



IPAD Policy



IPAD POLICY

Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future, and one of the learning tools of these 21st Century students is the iPad computer. The individual use of iPads is a way to empower students to maximise their full potential and to prepare them for further education and the workplace.

Learning comes from the result of continuous, dynamic interaction among students, educators, parents and the extended community. Technology immersion 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, anyplace.

The policies, procedures and information within this document apply to all iPads used at Wembley Primary School, and any other device considered by the administration to come under this policy. Teachers may set additional requirements for use in their classroom.

1. RECEIVING AN iPad

1.1 Receiving Your iPad

Before using the iPads, parents and students must sign and return copies of the Policy for the Responsible Use of Electronic Devices document before students are permitted to use the iPad. The Policy for the Responsible Use of Electronic Devices outlines the requirements for appropriate care and use of the iPad. iPads will be distributed before the start of each lesson.

1.2 Return of the iPad

iPads will be returned at the completion of each session, placed into the lock up storage trolley provided and connected to the charge cable.

2. TAKING CARE OF THE iPad

Students are responsible for the general care of the iPad they have been issued by their teacher. iPads that are broken or fail to work properly must be taken to the Deputy's Office for an evaluation of the equipment.

2.1 General Precautions

The iPad is school property and all users will follow this policy and the Responsible Use Agreement for technology.

- 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.
- iPad and case must remain free of any writing, drawing, stickers, or labels that are not the property of Wembley Primary School.
- iPads must never be left in an unlocked classroom, or in any unsupervised area.
- If an iPad is found, it must be returned immediately to the Deputies office.
- Students must keep their iPad in the protective case, provided by the school at all times.

2.2 Carrying the iPads

The protective cases provided with the iPads to protect the iPad and provide a suitable means for carrying the device within the school.

- iPads must always be within the protective case.

2.3 Screen Care

The iPad screens can easily be damaged. The screens are particularly sensitive to 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 screen.

- Clean the screen with a soft, dry cloth or antistatic cloth. The use of harsh chemicals **WILL** damage the screen.
- Do not “bump” the iPad against walls or floors, etc.

3. TRANSPORTING OF iPADS

When transporting the iPads, teachers must personally collect the trolley before their lesson begins, as students are not permitted to transport the iPads. Each device must be placed in the secure storage trolley after each lesson.

3.1 Senior Teaching Area

iPads will be stored in a locked storage room located in room 14 and 18.

3.2 Middle School Area

iPads will be stored in a locked storage room located in room 19,

3.3 Junior Primary Area

iPads will be stored in a locked storage room located in room 4.

3.4 Kindergarten/Pre Primary Area

iPads will be stored in a locked cupboard located in each room.

4. USING THE IPAD AT SCHOOL

iPads are intended for use each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad using the Wembley Primary School App.

4.1 iPad Undergoing Repair

iPads that have been damaged will be sent away for repair. If possible, a new iPad will be issued as a replacement until it has been repaired.

4.2 Charging the iPads Battery

When the iPads are stored in the secure locker at the end of the day, they will be plugged in and left to charge overnight. Should the iPad discharge throughout the day, it can be plugged in to a power outlet in classroom.

4.3 Screensavers

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of inappropriate language or pictures will result in disciplinary actions.
- Passwords are not to be used.

4.4 Sound, Music, Games and Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the iPad and can be used at the discretion of the teacher.
- Internet games are not allowed on the iPads. If game Apps are installed, it will be with Wembley Primary School's ICT Committee's approval.

All software/Apps must be school approved. Data storage will be through Apps on the iPad and access to the curriculum server will be provided.

4.5 Printing

Printing will be available with the iPad as required.

5. MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Saving work on the iPads

Students may save work to their home directory on the iPad, which is linked to Wembley Primary School's curriculum server. Storage space will be available on the iPad – but it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

5.2 Network Connectivity

Wembley Primary School makes no guarantee that the wireless network will be running effectively 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.

6. SOFTWARE ON iPADS

6.1 Originally Installed Software

The software/Apps originally installed by Wembley Primary School must remain on the iPad in usable condition and be easily accessible at all times. The school may add software applications for use in a particular course. Periodic checks of iPads will be made to ensure that required Apps are accessible.

