

**Year 3-6 Bring Your Own Device (BYOD)**  
**Acceptable Use Agreement**

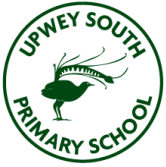
*A BYOD (Bring Your Own Device) learning program is a program where each student has the option of bringing to school an approved digital device, as a digital tool to enhance their learning. At Upwey South Primary School, a BYOD Program is an opt-in program for all Year 3-6 students.*

*To complement the BYOD program, school owned iPads are provided to classes as shared devices, and are used in conjunction with laptops and desktops. Students without their own BYOD device are not guaranteed 1:1 access to a digital device.*



***This document contains the rights, responsibilities and regulations for the Upwey South Primary School BYOD iPad Program***

*This document should be read by families, students and staff.*



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## **Expectations of Use for the BYOD iPad Program**

### **1.1 Overview of the BYOD Program**

The 1:1 iPad program was introduced to the school in 2016 for students in Years 5 and 6. IN 2017, the program was extended and offered to students in Years 3 and 4.

Each student is required to source their own iPad and they retain complete ownership of the iPad. This type of 1:1 program is referred to as BYOD (Bring Your Own Device).

The BYOD program will further complement and expand upon the School's commitment and investment in providing ICT, which promotes and enables appropriate Digital Technologies.

The BYOD iPads are intended for use at school each day. iPads will be used for daily learning activities, as well as to check school messages, calendars, timetables and to further enable differentiation and individualised learning.

Students are responsible for bringing their iPad to school every day.

Students are expected to use their iPad appropriately and for educational purposes at all times.

### **1.2 iPad Storage and Charging**

The safety of a student's iPad at school is paramount.

Each classroom has a lockable storage space, which is secured at all times when the teacher is out of the classroom.

Each morning a bell will sound on the school's public announcement system at 8:50am, at which time students are expected to make their way to their classroom and prepare for their learning. Upon arrival at school, students are expected to go immediately to their classroom and place their iPad into the purpose-designed storage space.

iPads should be brought to school fully charged or with enough charge to last the day. Students are expected to charge their iPad every evening at home.

If the iPad requires charging during school hours, students may access limited classroom chargers. Please do not bring personal chargers to school, as these have not been assessed under the School's electrical testing and tagging program.

Students are encouraged to bring an inexpensive pair of headphones to school for their exclusive use. Headphones should also be named.

All students are expected to have their device housed in a protective casing, which is to be provided by the family.

In addition to the protective casing, students have the option of utilising a USPS satchel to transport the device to and from school. The use of a satchel requires a separate agreement to be signed by families.

### **1.3 Maintenance, Repairs and Damage**

Students are personally responsible for the general care of their iPad. They are responsible for any and all damages or losses that may occur.

iPads that are damaged or fail to function correctly should be taken to a reputable dealer, or returned to the place of purchase, to be evaluated immediately.

The School does not offer warranties of any kind and are not responsible for any damages or losses occurring to a student's iPad.

Where extenuating circumstances arise, should damage or loss occur, the Principal and Classroom Teacher retain the right to consider each case based on its own merit.

Should damage or loss occur to an iPad as a result of another student's actions, the parents/guardians of the students involved will be contacted immediately. The Principal and the Classroom Teacher retain the right to deal with these matters on an individual basis and in direct consultation with the families involved.

### **1.4 Daily Maintenance and Care**

The iPad is an extremely powerful and robust learning tool. Each student should ensure that they maintain their iPad in strong working order. At all times, a student should know the exact location of their iPad.

