



# St. Joseph's Catholic Primary School

## One to One Procedures and Policies

(May 2019)

Dear Parents

The following notes should help to provide some answers to questions that you may have in regards to the one to one iPad roll out for the Years Three to Six students in 2019. If you need further clarification or you have questions that were not covered in this document, please email the school and we will endeavour to respond to you as soon as possible.

Please ensure that the iPad has an appropriate cover before sending it to school. To ensure that we can load Apps please remove any Pass codes from the iPad if you are reusing a home device.

Normally downloading of Apps will be done in the same day. There is no cost for the Apps as they are either free or the school will cover the costs. All Apps will be removed from the iPad when your child leaves the school. Please contact the school if you are having any issues or concerns relating to the introduction of the one to one program.

Yours sincerely

The ICT Team

### **Rationale**

All schools must cater for the diverse needs of learners if they are to achieve their intended educational goals. At Saint Joseph's, we believe in catering for the individual needs of the whole person and the pursuit of excellence. It is important that teaching and learning reflects the needs of our students in today's rapidly changing learning environment. Our educational context should be oriented towards preparing the students to face future challenges as they become lifelong learners. We need to embrace the development of technology and the opportunities it affords our students to create, communicate, solve problems and work collaboratively across all learning areas at school. We acknowledge that the use of technology is an important 21<sup>st</sup> Century learning tool that needs to be used alongside other well established methods of teaching and learning.

### **Transforming Teaching and Learning Framework and the Quality Teaching Framework, for teachers in Archdiocesan Catholic schools.**

It is no longer the case that the use of ICT is a helpful adjunct to learning or a part of the wider curriculum; ICT is now shaping and transforming how all subjects are learned and how teachers facilitate the educational context. Devices, such as the iPad, can perform well as both independent and collaborative tools.

Some of the key findings of the research conducted by Macquarie University for the NSW Department of Education and Communities, *Use of Tablet Technology (iPads) in the Classroom* (2012) are:

- Increased engagement and motivation
- Improved student knowledge and skills
- Enhanced collaboration and communication between students
- Personalised learning for students
- Curriculum differentiation
- Professionally finished product by students
- Instant access to provide “just-in-time” learning
- Student-centred pedagogies – students learn *with*, not *from* the technology (iPad)
- Multimodal nature of the device affords new opportunities for learning
- More timely and frequent feedback on student work
- Intuitive and easy to-use tool with minimal technical help required

## Background

Over the last six years, St Joseph’s has invested in Apple iPads to explore the educational opportunities that handheld devices can provide. Different configurations and methods of distribution have been trialled.

Teachers utilise the iPads in a variety of ways with usage varying from drill and practice to open ended creative tasks. When staff were evaluating current use of the iPads, access to enough devices was identified as an obstacle. The school is now transitioning to having a one to one device for students from Years Three to Four so we can achieve our strategic goals for learning and teaching.

- In 2017 St Joseph’s investigated the feasibility of establishing a one to one BYOD iPad program for students of Years Four and Five as the emerging research consistently indicates that handheld mobile devices could be used to support dynamic student-centred learning environments if the correct pedagogical foundations were in place.
- iPads were developed as personal-user devices; the school has experienced challenges having multiple students use the one device for open-ended, long term projects.
- iPads are shared across and between year levels; it is not always possible for students to continue work begun previously. Students using one to one BYOD iPads will be able to store their work and personalise their device to alleviate this problem.
- iPads enable more effective teacher facilitation, monitoring of individual needs and progress.

## iPad Options

We have considered several factors: Which particular device? Will students use them at home? How do we maximise learning potential through using the device?

Students who already have an iPad can bring it to school. Please note iPad 1st generation (no camera) are not suitable as they do not have the features to meet the desired educational outcomes intended through this strategy. If an iPad was purchased in the last two years it should still meet our requirements, but please check with the school to make sure.

We are recommending that the iPads be at least 4th generation (iPad retina).

## Type of Device

Apple iPad 32GB Wi-Fi [6th Gen] Colour of the iPad is not important



### **iPad. \$469**

- Immersive 9.7-inch Multi-Touch Retina display
- Powerful A10 Fusion chip
- Now supports Apple Pencil (sold separately) (Not required)

We cannot recommend any particular supplier however the prices shown were obtained mid May 2018. Please check other sellers as you might get a better deal.

