Glen Waverley South Primary School

R.E.S.P.E.C.T.

GWSPS BYO iPad Program Information Booklet Levels 3-6 in 2020

Contents

1. ICT at GWSPS

At GWSPS, we believe in providing a challenging, engaging and relevant learning experience for all of our students. One of the ways in which this is made possible is to provide students with access to the most up to date and efficient technology. We believe that balanced and appropriate use of technology can stimulate interest, increase proficiency and support differentiated learning pathways for our students.

"In today's technology-rich environment, integrating ICT into teaching and learning will better equip young people with real skills for the future."
"Technologies that facilitate the co-creation of knowledge or those that encourage self-discovery and personalised learning opportunities are especially valuable in providing stimulation and creativity to all learners. Using these, students and teachers can access new knowledge, communicate with experts outside the school and tap into resources across geographical boundaries, as well as collaborate with parents and the local community."
Source: www.education.vic.gov.au

2. Why iPad?

There are many tablet devices on the market today and it is important to make the distinction between hardware manufacturers, software developers and education support providers. One of the main reasons that we have chosen the iPad is because Apple provides all three of these functions. Apple is dedicated to supporting education, providing professional development to teachers and technical support to schools. The App store is also host to thousands of reviewed educational applications. Schools around the world are using the iPad as a way for students to not only access information, but also to capture their thinking. With the iPad, students are able to make movies, podcasts, comic strips and animations to share their learning. They can also plan, brainstorm, collaborate, problem solve and create their own books and content.

3. Benefits of the iPad

The iPad is a wonderful device for 1:1 computing as it is an 'instant on' device that is reliable and simple to use. The iPad is compact in size and lightweight, making it ultra-portable. Its battery life of 8 - 10 hours will support a normal school day without requiring charging. Students are able to use an iPad as a still or video camera, which allows them to document and reflect on their own learning as well as being able to create multimedia projects that foster a wide range of planning and thinking skills. It supports personalised learning without the additional complications of a laptop.

4. BYO iPad Program Outline

"Bring Your Own Device" (BYOD) refers to students bringing a personally-owned device to school for the purpose of learning. There are different models of BYOD programs. At Glen Waverley South Primary School we have chosen a BYOD model that works solely with iPads. We call it the GWSPS BYO iPad Program because the one and only device that students can bring to school is the iPad. The choice of the iPad is also in keeping with the feedback from many families via our ICT Surveys.

The GWSPS BYO iPad Program is available for students in levels 3 to 6. Like all learning tools, the iPad will not be used exclusively to complete learning tasks. It will not replace the tools we already use such as books, pens, paper, netbooks and desktop computers. The iPad is a companion device. The advantage of the iPad is its mobility and ease of use. It is the perfect tool to help students expand their learning experience by providing them with an instant gateway to a multitude of resources. The iPad also allows students to document and reflect on their learning, even if the task did not directly involve the iPad.

Involvement in the BYO iPad program is beneficial for students. While the program is not compulsory, participation is highly recommended.

5. Device Specifications

Students can use an iPad that they already own as long as the device meets the minimum specifications of a 16 GB iPad with a camera. If you plan to purchase a new iPad for this program, we strongly recommend you explore the specifications laid out by the high school that your child is likely to attend, before you make your purchase. All iPads are required to be come to school in a sturdy case for protection.

6. Insurance and Security

Families will be required to cover the iPad for accidental damage and loss. This can usually be done through your home and contents insurance policy. The iPad remains the property of the family and all maintenance and repairs are the responsibility of the family. Although every effort will be made to keep the iPads safe at school, Glen Waverley South Primary School accepts **no responsibility** for damage or theft. The school will provide a locked area for the iPads to be stored in during the day when they are not being used.

7. Applications

To participate in the BYO iPad Program, families will need to set up an iTunes account. There are a core set of apps which students will be expected to purchase and download onto their iPad (see Appendix A). Many of these apps will be free, however some will incur a cost. Parents will need to purchase these applications using their iTunes account or iTunes card. Some minor amendments may be made to the app list throughout the year. We will endeavour to keep the cost of applications to a minimum.

8. Additional Information

Internet Security and Access to Inappropriate Content
While using the school network, all online content is filtered to prevent students accessing inappropriate content. Provision of internet security and appropriate use at home will be the responsibility of the students and their families. We encourage parents to discuss expectations with their child regarding appropriate use of the device.

