



Year 4 BYOD iPad Program: Parent Information 2022

Friday 5th November, 2021

Dear Parents/Guardians,

For many years, Cheltenham Primary School has supported the Bring Your Own Device (BYOD) iPad program (Years 5 and 6). This year the program was extended to Year 4, which has been extremely successful. As a 21st Century Learning Community, we have seen the benefits of a 1:1 iPad program in broadening student learning, digital competencies, developing creativity and the personalisation of student learning.

As your child is entering Year 4 next year, they are invited to participate in the Year 4-6 BYOD program. Included in this information pack are Frequently Asked Questions (FAQs) about the program. If you have any further questions, please don't hesitate to contact the school office and I can then get in touch with you.

Throughout our BYOD program, the main issue we are concerned about is the increased use of the device for social media outside of school hours. Many students use apps like iMessage and Facetime. As an eSmart school, we teach cyber safety lessons and the importance of a healthy balance between technology time and non-technology time. When, where and how your child uses their device outside school hours is in your hands, so it is extremely important to understand the way your child may be using the device and that the usage is 'acceptable'.

If you wish to find some further information the following websites contain useful information for parents:

- <https://www.thinkuknow.org.au/for-parents-and-carers>
- <https://www.esafety.gov.au/esafety-information>

To participate in the BYOD 1:1 iPad program, your child will need to read, with a parent, the Bring Your Own Device Policy and iPad Acceptable Use Agreement, which are both included in this information pack. Please discuss this policy and Acceptable Use Agreement with your child to ensure they understand the expectations around the use of the iPad at school.

Students use G Suite for Education (Google Drive, Google Docs, Google Classroom, etc) in Years 5 and 6. This is an integral part of our program. Their access to this will also be required at home to access homework tasks and classroom resources.

Our apps list is also included. This shows which apps your child will need loaded on their iPad for school. iMovie and Garageband will come installed for free on some devices. If your child will be using an older model iPad and these apps do not come pre-installed, please check with your child's class teacher about which ones they will definitely need to purchase. The apps list will sometimes be updated at the beginning of a term (if this occurs, we will let you know). However, occasionally an app may be needed in the middle of the term for a short period of time (a one off classroom task). If that's the case, we will ask the students

to install the app at home and will post this request on Google Classroom, so you can verify it's a school app.

If you are looking to purchase a new device, AppleCare or a protective case for your child to use, please see the letter attached regarding information about purchasing a device. This includes an offer from both Apple and JB Hifi, where members of our school community are able to purchase products from either retailer at a reduced rate.

Where to from here?

- ☐ Please read through the FAQs.
- ☐ Read and discuss with your child, the Bring Your Own Device Policy.
- ☐ Read, discuss and sign, with your child, the iPad Acceptable Use Agreement and return this to your child's current class teacher.
- ☐ Refer to the 'Purchasing a Device' letter to find out how to receive a reduced price at Apple or JB Hifi.
- ☐ Install the apps on your child's iPad, ready for the 2022 school year.

Thank you for your support. We look forward to being able to share examples of students' work throughout the 2022 school year with you, where we are sure you will be excited by the possibilities that using an iPad can create.

Kind Regards,

Jessica Kennedy

Bronwyn Morgan

Digital Technologies Coordinator

Principal

Confirmation of participation in Cheltenham Primary School BYOD Program

Please return to school by December 14 2021

I am confirming my child will participate in the 2022 Year BYOD Program and my child will be bringing their own iPad to school in 2022. I have also read the Acceptable Use Agreement and BYOD Policy with my child.

Child's name: _____

Signed: _____ Date: ____/____/2021

Name of Parent/Guardian: _____

Purchasing a Device - Reduced price through Apple or JB Hifi

Dear Parents/Guardians,

Some families may already own a device that they would like your child to use. However, if you are looking to purchase a new iPad for your child to use in our 1:1 BYOD program, a protective case or AppleCare, you may like to look into the options offered from Apple and JB Hifi. Below is a comparison of the prices based on the **iPad 8 (Wifi only)**, which was released this year.

