



# Teesdale Primary School

## 1:1 BYOD iPad Program 2024



**Updated**, important information about Digital Technologies, Acceptable Use Policy & Agreement, Online Services Policy, Specifications and Required Apps.

*Updated Oct 2023*

## **Our Vision for Digital Technology:**

Teesdale Primary School, an E-Smart school, understands that safe and appropriate use of digital technologies including the internet, apps, computers and tablets provide students with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from enhanced learning that is interactive, collaborative, personalised and engaging. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Teesdale Primary School believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and interconnected world. Our school's vision is to empower students to use digital technologies safely and appropriately to reach their personal best.

This initiative aims to engage students in learning experiences using the iPads as a tool to do the following:

- Develop new thinking and learning skills that produce creative and innovative insights.
- Develop more productive ways of working and solving problems individually and collaboratively.
- Create information products that demonstrate their understanding of concepts, issues, relationships and processes.
- Express themselves in contemporary and socially relevant ways, within and beyond the school.
- Explore creative tools for showcasing thinking and articulate learning, when working independently and in groups.
- Understand the implications of the use of ICT and their social and ethical responsibilities as users of ICT.
- Use as a communication device to encourage a connectedness between home and school to support learning for students and families.

## **Goals:**

- Manipulate text, images and numeric data to create information products designed to inform, persuade, entertain or educate particular audiences.
- Retrieve files and save new files using a naming system that is meaningful to them.
- Compose and reply to simple electronic messages to known recipients and unknown audiences.
- Use ICT to locate and retrieve relevant information from a variety of sources. They judge the integrity of the location information based on its credibility, accuracy, reliability and comprehensiveness.
- Share ideas through online private and public forums, which are correctly formatted, comply with ICT conventions and demonstrate an awareness of the characteristics that contribute to products meeting their purpose.
- Use ICT tools to list ideas, order them into logical sequences and identify relationships between them.
- Develop and apply simple criteria to evaluate the value of the located information
- Use ICT tools to capture and save images. Use simple editing functions to manipulate the images for use in created products.
- Apply ICT tools and techniques to represent and explore processes, patterns and cause-and-effect relationships. Students use ICT tools and techniques that support the organisation and analysis of concepts, issues and ideas and that allow relationships to be identified and inferences drawn from them.

- Select relevant techniques for minimising the time it takes to process data, and apply conventions and techniques that improve the appearance of the finished product.
- Password protect and back up important files and use file naming conventions that allow easy retrieval.
- Develop a natural curiosity about the world around them, to feel encouragement in planning possible solutions to problems, and to gain satisfaction from their planning.
- Be confident in their personal knowledge of ICT and to acquire new knowledge and skills when needed.
- Use ICT for promoting and demonstrating higher order thinking skills through rich learning briefs and tasks that support creativity and innovation.
- Engage in safe practises when using ICT for searching, interacting and critically evaluating the quality and sources of information.
- Use mobile devices to extend and expand students learning beyond the physical constraints of the classroom.

Learning in this domain enables students to focus on the task to be accomplished rather than on the technology they are using to do the work. Through the selection and application of appropriate equipment, techniques and procedures, they process data and information skilfully to create information products in forms that are meaningful for themselves and their audience. These products effectively demonstrate their knowledge and understanding of the concepts, issues, relationships and processes that are the subject of the task. Students will use a variety of resources for sharing and collaborating on projects linked directly to the curriculum.

Students are provided with tools and strategies to monitor learning patterns and problem solving strategies. This provides a sound foundation for transforming personal learning. They gain an understanding of internet protocols and strategies for exchanging information, which enables them to share and challenge their own and other people's ideas and solutions with a global audience.

**Key tips in relation to our school policies;**

- Our policies may be updated or modified from time to time and it is your responsibility to ensure you are aware of any changes to our policies;
- Failure to comply with the BYOD Acceptable Use Policy may result in your BYOD device being permanently removed from the program;
- Maintenance and cost of repairs under warranty is solely the responsibility of the parent/guardian;
- Teesdale Primary School and its staff will endeavour to protect your child's iPad at all times whilst at school, they will not be liable in anyway should your iPad be damaged or stolen whilst at school;
- Backing up of data/school work off the iPad is the sole responsibility of the student. The school provides students with storage on Google Apps for Education for students to back up work whilst at school or at home.