Viruses
Regarding viruses, the iPad is a very secure device for downloading apps and being online. All apps and updates are installed via iTunes and the Apps Store which, at the time of publication, is subject to a very strict approval process by Apple that includes some restrictions on the distribution of inappropriate content and malware.

Warranty and Insurance
Apple products come with a one year limited warranty. This can be extended to two years by purchasing their AppleCare product. There is no insurance with Apple for loss, theft or non-warranty repairs. Parents are advised to check their home and contents insurance policy and consider covering the iPad for accidental damage, theft and loss. Glen Waverley South Primary School accepts **no responsibility** for damage, theft or loss.

Service or Repairs
This will depend on where the iPad was purchased. Always refer to the warranty details provided by the place of purchase. Non-Apple repairers may void an Apple warranty. Parents are responsible for organising and paying for service and repairs to their child's iPad.

iTunes Account
You will need to set up an iTunes account before the iPad can be used at school. We strongly recommend that *parents* set up the iTunes account and manage the account.

Apps Needed
There are a "core set" of apps which students will be expected to purchase/download onto their iPad. Many of these apps will be free, while others will incur a cost. Please refer to our 'Applications List' in Appendix A. Parents will need to purchase/download the required apps using their iTunes account or iTunes card.

Personal Apps, Music, Games, etc.
As the device belongs to the student / parent / guardian, you may choose to download other apps and music onto the iPad. It is important to remember that all personal apps, games and music must be appropriate for the age of your child and must not impact on the memory space available on the iPad for the required educational resources and apps.

Accessing Non-educational Apps, Websites, Games, etc. while at school
The GWSPS iPad Terms of Use Agreement and the ICT Acceptable Use Agreement clearly state that inappropriate use of the iPad or other technology used at school will result in the student not being able to use the technology in the classroom for a specified period of time. Teachers may confiscate the iPad for the duration of a day. Teachers may also determine a period of time a student is not permitted to bring their iPad to school.

Additional Information (cont'd)

3G / 4G iPad
The purchase of 3G/4G is a family decision. The 3G/4G iPad allows access to the internet wherever mobile phone coverage is available. This can result in large data use bills if used unwisely. Students will not need 3G/4G at school. We cannot offer a filtered service at school if the student turns off their filtered wireless connection and connects to the internet via their 3G/4G provider.

Limitations on Personal Use
The iPad will be owned by the student and their parent/guardian. When not at school, the iPad can be used for any personal use permitted by the parent/guardian. Personal use of the iPad should not interfere with use of the device at school. This includes ensuring the iPad is fully charged each day, adequate storage space is maintained and that no inappropriate apps/content are saved to the device.

Internet Access At Home
It is expected that parents/guardians will continue to monitor the internet access of their child. Clear boundaries and expectations of use at home need to be set by parents. GWSPS will not impose control structures on the use of iPads when they are out of school grounds. Resources are available on our school website to assist parents with creating a family usage agreement.

Wireless Internet at Home
As the iPad is a wireless device it is most effective when connected to the internet, however, you do not necessarily require wireless internet. Many of the applications that iPad's run do not require an internet connection.

iPad Storage at School
When the device is not in use, students will keep their iPad securely locked in each classroom. Classrooms will be opened by a teacher on duty every morning at 8.55am when students will be able to place their iPad inside the classroom. iPads will be securely locked in each classroom at recess and lunch times. Students attending the OSHC program (before or after school care) will be required to store their devices securely in the OSHC program office.

Does an iTunes account require a credit card for purchases?
How will I keep my child from charging iTunes purchases without my permission?
An iTunes account does not necessarily require a credit card. iTunes gift cards can be used to credit the account so that purchases can be made to buy apps. Once the value of the gift card has been exhausted, no further purchases can be made until another gift card is added. Parents do have the ability to control the installation of applications and can set up the iPad to require a password to make any changes to the configuration of the iPad, including app purchases.

Our Home Computer – PC or Mac
The iPad is not a replacement for a traditional computer. It is a companion device which allows for the completion of some, but not all, of the tasks usually carried out on a traditional computer. The iPad connects to either a PC or Mac via the iTunes software. It doesn't matter what type of computer you have at home. The iPad will sync, backup and talk to either PC or Mac desktops or laptops. Students are required to regularly backup the iPad at home.

9. BYO iPad Terms of Use Agreement

The following iPad Terms of Use Agreement is to be read in conjunction with the ICT Acceptable Use Agreement.

