



SOUTHERN VALES CHRISTIAN COLLEGE PRIMARY BYOD IPAD GUIDELINES AND ACCEPTABLE USE POLICY

The focus of the iPad program at Southern Vales Christian College is to provide tools and resources to the 21st Century Learner. 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. The individual use of iPads is a way to empower students to maximise their full potential and to prepare them for further studies and the workplace. Learning results from the continuous dynamic interaction among student, educators, parents and the extended community. Technology immersion 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 anytime, anyplace. The policies, procedures and information within this document apply to all iPads used in the Primary at Southern Vales Christian College. Teachers may set additional requirements for use in their classroom. The use of the technology at Southern Vales Christian College 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 technological resources. If a person violates any of the User Terms and Conditions outlined in this policy, privileges may be terminated, and the appropriate disciplinary action will be taken.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

TAKING CARE OF YOUR IPAD

Students are responsible for the general care of the iPad they bring to Southern Vales Christian College. It is the sole responsibility of the student 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, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- The iPads and case must remain free of any writing, drawing, stickers, or labels (apart from the student's name) that are not the property of Southern Vales Christian College
- iPads must never be left in a backpack, unlocked care or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.
- Students must keep their iPad in the protective casing at all times.

SCREEN CARE

- The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen or the corners of the iPad.
- 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 UNDERGOING REPAIR

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

CARRYING IPADS

- Be careful in selecting a suitable case for your child's 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 school. The guidelines below should be followed:
- iPads must always be within the protective case
- Some carrying cases (i.e. backpacks) can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.
- Water bottles are not be placed in the same bag as the iPad.

INSURANCE COVERAGE

It is recommended families put the iPad on their Home Contents Insurance and consult their insurance company for advice. If students or parents wish to carry their own additional personal insurance to protect the iPad in case of theft, loss, or accidental damage, they should consult their insurance agent for details about their personal cover of the iPad.

USING YOUR IPAD AT SCHOOL

iPads are intended for use at school each day. Individual teachers may have certain expectations about what they want students to have on their iPad and it is their prerogative and the students in their class must comply. Students are responsible for bringing their iPad to all classes, unless specifically instructed not to do so by their teacher.

IPADS LEFT AT HOME

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present.

KEEPING YOUR IPAD SECURE AT SCHOOL

- When a student or their class is out of the classroom, iPads must be kept in the shelving provided. Classrooms will be locked when not in use.

CHARGING YOUR IPAD'S BATTERY

- iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Repeat violations (minimum of three days – not consecutively) of this will result in disciplinary action.
- In cases where use of the iPad has caused batteries to become discharged, students may be able to connect their iPads to a power outlet in class.



SOUND, MUSIC, PICTURES, GAMES OR PROGRAMS

- Sound must be muted at all times unless permission is obtained from the teacher. Students may bring headphones to use when a teacher deems it suitable.
- Music is allowed on the iPad and can be used at the discretion of the teacher. Music with explicit language is not permitted on the iPad at school and will need to be removed from the iPad at teacher's request.
- Internet games that are not deemed as educational content are not be downloaded or played at school. If game apps are installed students can only play with approval from teachers.
- Inappropriate media may not be used as a screensaver or background photo.
- Apps, videos and photos must be suitable for a G audience and a Christian College. Presence of guns, weapons, pornographic materials, suggestive images, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in removal of content and disciplinary actions.

INTERNET AND PRINTING ACCESS

- Devices are connected to Device Management system in order to receive school apps and for safety restrictions to be set.
- The internet will be accessible at school through Internet Filtering.
- Printing will be available with the iPad on a limited basis.
- Printing at home will require a wireless printer.
- 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.

MANAGING YOUR FILES & SAVING YOUR WORK

SAVING TO THE IPAD/BACKUPS

Students may save work to the applications on the iPad. It is also advised that students use iCloud (internet storage) or iTunes (sync to home computer) to back up the information on their iPad. Students will hand up assignments as specified by the individual teacher. 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.

NETWORK CONNECTIVITY

- Southern Vales Christian College makes no guarantee that their network will be up and running 100% of the time.

SOFTWARE ON IPADS/IOS UPDATES

- Students must only use apps associated with their families 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, 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.



ADDITIONAL SOFTWARE

- The iPad may only have content that is G rated at school, this includes applications.
- Students will be asked to delete any apps that contain violence, age specific Social networking (Facebook), sexual content, inappropriate language etc.

INSPECTION

- Student 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 school until it has been removed.

DAMAGES TO IPADS AND CONSEQUENCES

SCHOOL IPADS

School iPads may consist of Class iPads, Special Education iPads and other iPads that the school has provided for student use. iPads that belong to the school will need to be looked after as the guidelines state. The 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 that has brought the device. They need to be looked after and maintained by the students and it is the student's 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

The best way to prevent damage is to get a heavy-duty case and keep it secure.

CONSEQUENCES

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

School insurance does not cover the deliberate or accidental damage of individual iPads. The student/students involved will be liable for any damages caused.

- If a student accidentally or deliberately drops/damages their own device they are completely responsible for the damages and replacement/repair. (If it was accidental the school may provide a loan iPad if available for 1 week)
- If a student accidentally or deliberately drops/damages another student's device they are completely responsible for the damages and replacement/repair. (The school will have the broken device repaired and charge the student/students that are at fault).



- Teachers will also give appropriate consequences in line with the school's behaviour policy in regards to deliberate damage and inappropriate use of iPads in the school environment.

iPads should not be damaged if they are enclosed in a heavy-duty case and handled with care.

STUDENT RESPONSIBILITIES & GUIDELINES

BYOD students will sign the Essential Agreement attached.

STUDENT RESPONSIBILITIES

- Students will use computers/devices in a responsible and ethical manner.
- Students will obey general school rules concerning behaviour and communication that apply to iPad/computer use.
- Students will help Southern Vales Christian College protect its computer system/devices by contacting an administrator about any security problems they may encounter.
- 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.
- Students will respect and look after all iPads including their own, the school's and other students' iPads.

STUDENT ACTIVITIES STRICTLY PROHIBITED

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing policy or public law.
- 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.
- Messaging services (i.e. MSN Messenger, ICQ, Facebook, Twitter etc.) other than School Learning Management System.
- Internet/computer games that are not deemed as educational by teacher.
- Gaining access to another student's accounts, password, files and/or data.
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger.
- 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 chat rooms, eBay, email etc.
- Participating in credit card fraud, electronic forgery or other forms of illegal behavior.
- 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.



IPAD CARE

- Borrowed iPads that malfunction or are damaged must be reported to the class teacher.
- iPads that are stolen or lost must be reported immediately to the class teacher.

LEGAL PROPRIETY

- Students must comply with trademark and copyright laws and all licensing 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.

PROTECTING & STORING YOUR IPAD

IPAD IDENTIFICATION

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

- Record of the iPad's serial number on the school data base
- Clear labelling of iPad and accessories (parent's responsibility)

STORING YOUR IPAD

When students are not using their iPads, they should be stored in a classroom, in the secure storage location designated by their teacher. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a student's vehicle as they can over heat or get stolen. iPads are not be left in school bags during the day or taken out of the classroom during lunch and recess time unless permission is granted by a teacher for a specific purpose (not gaming).

Do NOT leave your iPad in a place that is experiencing extreme hot or cold conditions (i.e. car in summer or winter). Extreme heat or cold can cause severe damage.

IPADS LEFT IN UNSUPERVISED AREAS

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, computer lab, library, unlocked classrooms and toilets. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the Office. Violations may result in loss of iPad privileges and/or other privileges.