	JB HI FI- SCHOOL CODE (CHELTPS2022)	JB HI FI RETAIL	APPLE RETAIL	APPLE EDUCATION
32 GB (wi-fi only)	\$448.00 Including GST	\$499.00 Including GST	\$499.00 Including GST	\$469.00 Including GST
128 GB (wif-i only)	\$575.00 Including GST	\$649.00 Including GST	\$649.00 Including GST	\$619.00 Including GST

Apple Purchasing Details:

Cheltenham Primary School has arranged for families to receive a discount through Apple, as we are a part of the Apple Family Funded Program.

To purchase an Apple product, visit <http://cheltenhamps.vic.edu.au/byod-3/why-ipad-byod/> and click on the 'Family Funded Program' link down the bottom. This custom-built page ensures that you're buying the Apple device your child needs, and it offers all the same great features of the regular Apple Online Store, including free delivery. You can also visit your local Apple Store, or call 133-622 to purchase through their contact centre. Just let them know you are on the Cheltenham Primary School Family Funded Program to receive the reduced price. Finance options are also available for purchases at an Apple Store or online.

It is recommended that you organise AppleCare and/or insurance for the device. You will also require a sturdy cover for the iPad. Other accessories, such as keyboards, are an individual choice.

The Apple Store is a great place to learn about, try and buy Apple products for education. Apple Specialists are on hand to help you and your child get to know your new Apple device, and with Personal Setup they can help get new devices up and running before you leave the store. You and your child can join one of the daily in-store workshops to learn a new skill, and your child can get learning and creating at one of the Apple Camp or Field Trip events. Visit www.apple.com/au/retail/learn to find an Apple Store near you and view the schedule. Apple can also provide support with everything related to your new Apple purchase — from using your iPad to troubleshooting iTunes. You can get support by phone, email or online chat, or set up a repair or Genius Bar reservation at getsupport.apple.com.

JB Hifi Purchasing Details:

A portal has been set up for Cheltenham Primary School families to purchase BYOD items through JB Hifi. Please access this via <https://www.jbeducation.com.au/byod/>. The school code is **CHELTPS2022**

Students will require a minimum of an iPad 6 (wi-fi only - recommended) model for the program. Higher iPad models can be used but are not required. We recommend either the 32GB or 64GB model, to allow for enough storage space of all school and personal apps.

Recommended Accessories

As technology is ever evolving, we understand that there are a range of accessories available to support the use of an iPad, both at home and in the classroom. Whilst it is a requirement that all students have a protective case on their iPad, all other accessories are optional.

For 2022, we strongly recommend Year 4 students have an Apple Pencil & Bluetooth Keyboard. It is compulsory for Year 5 students participating in the BYOD program to have a bluetooth keyboard. This prepares students for NAPLAN and promotes better posture when using their devices. If you wish to purchase a bluetooth keyboard, they may also use them in Year 4.

The Apple Pencil increases the capabilities of a traditional pencil and is more than just a stylus. The device itself connects to the iPad using bluetooth and is pressure sensitive. This means that when used with an application built specifically to utilise the features of the Apple Pencil, the user can simply increase the width of a line of digital ink by pressing harder with the tip of the Pencil in the same way that you would with a paintbrush. Applications also recognise when the Pencil is in use and can be set up to only accept input from the tip, meaning a user now has the ability to rest her/his hand on the iPad itself while writing or drawing.

Similar to the price of the iPad, JB HI FI also offers a reduced price for the accessories listed below. **Please note, you can only purchase accessories at a discounted rate, if you purchase an iPad.**

	<u>JB HI FI-</u> SCHOOL CODE (including GST) CHELTPS2022
Apple Pencil- 1st Gen	\$126
Apple Smart Keyboard, 7th Gen	\$195.45
AppleCare	\$82.00

AppleCare+ for iPad is also an option you may wish to take up. It provides expert technical support and additional hardware coverage for iPad, Apple Pencil and an Apple-branded iPad keyboard from Apple, including up to two incidents of accidental damage protection every 12 months. Each incident is subject to a service fee of A\$65 for iPad, or A\$45 for Apple Pencil or an Apple-branded iPad keyboard.¹ In addition, you'll get 24/7 priority access to Apple experts by chat or phone through getsupport.apple.com.² Coverage begins on your AppleCare+ purchase date.

