

# Loxton Lutheran School

## IPAD POLICY, PROCEDURES AND INFORMATION

### RATIONALE

The focus of the iPad program at Loxton Lutheran School is to provide tools and resources to the 21<sup>st</sup> Century Learner. Excellence in education requires that technology is seamlessly integrated into the educational program. Increasing access to technology is essential for that future, and one of the learning tools of these twenty-first century students is the iPad.

The individual use of iPads is a way to empower students to maximize their potential through engagement and creativity, thus preparing them with the knowledge and tools to be worthwhile and successful citizens of a modern technologically savvy society.

Effective learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anywhere.

The policies, procedures and information within this document apply to the use of iPads at Loxton Lutheran School, as well as any other device considered by the Administration to come under this policy.

Teachers may set additional requirements for use in their classroom.

### REASONS FOR USING THE IPAD

There are numerous reasons for using iPads at Loxton Lutheran School. These include:

- 1) The iPad is a portable personal device that is able to be used as an anywhere, anytime learning device.
- 2) The iPad is light, portable and easily carried in the school bag
- 3) The iPad is seen to be an intuitive device and minimal technical support is required.
- 4) The touch interface engages the young learner as it correlates to the technology students' use in their everyday life which allows a high level of interactivity.
- 5) The instant start-up of the iPad means greater use of class time for learning.
- 6) The vast number of applications (Apps), and access to information, on a wide range of topics, allows students to pursue topics about which they are interested in learning.
- 7) A 10 hour battery life means the iPad can be used throughout the entire school day.
- 8) There is anywhere, anytime access to current information that contains text, sound, images and interactivity. Information is represented with rich multimedia and data visualisation techniques.
- 9) Educators are finding that through the use of different Apps, students are able to choose the type of product they construct to demonstrate their understanding.

### RULES FOR USING THE IPAD AT LOXTON LUTHERAN SCHOOL

- 1) iPads at Loxton Lutheran School will only be used during lessons, whether these activities are conducted in the student's own class-room, other teaching areas in the school, or outside the school buildings.

- 2) At NO TIME will permission be granted to individuals or groups of students to use their iPads before school, at recess time and lunch time.
- 3) The breaking of this rule is viewed as a most serious breach of trust and will result in the withdrawal of permission to use the iPad for:-
  - At least one day for the 1<sup>st</sup> offence
  - 1 week for the 2<sup>nd</sup> offence
  - Longer time frames up to a term for subsequent offences.
- 4) Sharing of an iPad device is not to occur unless the class action is of a collaborative nature and requires that only one tablet is used for the group.

### **IPADS LEFT AT HOME**

- 1) If students leave their iPad at home, they are responsible for getting assigned work completed by other means which results in the least disruption to the class. (ie hand-written or computer)
- 2) Replacement devices on loan for the day may be available, but cannot be guaranteed.

### **CHARGING THE IPAD'S BATTERY**

- 1) iPads must be brought to school each day in a fully charged condition. It is the responsibility of students to charge their iPads each evening.
- 2) Normal daily classroom use will not exceed the capacity of an iPad's fully charged battery.
- 3) Other than in the case of exceptional circumstances (eg power failure – iPad left at school overnight etc), students will not be able to charge their iPad's battery at school.

### **SCREEN-SAVERS AND DESKTOP BACKGROUNDS**

- 1) Inappropriate media may not be used as a screen-saver or background photo.
- 2) The presence of firearms, other weapons, pornographic materials, inappropriate language, alcohol, drug related symbols or pictures are considered inappropriate and are therefore prohibited.

### **SOUND MUSIC GAMES OR PROGRAMS**

- 1) Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- 2) Music is allowed on the iPad and can be used at the discretion of the teacher.
- 3) Internet games installed on the iPad at home are not allowed to be played at school, unless permission has been given by the teacher.
- 4) Students are encouraged to have the iPad ear buds (supplied with the device) or headphones with them in case they require sound with the Apps in use. This use will be at the discretion of the teacher.

### **PRINTING**

- 1) Printing of student work from the iPad will not normally be required at school.
- 2) Students will be given information and instruction on how to print their work at school if this is needed.