6.2 Additional Software

Students are not allowed to load extra software/Apps on their iPads. Wembley Primary School will synchronize the iPads so that they contain the necessary Apps for school work.

6.3 Inspection

Students may be selected at random to provide their iPad for inspection.

6.4 Procedure for Re-loading Software

If technical difficulties occur, illegal software or non-Wembley Primary School installed Apps are discovered, the iPad will be restored from backup.

6.5 Software Upgrades

Upgrade versions of licensed software/Apps are available from time to time. iPads will be synchronised on a weekly basis to ensure all software/Apps are up to date.

7. ACCEPTABLE USE

The use of the Wembley Primary School's technology resources is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions, privileges may be terminated, access to the school technology resources may be denied, and the appropriate disciplinary action shall be applied. The Wembley Primary School's Policy for the Responsible Use of Electronic Devices shall be applied to student infractions.

7.1 Parent Guardian Responsibility

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

7.2 School Responsibilities

- School will provide Internet access to its students.
- School will provide Internet blocking of inappropriate materials as able.
- School will provide network data storage areas. Wembley Primary School reserves the right to review, monitor, and restrict information stored on or transmitted via Wembley Primary School owned equipment and to investigate inappropriate use of resources.
- School will provide staff guidance to aid students in doing research and help assure student compliance of the Policy for the Responsible Use of Electronic Devices.

7.3 Student Responsibilities

Students will use computer/devices in a responsible and ethical manner.

- Students will obey general school rules concerning behavior and communication that apply to iPad/computer use.
- Students will use all technology resources in an appropriate manner so as not to damage school equipment. Wembley Primary School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Students will help the Wembley Primary School protect its computer system/devices by contacting an administrator about any security problems they may encounter.

- Students will monitor all activity on their iPad.
- Students should always turn off and secure their iPad after they are done working to protect their work and information.
- Students will return their iPad to the secure trolley at the end of each lesson.

7.4 Student Activities Strictly Prohibited

Illegal installation or transmission of copyright materials.

- Any action that violates existing Department of Education or school policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms
- Messaging services (i.e. MSN Messenger, etc.)
- Internet/computer games.
- Changing of iPad setting (exceptions include personal settings such as font size, brightness, etc.)
- Downloading Apps.
- Spamming – sending mass or inappropriate emails.
- Gaining access to another student's accounts, files, and/or data.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for social media, email, etc.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

7.5 iPad Monitors

Student representatives from year 6 will be responsible for maintaining the iPads and keeping them in good working order.

- iPads will be charged ready for use each day.
- iPads that malfunction or are damaged must be reported to the teacher in charge immediately. The school will be responsible for repairing iPads that malfunction.
- Lost or stolen iPads must be reported immediately to the Deputies' Office and the school will report it to the Police Department.

7.6 Legal Propriety

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

- Plagiarism is a violation of the Wembley Primary School Handbook. Give credit to all sources used, whether quoted or summarised. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

7.7 Student Discipline

If a student violates any part of the above policy, he or she will be subject to consequences as listed in the Policy for the Responsible Use of Electronic Devices.

8. PROTECTING & STORING IPAD

8.1 iPad Identification

Student iPads will be numbered in the manner specified by the school. iPads can be identified in the following ways:

- Record of serial number and correlated asset tag.
- Coloured number dot on the cover
- Screen saver that contains identification (WPS-iPad-1)

9. REPAIRING OR REPLACING IPADS

9.1 School Protection

The Wembley Primary School Protection Plan is required to cover iPad repairs or replacement in the event of theft, loss, accidental damage, or maintenance.

9.2 Claims

All Protection Plan claims for accidental damage and maintenance must be reported and filed with the Deputies office. In cases of theft or loss, the school must file a police or fire report and bring a copy of the report to the principal's office before an iPad can be replaced with the School Protection Plan.

10. COST OF REPAIRS

Students will be responsible for damages to their iPads including, but not limited to, broken screens, cracked plastic pieces, inoperability, etc. Depending on the damage and whether or not the damage was accidental or due to a malfunction or maintenance issue, the School Protection Plan would be used to cover the cost of repairs. The School Protection Plan does not cover lost items such as protective cases and cables.