If you wish to find out more about Applecare+ feel free to visit: <https://www.apple.com/au/support/products/ipad/>

Frequently Asked Questions

BYOD 1:1 iPad Program – Cheltenham Primary School

What are the benefits of using iPads?

The iPad inspires hands-on learning and can be used to promote creativity in the classroom. There are thousands of powerful apps that allow students to engage in interactive ways and instantly find information. This innovative tool has the capability to provide personalised learning and education in a number of different subject areas. The iPad allows students to gain access to a continually growing bank of educational content.

The use of iPads has allowed our teachers to expand their programs to fit the needs of today's students and to better equip them with the skills they'll need in the modern world. Use of tablets can also encourage students, boost confidence and provide a valuable feedback loop outside of a traditional classroom setting. Students will be able to better develop their 21st learning skills including opportunities for authentic collaboration and teamwork, innovation, creating and publishing in ways never possible before, personalising learning for all students and providing them with problem solving opportunities.

How will a 1:1 program add real value to teaching and learning?

We want the best learning opportunities for our students. Cheltenham Primary School classrooms consistently use technology and we want all students to have access whenever they need it. We use devices whenever they are needed and with purpose. Digital literacy skills are essential for our children to be successful in the 21st century. It also provides a strong connection and communication outlet between home and school.

Is the curriculum ready for a 1:1 environment?

Our Digital Technologies Professional Learning Team teachers have been working with all teaching staff to deliver professional development and guidance on how to effectively integrate the iPad into the curriculum, as a tool for learning.

As this program has been underway for a number of years now, the teachers have reviewed the curriculum with device integration and how using the devices will enable them to accomplish learning objectives previously not possible. They have also planned specific tasks that will engage their students like never before, with even greater task differentiation and consideration. A complete curriculum package also takes into consideration digital citizenship and cyber-safety training, class management and expectations, boundaries and consequences outlined through the Cheltenham Primary School Digital Learning and Teaching Policy.

Is the program compulsory?

It is strongly recommended that all students have their own device. The iPad program will continue for Years 5 and 6 at the beginning of the school year, where students are invited to also bring their own device. For those students without an iPad, the school will accommodate use of a school iPad within its resources on a shared basis as per our current practice.

Why iPads and not Android devices?

We have chosen iPads as our required device for all students for several reasons:

- iPads are a current clear tablet market leader in education
- The iPad has a standard operating system
- iPads have already proven to be very successful in school settings, as well as ours
- Teachers, children and parents are very familiar with the iPad, which will help in supporting learning

Where do I purchase an iPad?

Families can purchase an iPad from the retailer of your choice. Our school is set up on the Apple Family Funded program, and with a JB Hifi Education portal, which means you can purchase an Apple product at a discounted price from either retailer. Please refer to the 'Purchasing a Device' flyer for details on how to access these options.

Do I have to get the latest version of iPad? What type of iPad do I need to bring?

It is recommended when purchasing that the latest iPad version be purchased. We expect a new iPad will last students for at least three years. If an earlier model iPad is already owned then this is fine to use. Please note that earlier model iPads would not be expected to last students for as many years. It is important that you do some research into the type of device required for your child's secondary placement before purchasing a new device. We highly recommend an iPad that has storage of 32GB or higher. An iPad mini is also acceptable. Please see the letter regarding purchasing through Apple or JB Hifi, where you will receive a reduced price, included which may assist with purchasing a new device.

Does my child set up an iTunes account if they are under the age of 13?

As your child is under the age of 13, **you** will be required to set up your child's iTunes account for them. Parents need to use their own date of birth during the setup process. Using an iTunes gift card is recommended, not a credit card. It is also important that parents actively monitor the apps (and other media) that students are putting on their iPad.

