Digital Technologies

**Rationale**

The use of digital technologies at St. John’s Primary School is to enhance the learning process in a supportive school environment. The school is committed to providing an education that incorporates the positive use of digital technologies and promotes safe and responsible e-learning practice. These practices encompass cyber safety, online privacy, copyright and intellectual property.

Whilst St. John’s Primary School endeavours to minimise access to any inappropriate material, through caching, pre-selection of sites, screening programs and staff supervision, it is impossible to control all material on a global network and St John’s assumes no responsibility should a user access inappropriate information. Misuse of the Internet or digital technologies will result in the suspension or cancellation of privileges.

It is important for St John’s students to develop the skills necessary to become responsible, reliable and respectful users of digital technologies. Students are held accountable and responsible for their actions when using digital technologies and must abide by the User Agreement.

**Conditions of Use**

1. Students will access the Internet with the supervision of a teacher.
2. St John’s Primary School reserves the right to examine all data downloaded from the Internet to ensure all users are in compliance with our policy.
3. Attempt to gain or use another user’s ID, password or personal information will result in immediate suspension of privileges.
4. It is an expectation that student passwords remain secure to themselves and authorised adults ie. Parents, teachers.
5. St John's Primary School requires that all users assume full liability, legal or otherwise for their actions while online, including the use of Web2.0 tools.
blogging and podcasts.

6. Sending any personal information (full name, address, phone numbers, etc.) on the internet is strictly forbidden.

7. St. John’s Primary School will not be liable for the inappropriate actions of users. Inappropriate use will result in the cancellation of privileges.

8. Deliberate damage to digital technologies (infrastructure, software and hardware) shall result in the cancellation of privileges.

9. St John’s Primary School views information gathered from the internet in the same manner as many other reference materials. Users are encouraged to access information that will enhance the learning programs and policies at St John’s Primary School. At all times users are bound by the laws of copyright and plagiarism.

10. St John's Primary School does not accept responsibility if the ICT skills acquired at school are used for misconduct or to access inappropriate material outside the school setting.

---

**iPad Guidelines for Parents**

- Discuss iPad use with your child on an ongoing basis. This is an opportunity to share in your child’s learning.
- The iPad needs to be charged overnight; find a safe place and develop a routine with your child
- Reinforce safe use of iPads (and internet use) at home. Children will be explicitly taught cybersafe behaviours at school.
- It is an expectation that students will share their password with their parents for the purpose of monitoring use of the iPad.
- Stay informed by reading updates in the school newsletter and on the school website.
- Participate in workshops if you would like to further your I.C.T. skills
- Parents will be informed of any inappropriate use of the iPad
- Set clear expectations with your child for use of the iPad at home
At school:
- Your child will not be online without a teacher’s permission
- Your child will not be using their iPad at lunchtime or at recess unless there is a specific purpose, for example, taking photos of the vegetable gardens/woodwork sessions etc

iPad Guidelines for Students

At school:
- Take care of your iPad, it is for your learning
- Only use your own iPad
- Ask the teacher’s permission before taking a photo or video and using the internet
- Your iPad is for learning, not for use at lunchtime, recess or to and from school
- Tell your teacher if there is a problem with your iPad
- Your password is for your use only. It should only be shared with teachers and your parents.

At home:
- Parents can use the iPad
- Parents know you should be using your iPad for learning, they will check
- An adult should be present when you are online
- Only parents can download and delete apps
- Tell an adult if there is a problem with your iPad

Being responsible for you iPad:
- Charge your iPad overnight
- Keep your iPad in its cover and in a safe place
- Use your iPad appropriately. This includes photos, videos and apps.
- Teachers and parents will check your iPad
Please read, as parents will be asked to sign the following agreement at the parent/teacher interview

<table>
<thead>
<tr>
<th><strong>Student and Parent iPad 2014 User Agreement</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Ownership and Care</strong></td>
</tr>
<tr>
<td>1.1 The iPad will remain the property of St John’s Primary School, Frankston East, and must be returned to the school if any of the following occur:</td>
</tr>
<tr>
<td>▪ Damage occurs to the iPad. Any damage/loss to be reported immediately to the class teacher and will be followed up by the ICT Technician.</td>
</tr>
<tr>
<td>▪ Where a child moves to another school, payment in full is required in order to keep the iPad.</td>
</tr>
<tr>
<td>1.2 Students and parents must not:</td>
</tr>
<tr>
<td>▪ Attempt to modify the iPad in any way, other than install/use apps as directed.</td>
</tr>
<tr>
<td>▪ Apply stickers, decorations or engravings to the iPad.</td>
</tr>
<tr>
<td>▪ Use the iPad without the approved protective case.</td>
</tr>
<tr>
<td>▪ Swap iPads with other students.</td>
</tr>
<tr>
<td>▪ Dispose of or sell the iPad during the period of the user agreement (2 years).</td>
</tr>
<tr>
<td>1.3 General precautions:</td>
</tr>
<tr>
<td>▪ Cords and cables must be inserted and removed carefully to prevent damage to the iPad.</td>
</tr>
<tr>
<td>▪ The iPad must remain in its protective cover and be placed in the protective case when not in use.</td>
</tr>
<tr>
<td>▪ iPads must stay in school bags when travelling between home and school.</td>
</tr>
<tr>
<td>▪ Do not place anything inside the cover that will press against the screen.</td>
</tr>
<tr>
<td>▪ Do not lean on the iPad or stack items on top of it.</td>
</tr>
</tbody>
</table>
2. Management of iPad configuration and customization

2.1 iPad Configuration
The iPad is a learning device and has been configured to operate on the school's network. We ask that parents take responsibility for an iTunes account in order to install apps and update the iPad.

