

DONCASTER  
GARDENS 1-1  
iPad program  
Parent Handbook

## **Our School Purpose Statement**

To provide students with the ability to use technology to support their learning, to become global learners and citizens. By using technology students will be more engaged in their learning which in turns supports better student outcomes.

## **Our 1-to-1 Vision Statement**

Doncaster Gardens Primary School students will be independent global learners. They will have point of need access to the Internet and applications to inquire, investigate and discover. Through using technology students will develop the desire and skills to be active citizens in an ever-changing society.

## **What is 1:1?**

1-to-1 learning is where each student and teacher has one Internet connected iPad for use in the classroom and at home. iPad weighs 600 grams and fits easily into a school bag. The iPad will give participating students the tools to learn in a digital age. Wireless Internet access will be available at school, and iPads can also be used at home – with or without Internet access. The school rents these netbooks to parents.

## **Ownership Model**

Doncaster Gardens has endeavoured to offer the community the most affordable and engaging approach to using technology as a personal learning tool. For 2013 we have adopted the Bring Your Own Device model, where parents are requested to provide their Year 5 child with a privately purchased iPad (at least an iPad 2, 16GB with Wi-Fi capability). Some students and/or families may have a suitable iPad already. The student would be expected to bring it to school every day. Under this model the families would be responsible to arrange their own insurance and repairs. However the school will supply paperwork for parents, where they can take out an insurance policy with iBroker if they wish.

## **iPad Use**

The iPad is provided primarily for use as a learning tool for school work. It is the responsibility of the student to comply with the iPad Acceptable Use Agreement, Online Safety Policy, Internet Code of Practice and the Internet Policy.

The students will not use their iPad before school, during recess and lunch or after school on the school grounds without the direct permission of their teacher.

To ensure the iPads avoid situations of damage and theft the iPads must remain in the school bags to and from school. If a student is found to be using the iPad during their travel to and from school or in the school grounds when not appropriate the student will be in breach of the iPad Acceptable Use Policy.

When students leave their classroom and do not require the iPad, there will be a designated secure location for all iPads. Students must only leave their iPads in this designated location.

Teaching staff has the right to access any information on the iPad at anytime to ensure the content is consistent with the Online Safety Policy, Internet Code of Practice and the Internet Policy.

All the iPads that are brought to School under the 1-to-1 iPad Program will have a school barcode placed on the back. This will ensure the school can keep a record of each student's details and the related Serial number for that iPad.

The school recommends that the iPad is always used in a common area at home and not privately in the children's bedrooms. This enables parents to more readily monitor the content being accessed by the child.

## **Insurance**

If your child is taking part in this program by bringing his/her own device, insurance will need to be independently provided. Some insurance companies will provide cover under their contents insurance. However if this is not possible, parents must agree to organize and fund any necessary repairs. The school will take no responsibility for loss, accidental damage or theft under any circumstances.

The school will provide all parents with information about an education focused insurance company that can provide a policy to comprehensively cover the iPad. The student is provided with two years insurance, which covers the device for loss/theft and accidental damage. The insurance is provided by iBroker (underwritten by QBE.) The insurance has a \$200 excess for each claim. The school can assist in finding a suitable repairer and the process required to make a claim, however the school takes no responsibility in dealing with the claim on your behalf.

While the iPad is being replaced or repaired the child will be able to use or share a school iPad, where available.

## **Managing your iPad**

### **School Responsibility**

To ensure the 1 to 1 iPad program is implemented smoothly and the students are able to utilise the device to its full potential, Term 1 will commence with the students learning about e-safety and e-security.

### **E-security**

All iPads will be registered with the school. The school will place a barcode on the back of the iPad, which will record:

- The Students name
- Students grade
- iPad serial number

The teacher will have the right to inspect the student's iPad usage history, to ensure it is being used in compliance with the schools guidelines of acceptable use.

The students will not have access to the iTunes store, YouTube or other social networking sites, while connected to the school network.

## **E-safety**

### eSmart

Doncaster Gardens is registered to become an eSmart school. This is a whole school program designed in conjunction with the DEECD and The Alannah and Madeline Foundation for schools across Australia. This is a comprehensive cyber safety Program which requires students to learn and abide by a set of guidelines. This program will develop throughout this year and next year.

### Digital Demons

Students in Years 5 and 6 have also been taking part in the Melbourne Football Club's Digital Demons Program. This has provided students with strategies for Internet safety and behaving appropriately in an online world.

