www.workcover.vic.gov.au
## St. Michael’s Primary School iPad Program Supported Devices 2016

<table>
<thead>
<tr>
<th>Device Name</th>
<th>WiFi Model</th>
<th>Cellular (3G) Model</th>
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</thead>
<tbody>
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<tr>
<td>iPad 2nd Generation</td>
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</tr>
<tr>
<td>iPad 3rd Generation</td>
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<td>iPad 4th Generation</td>
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<tr>
<td>iPad Mini (not preferred)</td>
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<tr>
<td>iPad Air</td>
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<td>NO</td>
</tr>
<tr>
<td>iPad Air2</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

### Size

At St. Michael’s we prefer that students have the full size 9.7 inch iPad, however if you have already purchased the Mini 7.9 inch iPad, your child can use this as their school device.

### Capacity

Any size iPad will work at school, it depends how much storage you want for your own personal material. The school apps and your work with fill around 12GB so a 16GB iPad will work, but it will not allow much space for your own applications and media.

### Purchasing

St. Michael’s Primary School has negotiated special education packages through its preferred partner, Compnow, which offer not only very competitive prices, but ongoing first class support. Compnow has set up a portal to make the purchase process as smooth as possible. Please click on the button below to access the portal and purchase your new iPad, case and insurance.

You can purchase a iPad through Compnow using the following link


Purchasing an iPad from a major retailer like Big W or JB HiFi is also an option. This is a basic purchase option where you will get minimal support from the staff. If you purchase it from a retailer, they will not support any warranty claims, but don’t worry. Just make a Genius Appointment and the Apple Store will help you in the same way as if you purchased it from them. Purchasing from Apple Store in Fountain Gate is an option also. They will provide you with support however the Apple Store will only sell their items at recommended retail price.

If you need assistance in your purchasing decision please call 03 9554 6000 or email Brendon Field your dedicated Compnow account manager at brendon.field@compnow.com.au.
Cases

No matter where you purchase your iPad make sure you put a good quality protective case around your new pride and joy. A case with soft edges that will take a bump and the accidental drop. There are cases available that are drop proof to concrete and waterproof. They are not cheap, but still cheaper than replacing a smashed screen. This will be your best insurance policy.

Compnow have two cases that the school would prefer the students to use. These cases have been sourced and tailored for school environments to ensure they minimise the chance of any damage to your device. These cases are available for purchase on the Portal which can be accessed by clicking on the button above.

Warranty and Insurance

Compnow offer two forms of insurance which are outlined below and are available for purchase in the portal. All insurance can be bought at the time of purchase. St. Michael's Primary School takes no responsibility for damaged iPads and any repairs must be paid for by the owner of the device.

AppleCare+ Protection Plan for iPad
Your price: $129.00

AppleCare+ for iPad provides up to a total of two years of expert telephone technical support and total of two years hardware warranty coverage from Apple, including up to two incidents of accidental damage coverage, each subject to a A$65 service fee.
Read more about AppleCare+ for iPad here  APPLE CARE FOR IPADS
Note: Purchasing AppleCare+ through Compnow must be done at the same time of purchasing the iPad.

iBroker Insurance for iPad/Tablet - up to $1250 Inc.
   GST in value - Excess $100 - 3 Years
Your price: $214.50

Insurance underwritten by QBE Insurance (Australia) Pty Ltd. Refer to Product Disclosure Statement on their website.
For more information on our insurance products including our claims procedure go to www.compnow.com.au/services/insurance/.

Repairs

If you purchase insurance, screens will be repaired by the insurer you decide to go with, e.g. if you buy Applecare you will need to take your iPad to your closest Apple Store for repairs.

For those that do not have insurance on their devices, the best place to get a screen repaired is at the Apple Store and if your device is still under warranty, it will be retained. Unfortunately it will cost around $270. The alternative is to have it replaced by a third party. This will be much cheaper,
but could void your warranty. The kiosks in the middle of most shopping centres do a good job of replacing the screen at around $100.