# Online Services Appendix 2024

In 2024, Teesdale Primary School will be using two software applications that will be hosted online; Sentral and Google Apps for Education. To comply with the Department of Education and Training (DET) Online Services Policies and legal requirements, we must disclose all details of where, how, what and why the data will be stored on these applications.

Software Vendor	Sentral	Google Apps for Education
Privacy Policy Links	<a href="https://www.sentral.com.au/privacy-policy">https://www.sentral.com.au/privacy-policy</a>	<a href="http://www.google.com.au/edu/privacy.html">http://www.google.com.au/edu/privacy.html</a>
What does the online service provide?	This is an Online Learning Management System being introduced to Teesdale Primary School. This system provides Attendance, Wellbeing, Parent Portal Access and much more.	Central online storage and collaboration service for staff and students of Teesdale Primary School.
Who is the Service Provider?	Sentral Education	Google
What personal information of individuals will the school use and disclose to the service provider?	<p>The types of personal information collected include:</p> <p>Students:</p> <ul style="list-style-type: none"> <li>● Full name</li> <li>● Company, school or organisation</li> <li>● Personal contact details and address</li> <li>● Wellbeing data</li> <li>● Medical information</li> <li>● Attendance information</li> <li>● Report Information</li> <li>● Network user account information</li> </ul> <p>Parents:</p> <ul style="list-style-type: none"> <li>● Full name</li> <li>● Contact information including address, phone and email.</li> <li>● Parent Portal username and password information</li> </ul>	<p>Students (Only):</p> <ul style="list-style-type: none"> <li>● Full name</li> <li>● Year level</li> <li>● Email address</li> <li>● Learning data</li> <li>● Curriculum data</li> </ul>

<p><b>How will the school use the personal information of individuals?</b></p>	<p>Students:</p> <p>All data listed below will only be accessed by relevant staff members;</p> <ul style="list-style-type: none"> <li>● Full name and contact information: Made available so staff are able to contact relevant parties for various issues.</li> <li>● Wellbeing data: Tracking student wellbeing information to follow up on this effectively.</li> <li>● Medical information: Alerts staff to issues who are then able to take necessary actions in regards to medical incidents</li> <li>● Attendance information: Staff will mark student data and ensure that students are meeting Teesdale’s attendance requirements.</li> <li>● Report information: Reports will be uploaded to the site for parent/guardian access.</li> <li>● Network User Information: Allows students to access Sentral.</li> </ul> <p>Parents:</p> <p>All data listed below will only be accessed by relevant staff members;</p> <ul style="list-style-type: none"> <li>● Full name and contact information: Made available so staff are able to contact relevant parties for various issues.</li> <li>● Parent Portal username and password information: Used to access the parent Portal on Sentral.</li> </ul>	<p>Students (Only):</p> <ul style="list-style-type: none"> <li>● Personal data: Students’ personal drives will be hosted on the Google Docs Drive</li> <li>● Student work: Any student work completed on Google Apps will be hosted on Google Apps</li> <li>● Curriculum data: Any curriculum and assessment tasks might be hosted on Google Apps</li> <li>● Assessment data: Staff will complete spreadsheets with student results on them. These will be secured so only staff have access.</li> </ul>
<p><b>Where will the service provider store the personal information disclosed to it?</b></p>	<p>Local Server, Teesdale Primary School</p>	<p>Storage locations for Google Apps for Education are:</p> <ul style="list-style-type: none"> <li>● United States</li> <li>● Australia - Sydney</li> </ul>
<p><b>What school policies apply to the use of these online services?</b></p>	<p>As per this policy and the school policies for:</p> <ul style="list-style-type: none"> <li>● Acceptable Use of Electronic Devices and iPad Program Agreements</li> <li>● Consent for BYOD Program</li> </ul>	

