IPAD ACCEPTABLE USE POLICY AND GUIDELINES - STUDENTS

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INTRODUCTION

The 1:1 iPad initiative which has been adopted by Plenty Valley Christian College seeks to enhance learning for our students by utilising 21st century learning tools. The usage of individual iPads empowers students to improve their self-initiated learning and collaboration, and prepare them for further studies.

A dynamic interaction among students, educators, parents and the extended community enhances student learning. Technology does not diminish the vital role of the teacher. On 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 at anytime and anyplace.

Students in year 5 – 6 are required to provide their own iPad for use at the college.

This document outlines the guidelines and acceptable use policy for all students using personal iPad devices at the College.

SCOPE OF POLICY

This document applies to all parents and students of Plenty Valley Christian College who provide and utilise personally owned iPads at the College, voluntarily or under requirement. Usage of personal iPad devices constitutes consent to the policy and guidelines set out in this document.

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TAKING CARE OF YOUR IPAD – GENERAL NOTES

Students are responsible for the general care of the iPad they bring to Plenty Valley Christian College. It is the responsibility of the child to take care of their iPad. iPads that are broken or fail to work properly should be fixed as soon as possible to resume daily work.

General Precautions

- The iPad is the student's property and should be treated with respect and care.
- Only use a clean, soft cloth to clean the screen. Do not use cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must never be left in an unattended backpack, unlocked car or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for each college day.
- Students must keep their iPad in a protective casing at all times.

Damaged iPads

- iPads that are broken or fail to work should be fixed as soon as possible.

Carrying iPads

- Be careful in selecting a suitable case for your iPad. Make sure the case has sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the College. The guidelines below should be followed:
    - iPads must always be within the protective case.
    - Protective cases should cover all corners of the device and provide front and back protection.
    - Some carrying cases can hold other objects (such as folders and workbooks), but these should be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.

Screen Care

- The iPad screens can be damaged if subjected to rough treatment. Screens and corners 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. Use of harsh chemicals WILL damage the screen.
- Do not "bump" the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

iPad Repairs

To ensure any repairs to iPads does not void the manufacturer's (Apple) warranty:

- Students should never attempt to repair an iPad.
- Repairs should only be completed at an Authorised Apple Service Provider.

iPad Identification

- The College may record the iPad's serial number on the College database.
  Students should clearly label their iPad and accessories for easy identification.

Insurance Coverage

- If students or parents wish to carry their own additional personal insurance to protect the iPad in cases of theft, loss, or accidental damage, they should consult their insurance agent for details about their personal coverage of the iPad.

Occupational Health and Safety

General recommendations for the use of the iPad include:

- Avoiding extended use of the iPad while resting it on your lap. The bottom of the iPad can generate as much heat as a laptop.
- Take frequent breaks when using the iPad for long periods of time. Look away from the iPad approximately every fifteen minutes.
- Take caution as to the location of any charging cables at home to prevent creating trip hazards.
- iPads are not permitted to be charged at the College due to hazards associated with cables.

USING YOUR IPAD AT THE COLLEGE

iPads are required for use at the College each day. Individual teachers may have certain expectations about what students have on their iPad. Students are responsible for bringing their iPad to all classes - unless specifically instructed not to do so by their teacher.

iPads Left at Home

- Students are responsible for getting the iPad dependent work completed if iPads are not brought to the College.

Keeping your iPad secure at school

- When a student or their class is out of the classroom, iPads must be locked up in secure a location (securely locked room or locker).
- iPads must not be left at the College overnight.

Charging Your iPad's Battery

- iPads must be brought to the College each day in a fully charged condition. Students need to charge their iPads each evening.
- In cases where use of the iPad has caused batteries to become discharged due to not being fully charged the previous night, students will not be permitted to charge their iPads on College grounds.

Sound, Music, pictures, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher. Students must bring headphones to class to accompany the iPad.
- Music use is only permitted on the iPad at the discretion of the teacher.
- Inappropriate media may not be used as a screensaver or background photo. Inappropriate content must be removed as requested.
- Apps, Videos and photos must be rated suitable for the device owner. Presence of weapons, pornographic materials, suggestive images, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in removal of content and possible disciplinary actions.

Internet Access

- Students are provisioned with an internet quota that is refreshed on a monthly basis. This will cover internet browsing for research, required app use and other downloads permitted by teachers.
- All large downloads including game Apps, App updates, music and video need to be completed at home. You will need a wireless router/access point connected to the internet to achieve this.