### **HOME INTERNET ACCESS**

- 1) iPad internet access at home is entirely the responsibility of parents and is subject to the structures/rules they have put into place.
- 2) Parents are encouraged to set appropriate restrictions on internet access and to be vigilant in maintaining these

- The iPad's built in controls enable parents to set restrictions to the levels that they feel appropriate. (The school can provide assistance with the setting of these restrictions upon request.)
- 3) Loxton Lutheran School takes no responsibility for the levels of accessibility students have to the internet and social media away from its campus, other than to continually instruct, educate and counsel its students with regards to cyber safety.

## **TAKING CARE OF THE IPAD**

### **Responsibility**

- 1) Security and care of an electronic device such as an iPad is both a concern and a priority for both parents and school.
- 2) For its part, the Loxton Lutheran School, through its teachers, undertakes to educate its students in the correct use and care of iPads.
- 3) It is expected that parents will support the education process by reinforcing the best care practice with their children.
- 4) Students are responsible for the general care of the iPad while travelling between home and school, and also while at school or involved in any school related activity such as camps or excursions.
- 5) The responsibility of the iPad in the home situation is a matter to be determined by parents with their child(ren).

### **Best Practice Care**

- 1) Best practice care of the iPad predominantly involves common sense and thought.
- 2) Even so, it is acknowledged that on occasions, even though there is adherence to best practice and high levels of care, damage to the device will sometimes occur.
- 3) Listed below are guidelines for best practice care of iPads.

#### **General**

- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels
- iPads must never be left in class, bag, outside locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.

#### **Carrying iPads**

- iPads should ALWAYS have sufficient padding to protect them from accidental damage, even when used normally in the classroom or home setting.
- For this reason iPads should always be within the protective case when carried.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.
- For insurance purposes, Loxton Lutheran School recommends the use of the **Griffin Survivor iPad case** as the most effective prevention of damage to the iPad.

## **Screens**

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure

- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Take care not “bump” the iPad against lockers, walls, car doors, floors, etc as it is likely to cause the screen to malfunction, crack or break.

## **MANAGING FILES & SAVING WORK**

- 1) Students will be taught to save work to a ‘Cloud’ environment using programs such as **Dropbox** and **Vimeo**.
- 2) Dropbox and Vimeo are free, and once installed, enable users to access their files from any computer device, once personalised login and password requirements are entered.
- 3) Using Dropbox removes the need for files to be downloaded to flash-drives for transferring between school and home.
- 4) It is strongly recommended that parents manage the setup of the dropbox account as an email address is required for this process.
  - Parents requiring help may seek assistance from the school.
- 5) Individual teachers will inform parents of their students about storage requirements of the work completed, and how best this may be managed.

## **PERSONAL EMAIL ADDRESSES**

- 1) As a matter of policy, Loxton Lutheran School does not require its students to have their own email address, and as such, will not undertake to have one set up for them.
- 2) Students who have their own email address from home will not be permitted to use it while in the environs of the school, unless it is required for the installation of apps (only with the prior permission of parents).
- 3) Breaking this rule will be viewed as a breach of trust and may result in immediate withdrawal of internet access (WiFi models) or confiscation and banning of the use the iPad at school (3/4G models).
- 4) If emailing is required at school this may be done via a class email address.

## **SOFTWARE ON IPADS**

Each iPad comes installed with certain Apps. Once the iPad has been set up, additional Apps can be purchased and installed using the login details assigned during the setup process. As well as the original Apps loaded on the device, the school will require extra Apps to be loaded. Parents may also wish to allow their child(ren) to install other Apps of a nature they regard as appropriate. This is encouraged as the iPad is seen as a device that students should seamlessly use between school and home.

## **Software Required for School Use**

- 1) Individual teachers will require the installation of certain Apps on each child’s iPad to successfully conduct the programs they have planned.
- 2) Some of these Apps may need to be purchased, while others are free.
- 3) All purchase and installation of Apps is done via the Apple App Store.

- 4) The number of Apps required to be installed for school purposes may increase as the year progresses.
- 5) Installed Apps not required for school use are not to be accessed at school, unless permission has first been received from the class teacher to use them in a supervised environment.
- 6) An App purchase facility is included as a part of the purchase package of an iPad through the school. Parents will be issued with a code to download any required App for school use.
  - o Parents who have purchased their iPad from other sources may opt to be a part of the school App purchase program for a cost of \$50.