What do I do if my iPad breaks?

iPads have no moving parts and as a result they are very durable devices. That said, they can break and the most common issue is a broken screen. Most Apple hardware comes with a one-year limited warranty and up to 90 days of complimentary telephone technical support. To extend your coverage further, AppleCare delivers integrated support and service you can't get anywhere else. You'll get personal assistance from experts who can help ensure that your student's device is working effortlessly, from the classroom to your home. If your iPad experiences a genuine hardware fault, please visit your local Apple store. If the iPad screen breaks due to being dropped or mistreated you will need to organise to have it repaired. Again please visit your local Apple store to explore repair options. **AppleCare and a sturdy cover/case are highly recommended.**

Can I insure my iPad?

Like any piece of technology, it is wise to include your child's iPad as a nominated item on your house and contents insurance policy. Please discuss this with your insurance provider.

Will my child be using the iPad in all lessons throughout the day?

iPads will be used by students as and when required in each subject area. It is not expected that the iPads will be in use all of the time, but rather students will use them when needed to support their learning. Handwriting tasks are still a priority, and students still use exercise books. The iPad does not replace the importance of using pen and paper.

How will the iPads be used in class?

The iPad is a 'companion' device, providing a range of support to students: skill-based apps for understanding and applying new concepts, access to online, interactive resources and electronic texts, as well as communication with teachers and other students.

What are the 'rules' for my child to use their iPad at school?

Before commencing the iPad 1:1 program, students are required to read and sign the iPad Acceptable Use Agreement. You can also refer to our Digital Teaching and Learning Policy to see our expectations. Breaches of the agreement will be addressed on an individual basis.

Can my child use their iPad at recess and lunchtime at school?

Students are not permitted to take their iPads into the school yard at recess or lunchtime for any reason. They are not used during a wet or sweat day timetable, unless students choose to work on a school task.

How can my child protect the iPad from accidental damage?

All iPads should be kept in a protective case. Students are also instructed not to leave iPads on the floor or near food.

Should my child be spending a lot of time completing homework on their iPad?

Homework and iPad activities will vary depending on the tasks set across each term. The iPad is a tool to support learning and should be used in an open and transparent manner. Ask your child to show you how they are using the iPad to support their learning. If the iPad is not required for a task, it is best that it is put away or shut down for that period of time.

How are students supported in cyber safety practices?

Cyber safety programs are taught each year in the classroom. We need to teach our children how to handle technology in an appropriate manner and draw clear boundaries for its acceptable use. Clear expectations will be set for students with regard to iPad etiquette during lessons and consequences reinforced.

Importantly, parents also need to be aware of their child's activities online at home and how they are using the Internet and iPad apps, especially social media, iMessaging and Facetime. It is the parent's responsibility to monitor their child's use of their device at home. We strongly encourage a 'no iPad in the bedroom' rule, as this makes it difficult to see how they're using the device. Our school is an accredited eSmart school, which provides a guiding framework for schools to manage cyber safety and wellbeing.

For more information please see the following links:

www.esmart.org.au

<https://www.thinkuknow.org.au/for-parents-and-carers>

<https://esafety.gov.au> - This website is being used across classrooms at Cheltenham Primary School and is a highly informative, interactive learning tool for students, teachers and parents. We highly recommend this website for classroom and home use.

Can my child access social media apps and sites at school?

The Department of Education and Training (DET) and Cheltenham Primary School have filtering tools in place. Filtering tools restrict access to sites and apps that are not of educational value or that may be misused by students.

My child has downloaded apps that I do not think he/she should be using. What should I do?

Parents are responsible for how the iPad is used at home and what apps are downloaded from the App Store. Parents are

strongly encouraged to develop 'household rules' or a 'Family Online Safety Contract' (see example on the above thinkuknow website) and to discuss the apps that their child has asked to use. Remember, parents own the iTunes account and children will not necessarily make the best decisions when using social media. If necessary, delete any unwanted apps from the iPad and change the password on the iTunes account.

I am concerned that my child is using their iPad inappropriately. What should I do?