**Mobile Network (3G & 4G) Connectivity...**

Due to school-based policy, 3G and 4G compatible devices are not allowed into school. This includes mobile phones, mobile broadband devices and any other device with the capability of connecting to an external cellular network. This policy has been made to ensure that our school network is not compromised and that students are not able to access an unfiltered internet connection whilst at school. Unfortunately there is no way to block a cellular connection from iPads with this capability; therefore WiFi only models of the iPad are the only supported devices for the St. Michael’s Primary School BYO iPad program.

**Damage at school...**

All devices are monitored by teachers at school and rules are in place to prevent foreseeable problems and damage however, from time to time, accidents may occur. If any damage to a device is through negligence of the school, the school will cover the cost of repair. If damage is caused by deliberate or careless actions of a student (owner or others), the costs of repair will be passed onto those involved and necessary behaviour consequences may apply. The decision around the responsibility for repair costs is at the discretion of the Principal.
BYO iPad
Acceptable Use Agreement
Terms

St. Michael’s Primary School is committed to student use of technology as a tool to enhance and assist learning. The use of technology facilitates global collaboration - a vital skill for our 21st century learners. Students at St. Michael’s utilise computers and other mobile devices on a wireless network. Technology tools are strictly for educational use, consistent with the educational goals of St. Michael’s Primary School.

With the opportunity, comes responsibility. This Acceptable Use Agreement/Policy is designed to give students (and their family) clear and concise guidelines regarding the appropriate use of technology. The underlying premise of this policy is that all members of St. Michael’s community must uphold the values of honesty and integrity. The acceptable use of technology reflects the strength of one’s character, one’s behaviour and one’s choices. We expect our students to exercise strong judgment and to utilise technology with integrity.

Acceptable Use Protocols Issued to Students

Passwords

- Students have passwords for various access privileges and it is the student’s responsibility to keep it secret. If anyone finds out a student’s password, it is the student’s responsibility to change this immediately.
- At no stage whatsoever is a student to use another individual’s login and password.

E-Mail

- Students should always use appropriate and polite language in their email messages.
- E-mail services provided by the school are to be used only for educational purposes unless teacher gives permission.
- School E-mail addresses are not to be given to ANY websites, companies, or third parties without the explicit permission of the teacher.
- Only school-related attachments may be sent on the school E-mail system.
Chatting, Blogging & Social Media

- Instant messaging is prohibited at school except as part of an assigned, in-class activity that is supervised by your class teacher.
- The use of electronic communication (blogs, Edmodo posts, wikis etc) is encouraged but users must adhere to the school’s expectations and values of honesty and integrity.
- Apps and sites for social media (Facebook etc.) are strictly prohibited on the BYO iPads.

Audio & Video

- Listening to music either/or with earphones is not permitted in class unless required for the activity being conducted or class teacher gives permission.
- The use of devices to watch movies and DVD videos, unless assigned by a teacher, is not permitted during the school day.
- Any audio or video recording may be done only with prior permission of all parties being recorded.
- Sharing of music (including ITunes music sharing) over the school network is strictly prohibited and is subject to appropriate consequences.

Games

- The viewing and/or playing of electronic games is not permitted during school hours except as part of an assigned, in-class activity.
- St. Michael’s reserves the right to remove any game from a device that is considered inappropriate or impedes the educational purpose of the BYO iPad Program.
- Games that include violence, adult content, inappropriate language, and weapons are not to be installed or ‘played’ on devices including iPads.

Care of Device

- iPads must be in a student’s possession or secured in a locked classroom at all times.
- Students are responsible for bringing the iPad each school day appropriately charged. No charging facilities are provided at St. Michael’s. Therefore if a student’s device is not charged, it will not be used for learning on the day.
- Students must not lend or borrow your iPad with other students.
- The iPad must not be dominated or inappropriately influenced by other family members as the 1:1 devices is a personalised tool.
- iPads must be carried and transported appropriately. They should be carried in their approved cases at all times. Failure to close the lid of an iPad before transporting could result in damage and loss of data.
No food or beverages should be in the vicinity of an iPad.

iPads should be handled with respect and care. Inappropriate treatment of iPad is not accepted.

