Government of South Australia
Department for Education

Mount Barker South Primary School

COMMUNICATION AND NETWORK POLICY

MOUNT BAKER SOUTH PRIMARY SCHOOL

IPAD LOAN AGREEMENT

Purpose

To facilitate participation in all aspects of Mount Barker South Primary School curriculum.

The IPad remains the property of Mount Barker South Primary School and the Student must adhere to the following terms.

Terms

1. Student Obligations:
    - Accept responsibility for the safe keeping of the IPad.
    - Ensure that the IPad is used in accordance with the Communications and Network Use Policy.
    - Not try to sell the IPad, offer the IPad as security nor give possession of the IPad to anyone else.
    - Not say or imply that the School or the user will pay for any work done to the IPad.
    - Take proper care of the IPad and keep it in good working order and in good repair (fair wear and tear excepted).
    - Not allow the IPad to be taken outside of the School without prior consent.
    - Immediately report to the School any theft, loss or damage to the IPad.
    - Use the IPad and software in compliance with Australian Law.
    - Comply with all directions given in relation to the use of the IPad and produce the IPad to the School for inspection whenever requested. All data on the IPad is subject to review by school staff.
    - Backup your data. Be aware that the data on the IPad may be deleted in the course of repairs (if required).
2. Damage and/or loss of equipment:
    - All IPads are covered by a manufacturer's warranty (12 Months) which covers manufacturer's defects. It does not cover negligence, abuse or malicious damage.
    - Costs not covered by manufacturer's warranty will require reimbursement.
    - IPads and/or accessories that are damaged or lost by neglect, abuse or malicious act, will require reimbursement for the replacement of or repair costs. The Principal will decide if the student retains access to a IPad.
3. Mount Barker South Primary School 1:1 IPad Program Handbook
    - All instructions and conditions stated in the Mount Barker South Primary School 1:1 IPad Program Handbook are included as terms of the Mount Barker South Primary School IPad Loan Agreement.
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What is a 1:1 program?

1.1 Definition: 1:1 IPad Program

The 1:1 IPad program provides each child with all-day access to a personal IPad, and through the network, to a full range of digital resources within the School. Online resources together with a broad range of pre-installed applications allow for enriched learning across the whole curriculum.

1.2 Why 1:1?

A 1:1 environment will help standardise the home/school learning environment and position Mount Barker South Primary School students as 21st Century learners. The iPads travels with the student, hence files, services, most software and tools are available anywhere. This can provide students with enthusiasm and ownership in their learning. It will engage students in personalised, independent learning and provide wider access to the world of digital knowledge. The focus is not on the technology, but on what technology can deliver. Mount Barker South Primary School is committed to recognising, retaining and celebrating the best of our traditions whilst ensuring our students have access to a rich and diverse contemporary learning environment. Staff and student access to high quality technology resources is integral.

The IPad Learning Environment

2:1 The IPad

All students in Years 4-6 will be allocated an IPad as part of the compulsory curriculum at Mount Barker South Primary School. We have chosen this platform for the 1:1 program, which enables the School to keep maintenance and network management costs to a minimum.

The provision of installed software is designed to meet the learning needs of Mount Barker South Primary School students this helps provide learning opportunities and improve outcomes. The iPads will contain the standard student software. As the iPads will be part of the school network domain, the School can also load additional software automatically as it becomes available.

2.2 IPads in the Classroom

The nature of the 1:1 environment is that students will have their IPads with them and available for use throughout the School day. This does not mean that they will be used non-stop all day nor used in every class. Like other learning tools, the use of IPads will depend on the particular learning activity and this is at the discretion of the teacher. IPad activities will blend with other activities such as writing, reading, discussion, debate and assessment. Consequently students will find that their use of the IPads will vary from day to day.

2.3 Distractions

As the IPads are part of the School network, the School have to ensure that only software that is legitimate is installed on them. Students will therefore be unable to install software themselves.

Please note: Games are not viewed as legitimate educational software.

3.1 Occupational Health and Safety

The IPad's at Mount Barker South Primary School has been selected with weight in mind. The current student IPad weighs approximately 500gms.