### 13+ Software

There are a number of Apps available through the iTunes store that requires a user to be 13+ to access and download. An example of this is Facebook, which would be deemed as inappropriate for use on this iPad. The school will provide a list of apps that provide an educational purpose and can be used on the iPad by the parents signing up through the parents email account. All other 13+ apps are not allowed to be used on this iPad and if found on the students iPad will be a breach of the Online Safety Policy, Internet Code of Practice and the Internet Policy.

# iTunes

An Apple ID is required to download the necessary applications for the iPad to be used within the school setting.

Parents/Legal guardians are encouraged to use their own email account and details to set up the Apple ID. This ensures that an adult has control over the content that is being installed on the device.

Parents will be provided with information on and assistance with setting up an iTunes account. It is not necessary to provide Credit Card information to set up an account; it can be funded by buying iTunes cards.

Families will be provided with a \$40 iTunes card by the school and are required to use it to download a list of Apps that will be used in the classroom. Some of these apps will cost and some will be free. Even when purchasing free apps you are required to have an Apple ID.

By using the iTunes software (Software) a user agrees to be bound by the terms and conditions of the Software License Agreement.

By using the iTunes Store website (Site) a user agrees to be bound by the Terms and Conditions of Use (Terms of Use) that apply to the website.

Parents may use an existing Apple ID and sync the new iPad with this account. They must ensure that only content that is of a PG rating is installed on the iPad and reflect the behaviours promoted in the Online Safety Policy, Internet Code of Practice and the Online Safety Policy.

The school takes no responsibility in any terms and conditions that have been accepted while creating an Apple ID and downloading content from the iTunes store.

Parental controls should be set on the iTunes account and password protected to ensure they stay in place. These controls are found in iTunes menu > Preferences > Parental > Age Restrictions. Password protecting is the padlock icon on the bottom left of the window. This will assist in managing content within iTunes.

## **iPad Restrictions**

We strongly encourage that parents reinforce the restrictions on the following applications through utilising iPad restrictions:

FaceTime

YouTube

Installing and Deleting Apps

Changing Mail Accounts

Setting allowed content to appropriate content for their age.

## **Responsibility for iPad**

It is the student's responsibility to ensure that the iPad is looked after. Like all items brought to school the school has no liability for damage or loss of any personal items.

## **Care & maintenance**

The student must maintain and care for the iPad (see later section). The iPad must come to school each day in full working order:

Fully charged - students will not have access to charging facilities at school

Cover on

School required apps installed

System software – correct version installed.

### Caring For The iPad Screen

The screen is made out of glass but it has a special oleophobic coating in order to protect it from fingerprints. Officially, it means that it is oil resistant. It is important to take good care of the screen to get the most out of the coating. The school recommends the use of a screen protector. Here are some ways to protect your iPad screen.

- Don't drop it on hard surfaces. It is glass and it can break.
- Clean the screen with a soft, slightly damp, lint-free cloth.
- Do not clean it with window cleaners, glass cleaners, aerosol sprays, abrasives, or alcohol.

## Caring For Your Batteries

Part of caring for your iPad means caring for the batteries:

The batteries in your iPad are lithium polymer (rechargeable) and they will eventually wear out. It will take a long time before that happens, but there are some things you can do to care for your batteries and get the most out of them.

Make sure you keep up on the latest iPad updates. This sounds odd but Apple will sometimes make adjustments to software, which helps with drain on resources and battery life.

Go through one charge cycle per month. To do this all you have to do is charge the iPad to 100% and then run it completely out.

## Caring For Your iPad: Environmental

There are also a few environmental ways to care for your iPad. Some of these are obvious while a few are not so obvious.

Keep the iPad out of heat for an extended length of time.

Keep the iPad out of cold for an extended period of time.

Keep it out of water or extremely humid locations.

Do not dry it with an external heat source, hair dryer.

It should also go without saying that part of caring for your iPad is to make sure you do not insert anything into the port connections other than the intended peripherals. Jamming things into the port connectors could render it unusable (and void the warranty).

## External Protection

Protecting the outside of the iPad is part of caring for your device. You will want to get a case in order to keep it safe while travelling or just for everyday use. These do not need to be costly, there are many less expensive alternatives available on eBay.

## **Frequently Asked Questions**

### **Why are we moving in this direction? How can iPads improve learning?**

Today's students think, connect and communicate differently from those who were at school even only a few years ago. DEECD iPad Trial research showed that students with 1:1 access are:

- more motivated and engaged in learning
- better organised which improves literacy and numeracy outcomes
- better able to collaborate and think analytically
- It is providing students with the necessary tools and awareness to learn and work in a society that is becoming more technology rich.
- It is giving students more and new avenues to present their work and learn.
- We know that students have different learning styles and by using the iPad we can provide students with an amazing learning tool that supports these various styles.