Mobile Data Connection

- Students are strictly prohibited from using mobile data connections (where available) while on College grounds. Mobile Data settings must be turned off at all times while onsite.
- Parents or Guardians who have provided their student with a mobile data enabled iPad and associated data plan are solely responsible for any costs incurred via its usage, regardless of College use.

MANAGING YOUR FILES & SAVING YOUR WORK

Saving to the iPad/Backups

Students may save work to the applications on the iPad. It is advisable that students use functions such as Microsoft OneDrive (internet storage) to back up the information on their iPad. Students will hand in assignments as specified by the individual teacher. It is the student's responsibility to ensure that work is backed up and is not lost due to mechanical failure or accidental deletion.

Network Connectivity

- The College makes no guarantee that its network will be up and running 100% of the time.
- In the rare case that the network is down, the College will not be responsible for lost or missing data.

Software on iPads/iOS Updates

- Students must only use apps associated with their/ their family's iTunes account. Students cannot share iTunes accounts or apps with other students.
- Students will be required to have the set curriculum apps loaded on their iPad at all times, and these will be determined by the teachers at the start of the year. Students will be required to have their iOS (operating system) updated regularly to keep up with security and new developments.
- Students will be required to enrol their iPad in the college device management system, which will automatically apply required apps to their devices.

Additional Software

- The iPad may only have content that is rated up to the individual user's age at school, and this includes applications.
- Students will be asked to delete any content that contains violence, age specific (where user is underage) Social networking, sexual content, inappropriate language etc.

Inspection

- Students may be selected at random to provide their iPad for inspection.
- Inappropriate content will be removed. Students who refuse to remove inappropriate content will not have use of their iPad at the College until it has been removed.

DAMAGES TO IPADS AND CONSEQUENCES

College iPads

College iPads may consist of; iPads in the Library, Class iPads and/or Learning Support Education iPads that that the College has provided for student use. iPads that belong to the College will need to be looked after as the guidelines state. Teachers are responsible for these devices and they must make sure they are in a secure location when not in use.

BYOD iPads

Bring your own device iPads are the property of the student who has brought the device to the College. It is the students responsibility to keep the iPad in a secure location when they are not using it.

Possible damages

The iPad is a portable device that, when not protected properly, can be damaged:

- Screen can be cracked, outer case dented and internals damaged if dropped
- If submerged in water or exposed to extreme heat the internals of an iPad can be damaged

Consequences

In the event that an iPad is broken, the teacher in charge will resolve the issue and give appropriate consequences.

College insurance does not cover the deliberate or accidental damage of individual iPads. The student/s involved may be liable for any damages caused.

- If a student accidently or deliberately drops/damages their own device they are completely responsible for the damages and replacement/repair.
- If a student accidently or deliberately drops/damages another student's device they are completely responsible for the damages and replacement/repair. (Parents will be informed that the College will have the broken device repaired and invoice the student/s who are at fault).
- Teachers/Coordinators will also give appropriate consequences in line with the College's behaviour policy in regards to deliberate damage and inappropriate use of iPads in the College environment.

iPads are less likely to be damaged if they are enclosed in a heavy-duty case and handled with care.

Malfunctions, technical issues or damage are not acceptable excuses for failing to complete school tasks.

IPAD ACCEPTABLE USE POLICY AND GUIDELINES - STUDENTS

ACCEPTABLE USE POLICY

Students at Plenty Valley Christian College are required to agree to the iPad Acceptable Use Policy and Guidelines before bringing an iPad to the College. This contract confirms that you have read the guidelines and responsibilities you are expected to uphold as a digital citizen at Plenty Valley Christian College. It is your responsibility to make good choices and uphold the expectations below. If you choose not to follow these expectations you may forfeit the right to use an iPad at the College and other disciplinary action may occur as appropriate.

Student Responsibilities

- Students will use computer/devices in a responsible and ethical manner.
- Students will obey general College rules concerning behaviour and communication that apply to iPad/computer use.
- Students will help the College protect its computer system/devices by contacting an administrator about any security problems they may encounter.
- Students will monitor all activity on their account(s).
- Students should always turn off and secure their iPad after they are finished working to protect their work and information.
- Students will use the Internet in a safe and appropriate manner and any offensive or inappropriate websites must be reported to a class teacher immediately so that they can be blocked.
- Students will respect and look after all iPads including their own, the schools and other student's iPads.
- Students will use good judgement when using the built in camera.
- Students will follow directions on enrolling devices in the College device management system.

Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials.
- Violating any copyright laws.
- Any action that violates any existing policy, rules or laws.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Internet/computer games that are not deemed as educational by teacher.
- Downloading apps that are not for school curriculum.
- Gaining access to another student's accounts, files, and/or data.
- Use of anonymous and/or false communications.
- Participation in credit card fraud, electronic forgery or other forms of illegal behaviour.
- 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 College equipment will not be allowed.

- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Photographing any other person without that person's consent.
- Using the camera to take inappropriate, illicit or sexually explicit photographs or videos or to embarrass anyone in anyway.
- Use of the camera in toilets or change rooms or any other space where privacy would be assumed.
- Post images or movies to a Public Forum without the express permission of a member of staff.
- Use of the camera and microphone in class unless permission is granted by a teacher.
- Jailbreaking (act of deliberately removing limitations on the device by the proprietary software).
- Utilising mobile data connections in any form (direct or via wireless).
- Bypassing, or attempting to, the Plenty Valley Christian College web filter by any means.

Legal Propriety

- You must 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.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable State or Federal law will result in criminal prosecution and/or disciplinary action.

IPAD ACCEPTABLE USE POLICY AND GUIDELINES - STUDENTS

STUDENT IPAD POLICY AGREEMENT

- I will take good care of my iPad
- I will bring my iPad to school every day fully charged
- I will know where my iPad is at all times
- I will never loan out my iPad to other individuals
- I will respect and look after school iPads and other students' iPads
- I will never leave my iPad unattended and lock it up when outside the classroom
- I will keep food and drink away from my iPad as they may cause damage
- I will not disassemble any part of my iPad or attempt any repairs
- I will protect my iPad by only carrying it in its protective casing
- I will use my iPad in ways that are appropriate, that meet the College's expectations and have an educational purpose
- I understand that my iPad is subject to inspection at any time without notice, and will provide any security information to access all content
- I will follow the policies outlined in the iPad Policy
- I will file a police report in case of theft, vandalism, and other acts covered by insurance as well as report to the College.
- I will be responsible for all damage or loss of any iPad that is caused by my neglect or abuse.

I understand that the Internet can connect me to useful information stored on computers around the world. While I have access to the Internet:

- I will use it only for educational purposes.
- I will not look for anything that is illegal, dangerous or offensive.
- If I accidentally come across something that is illegal, dangerous or offensive, I will clear any offensive pictures or information from my screen or ICT devices and then immediately and quietly inform my teacher
- I will not use the Internet or email to annoy, offend or harass anyone else..

I understand that the College monitors both the Internet and computer network usage and if the College decides I have broken these rules, appropriate action will be taken. Any attempt to circumvent network restrictions or put at risk the security of the network or other devices on any network will be considered a breach of this agreement. The consequence of this may include the College limiting my access to devices and/or loss of my Internet and email access for some time, and may also incur harsher disciplinary action at the discretion of the College Leadership. Serious and unlawful actions will lead to police notification.

I agree to the conditions set forth in the Plenty Valley Christian College iPad Acceptable Use Policy and Guidelines.

Student Name (please print): _____ Class: _____

Student Signature: _____ Date: _____

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Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

IPAD ACCEPTABLE USE POLICY AND GUIDELINES - STUDENTS

PARENT IPAD POLICY AGREEMENT

As a Parent/Guardian of a student at Plenty Valley Christian College we require you to accept the Policy and guidelines we have provided. We also ask you to take your part as a parent/guardian to support the policy and help educate your child in the area of technology and the cyber world.

Parent/Guardian Responsibilities

- Talk to 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.
- Understand that the child and you hold full responsibility for their device and will not hold Plenty Valley Christian College liable for any mistreatment, breakages, vandalism or loss of device.
- Make sure device is synced/backed up and the required device enrolment directions are followed.
- Understand that students will abide by all service and apps terms and conditions including any age restrictions.
- Understand that if my child damages another student's device I will be required to pay costs associated with the device repair or replacement.

College Responsibilities

- The College will provide Internet access to its students.
- The College will seek to block materials considered by the College to be inappropriate.
- The College will make available storage facilities for devices to assist in protecting the security of devices.
- The College reserves the right to review, monitor, and restrict information stored on or transmitted via owned equipment and to investigate inappropriate use of resources.
- College staff will carefully select online content for students to use and at times allow students to create accounts to log on to appropriate educational resource sites.

I _____ (please print) Agree to the Plenty Valley Christian College iPad Policy

as a Parent/Guardian of _____.

Signed: _____ Date: _____

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Approved by:

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ICT Manager