### **Software Installed for Non School Use**

- 1) Students, under the supervision of their parents, are allowed to load extra software/Apps on their iPads for use at home.
- 2) It is assumed that such Apps are appropriate in nature; however if deemed unsuitable by the school/teacher, parents will be contacted to discuss the matter.
- 3) Permission from the class teacher is required for children to use 'home installed' Apps at school.

### **Inspection**

- 1) Students may be selected at random to provide their iPad for inspection to determine the appropriateness of Apps installed on their device.

### **Software upgrades**

- 1) Upgrade versions of licensed software/apps are available from time to time.
- 2) Students may be required to check in their iPads for periodic updates and syncing.

### **ACCEPTABLE USE**

- 1) The use of the Loxton Lutheran School's wireless network resources is a privilege, not a right.
- 2) The privilege of using the technology resources provided by Loxton Lutheran School is not transferable or extendible by students to other people or groups.
- 3) This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of the technology.
- 4) Students violating any of the User Terms and Conditions named in this policy, unless providing compelling reasons as to why such violations occurred, will have privileges/access to the network denied, and the appropriate disciplinary action shall be applied.
- 5) **Violations may also result in disciplinary action up to and including suspension/ expulsion for students.**

### **PARENT / GUARDIAN RESPONSIBILITIES**

Loxton Lutheran School views the use of iPads at home as important as their use in the school setting. Parents therefore have an extremely important role in reinforcing and maintaining the practices of safe use of the device, by:-

- 1) Talking to their child(ren) about values and the standards that they should follow with regards the use of the internet – just as they do with the use of all media information sources such as television, telephones, movies, radio, computers and iPods.
- 2) Establishing clear family rules and procedures regarding the use of iPads at home designed to protect family members from abuse, overuse and addiction to social media.

## **SCHOOL RESPONSIBILITIES**

The wireless capacity of iPads enables students to access the internet for information and research and to connect with their peers to communicate and collaborate. With this increased capacity to connect comes an increased need for students to understand the ethical and legal (including privacy and copyright) considerations for safe and responsible behaviour online.

To protect students from unsuitable content, Loxton Lutheran School undertakes to:

- 1) Provide internet access to its students.
- 2) Provide internet blocking of inappropriate materials.
- 3) Provide data storage areas as required.
- 4) Monitor, and restrict information stored on or transmitted via Loxton Lutheran School owned equipment and to investigate inappropriate use of resources.
- 5) Provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.
- 6) Only recommend apps that are age appropriate for use by children in respective classes.

## **STUDENT RESPONSIBILITIES**

Loxton Lutheran School places a strong emphasis on Students managing their iPads and taking responsibility for the way they use the device. Therefore students will undertake to:-

- 1) Use computers/devices in a responsible and ethical manner.
- 2) Obey general school rules concerning behaviour and communication that apply to iPad/computer use.
- 3) Use all technology resources in an appropriate manner so as to not damage school equipment.
  - o This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student’s negligence and/or inappropriate behaviour.
- 4) Contact a teacher/staff member about any security problems they may have encountered.
- 5) Monitor their iPads and report any suspicious activity.
- 6) Secure their iPad after they have completed working on a task, in order to protect their work and information.

## **PROHIBITED STUDENT ACTIVITIES AT SCHOOL**

While at school, Loxton Lutheran School students will not use their iPads to:-

- 1) Illegally install or transmit copyrighted materials
- 2) Take any action that violates existing school rules and public law.
- 3) Send, access, upload, download, or distribute offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- 4) Use chat rooms while at school.
- 5) Access social media such as Facebook, MSN Messenger or ICQ, etc.
- 6) Use internet/computer games (unless permission from the teacher has been granted).
- 7) Use outside data disks or external attachments without prior approval from the teacher.
- 8) Download and install Apps without teacher approval.
- 9) Engage in spamming i.e. the sending of mass or inappropriate emails
- 10) Gain access to other students’ accounts, files, and/or data.
- 11) Use the school’s internet/E-mail accounts for personal gain or for any illegal activity.
- 12) Use anonymous and/or false communications via social media.