**Network Access**

- Students may not use the school network for personal or private material that does not relate to educational purposes.
- St. Michael's is not responsible for damaged or lost data transferred through our network or stored on computers, mobile devices or our file servers.
- A configuration profile is required to be installed by the school onto the iPad to allow Wi-Fi settings, Internet Proxy settings and Email configuration. Students are not permitted to remove this Profile from the device.

**Downloading and Loading of Software**

- All installed software must be a legally licensed copy.
- The School reserves the right to remove any software that has been loaded onto the computer that impedes the educational purpose of the BYO iPad Program.
- Copyrighted movies, music or software installed on the iPad must be a legally licenced copy.
- St. Michael’s Primary School reserves the right to manage the applications and functionality of the all student’s electronic devices whilst it is at school and being used on the school network.

**Photos & Movies**

- Inappropriate or copyrighted media may not be used as ‘wallpaper’.
- Inappropriate photos and movies may not be stored on the device.

**Internet Use**

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. Students must not access, display, or store this type of material.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarised. This includes all forms of media on the Internet, such as graphics, movies, music and text.
- If a student accidentally accesses a website that contains inappropriate material, he/she is to notify a teacher as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

**Privacy, Use and Safety**

- Students may not give any personal information regarding themselves or others through E-mail or the Internet including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating.
Students are not to provide the E-mail address or other personal information regarding other students or staff to anyone outside of the school without their permission.

St. Michael’s Primary School respects the privacy of every student with respect to stored files and E-mail accounts. However, if inappropriate use, including honour code violations or harassment, is suspected, the school administration has the right to view these files in order to investigate suspected inappropriate behaviour.

Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the BYO iPad Acceptable Use Agreement including: the right to view the content of the device at any time; the right to remove content from the device.

**Consequences**

The School reserves the right to enforce appropriate consequences for the violation of any section of the Acceptable Use Agreement. Such consequences could include the loss of privileges with technology, determined by the School Leadership Team, possible disciplinary action, and possible legal action.

These consequences apply to students participating in the BYO iPad Program at St. Michael’s Primary School as well as to students who are using the School’s laptops and computers at school.

In the case of repeated ICT abuse and/or damages, the school has the right to revoke the use of the technology tools.

Students are to report any known violations of this BYO iPad Acceptable Use Agreement to appropriate administrative staff members.

Random checks of student devices will be conducted throughout the year to ensure that these policies are being followed.

St Michael’s Primary School takes no responsibility for activities conducted on school computers and mobile devices or materials stored on them.

*If you are unsure about the application of any of the above rules, check with your teacher or BYO iPad Program Leader first.*
St. Michael’s Primary School is committed to student use of technology as a tool to enhance and assist learning. The use of technology facilitates global collaboration - a vital skill for our 21st century learners. Students at St. Michael’s utilise computers and other mobile devices on a wireless network. Technology tools are strictly for educational use, consistent with the educational goals of St. Michael’s Primary School.

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<table>
<thead>
<tr>
<th>I ____________________________ have read this agreement with my parent/s or guardian and I agree to the conditions within the agreement. If for some reason I choose to break one of the terms outlined in the BYO iPad Acceptable User Terms, I understand that there will be adequate consequences to follow.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Signature:</td>
</tr>
<tr>
<td>Guardian/Parent Name/s:</td>
</tr>
<tr>
<td>Guardian/Parent Signature/s:</td>
</tr>
<tr>
<td>Principal Signature:</td>
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<tr>
<td>Date:</td>
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*Please return the BYO iPad Acceptable Use Agreement and retain the 1:1 Learning Tool Acceptable Use Agreement Terms document for your records.*