To ensure the functionality of the iPad the following recommendations should be followed:

- Purchase a high-quality protective case/ cover for your iPad
  - Always leave your iPad in a protective case, even during use
  - Use a screen protector
  - Only use a clean, soft cloth to clean the screen. Do not use cleansers of any kind
  - Insert charging cords, earphone cables and other attachments carefully
  - Do not leave your iPad unattended on your desk or anywhere else in your classroom
  - Avoid using your iPad on the floor, if required use a laptop stable-table
  - Do not allow anyone else to use your iPad without your immediate supervision
  - Do not place books or heavy objects on your iPad
  - Keep food and drinks away from your iPad
  - Do not place anything in your school bag that may apply pressure to your iPad
  - Students should NOT use their iPad whilst travelling to and from school.

### **1.5 Home Screen and Lock Screen**

Each student is required to personalise both their home screen and lock screen in a manner which makes their iPad easily identifiable. It is an expectation that the student's name and/or photo and class are set as both the home screen and lock screen.

In addition, the case should be named for easy identification by a teacher.

***This is a non-negotiable expectation.***

## **1.6 Passcode**

Each student is required to have their iPad locked with a passcode. This prevents unauthorised access to the iPad.

The student is required to provide their classroom teacher with this access code, which will be recorded. The student must notify their classroom teacher if the passcode is changed.

The passcode should be known and recorded by the parents/ guardians of the student.

## **1.7 Find my iPhone/ iPad**

It is highly recommended that the student's iPad have the "Find my iPhone/iPad" app installed.

This is then linked to the Apple ID which has been set up by the parents/ guardians.

More details on the functionality of this app are available from the App Store.

Please see your child's Classroom Teacher should you require assistance setting this important security feature.

## **1.8 Apple ID and the App Store**

Each iPad should be set with a personalised Apple ID which is linked to an email account controlled by the parents/ guardians. It is recommended that the password for this account be given to the student, so that they may download free apps as required to assist with their daily learning activities.

Providing the student with the password is an important part of empowering the student to utilize their iPad for personalised learning. Students must not share this password with another student at any time.

Each app downloaded can be tracked and monitored by the parent/ guardian using their Apple ID and through accessing the iTunes Store.

If a paid app is required to be purchased for learning purposes, this will be corresponded to the parents/ guardians on a communication approved by the ICT Committee and Principal.

All paid purchases on the App Store should be done using a pre-purchased iTunes card. Where possible, avoid using a credit card for any reason.

## **1.9 Management of Apps**

Students should appropriately place their apps into folders on the home screen and have these folders clearly labelled.

If the students had been provided direct permission from their parents/ guardians to install apps that are not directly related to classroom learning tasks, these apps should be placed into a separate folder which is located on a separate page of the home screen.

At no time are these apps to be accessed during school hours.

## **1.10 Music**

If a student is given direct permission from their parent/ guardian, they may install music onto their iPad. ***It is an expectation that this music will not contain explicit language.***

During school hours students will not be allowed to listen to music, unless it is directly related to their learning activity or they have express permission from their teacher.

Music may not be purchased at school and is to be downloaded under parental supervision.

Students are only allowed to listen their own music via their own headphones.

## **1.11 Appropriate Use at School**

The primary purpose of the BYOD iPad program is to provide students with a powerful ICT tool which will promote personalised learning.

At no time during school hours can a student use their iPad for game play or communication which is not directly related to their learning task.

This is to be strictly adhered to and appropriate use will be heavily monitored by Classroom Teachers.

For the purpose of appropriate use, school hours are considered to commence when the student enters the school grounds and cease once the student exits the school grounds.

At no time will the student's iPad be allowed to be used during recess and lunch breaks, unless the student is undertaking a learning task with the direct supervision of a teacher.

## **Connectivity to the School Network**

### **2.1 Network Connectivity**

Each student's iPad is connected to the School's Wi-Fi network using an encrypted authority certificate. These certificates are managed and installed by the school's ICT Committee or their classroom teacher.

The certificate is valid for the duration of time in which the student is attending the School.

At the time when the student moves onto secondary college or to another primary school, the certificate will be removed from the iPad.

### **2.2 Printing and Network File Management**

The Classroom Teacher will show the student a number of various ways to manage and access their iPad files using the school network. Access to printing is available using a number of different avenues.