- 13) Give out personal information, for any reason, over the Internet.
- 14) Transmit or access materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

## **PROTECTING & STORING THE IPAD**

### **IPad Identification**

- 1) Student iPads are to be labelled/named in a manner so that they can be clearly identified.
- 2) The school also requires that the device serial number and the name of the matching owner be held in its records for
  - Clarification of the true owner of the device, in the case of a dispute.
  - Insurance purposes.
- 3) The school will also require any parent generated password to enable teachers to increase or reduce restrictions of the iPad if needed.

### **Storage**

- 1) On arrival at school, students must wait in the designated area with their school-bag / iPad, and wait for their classroom to be opened by the teacher, after which they should take the iPad from their bag and place it in the occupied classroom.
- 2) iPads must remain in the classroom during the school day unless used in a required activity in another part of the school, after which time it will be returned to the classroom.
- 3) When the classroom is unattended (eg break times or when the class is out of the room) the room SHALL be locked at all times.
- 4) Students are required to take their iPads home every day after school, regardless of whether or not they are needed.
- 5) Although iPads should not normally be stored at school, this can be negotiated when circumstances require it.
- 6) iPads inadvertently left at school will be stored in a secured area.

### **iPads Left in Unsupervised Areas**

- 1) iPads should never be left in unsupervised areas.
- 2) It is the responsibility of the student to ensure this does not happen.
- 3) If found in an unsupervised area, an iPad will be returned to the School Office and the owner counselled about how to appropriately care for their iPad.