3.2 Digital Citizenship and Internet safety

The School shares responsibility with parents, the government and the community to protect children from the impact of inappropriate material on the Internet. This protection at Mount Barker South Primary School comes in the form of a number of mechanisms to block inappropriate content. No internet filtering mechanism is perfect and for this reason at the School, every Internet request and download is recorded, logging user ID, time, page element accessed, size of element, method of access and the machine from which the request was made. The IT Department can inspect these logs for breaches of protocol. Students found to be accessing inappropriate material will be referred to the Teacher/Principal. The action taken will depend on the offence and may include notification of parents. Students are reminded to use Cyber-Safe strategies and use the Internet in a safe and ethical manner.

In particular students must:

- Tell the system administrator(s) or their parents if an indecent, suggestive, discriminatory or threatening message is encountered.
- Be aware that people they "meet" or communicate with on-line may pretend to be someone else.
- Remember that anything they read on-line may not be accurate and avoid offers involving either financial transactions or personal meetings.
- Not give out any identifying details such as their home address, telephone number, or school address in a public chat site or bulletin board or give out personal information such as age or financial position.
- Not arrange a meeting with another person they have "met" or communicated with by IPad without prior parental approval. If a meeting is arranged, it should be in a public place in the presence of a parent or responsible adult.
- Not respond to messages or bulletin board items that are indecent, suggestive, belligerent, discriminatory, threatening, or which make the user feel uncomfortable or unsafe in any way.

3.3 Cyber Bullying

E-technology provides individuals with a powerful means of communicating instantly with others in both positive and negative ways.

Cyber bullying

Cyber Bullying is bullying which uses e-technology as a means of victimising others. It is the use of an Internet service or mobile technologies such as email, chat room discussion groups, instant messaging, webpages or SMS (text messaging) that harms another person. Examples can include communications that intimidate, control, manipulate, put down or humiliate the recipient. Activities can include flaming (repeated negative messages), sexual and racial harassment, denigration, impersonation, trickery, exclusion and cyber stalking. The targeted person often feels powerless.

Electronic crime (e-crime)

E-Crime involves varying levels of severity, ranging from occasional messages to frequently repeated and highly disturbing threats to a person's life. Cyber bullying can therefore be an e-crime, a fact often not clearly understood by those involved. E-crime occurs when an IPad or other electronic communication devices (for example IPads or mobile phones) are used to commit an offence, are targeted in an offence, or act as a storage device in an offence.

Consequences

Any form of cyber bullying or e-crime will be dealt with through the school's "Anti-Bullying for Students and Anti-Bullying for Families Policies" and "Communication and Network Use Policy". Serious breaches are a police matter and will be dealt with through State and Federal laws and SA Police.

3.4 Restrictions on Internet Access

When the IPad is on School grounds, the system places restrictions on how software can access the world outside; for example certain games are blocked. While the network, software and operating system filters will assist in limiting access to inappropriate material. Good advice is available from the Federal Government website: www.cybersmart.gov.**au**.

IPad Management

Mount Barker South Primary School has undertaken thorough research in order to identify the IPad that best suits our students. The package includes a suite of software and comprehensive maintenance agreement.

4.1 Parents/Guardians

Before the commencement of each IPad distribution cycle, you will need to complete and sign the Mount Barker South Primary School IPad Loan Agreement. Listing the IPad on Home Contents Insurance is recommended.

4.2 Technical Support

Support is provided for students and staff at the Schools Library. The School employs a staff member, to deal with minor maintenance issues and has a relationship with the vendor to ensure quick repair turn around.

IT personnel will also:

- Manage the repair of IPads if they are faulty or accidentally damaged and organise the associated warranty claim process.
- Provide students with a replacement IPad if repairs are likely to take a significant period of time.
- Provide information pertaining to IPad operations and maintenance.
- Provide users with some software installation and hardware support.

4.3 Students

Students are responsible for the general care and routine maintenance of the IPad (e.g. ensuring they are connected for overnight charging).

Students must:

- Connect their ipad to charging cart at the end of the day, this will ensure that they are fully charged for the next day.
- Carry the IPad in the supplied cover. If the IPad is to be moved in class, students must carry the Ipad using TWO HANDS.
- Keep the IPad locked in the Classroom IPad Cart when not in use during the School day.
- Not place stickers or graffiti on the IPad or cover.
- **Never** tamper with the internal workings or try to open the IPad as this will void the warranty.
- Keep foodstuffs and liquids away from the IPad.
- Poking the IPad screen with fingers. **The screen is fragile glass.**
- Avoid placing any excessive pressure on any part of the IPad.
- **Never** share their password with anyone.
- When moving around the School, the IPad should remain closed in the provided case.
- The IPad is a precision tool and should be treated with care. Students must make every effort to avoid hard knocks and rough treatment.
- IPads are not to be taken to any sporting or co-curricular activities unless students have been specifically requested to use them for that session.