<p><b>Will the school be able to access and retrieve all the content including messages or other communications from the online services?</b></p>	<p>Both applications will have tools installed and service teams which will allow Teesdale Primary School to adequately track usage of these services.</p>	
<p><b>How will the service provider use personal information of individuals that is collected from the school?</b></p>	<p>Data is not mined for educational purposes and the ownership remains the property of Teesdale Primary School.</p>	<p>Data is not mined for educational purposes and the ownership remains the property of Teesdale Primary School.</p>
<p><b>Who will be able to see the content and work?</b></p>	<p>Users will need to be registered users of the Teesdale Primary School ICT Network (Edustar). Access to technical materials will be required at times by both vendors. These vendors require strict permission before viewing any of the data. User permissions will be determined by Teesdale's ICT Technician ICT and Leadership team.</p>	
<p><b>Whilst students own copyright in the work they produce, who will have rights to reproduce and/or use the works?</b></p>	<p>Both services state that the data remains the property of Teesdale Primary School, meaning Teesdale solely reserves the right to decide this. Written consent from a parent or guardian will be required before allowing any data to go outside the school.</p>	

# BYOD Device Specifications

The device purchased or accessed from home needs to meet the minimum technical specifications

Minimum Hardware Specifications	
Form Factor Type	6th Generation iPad (2018) or newer iPad Air 2 Gen 2 (2018) or newer with Wifi iPad mini 4 or newer with Wifi (all non jailbroken)
Physical Screen dimensions	242.8mm by 189.7mm for an iPad 200mm by 134.7mm for an iPad mini
Operation System	This needs to be the proprietary Apple iOS operation system.
Battery Life	Advertised battery life of at least six hours. If previously owned, battery life needs to be in reasonable condition to ensure fair use at school. TPS will not offer charging of your iPad during school time.

- **Warranty**

You will need to think about what warranty your Apple iPad will have. Teesdale Primary School is in no way responsible for warranty claims.

- **Repairs**

Teesdale Primary School is in no way responsible for any repairs to your iPad.

Teesdale Primary School is in no way responsible for any insurances.

If you are concerned the device is going to be broken, lost or stolen, you may wish to consider specific accidental loss and breakage insurance for the device. You can specifically list the item on your home contents insurance, or you can purchase an Accidental Damage Protection plan for your device.

**If you are purchasing a new iPad, please take this page into the store to show the minimum technical specification required. Ensure your iPad has a minimum of an iPad Generation 6 (2018) specification.**

Teesdale Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access iPads for schoolwork. We also have a number of spare iPads that can be loaned (for use during school hours) to students in certain circumstances.



# Required Apps

Below is the list of mandatory apps that are required for the start of the school year.

**Please ensure that these are downloaded onto your child's iPad before the school year begins.** As the year progresses, students may be asked to download optional apps. Teachers will communicate to families if new apps are required.

As the year progresses we will be sending notes home advising of the next app requiring loading to the device.

Mandatory Apps		
<b>Google Drive</b>	This app provides students with quick access to their 'dashboard' account Google Drive provides the students with a vehicle for creating documents, presentations, spreadsheets etc.	
<b>Google Classroom</b>	This app helps teachers create and collect tasks and assignments paper free. It also creates Drive folders for each assignment and for each student to help keep everyone organised.	
<b>Google Docs</b>	Create, edit, and collaborate with others on documents from your iPad with the free Google Docs app.	
<b>Google Sheets</b>	Create, edit, and collaborate with others on spreadsheets from your iPad with the free Google Sheets app	
<b>Google Slides</b>	Create, edit, and collaborate with others on presentations from your iPad with the free Google Slides app.	
<b>Find my iPhone</b>	In case the iPad gets lost. <b>Please link this with your apple account so that the device is linked to the app on other devices.</b>	
<b>Minecraft Education</b>	Minecraft Education is a game-based platform that inspires creative, inclusive learning.. Explore blocky worlds that unlock new ways to tackle any subject or challenge.	
<b>NAP Locked Down Browser</b>	The NAP Locked down browser allows students to securely participate in NAPLAN and NAP Sample tests on the Online National Assessment Platform.	
<b>Wadawurrung Language</b>	This app is an introduction to the Wadawurrung language of region that encompasses Geelong and Ballarat areas of Victoria, Australia.	
<b>Kahoot!</b>	A game based learning platform that engages student in quizzes and surveys linked to their learning.	