- Non-school applications that are installed by parents and synced music, videos and photos must comply with the St John’s ICT Policy and all relevant Australian State and Federal Government Laws.
- Only apps installed for school use and photos/video/audio directly related to learning can be accessed by students during school hours unless agreed otherwise by the classroom teacher.
- Students must ensure they have adequate storage space on their iPad to complete school work.

2.2 Software installation
- At the end of the school term you may receive a letter regarding an update requirement for your iPad. This letter will include instructions for downloading new apps. Most often these apps will be free. If payment is required you will be provided with an iTunes card. Workshops will be available if you are unfamiliar with updating or installing apps.

2.3 Backup and Reloading Software
- Parents are responsible for ensuring that iPad data is regularly backed up, either by synchronising your iTunes account or using iCloud. Workshops will be provided to assist with this process.
- Your Apple ID (email address, not password) may be requested to assist with management purposes.
3. Use of the iPad at School

- Students will be required to seek the teacher's permission to take a photo, video or audio recording. Students must also seek permission of those being photographed or recorded.
- Offensive material may not be viewed or loaded on to the iPad
- If an iPad is undergoing repair, a replacement iPad will be issued to the student.
- The iPad will not be used during lunch/recess, unless for a specific purpose that is directed and supervised by a teacher.
- Teachers will periodically check iPads to ensure that the Digital Technologies Policy and User Agreement are adhered to.

It is intended that the iPad will become an essential learning tool in the classroom and must therefore be brought to school each day. iPads will be used in specific learning activities, for research, for email, educational apps and to access the school's network.

4. Use of the iPad Outside of School

Students and families are free to use the iPad outside of school, provided they adhere to the St John's Digital Technologies Policy and User Agreement and follow these guidelines:

- Care must be taken when handling the iPad, particularly when allowing younger siblings to use the iPad
- Parents may connect the iPad to a home wireless network, however, it is strongly recommended that children do not know the required password.
- If you allow your child access to the internet via the iPad at home, adult supervision is required. Parents may choose to limit or deny access to home wi-fi connection. A cybersafety information night along with workshops will be offered to parents to assist you in understanding online safety.
5. Technical Issues, Damage and Loss

As with all electronic devices, the iPad is subject to technical issues, damage (accidental or otherwise) and loss or theft. In the event of repeated damage or loss, the student and parents will be required to meet with the Principal.

5.1 Technical Issues

Occasionally, unexpected problems do occur with digital devices that are through no fault of the user (software errors, connection errors etc). The school will assist students with having these issues fixed promptly.

5.2 Damage to the Device

If the iPad is damaged or lost through negligence, the parent/guardian agrees to be liable to pay the school the full cost of the repairs or replacement. Where it is determined that the damage was caused by another student whilst on school property, the cost of repair/replacement will be sought from that student.

5.3 Lost or Stolen Devices

Where it is suspected that theft has taken place outside the school, the parent/guardian will be required to report the theft to the Police. Where the iPad is lost or stolen through negligence, the parent/guardian agrees to pay to the school the replacement cost of the iPad and/or accessories.

5.4 Replacement iPads

At the discretion of the Principal, temporary replacement iPads may be available so that learning is not disrupted by repair or investigation of loss/theft. All of the same guidelines and regulations apply to loan iPads.

The first point of contact for all technical issues and faults is a note to the classroom teacher. Where the classroom teacher is unable to assist, concerns can be directed to the e-learning team via the following email address:

elearning@sjfrankstoneast.catholic.edu.au
6. iPad Support

Whilst the iPad is a very intuitive, easy to use device, there will certainly be times when you will require assistance. Students will have access to assistance when required. You will also be provided with access to workshops to assist with specific inquiries and develop your understanding of how the iPads are being used at St. John's as a tool to enhance learning.

Support within the school:

- Attend workshops and read ICT updates in the newsletter. These will also be on the school website.
- If you require information in a specific area and it is not addressed in the workshops or in the newsletter, please contact elearning@sjfrankstoneast.catholic.edu.au. Information can then be included in upcoming workshops / newsletters or sent directly to you via email.
- Report technical issues / faults in a note to classroom teachers. This will then be forwarded to the ICT Technician. The same applies to damage or loss, this will then be forwarded to the appropriate staff member.

Support outside of the school:

- YouTube or Google Search - for example, type in adjust sound on iPad4. Do not let children search online without direct supervision.

NOTE: The iPad Implementation Program is a trial program for 2014-15. Over the course of this trial, there may be amendments made to the operating instructions and expectations for acceptable use. You will be notified of any changes where necessary.
YOU WILL BE PROVIDED WITH A COPY OF THIS DOCUMENT TO SIGN AT THE PARENT/TEACHER INTERVIEW

St John's Primary School, Frankston East

Student and Parent iPad User Agreement

We have read, understood and agreed to follow all responsibilities as outlined in the iPad User Agreement.

Student Name: ______________________________________________________________

Class Teacher:_______________________________________________________________

Parent(s)/Carer Name(s):_____________________________________________________

Parent(s)/Carer Signature:____________________________________________________

Photography/Recording Permission

I give permission for my child to be photographed and recorded by the teacher and other students for learning purposes:

Please Circle: Yes/No

*Please note that students taking photographs and/or recordings must first obtain permission from the teacher and permission from those students being photographed and/or recorded.

Parent(s)/Carer Signature:____________________________________________________