### **How do 1:1 iPads promote better learning in and out of school?**

- anywhere, anytime access to learning
- independent, self-initiated learning, e.g. promotion of problem solving skills, ability to "Google" questions they have
- more family involvement in education through accessing their iPad
- collaboration between students in different schools, states and even countries
- ability to teach students how to communicate appropriately and safely on social websites
- the ability to access homework and school information online and offline
- more time for teachers to teach students to use the internet appropriately as a tool to learn
- greater access to real-time information, digital learning resources and educational software
- working in online spaces such as a Wikispace where students can access varied content to support their level of understanding in a subject area
- immediate feedback on their learning such as provided on the apps Evernote and Show me. Students have the means to reflect instantly and not wait for their work to be corrected by the teacher

- the ability to digitally capture any learning, in the form of videos or photographs to create authentic learning resources such as digital stories
- opportunities to discuss cyber bullying as a real issue and discuss impacts of this as a class

### **Are other schools heading in the same direction?**

Similar successful programs in Victorian schools.

Croydon Hills Primary School - years 5 - 6

Apollo Parkways – years 5 - 6

Ringwood North Primary School

Acadia College

Laurimar Primary School

Manor Lakes

Heidelberg Primary School

Whitehorse Primary School

Croxton Special Education

Lynbrook Primary School

Truganina South Primary School

Donvale Primary School (Starting 2013)

Millgate Primary School (Starting 2013)



## Insurance for iPads

Available to:	<b>Students, Teachers and Staff at Schools, Colleges &amp; Universities</b> (Both Public and Private)
Insurer:	<b>QBE Insurance (Australia) Limited</b>
Cover Description:	<b>Accidental Loss or Damage, and Theft</b>
Geographic Limitations:	<b>World Wide</b> (For the entire period of insurance)
Available Periods of Insurance:	<b>1 Year, 2 Years, 3 Years or 4 Years</b>
Excess:	<b>\$200.00 per laptop per claim</b>
Available Programs:	<b>School/College - outright purchase or financed Parent/Guardian - outright purchase or financed Staff/Faculty - outright purchase, financed or salary sacrificed</b>
Acceptance Criteria:	<b>1. Insurance to be effected within 30 days of delivery</b>

### What is Covered:

- ✓ Accidental Loss – for example
  - + Left on public transport
  - + Left at bus stop
- ✓ Accidental Damage – for example
  - + Dropped
  - + Stepped on
  - + Driven over
  - + Pulled off desk
  - + Fell out of locker
  - + Lid closed with pen on keyboard
- ✓ Loss or damage by theft or attempted theft;
  - + From any occupied building or vehicle; or
  - + From any unoccupied building or vehicle only following forcible entry; or
  - + In the open air only where:
    - + The laptop is under the direct control and supervision of an adult; or
    - + The end-user is at or on the way to or from:
      - + Their place of education; or
      - + An organised school/college activity or event; or
      - + An organised extra-curricular activity; or
      - + Other places of residence or accommodation;
- ✓ Theft – for example
  - + From locked unoccupied vehicle
  - + From locked unoccupied building
  - + From occupied building
  - + By force or intimidation
  - + From the open air
- ✓ Liquid Spill

## **Doncaster Gardens Primary School Internet Policy**

### **Philosophical Basis:**

The Internet provides a vital resource for learners, and appropriate access to this technology will be made available to all students and staff.

### **Guidelines:**

- Access to the Internet will be made available to students and staff in the classrooms and the computer laboratory.
- As computer technology advances, safety procedures will be continually developed and reviewed to protect the students while using the Internet.
- Parental permission will be gained before students can use the Internet, in the form of an Internet Code of Practice and Internet Use Agreement.
- Internet access at Doncaster Gardens Primary School will be supervised by a staff member.
- Students will be encouraged to follow instructions and stay on task at all times when accessing the Internet.

### **Implementation:**

- In the computer laboratory and in classrooms students will have opportunities to access the Internet for the purposes of searching for current information and resources, and to participate in interactive on-line activities.
- Children will only be allowed to access the Internet under teacher supervision. All social networking sites, wikis and blogs, used for school purposes, will be managed by staff. Wikis and blogs will be private and only accessed by appropriate staff and students.
- Teachers will revisit the Internet Code of Practice with the students on a regular basis.
- Students will be taught that plagiarism is not permitted, and that they are expected to acknowledge the sources of information they have acquired on the Internet.
- No identifying information such as full name, home address, age, phone number etc. will be permitted to be published on the Internet or Intranet.
- Communication via email at school will be strictly limited and only permitted when directly supervised by a teacher.
- Internet games accessed by students should relate directly to the classroom or specialist curriculum, and not be used as a 'free time' activity. Students will only be allowed to play Internet games with explicit teacher permission and supervision.
- Online bullying is strictly forbidden. Students who engage in such practices outside the school are primarily the responsibility of their parents; however the school may intervene if requested, or if there are implications for the school or other students.
- Pictures of children will not be placed on the Internet without parental permission.
- Students will be discouraged from personally joining social networking websites when their age or other factors do not permit them to do so.
- Tethering is not acceptable at Doncaster Gardens Primary School.