### **Some retail prices as of mid-May 2018**

\$469 retail price (JBHIFI)

\$469 Harvey Norman

\$429 Apple Australia (education price)

Apple do offer financing. Please use the link below to find out more details:

<https://www.apple.com/shop/browse/financing>

Please see the Principal if you are having difficulties in obtaining an iPad.

### **IPad Covers**

There is no preferred option for iPad covers as we are aware that parents have different views as to what they feel is the most secure cover for their child. If you have a suitable cover, please continue to use it. A cover needs to protect the iPad if it is dropped from about child's chest height, and provide reasonable security as it travels from home to school.

Please check websites for suggestions as to recommended covers for children and sites like Ebay for a cheaper price.

We would also suggest purchasing a heavy duty plastic container or similar in which you can place the iPad with its cover whilst travelling to and from school. This should provide an extra level of protection. (Check Office Works, Big W, Coles, K Mart etc)

## **SECTION A – The costs involved**

### **1. Why do parents have to fund this?**

The school does not have the financial resources to fund iPads for every student. We endeavour to consider the financial impact of any decision on families in regards to school operation.

### **2. Am I eligible for the tax concessions associated with the computers? How do I determine my eligibility and how do I claim?**

If you are eligible to claim Family Tax Assistance Part A, the cost of the iPad constitutes 'eligible education expenses' for which you may be entitled to a rebate. For further information in respect of Family Tax Assistance and eligible education expense rebates please contact the appropriate government department. This link may provide initial advice: <http://www.humanservices.gov.au/customer/services/schoolkids-bonus>

### **3. What if I can't afford to buy an iPad for my child?**

Please see the Principal in cases of concern to discuss your particular circumstances and alternative options.

### **4. Do the iPads come with a warranty? Will the iPads be insured or do I need to arrange this myself?**

iPads come with a 12-month Limited Warranty. You can extend this warranty, however, it is at your cost.

[http://images.apple.com/legal/warranty/docs/NA\\_iPad\\_Warranty\\_v20.pdf](http://images.apple.com/legal/warranty/docs/NA_iPad_Warranty_v20.pdf)

This warranty does not cover accidental damage, loss or theft. It is highly recommended that parents fully insure their child's iPad. This may be done through your own personal *Home & Contents policy*. Please contact your insurance company for more information.

### **5. Will parents be required to pay for Apps?**

No. The school will cover the cost of Apps and also download and manage those Apps.

## **SECTION B – Teaching and Learning**

### **1. Will my child be required to do homework on their iPads?**

It is envisaged that students will continue to be provided with a diverse range of homework, some of which, but certainly not all, can be completed on their iPads. Parents need to monitor this as generally homework that may need to be completed on the iPad should not exceed the daily homework limit for your child's year level.

### **2. My child can't even look after their lunchbox – how are they expected to look after an expensive piece of equipment?**

One of the many positive aspects of the one to one iPad program is that it instils responsibility in our children as they learn to value property and take responsibility for their belongings. The classes already have specific rules for the safe use and storage of school devices, which will be extended to include personal devices. We have every confidence that, in partnership with parents, the children will learn very quickly the importance of being responsible for their iPad, and that they will take great pride in being responsible with it.

Please consider using an extra bag or large plastic container to provide additional safety for the device.

### **3. What professional development will be given to teachers?**

All teaching staff have already had opportunities for professional development in the ICT area and will be given ongoing professional development specific to iPad technology through the school's ICT provider and the Catholic Education Office.

Teachers have been issued their own iPad to assist their continued development and understanding of Apple based technology.

## **SECTION C – The Technology**

### **1. Why is it important that everyone has the same device? Can I buy my child a similar Android device?**

St Joseph's have chosen to use an Apple product for our one to one program. We have arrived at this decision through a lengthy consultation process including studying the success of other programs integrated into 'like' schools.

Technology and software needs to be consistent between all the students and the teacher. This ensures that no students are disadvantaged because their devices cannot support the required technology and apps. It also ensures the program is run as efficiently as possible because unique or specific device issues or problems cannot detrimentally affect the program for the rest of the class.

### **2. Why is the program based on Apple technology?**

The creative potential with the Apple App software, the general robustness and the reliability of Mac platforms are all factors which the school believes make Mac based technology the best choice for our students.