**1:1 BYOD iPad Program  
Teesdale Primary School  
BYOD iPad Program Documentation**



***Please carefully read and understand the following documents before signing. If you have any questions please seek clarification from the school before you provide this consent.***

***The documents can be removed from this booklet and returned to school within the first two weeks of 2024.***

# 1:1 BYOD iPad Program Teesdale Primary School



## Privacy Information & Consent Form

***Please carefully read and understand this Privacy Information & Consent Form before signing. If you have any questions please seek clarification from the school before you provide this consent.***

We seek your consent for your child to use the online software Apps listed in the Online Services Appendix to this form. To enable your child to sign-on and access these services, Software Vendors may require access to your child's Department of Education & Training username, first and last name, year level and school, as well as other personal information.

If you do not provide consent, your child will not have access to the online services and alternate arrangements for allocating work will be made.

### **Acknowledgement and Consent for student use of Online Services**

By signing and returning this form you confirm and consent that:

1. You have received and read this Privacy Information and Consent Form.
2. You understand how your child's personal information will be collected, used, disclosed and managed.
3. You understand that this consent will continue while your child is involved in the use of the consented online services as listed in the Appendix to this form.
4. You understand that this consent on behalf of your child may be withdrawn at any time by written notification to the school.
5. You understand that if the school determines that the personal information is no longer required or relevant, the use of the personal information will cease.
6. You understand the Software Vendors have their own terms and conditions and (where applicable) agree to those terms and conditions.
7. You have read the information about the online services and hereby consent for my child to access the online services.

Parent / Guardian Signature .....

Parent / Guardian Name .....

Date .....



# Acceptable Use Policy for the 1:1 iPad Program at Teesdale Primary School

Before your child's iPad can be connected to the School ICT Network, the iPad will need to meet the school's specifications, including the list of apps that need to be downloaded and installed (see above). The Apple iPad will then be assessed to see if it can join the School's BYOD Wireless Network.

## 1. Guidelines for Participation

Prior to iPads being linked to the school:

- Students will participate in an induction to ensure they are familiar with their roles and responsibilities of using an iPad, as well as demonstrate safe online behaviours.
- **Students' Apple iPad must be available for use at school each day.**
- **Students' Apple iPad must be fully charged every night ready for the next school day.**

## 2. Cost of Participation

The device will be owned by the Parent/Guardian/Student.

## 3. Insurance and Warranty (Teesdale Primary School is not responsible)

- Maintenance and cost of repairs under warranty is solely the parent/guardian's responsibility.
- Teesdale Primary School is not liable in any case if the Apple iPad is damaged or stolen whilst at school, although staff will at all times endeavour to ensure the safekeeping of the iPad whilst at school.
- Teesdale Primary School will provide limited technical support to your iPad as they arise.

## 4. Standard for iPad care

**The student is responsible for:**

- Taking care of their BYOD iPad in accordance with school guidelines and policies.
- Adhering to the Acceptable Use Policy (both the iPad Program and Electronic Devices policies)
- Backing up data securely to their Google Apps for Education (which is provided by the school)
- Apple iPad must be maintained to school standard:
  - Always store the iPad in a protective, school preferred case;
  - Avoid storing it in student's backpack without protective case – pressure from books can damage the screen;
  - Do not store anything additional to the iPad *within the protective* case (e.g. Cords or stylus) as this may damage the screen;
  - Do not grab or squeeze the iPad. (This can also damage the screen and other components);
  - Never leave your iPad in unsupervised areas during the school day. They are to be securely locked in a classroom during recess and lunchtimes;
  - iPads are not be taken outside at recess or lunchtimes.