Security

IPads must **NEVER** be left in an unsupervised or unsecured area. If unattended the iPad must be placed in the Classroom IPad Cart. Software and files must be appropriately licensed (ie they do not breach copyright and intellectual property laws – this includes video and music downloads). Students should not bring illegal or inappropriate files to school. This includes pornography, R-rated movies and violent or inappropriate IPad games. All media (eg software, games, videos and music) needs to be G or PG rated and ethically and morally acceptable (including consideration of school appropriateness, age appropriate ratings, and privacy issues). Deliberate attempts to degrade the Mount Barker South Primary School ICT Network or to disrupt system performance will likely result in the removal of the IPad from the student and incur other consequences as deemed appropriate by the school. The use of network security or other hacking tools is expressly prohibited. Use of file sharing (peer-to-peer) applications at Mount Barker South Primary School is strictly prohibited. Students found using file sharing software on the School ICT Network will have their iPad privileges revoked and may incur additional consequences as deemed appropriate by the school. Playing IPad games during class times is prohibited, unless directed by teacher. Students caught playing IPad games while in class will have their privileges revoked and may incur additional consequences as deemed appropriate by the school.

Privacy

The IPad is provided to students as a learning tool to enable them to participate fully in the curriculum at Mount Barker South Primary School. The School reserves the right to access and view the contents of the IPad at any time.

4.4 Acceptable Use Policy with 1:1

Parents and students are asked to accept these rules and expectations. The conditions of the 1:1 program require adherence to the rules. The rules and instructions in this booklet are based on respect for people and careful use of property/equipment. By following the instructions in this booklet, you can expect a safe and productive experience with your School IPad.

Appendix

FAQs - Frequently Asked Questions about the program.

Will my child still use pen and paper?

Yes. IPads will not replace all methods of teaching and learning, and currently there is a place for writing on paper. The development of good penmanship will remain a focus of Teaching and Learning at Mount Barker South Primary School.

Will IPads replace books altogether?

The immediate answer is no. Students will choose between conventional text and digital information; however students will gather information from a variety of sources.

What if my child decides they just don't like working with the IPad? Can they opt out?

No. For the 1:1 program to be successful, every student will participate. Every effort will be made to support students in their learning, and in using the IPads. As with any situation, if the student is experiencing difficulty, or is feeling unhappy, we should communicate and work together to create solutions.

We have a spare IPad at home. Can we use this instead?

No. It is important that all students have the same IPad with the same software suite, licensed by the School. The Mount Barker South Primary School IPads are much more than just an IPad; they are an integrated package of learning integration, support, hardware, data, spares, software and warranty and service agreement. During repairs students are provided with an equivalent IPad to ensure no interruption to their workflow.

My child has a learning difficulty. Will this make high school harder?

Mount Barker South Primary School offers individualised support for students with individual learning needs. For the past number of years, IPads have been found to assist many students with individual needs helping them access learning and feel a sense of achievement.

How should the IPad be looked after?

IPads are to be cared for according to the recommended guidelines included in the program handbook. Your child must learn to exercise care in the use of their IPad and look after it.

What if it breaks, stops working or is stolen?

Report any problems to the School. Mount Barker South Primary School IPads have a service agreement so that IPads are repaired promptly. During repairs, students are provided with an equivalent IPad.

What if my child leaves Mount Barker South Primary School?

The IPad is to be returned immediately and in excellent condition, or they will be charged according to the depreciation schedule.

What if my child uses the IPad to access inappropriate websites or chat rooms? Or just surfs to waste time?

Most students use their IPads responsibly and teachers continue to educate them in appropriate use. Mount Barker South Primary School has security and filters in place, but these are not infallible. A helpful teacher or parent nearby at home is the best filter.

Will my child be able to load their own software on the IPad?

No. Additional legitimate educational software will be installed by the I.T. staff if requested.

What if my child forgets to charge the battery and it runs out at school?

Students are required to have the necessary equipment, such as texts, pens and paper. An uncharged battery is treated in the same manner as forgotten learning equipment.