In addition, Apple offers a comprehensive education support program for teachers. Providing exposure to different technology platforms also ensures students have a broader ICT experience, which will benefit their use and understanding of technology in later years.

### **3. How does Apple technology work with Microsoft based programs?**

A number of Microsoft applications are compatible with the Apple technology. The key is that the students and teachers will all be using the same technology and platform. In addition, the use of Apple technology provides students with diverse learning opportunities as they can learn both Apple and a number of Microsoft compatible applications on the iPad rather than only learning one technology. With the implementation of Office 365 (Leading Lights), the 'cloud' content can be accessed from any platform or device.

### **4. What is the technology plan for the school and how does the program fit with those plans?**

The school continues to develop a comprehensive plan for improving technology throughout the school for the benefit of all students over the next three years. The one to one iPad program plays an important part in the school's strategic plan for information technology but is not the single solution. A comprehensive plan that incorporates the needs of all students – from kindergarten onwards – will ensure the school ultimately has a coordinated and integrated technology plan for all students during their primary school years.

## **5. What is happening in high schools – will this program integrate with future high school requirements?**

There is no standard approach at the moment and each high school is making its own decisions with respect to the use of technology. Bunbury Catholic College requires students to purchase a Surface Pro and is also using Office 365.

## **6. How long will we have the device for?**

It is expected that the life of an iPad will currently last the duration of their primary schooling, from Years Three to Six.

## **7. How do you save work created on an iPad?**

iPads do not have a USB input to save and access work. iPads are designed to work with cloud technology. Cloud technology is an online storage facility that allows access to files, documents, photos and music anytime and, anywhere, as long as you have access to the internet. Cloud technology is developing at a rapid rate. The school is in the process of implementing Office 365 (through the Leading Lights initiative), which uses cloud technology to save the children's work. There are also a number of Apps which can be used as a virtual classroom to 'hand in' documents to the teacher via the iPad

## **8. Will my child still need a computer at home?**

This is your choice. Most households have an existing PC or laptop. A computer is not a requirement of the one to one iPad program. Presently, an iPad cannot completely replace a computer. Whilst iPad Apps, hardware and operating systems are developing at a rapid rate, an iPad cannot complete the more demanding tasks that a high end desktop computer can.

## **9. How do you set up the iPad to use the internet at home?**

iPads utilise wireless technology so the internet can be accessed via WiFi technology. At home, parents will need to have a WiFi capable internet connection.

## **10. Is the school properly equipped to support the program (servers, wireless technology, etc.)?**

Yes - the school is progressively upgrading its ICT infrastructure with a high-speed wireless solution. This will adequately support the one to one iPad program implementation. The school has prepared for and is equipped for the One to One iPad program. As with any technology, issues may arise. Nonetheless, the school believes it is well positioned to overcome any practical issues without detrimentally affecting the students or the program. The school has appointed an ICT committee to oversee curriculum integration and daily maintenance. ICT services will continue to support and maintain our IT infrastructure.

## **11. What is the battery life of the iPads and what happens if my child's iPad is not fully charged each day?**

The iPad battery life is sufficient to last for up to approximately seven hours depending upon usage. Students will need to ensure that their iPad is charged at home in readiness for the day. There are limited charging facilities at the school.

## **12. As a parent I don't know much about technology – will there be any support for parents if the iPads are to be used at home?**

Documentation assisting with the setup of the iPad can be found on the Apple website:  
[http://manuals.info.apple.com/MANUALS/1000/MA1595/en\\_US/ipad\\_user\\_guide.pdf](http://manuals.info.apple.com/MANUALS/1000/MA1595/en_US/ipad_user_guide.pdf)

Children will be taught all necessary skills such that the need for parent involvement should be minimal - children learn quickly and will soon be in a position to assist you in your own learning!

### **SECTION D – General Issues**

#### **1. Will students use their iPads at recess and lunch?**

No. We highly value play time so students can stay fit and active. The iPads will be locked inside during break times, which ensures the devices are safe from damage during this time.

#### **2. What if the storage on my child's iPad is full?**

This generally occurs if the iPad has too many Apps on it and/or Apps are updated. With this comes the fact that the updated Apps are generally larger in size, hence, use more storage space. In particular, this can quickly impact the performance of the iPad for school use. If the iPad's performance or storage is affected, personal Apps will need to be deleted immediately. However, it is worth noting, that deleted Apps are never permanently deleted; they are simply removed from the iPad and can be easily reloaded.