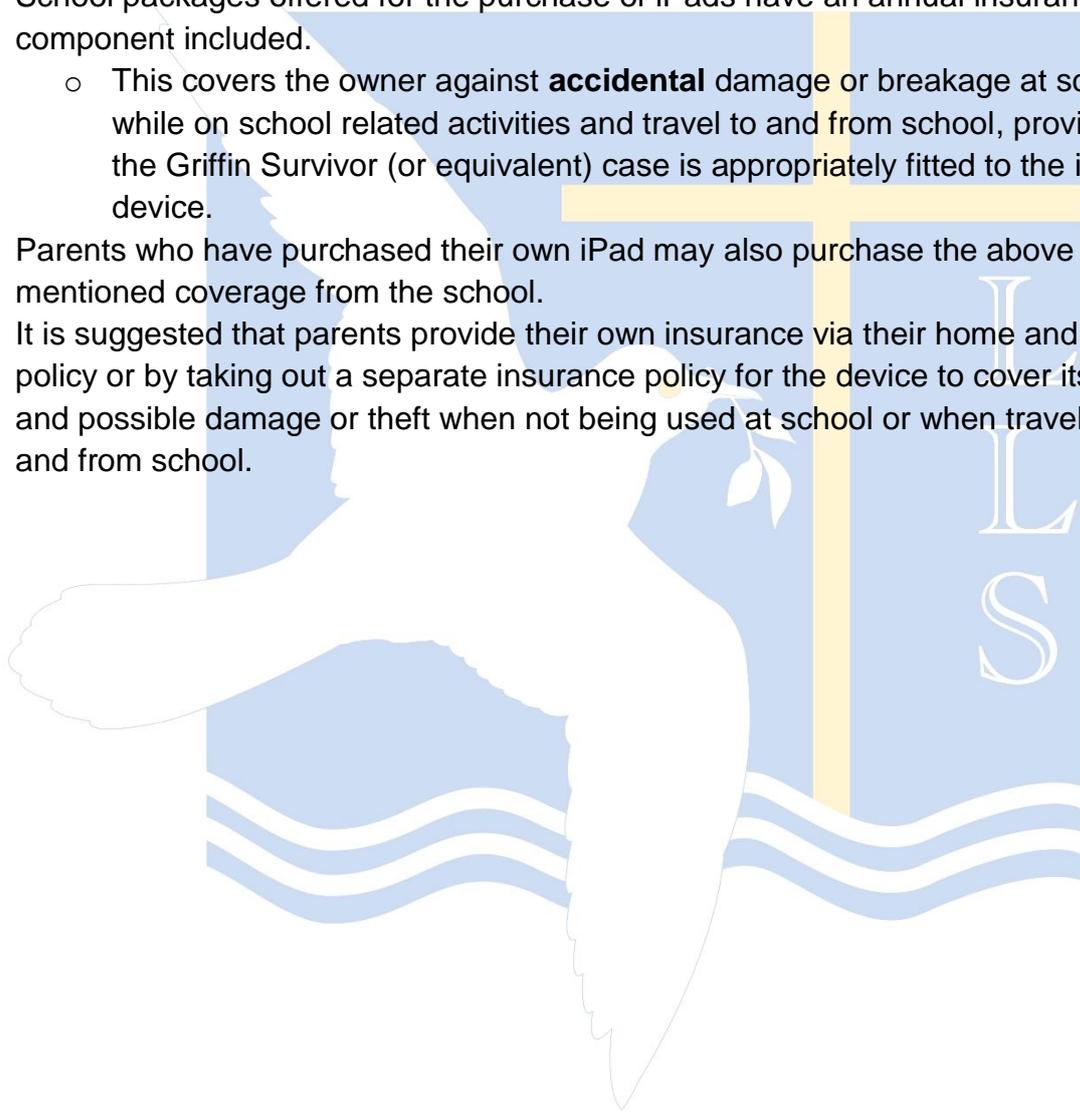
## **IPAD OWNERSHIP / USAGE**

- 1) iPads purchased privately remain the property of the purchaser.
- 2) Loxton Lutheran School reserves the right to disallow the use of the iPad at school, as well as access to its networks as a consequence for the breaking of school rules.
- 3) iPads purchased / rented from the school remain the property of the school until outstanding monies are paid to the school.
- 4) Parents either purchasing iPads via progressive payments, or renting iPads, are granted permission to use these devices on a 24/7 basis – treating them as their own.
- 5) Parents who leave the school, and who still have a residual payment on one or more iPads, must either:

- Complete the residual payment after which time the iPad(s) become their property
  - Return the iPad(s) to the school
- 6) If the iPad is returned in a damaged / unusable condition due to misuse, parents will be invoiced for repairs or replacement.

## INSURANCE

- 1) All new iPads come with 12 months Apple standard warranty covering breakages (except for screens which incur a repair cost of up to \$200)
- 2) School packages offered for the purchase of iPads have an annual insurance component included.
  - This covers the owner against **accidental** damage or breakage at school, while on school related activities and travel to and from school, provided that the Griffin Survivor (or equivalent) case is appropriately fitted to the iPad device.
- 3) Parents who have purchased their own iPad may also purchase the above mentioned coverage from the school.
- 4) It is suggested that parents provide their own insurance via their home and contents policy or by taking out a separate insurance policy for the device to cover its use and possible damage or theft when not being used at school or when travelling to and from school.



## IPAD STUDENT AGREEMENT

To use their iPad at Loxton Lutheran School, students, under the supervision of their parents, are required to read and agree to the contract below

By signing the agreement, both students and their parents agree to comply with the terms stated below.

I, as a student of Loxton Lutheran School, agree that:-

- 1) I will take good care of my iPad.
- 2) I will not leave the iPad unattended.
- 3) I will only lend my iPad to other individuals during lesson related activities.
- 4) I will know where my iPad is at all times.
- 5) I will charge my iPad's battery daily at home.
- 6) I will keep food and beverages away from my iPad as they may cause damage to the device.
- 7) I will not disassemble any part of my iPad or attempt any repairs.
- 8) I will protect my iPad by only carrying it while in a protective case (Griffin Survivor case is recommended).
- 9) I will only use my iPad in ways that are appropriate, educational, and which meet Loxton Lutheran School expectations as stated in the iPad Policy.
- 10) I will only have appropriate media as a screen-saver or background photo.
- 11) I will not have media depicting firearms, other weapons, pornographic images, inappropriate language, alcohol, drug related symbols or pictures considered inappropriate, on my iPad.
- 12) I will not deface the serial number on my iPad.
- 13) I understand that my iPad is subject to inspection at any time.

Student Name: \_\_\_\_\_

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

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The iPad policy can be viewed on the website:- [http://www.loxton-lutheran.sa.edu.au/policies\\_and\\_handbooks.php](http://www.loxton-lutheran.sa.edu.au/policies_and_handbooks.php) or downloaded from our Skoolbag app

Ratified by School Council 28/02 /2017  
**To be reviewed 2019**