### **2.3 Student Email**

From 2018, each student in Year 3-6 will be provided with an @USPS email account, hosted through the Department approved provider, Netspace.

The student's email account linked directly to their iPad. Students may use the "USPS Global Address Book" to communicate with each other and with their teachers, *for educational purposes only*.

All emails which are received or sent using the USPS account are sent through a security filter which is monitored live by the school's ICT Committee.

Students are expected to use their email account for learning related purposes only.

Each Classroom Teacher will hold a discussion with their students regarding appropriate contact, and expectations of emailed replies from teachers during times which fall outside of school hours.

### **2.4 Social Media Communication**

iMessenger, Facetime, Skype and other communication apps are not to be used during school hours. iMessenger is to be disabled during school hours and we suggest it remain disabled outside of school.

*Students in Year 5-6 only* are provided with access to a class Edmodo space, in order to promote supervised opportunities to access social media through the Victorian Curriculum. The use of Edmodo will require the signing of a separate user agreement.

All media communication outside of school hours should be monitored heavily by a parent/guardian.

## **Cyber Safety**

### **3.1 Photo and Video Features**

The iPad is a brilliant tool for visually capturing and sharing daily learning activities.

As part of their “eSmart Education” students will be instructed as to the appropriate use of photos and videos and the importance of considering the privacy of their peers.

### **3.1 eSmart Accreditation**

To support the BYOD iPad Program the School is registered as an accredited “eSmart School” through the Alannah and Madeline Foundation.

This involves the students participating in ongoing activities which will focus on areas of cyber safety, such as digital footprints, personal privacy and appropriate online use.

More information regarding this program is available from [www.amf.org.au](http://www.amf.org.au)



## **Consequences for Inappropriate Use**

Should a student use their iPad inappropriately during school hours, the following consequences will be applied:

***First Minor Offence:*** The Classroom Teacher will hold a discussion with the student/s involved and work together to resolve any issues that the student/s may be experiencing.

***Second Minor Offence:*** The Senior School Leader and the student's parents/guardians will be notified of the circumstances surrounding the inappropriate use.

***Third Minor Offence:*** The Principal will be notified. Further action may be taken.

***A More Serious Offence:*** The Senior School Leader and/or Principal will be notified immediately, and in turn inform Parents/Guardian. These issues will be dealt with on a case by case basis.

### **NOTE:**

At all times, the Classroom Teacher reserves the right to confiscate the student's iPad and safely store it until the end of the school day.

The Classroom Teacher and the Principal retain the right to consider each case based on its own merit.

# Upwey South Primary School BYOD iPad Program Acceptable Use Agreement

- Home and lock screen have the students name and class.
- Passcode is set and parents/guardians have a copy of it.
- Headphones and iPad case are provided for use at school and labelled with their name.
- Push notifications are disabled for all apps.
- E-mail notification of app and music purchases are set up so that parents/guardians are aware of all purchases.
- Games are in a separate folder.
- iMessenger is disabled.

## **Student Section**

**I have read with my parents, the Upwey South Primary School BYOD iPad Program Acceptable Use Agreement.**

**I agree to follow the expectations contained within this agreement.**

**I understand and accept that failure to follow any part of this agreement may result in having my privilege and access to the School's network revoked or suspended.**

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

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

Date: \_\_\_\_\_

## **Parent Section**

**I have read the Upwey South Primary School BYOD iPad Program Acceptable Use Agreement.**

**I understand and acknowledge that my child is responsible for their own iPad.**

**The Apple I.D. used on the iPad is linked to an email account which is controlled by a parent/ guardian.**

**I understand and accept that failure to follow any part of this agreement may result in my child having their privileges and access to the School's network revoked or suspended.**

Print Parent/ Guardian Name: \_\_\_\_\_

Parent/ Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***\*Please sign and detach this agreement page. Return it to the school office.***