All use of technology by students at Cheltenham Primary School is bound by the Acceptable Use Agreements and Digital Teaching and Learning Policy. The use of iPads in class will be actively monitored by teachers. Misuse of an iPad will be treated the same as any other distracting activity and normal classroom discipline rules will apply. The Internet at Cheltenham Primary School is also filtered to block any inappropriate content.

At home, if you would like to limit your child's iPad use to a single app you can enable 'Guided Access' – this temporarily restricts an iPad to one particular app and may assist students to stay focused on a task. Parents are encouraged to restrict the use of technology at home to shared rooms, for example the living room or dining room (not bedrooms). Another option for concerned parents is to enable restrictions on their child's iPad. You can enable and adjust restrictions on the device to prevent access to specific features or content. Locate these settings by tapping **Settings > General > Restrictions**.

With regard to filtering content that your child can access, one solution is to filter your home Internet (the school's Internet is filtered). This can be achieved by purchasing a NetGenie wireless router. This ensures access to age-appropriate Internet content for your child with NetGenie's age-wise parental controls. These controls can block harmful Internet content for children and allows access to websites and applications that are suitable to their age level.

Who is responsible for Internet safety at home?

Parents. It is a parent's responsibility to ensure they have a protected network and good Internet protocols and environment at home.

How will students know which iPad belongs to them?

Parents are encouraged to affix a label or write their child's name with a permanent marker on the iPad cover or on the back of the iPad itself. Students are also encouraged to set a passcode lock to their iPad so that only they can access it. Please note that if the passcode lock is forgotten, then the iPad needs to be reimaged.

Will my child's iPad be safe at school?

It is important that students learn to manage and be responsible for their own technology. Students will store their iPads in a lockable filing cabinet in their classroom during school hours or when not in use. Students are instructed to place their iPad in this cupboard as soon as they arrive and put their bag away in the morning. Students iPads must also remain in their school bag when arriving and leaving each day.

Should I get a 3G/4G enabled iPad?

We do not recommend purchasing a 3G enabled iPad. Students will have access to the Internet at school (which is filtered to block any inappropriate content). A 3G contract with a telecommunications company will add an extra cost to the device. If your child brings a 3G iPad to school, we will require them to take the sim card out and only use the school's WiFi network.

How often should my child's iPad be charged?

It is expected that students will bring an iPad to school with enough charge to see them through the day. As such, it is recommended that iPads are charged overnight prior to each school day. Students will not be able to charge their device at school.



Senior School Apps List

Below is a list of apps that we would like you to have installed on your iPad for school.

 Google Drive- Free A Digital Drive used to store all school files.	 Google Sheets - Free A Digital version of Excel. Used to create spreadsheets and graphs digitally.	 Google Docs- Free A Digital version of Word. Used to record research and publish digitally.
 Google Slides - Free A digital version of Powerpoint. Often used to create digital presentations.	 Google Classroom -Free Main platform used to distribute digital resources.	 iMovie- Free Application used to create and edit videos.
 Prodigy- Free Adventure style game based on mathematical concepts taught in class.	 ePlatform - Free A platform students have access to which provides e-books.	 Pic Collage- Free Used to create digital collages of images and text.
 Stop Motion Studio- Free An application used to create stop motion movies.	 Kahoot - Free Application used to create and participate in online quizzes.	 Sphero Edu - Free Application used to control our Sphero's
 Blockly- Free Used to control our robots, Dash and Dot.	 Wonder- Free Used to control our robots, Dash and Dot.	 Xylo for Dash Robot- Free Used to control our robots, Dash and Dot.
 Khan Academy: Free A mathematical application students can use to undertake self-paced learning.	 Padlet - Free An application which allows students to brainstorm and collaborate digitally.	 Brushes- Free A drawing application.
 EPIC!- Free Application where students can access digital books to read and listen to.	 MyScript Calculator: \$4.49 Digital version of a calculator which allows students to scribble quick, simple equations.	 Expeditions- Free Virtual reality expeditions which provide you with facts.

