

DONCASTER  
GARDENS 1-1  
iPad program  
Parent Handbook

## **Lease Inclusions**

Doncaster Gardens is offering parents the following package to rent:

1 x 16 GB Wi-Fi enabled iPad 2.

2 Year Apple Care Warranty and over the phone or in store technical support.

2 Year Comprehensive Insurance against Accidental Loss, Accidental Damage and Theft insurance with a \$200 excess.

Access to Warranty repairs and Insurance claims by bringing the iPad to the classroom teacher.

Wireless Internet Access at School.

Training sessions for students.

Optional training sessions for parents to help set up and use the iPad effectively.

Ability to use the iPad at home with or without Internet access.

## **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 Models**

Doncaster Gardens has endeavoured to offer the community as many options as possible for the students to participate in the 1-to-1 program, whilst keeping the integrity of our School Network, being able to monitor the students use of the iPad and keeping the iPads safe.

### Option 1

Parents to provide their Year 5 child with a privately purchased iPad (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 option the families would be responsible to arrange their own insurance and repairs.

## Option 2

The school has negotiated a lease arrangement whereby parents would pay approximately \$116 per term for each remaining term that the student is in Years 5 and 6 (six terms). The student would have use of the iPad for 24 hours per day, seven days per week for the duration of the lease, and would be expected to bring it to school every day. At the end of this option the family will be able to buy out the iPad with a nominal payout figure.

## **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 Policy (still in draft stage), 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 will be 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.

If your child will be taking part in the program through the schools lease arrangement, 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 iPad can be given to the classroom teacher with a completed insurance claim form and a police report (if the iPad is stolen.) The teacher will then arrange repair or replacement (at the insurer's discretion) through DesignWyse. The parents will also have to provide payment for the excess at the same time as the iPad being handed to the school, as it will not be repaired without payment.

While the iPad is being replaced 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 3 will commence with the students learning about e-safety and e-security.

## E-security

All iPads regardless of ownership option 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.

Students will be required to have an email address which will be set up by the school via our ISP and will be monitored by classroom teachers as outlined in the iPad Acceptable Use Policy.

## **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 \$30 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