### **Evaluation:**

- Any reports of students using the Internet inappropriately will be investigated and recorded.
- Ongoing evaluation in terms of policy review will be carried out.
- This policy will be reviewed annually.

# Doncaster Gardens Primary School

## Online Safety Policy

### Philosophical Basis:

Doncaster Gardens Primary School has an obligation to maintain a safe physical and emotional environment, and a responsibility to consult with the community. These responsibilities are increasingly being linked to the use of the Internet and Information and Communication Technologies (ICTs), and related Internet safety issues. The use of the Internet and ICT equipment bring great benefits to the teaching learning programs, and the effective operation of the school. However, it is recognised that the presence in the learning environment of these technologies, some provided by the school and some used by staff, students, and families outside the school, can also facilitate anti-social, inappropriate and even illegal materials and activities. The school has the dual responsibility of maximising the benefits of new technologies, whilst minimising the risks. Safe online practices will aim not only to maintain a safe school environment, but also to educate students and other members of the school community about the safe and responsible use of present and developing ICTs.

### Guidelines:

The following issues will be considered:

- The need for ongoing funding for safe Internet practices through inclusion in the school's annual budget
- Review of the Schools Strategic Plan and Annual Implementation Plan to ensure they make provision for safe Internet practices
- Deployment of staff to appropriate positions in regard to their knowledge of ICTs and safe Internet practices
- Professional learning and training for all staff in safe Internet practices
- Implications for the design and delivery of the curriculum
- Disciplinary responses appropriate to the breaches of Internet safety
- Availability of appropriate pastoral support for victims of online bullying
- Potential employment issues

### Implementation:

- The school's safe Internet practices will be based on the latest information available, including the most recent version of the *NetSafe® Kit for Schools* (NZ).
- No individual may use the school Internet facilities and school owned/leased ICT devices/equipment in any circumstances unless the appropriate use agreement has been signed and returned to the school. Use agreements also apply to the use of privately owned/leased ICT devices/equipment on the school site, or at/for any school related activity of its location. This includes off site access to the school network from school or privately owned/leased equipment.
- The use agreements will cover all School Councillors, staff, students and any other individuals authorised to make use of the school's Internet facilities, including preservice teachers, external providers and contractors, and other special visitors to the school.
- The use agreements are also an educative tool and can be used as a resource for the professional learning of staff.
- Use of the Internet and the ICT devices/equipment by staff, students and other approved users is to be limited to educational, professional learning and personal usage appropriate in the school environment.
- Signed use agreements will be filed in a secure place, and an appropriate system devised which facilitates confirmation that particular individuals are authorised to make use of the Internet and ICT devices/equipment.
- The school has the right to monitor, access and review all use. This includes personal emails sent and received on the schools' computers and/or network facilities at all times.
- The school has the right to audit at any time any material on equipment that is owned or leased by the school. The school may also request permission to audit privately owned ICT devices/equipment used on the school site or at any school related activity.
- Issues relating to confidentiality, such as sighting student or staff information, reasons for collecting data and the secure storage of personal details and information (including images) will be subject to the provisions of the *Information Privacy Act 2000*.
- The safety of the students is of paramount concern. Any apparent breach of online safety will be taken seriously. The response to individual incidents will follow the procedures set out in the Student Code of Conduct and the Internet Policy and Code of Practice. If illegal material or activities are suspected, the matter may need to be reported to the relevant law enforcement agency.

### Evaluation:

- This policy will be reviewed every three years as part of the policy review cycle.



# Doncaster Gardens

P R I M A R Y

## INTERNET CODE OF PRACTICE

The Doncaster Gardens Primary School computer network provides staff and students with access to information resources through the Internet and Intranet. The school's service provider enables students to have filtered access to the World Wide Web. Access to the Internet is granted to children for educational purposes only, and students must have teacher supervision at all times. Staff will closely monitor student use of the Internet.