Bring Your Own Device (BYOD) Policy

Rationale:

The focus of the Bring Your Own Device (BYOD) program at Cheltenham Primary School is to provide the opportunity for our 21st Century learners to have 1:1 access to a device. Increasing access to technology is essential for the future, and one of the learning tools of these 21st Century learners is the iPad. The individual use of the iPad is a way to empower students to maximize their full potential and to prepare them for further studies and the workplace. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all iPads used at Cheltenham Primary School.

For the purposes of this policy, the term 'devices' refers to the use of the Apple (tablet) range of products (iPad, iPad Air and iPad Mini). The school has chosen to only allow Apple iPad tablets as part of the Bring Your Own Device (BYOD) program as this will ensure consistency and manageability.

Aim:

- To implement a range of innovations that explore the latest in educational technology and provide the opportunity for learning at anytime and anywhere.
- To provide students with opportunities to engage and increase their 21st Century learning skills in creating, collaborating, critical thinking and communication.

Implementation:

- Classes involved in the BYOD program are Year 5 and Year 6 classes.
- Students are invited to bring their iPad to school. However, it is not compulsory. Currently, this device must be an iPad. Personal notebook computers, tablets or smartphones are not suitable devices for use at Cheltenham Primary School.
- In accordance with equal opportunity principles and non-discriminatory practices, every child will have equitable access to a device.
- All students and a parent/carer are required to read and understand the Digital Learning Behaviours Policy at the commencement of each school year. This governs the requirements and expectations under which students use the school desktop computers, laptops, iPads, iPods and access the network and internet. This is a standard expectation, not only from Cheltenham Primary School but also the Department of Education and Early Childhood Development (DEECD).
- When using the device at home, Cheltenham Primary School recommends that students only use the device for up to one hour per night and in a public area of the house (e.g. no screens in the bedrooms).

Responsibilities -

The Role of the Student:

All students participating in the BYOD program are expected to follow these guidelines. Failure to do so may result in a consequence. Please see Appendix G for further information.

- Follow all teacher directions including when to use the device.
- Only access information and/or apps related to the learning task.
- Have your device sufficiently charged at the start of every school day. Power cords must be left at home.
- Have the volume of devices muted at the beginning of each lesson.
- Ensure that your device is password locked.
- Seek your teacher's permission before sending any form of electronic messaging in class.
- Ensure that audio, photos and video recorded at school are not uploaded, broadcast or transferred without a teacher's permission.
- Transport and store your device in a safe and secure manner when it's not in use, ensuring iPads are in a sturdy and robust cover at all times.
- Keep your device in your classroom filing cabinet unless participating in a supervised learning activity on school grounds.
- Only use the school WiFi when accessing the internet at school. All sim cards on 3G devices must be removed prior to entering school grounds.
- Understand that if your behaviour is not appropriate, your device may be removed by teachers until the end of the lesson or for more serious breaches; the device will be held longer. See Appendix G for further information.
- Be bound by all conditions in the Cheltenham Primary School Digital Learning Behaviours (Appendix A).

The Role of the Parents/Carers:

Parents/Carers are required to take shared responsibility with the school for conveying the importance of the policy guidelines in this document to their children. They are also required to monitor their child's use of their iPad at home, including access to social media, communication and information resources. Parents/carers are encouraged to make time to set guidelines around the use of the devices outside of school hours. Ensure that all Internet activities occur in a shared space - not your child's bedroom. It is a condition of accepting entry into the BYOD program that parents/carers accept end of line responsibility for their child's proper use of the iPad. Parents/carers are not to use the device, e.g. iMessage, to contact their child during the school day. School resources are readily available to enable contact between parents and students during school hours. This can be done by phoning the office and requesting that a message be given to the child.

The Role of the Teaching Staff:

Cheltenham Primary School teaching staff will monitor the use of the iPad as a tool to support learning. The device will not replace the use of pen and paper. This includes staff facilitating student access to information on their iPad in support of and to enrich the curriculum, while taking into account the varied instructional needs, learning styles, abilities and developmental levels of students. They will monitor appropriate care of the iPad and use of the iPad in accessing curriculum information. They will also provide guidance and instruction to students in the appropriate use of such resources. The iPad will not be used during wet or warm weather timetables, unless it is for school related purposes.