#### **3. Will the device add extra weight to their school bags?**

The device weighs 469-652 grams and will add minimal weight to students' school bags.

#### **4. What if my child forgets to bring their iPad to school on a day?**

It is really no different to a child forgetting their maths book. We believe the children will quickly adapt to accepting responsibility of their iPad and it should become as second nature to them as bringing their school bag to school each day!

#### **5. How much time will students use the iPads in the classrooms?**

The use of iPads in the classroom will vary depending on the individual classroom operation. They will be integrated into the curriculum to support and enhance our current educational programs and assist in developing higher order thinking skills.

#### **6. How will the school regulate the use of the iPad at home?**

The school is unable to regulate the use of the iPad Apps or Internet use whilst the child is outside of the school. We encourage parents to be aware of what their children are doing on any form of technology, particularly Internet enabled, and strongly encourage use of those devices in family areas, not private areas of the home.

### **SECTION E – Policies and Procedures**

#### **1. I am concerned about my child using the internet and having access to it – what policies and procedures will be utilised to ensure only appropriate internet access is allowed?**

As part of the program, the school has comprehensive policies and procedures dealing with internet use. Internet access will be strictly supervised at all times.

At school, protection provided by the school's filters on its server that restricts access to inappropriate sites and materials. There is also a program in place that can monitor individual devices and internet usage.

In addition, the school has tracking programs in place that can identify devices and material that have been accessed.

Students using their iPads while at after school care with Camp Australia need to work off line only. They will not be able to access the internet at this time.

When using the iPad at home, it is the responsibility of the parent to monitor acceptable usage and internet access. Parental controls are available on the iPad under Settings - >General > Restrictions. (Remember to write down this Restriction passcode and store it in a secure place.)

The school takes no responsibility for inappropriate usage and internet access outside school hours. Below is a link to Apple Parental Controls or Restrictions that are available on the iPad.

<http://support.apple.com/kb/HT4213>

## **2. Is there an agreement I need to sign before my child is allowed to use his/her iPad?**

Yes. The iPad Code of Conduct and Student/Parent Agreement Policy will need to be read and discussed thoroughly with your child/ren. This agreement needs to be signed by both you and your child/ren, then returned to the school. Parents must revisit this agreement with their child/ren as the need arises and maintain a constant and open dialogue throughout the year.

The classroom teacher will also discuss the Policy on Acceptable Internet Use and the iPad Code of Conduct and Agreement Policy with the students.

## **3. Will students be able to use Social Media on the iPad?**

No, this function will be disabled in Restrictions. Students will not be able to access social media at school.

## **4. Could my child have their iPad taken from them?**

Yes. The School reserves the right to remove this privilege. The iPad will be removed if your child is in breach of our Policy on Acceptable Internet Use and the iPad Code of Conduct and Agreement Policy. Parents will be contacted should there be a breach of policy in regards to iPad use.

Use of the iPad outside of school hours before they reach home is not allowed (playground, bus etc.). If they are under their parents' supervision, then that is acceptable.

## **5. What happens if another student damages my child's iPad?**

The iPad Code of Conduct and Agreement Policy strictly states that iPads are not to be loaned to other students and must be kept in a safe place at all times. However, in the instance where an iPad is accidentally or maliciously damaged by another student, the incident should be reported immediately to your child's teacher. Your teacher will then follow strict protocols that will involve consultation with the school Leadership Team to find a satisfactory solution. It is strongly recommended that parents do not contact other parents or students directly regarding the damaged device.

## **6. What happens if the iPad just stops working?**

Any issues with the technical operations of the iPad need to be brought to the attention of the teacher and parents as soon as possible. Parents will need to make plans to have the device fixed or replaced as soon as possible.

## **7. Can my child use their iPad if the screen is damaged?**

No. If this has occurred, for the safety of your child and to ensure that the quality of the teaching and learning program is not compromised, please attend to the damaged screen immediately.

## **8. Why does my child have to bring the iPad home – wouldn't it be easier and safer to keep them at school?**

Students are required to take their iPads home nightly for a number of reasons, including taking personal responsibility of their device, security and insurance. It is most practical for children to recharge their iPads each night at home, which also gives them full use of the iPad by having access to it at home.