## 5. Apple ID (Applications)

An Apple ID is necessary to download applications (software) to allow the iPad to function. This needs to be created by a person over 13. We recommend this to be created by a parent or guardian, or, to use an already existing Apple ID account where possible.

- To create an Apple ID, instructions can be found at <https://support.apple.com/en-au/HT204316>
- By using the iTunes software, a user agrees to be bound by the terms and conditions of the Software Licence Agreement.
- By using the iTunes Store Site, a user agrees to be bound by the Terms of Use that apply to the website.
- A user is entirely responsible for maintaining the confidentiality of information held in the user's account, including the user's password and for any activity that occurs under the user's account as a result of failing to keep this information secure and confidential.
- From time to time your classroom teacher will request the purchase of additional Apps to be installed on your iPad. It is the responsibility of the Parent/Legal Guardian to ensure that this is undertaken in a timely manner.

## 6. Acceptable computer and internet use/internet usage

Use of iPad's by students is governed by the **Acceptable Use Policy** that students and parents agreed to for the use of ICT within the school. Parents are able to familiarise themselves with the **Acceptable Use Policy** to further support student compliance outside of the school environment.

Any inappropriate use of the internet is unacceptable and is subject to disciplinary action and exclusion from the school networks and resources.

Students can access the internet through the school's wireless network while on site. Access to the internet through the school's wireless network will be monitored and subject to the Department of Education and Training (DET) filtering.

Students may also use the iPad for their personal use at home after setting up the device to access it through their home Internet Service Provider. However, students are reminded that inappropriate downloads may be detected when the device is connected to the school's network.

Students will receive an induction on safe internet usage and topics such as;

- Personal information security
- Cyber bullying
- Copyright

Games are not to be accessed through the school network or played on the iPad at school, unless under teacher supervision. iMessage or other similar messaging apps are not to be accessed at school, or during school hours. This includes on mobile phones. Phones are not permitted for use by students at school.

Teachers and administrators may review iPads to maintain system integrity and ensure that users are using the iPad responsibly. Users should not expect that any and all files and information on the iPad is private. Users will also be required to sign in to and allow access to Apple Classroom to assist staff with monitoring correct use of devices at school.

## 7. Non-school Applications and Files

Applications (Software), including games, music and movies will be allowed for academic and recreational reasons, provided they meet copyright obligations and are not offensive or explicit in nature. Personal MP3 and other music files may be stored on the iPad. **Downloading music, games and videos from the internet**

**during school time is prohibited** except when directed by a staff member. Students are permitted to listen to digital music and/or participate in games on their iPad while at school where given express permission by a teacher for an educational purpose. Deliberate attempts to avoid the school's restrictions of access to sites deemed inappropriate are forbidden and will be dealt with under the Acceptable Use Policy.

Social networking, chat room and forum sites are not allowed to be accessed at school and parents should exercise caution at home when students gain access to such websites.

It is the student's responsibility to ensure that there is enough storage space available on the iPad to engage in all educational requirements.

## 8. Access and security

Students will:

- Not disable settings for virus protection, spam and filtering;
- Ensure that online communication through the internet is related to learning;
- Keep passwords and personal information confidential;
- Not share their iPad with another student unless with teacher permission;
- Tell their supervising teacher if they suspect they have received a virus, spam or if they receive a message that is inappropriate or makes them feel uncomfortable.

## 9. Misuse and breaches of the Acceptable Use Policy

Students should be aware that:

- They are held responsible for their actions while using internet and communication services.
- They are held responsible for any breaches caused by them allowing any other person to use their account.

The misuse of internet and communication services will result in disciplinary action, including the withdrawal of access to the network or their iPad whilst at school.

**Please Note:** Teesdale Primary School is in no way responsible for the back-up or restoration of data. Parent/Guardians are responsible for their own restoration of the original operating system, Apps and data.