The Role of the School:

Cheltenham Primary School is committed to providing staff and students with the resources to ensure the success of this initiative. Our aim is for all staff and students to have access to digital resources and the relevant curriculum materials necessary to improve the educational development of every student.

Guidelines for Proper Care of the iPad -**Security and Storage at School:**

All students will be responsible for keeping their iPad with them when it is being used during lesson times. When the iPad is not in use, or it is recess or lunchtime, the iPad will be kept in a locked storage cabinet in the classroom.

Loss or Damage:

It must be understood that the iPad is the responsibility of the student and their family at all times and that Cheltenham Primary School cannot be held responsible for the loss of, theft of, or damage to the iPad. It is highly recommended that both Apple Care and insurance cover are provided for the iPad. It is highly recommended that the iPad is kept in a robust and protective cover. Any damage or loss will be the sole responsibility of the parent/carer.

Data Management:

Saving or backup of data is the student or parent responsibility. Students should back their school work up to their Google Apps for Education account, an iTunes account on a personal computer at home, or save their work to the schools network. The school accepts no responsibility for the loss of any data.

Virus Protection:

If you haven't 'jailbroken' your iPad, you should feel safe and secure that your iPad is virus clean. If your child is going to bring a 'jailbroken' iPad to school, we accept no responsibility if a virus does go onto the device. Cheltenham Primary School recommends that you do not jailbreak your device, as it eliminates security layers designed to protect your personal information and your iOS device. For more information see www.support.apple.com/en-us/HT201954

Evaluation:

This policy will be reviewed as part of the school's review cycle or on a needs basis.



iPad Acceptable Use Agreement

I will

1. Follow all teacher directions including when to use the device.
2. Only access information related to the learning task.
3. Have my device sufficiently charged at the start of every school day. Power cords must be left at home.
4. Have the volume of devices muted at the beginning of each lesson.
5. Inform the teacher or others when using the camera and audio recording functions.
6. Ensure that my device is password locked.
7. Seek my teacher's permission before sending any form of electronic messaging in class.
8. Ensure that audio, photos and video recorded at school are not uploaded, broadcast or transferred without a teacher's permission.
9. Only use my personal device myself, hence, I won't loan my device to another student.
10. Transport and store my device in a safe and secure manner when it's not in use, ensuring my iPad's in a sturdy and robust cover at all times.
11. Keep my device in my classroom filing cabinet unless participating in a supervised learning activity on school grounds.
12. Understand that if my behaviour is not appropriate, my device may be removed by teachers until the end of the lesson or for more serious breaches; the device will be held longer.
13. Understand that Google Drive is a shared environment. Only upload files that can be viewed by others and are related to school work.
14. Be bound by all conditions in the Cheltenham Primary School Acceptable Use Agreement and Digital Teaching and Learning Policy
15. Only use the school WiFi when accessing the internet at school. This includes:
 - Disabling Virtual Private Networks (VPNs) while at school
 - Not connecting through mobile phone hotspots or via sim cards within the iPad.

I understand that:

1. When using the device at home, Cheltenham Primary School recommends that students only use the device for up to one hour per night and in a public area of the house (e.g. no screens in the bedrooms).
2. Cheltenham Primary School has recommended that students take out insurance on their iPad. The school takes no responsibility for lost, stolen or damaged iPad devices and/or accessories. Any damage or loss will be the sole responsibility of the parent.
3. Any violation of the previously mentioned regulations is unethical. Should I commit any violation, my access privileges may be revoked and school disciplinary action may be taken.

Your signatures on this document indicate that you have read these terms and conditions carefully, understand their significance, and accept your responsibilities as stated. Please sign & hand back by the 14th of December.

Student User's Name: _____ User's Signature: _____ Date: _____	Parent or Guardian As the parent or guardian of this student, I understand that network access is extended to my child for educational purposes. Parent or Guardian's Name (please print): _____ Parent or Guardian's Signature: _____ Date: _____
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