## **9. Will students need an Apple ID?**

Apple's Terms and Conditions state that the users must be 13 years of age or older to have a personal Apple ID. This means that prior to 13 years of age, the Apple ID associated with the child's iPad is the parent's/guardian's Apple ID for that device, and not the student's.

## **10. If I purchase a new iPad do I need to have an apple ID?**

If you have purchased an iPad specifically for your child's use at school, then the school will use its own Apple ID to install Apps for educational use.

## **11. Can I use Family Sharing with my child's iPad?**

As part of the iOS update, Apple has incorporated a feature called Family Sharing. This makes it easy for up to six people in your family to share each other's iTunes, iBooks and App Store purchases without sharing accounts. Read through the information on iCloud Family Sharing to help you decide if this method of setting up and purchasing Apps is suitable for your family.

(<http://www.apple.com/ios/whats-new/family-sharing/>)

## **12. Charging your iPad's battery**

iPads must be brought to school each day in a fully charged condition. Students need to charge the iPads every evening. Chargers should be left at home and not come to school. There will only be limited charging facilities at school.

## **13. Wallpaper/Background photos**

Inappropriate media may not be used as wallpaper or a background photo. A password to lock the screen is not to be used.

## **3. Printing**

Printing is available with the iPad on a very limited basis. Printing at home would require a specific make/model printer at this time, proper settings on the iPad, capable iPad Apps, and/or certain applications on the home computer.

### **13. Care and Maintenance of the iPad**

1. The care of the iPad is each student's responsibility.
2. iPads are not to be left unattended. When not in your personal possession, the iPad should be in a secure, locked environment.
4. The iPad comes with a protective case to help minimize damage. The iPad must remain in the protective case at all times.
6. The iPad is an electronic device and care must be exercised when handling the iPad. Never throw or slide the iPad or a book bag that contains an iPad. Never carry the iPad in the same school bag compartment as a lunchbox or drink bottle. Avoid placing weight on the iPad.
7. Avoid applying liquids to the iPad. The iPad can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad. Use of unapproved cleaners may remove the protective film covering the face of the iPad.
8. While the iPad is scratch resistant, it will scratch. Avoid contact with sharp objects. Commercially produced screen protectors can be purchased to protect the screen.
9. Never expose an iPad to long-term extremes in temperature or direct sunlight. Do not store an iPad in a car.
10. iPads comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student-issued iPad accessories are the responsibility of the student.
11. Each iPad has a unique serial number and identification sticker. At no time should these numbers or stickers be modified or removed.

### **14. Sound**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

### **15. Parent/Guardian Responsibilities**

Saint Joseph's recommends the following for parents and guardians:

- iPads should be used in an open area, where they can be visually monitored.
- Invite your child/ren to show you what tools they have been using.
- The parent or guardian, regardless of any persuasive argument the child/ren makes, always governs the use of the iPad at home.

Talk to your child/ren about values and the standards that they should follow when using the Internet just as you would on the use of all media information sources such as television, telephones, movies, and radio.

### **16. Cyber-safety**

Saint Joseph's Primary School will continue to:

- educate students on safe and responsible internet and social media use;
- follow Federal Government and best practice approaches to cyber-safety in schools;
- filter and monitor all content accessed by students while at school;

- educate students on digital citizenship and the expectation/responsibility of each person to protect their own online reputation as well as the reputation of their peers or teachers.

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### **17. Penalties for Misuse**

If a student breaches our policies by using ICT in an unacceptable, inappropriate or unethical way, the penalties will be in line with the school's Behaviour Support Policy, and range from:

- a warning to the student;
- the student's access to the computer network being either suspended or revoked.

### **Unacceptable Use (Students):**

1. Identity theft;
2. Using ICT without permission or without supervision by a teacher;
3. Visiting any site that has not been approved by the teacher;
4. Using the Internet to access offensive or inappropriate information;
5. Interfering with emails or files belonging to others;
6. Downloading anything without the teacher's permission;
7. Bullying, frightening, annoying or upsetting a person using the iPad;

Unacceptable Use of the iPads will result in the iPad being confiscated and unable to be used during class time. Each case of unacceptable use will be unique and will be handled on a case by case basis in consultation with parents and teachers.