Student users may not:

- Use the Internet to gain access to inappropriate material
- Access chat rooms unless specifically instructed to do so by a teacher for educational purposes
- Use the internet for political purposes
- Use the Internet to purchase or sell products
- Engage in Internet or email bullying of any kind.

Only students who have signed the Internet Use Agreement will be allowed to use it, with the consent of their parents.

### CONDITIONS OF USE

#### Personal Safety

- Students must never post personal information about themselves or another person (e.g. full name, address, telephone number)

#### Illegal Activities

- The school's Internet service may not be used to undertake any illegal activity, attempt to gain access to another (unauthorised) computer system, or attempt to damage any computer system by spreading a computer virus.
- Tethering is not acceptable at Doncaster Gardens Primary School.

#### System Security

- No disks, CDs or USB devices are to be brought from outside the school and used on the school computer network without the express permission of the ICT Curriculum teacher.
- A teacher must grant students permission before downloading files from the Internet.

#### Inappropriate Language

- Language restrictions apply to all messages (public and private), email and web pages.
- Users will not engage in personal attacks on others, or send any abusive messages.

#### Plagiarism and Copyright

- Users will not plagiarise another's work. (This is taking ideas and writings from another person and presenting them as your own).
- Students must acknowledge all information (including pictures) that they have obtained from the Internet.

#### Inappropriate Access to Material

- Students will not use the Internet to access material that is obscene, or material that advocates violence or discrimination against others.
- If students inadvertently access such a site they must inform their teacher immediately.

# Acceptable Use Agreement - 1 to 1 iPad Program

This document forms an Acceptable Use Agreement between the school, the parents and the student taking part in the program. This agreement is in conjunction with the iPad Parent Handbook, the Online Safety Policy, Internet Code of Practice and the Internet Policy which all must be adhered to during the duration of this program.

## 1 Bring Your Own iPad

- (a) **Doncaster Gardens Primary School** shall provide access to the school Wi Fi so the students have access to the Internet and the Network.
- (b) The student shall have access to the iPad on a 1-to-1 basis, twenty-four hours a day, seven days a week for the duration of the program.
- (c) The iPad is the families property, however all policies and agreements with the school must be adhered to at all times.

## 2 iTunes

- (a) An iTunes account is necessary to download applications (software) to allow the iPad to function.
- (b) Parents/Legal Guardians will be provided with an iTunes voucher at the commencement of the program for the purchase of core educational apps from the iTunes Store
- (c) This will be accompanied by instructions to create an iTunes Store account and to download the required core apps for the program. It is not necessary to provide a credit card details for the creation of an iTunes account.
- (d) By using the iTunes software (**Software**) a user agrees to be bound by the terms and conditions of the Software License Agreement
- (e) By using the iTunes Store website (**Site**) a user agrees to be bound by the Terms and Conditions of Use (**Terms of Use**) that apply to the website.
- (f) Parents may choose to use an existing iTunes account to allow access to previously purchased music or other items. The iTunes voucher may be redeemed against the existing iTunes account to purchase the required core apps for this program.
- (g) A user is entirely responsible for maintaining the confidentiality of information held in the user's account, including the user's password and for

any activity that occurs under the user's account as a result of failing to keep this information secure and confidential.

(h) Additional apps purchased will be the responsibility of the Parent/Legal Guardian and reflect the behaviours promoted in the school Acceptable Use Agreement.

#### **4 Cost**

(a) Parents/Legal Guardians will be provided with an iTunes voucher at the commencement of the program for the purchase of designated educational apps from the iTunes store.

(c) The Parent/Legal Guardian of the student is responsible for all transactions, free or purchased, in regard to the downloading of iPad apps.

#### **5. The iPad**

The Student will operate, maintain and store the iPad with due care and in compliance with the instructions and recommendations of the supplier and manufacturer of the iPad and pursuant to any directions given by the school or outlined in the iPad information handbook.

#### **6 Warranty and Insurance**

(a) The iPad is covered for the first 12 months by Apple. Warranty services will be the responsibility of the family. When available the student will have access to a school owned iPad during school hours to complete activities, while his/her iPad is being repaired or replaced.

For loss and accidental damage:

- It is strongly recommended by the school that the iPad is insured.
- Under the Bring Your Own Device model it is the responsibility of the parent/guardian to source insurance.

## **Acceptable Use Agreement**

I have read the above information regarding the Acceptable Use of the iPad.  
I have read the iPad Parent Handbook and agree to all terms and conditions outlined therein.

I understand and agree to the terms and conditions of this agreement with the school Acceptable Use Agreement.

Parent/Legal Guardian Signature :.....

Student Signature: .....

Date: ...../...../.....