# Acceptable Use Agreement of Electronic Devices

Central to the core values of the school is the challenge we set to be innovative and inspiring in our search for excellence in curriculum, teaching, learning, performance and relationships, which produces engaged and lifelong learners capable of shaping our future.

**Definition** The *Acceptable Use Agreement* applies to digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (although are not limited to):

- School owned ICT devices (e.g. desktops, laptops, printers, scanners)
- Email and instant messaging
- Internet, Google Docs
- Social networking sites (e.g. Facebook, SuperClubsPLUS)
- Video and photo sharing websites (e.g. Picasa, YouTube)
- Blogs

- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Video and podcasts
- Video-conferences and web-conferences.

This *Acceptable Use Agreement* applies when I am using any of the above digital technologies at school, at home, during school excursions, camps and extra-curricular activities.

### **Student Declaration**

Digital Technologies including iPads are the property of Teesdale Primary School – Do not take them for granted or use them for personal use.

When I use digital technologies at Teesdale Primary School, I agree to be a safe, responsible and ethical user at all times, by:

- respecting others and communicating with them in a supportive manner
- never writing or participating in online bullying (*for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours*)
- protecting my privacy; **not** giving out personal details, including my full name, telephone number, address, passwords and images
- protecting the privacy of others; never posting or forwarding their personal details or images without their consent
- talking to a teacher if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours
- carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am
- investigating the terms and conditions (e.g. age restrictions, parental consent requirements) if my understanding is unclear I will seek further explanation from a trusted adult
- handling ICT devices with care and notifying a teacher if it is damaged or requires attention
- Abiding by copyright regulations. If necessary, I will request permission to use images, text, audio and video and cite references.
- not interfering with any device or its security settings, the data of another user or attempting to log into Google docs and or other programs with a user name or password of another student
- Not bringing to school or downloading unauthorised programs, including games, movies and music etc.
- keeping the device on silent during class times;
- respecting the privacy of others; only taking photos or recording sound or video at school when I have formal consent or it is part of an approved lesson

### ***Please respect school property and do not:***

- Take photos without a teacher's permission.
- Add or delete apps.
- Make changes to settings without a teacher's permission.
- Deliberately damage an iPad due to misuse or lack of care.
- Communicate via the iPad in a hurtful, unsafe way.
- Inappropriately use of the iPad such as accessing games or other apps off task.

(Apps used in free time are to be determined by the teacher)

### **Consequences**

Any breach of these basic requirements could result in:

- Costs involved in repair/replacement being payable by you.
- Your Google Drive account being suspended.
- The removal of iPad / digital technologies privileges.
- Other disciplinary action as determined by the Principal.

## Student Acceptable Use Agreement

**Student declaration:** When I use digital technologies, I agree to be a safe, responsible and ethical user at all times. Teesdale Primary School is within its rights to withdraw the use of technology from any student, particularly after a serious offense or repeated offences. What is not completed at school because of the removal of iPads/Technology must be made up at home and documented.

### -----Student Agreement-----

By using the School Network and Services you agree to accept the terms and conditions outlined in the agreement.

- I agree to be a polite, safe and responsible user of the digital technologies at Teesdale Primary School according to the *Acceptable Use Agreement*.
- I know that I am still learning to use digital technologies safely and responsibly.
- I will ask a trusted adult for help whenever I am unsure or feel unsafe.
- I understand that there are actions and consequences established within the school's *Acceptable Use Agreement* if I do not behave appropriately.

By ticking the above boxes, I/we agree to the terms of this agreement for the duration of their schooling at this school.

**FAMILY NAME:** \_\_\_\_\_

Name of students at Teesdale Primary School:

**Student:** \_\_\_\_\_      **Student signature:** \_\_\_\_\_      **Date:** \_\_\_\_\_

**Student:** \_\_\_\_\_      **Student signature:** \_\_\_\_\_      **Date:** \_\_\_\_\_

**Student:** \_\_\_\_\_      **Student signature:** \_\_\_\_\_      **Date:** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_      **Signature:** \_\_\_\_\_