Responsible Use
- All technology is to be treated with care.
- The school recommends that parents/guardians look at the iPad settings and change them accordingly.
- The restrictions password should not be known by the student.
- All technology use must be in accordance with the GWSPS "ICT Acceptable Use Agreement".

Student Responsibilities
- iPads must be protected by a case which is clearly labelled with your child's name and class.
- iPads must come to school charged and ready for school use every day.
- iPad chargers must not be brought to school.
- The wallpaper of the iPad must be a picture of the owner of the device.
- iPads are not to be taken outside during snack and lunch time.
- iPads are to be stored by students in a locked, designated space before students go out for snack and lunch breaks. It is the student's responsibility to ensure the device is locked away before they leave the classroom.
- Students are not to take their iPad out of their school bag, in the school yard, before or after school.
- iPads must go home with the student at the end of each school day.
- iPads are not to be lent to other students.
- Students must only access content and use apps that are suitable for educational purposes.
- Students must report any accident/breakage to their parents and teachers at the time of the accident/breakage.
- The student is responsible for all content and information on the device.
- Teaching staff have the right to look at any application or file on the iPad at any time.

Parent/Guardian Responsibilities
- Create a home usage agreement with your child outlining appropriate behaviour when using the internet and iPad, both at home and school.
- Support the schools ICT Acceptable Use Agreement.
- Set up an iTunes account and ensure that all required apps have been downloaded onto the iPad and are updated accordingly.
- No photos, videos or student work will be shared with others or uploaded to social media sites that contain images or the work of teachers or other students.
- The cost of any repairs necessary for the device.
- Purchasing insurance for the iPad and its accessories in case of loss, damage or theft.

BYO iPad Terms of Use Agreement (cont'd)

Prohibited Activities
- Taking photos or videos of students/teachers/adults in the school without their permission.
- Posting or forwarding private information about another person.
- Uploading photos or videos of students/teachers/adults in the school to any social network or internet site.
- Accessing apps during school time that are not deemed of educational value.
- Deliberately seeking out rude, offensive, age inappropriate sites.
- Any behaviour that does not support the school's ICT Acceptable Use Agreement.

In the event of a prohibited activity or breach of our ICT Acceptable Use Agreement taking place, teachers will refer to the school discipline policy. iPads may be removed from the student for the remainder of the school day and restrictions may be put in place preventing the student from bringing their iPad to school for a period of time at the school's discretion. This will be done in consultation with parents.

School Responsibilities
- Use the iPad for educational and creative purposes to enhance student learning.
- Support students to understand the ICT Acceptable Use Agreement.
- Provide an ICT program which reinforces and assists students to develop their knowledge of effective Cyber Safety and respectable and responsible digital citizenship.
- Provide a filtered internet service from the Department of Education and Early Childhood Development.
- Provide supervision and direction in online activities when using ICT for learning.
- Work with students to outline and reinforce the expected behaviours while using the internet and iPad.

10. ICT Acceptable Use Agreement

The following ICT Acceptable Use Agreement is to be read in conjunction with the iPad Terms of Use Agreement.

Glen Waverley South Primary School recognises the need for students to be safe and responsible users of digital technology. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents and guardians. We request that parents and guardians work with us and encourage this behaviour at home.

We provide an exemplary teaching and learning program that facilitates:

- Academic, social and emotional growth;
- A learning environment where students are highly engaged and motivated;
- Inclusive, innovative and challenging curriculum; and
- Curriculum design which caters for individual learning needs.

Our learning environment:

- Equips students with skills and knowledge to cope successfully beyond primary school in an ever-changing world;
- Provides equal opportunities and values diversity;
- Develops knowledge and values; and
- Is positive, safe, supportive & cooperative.

At Glen Waverley South Primary School we:
- support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment
- educate our students to be safe and responsible users of digital technologies
- raise our students' awareness of issues such as online privacy and intellectual property, including copyright
- supervise students when using digital technologies for educational purposes
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- respond to issues or incidents related to digital technologies that have the potential to impact on the wellbeing of our students
- know that some online activities are illegal and as such we are required to report this to the police
- support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies, such as Family Usage Agreements, that they can implement at home to support their child
- provide parents/guardians with a copy of this agreement.

ICT Acceptable Use Agreement (cont'd)

Students in Levels 3-6 sign the following Acceptable Use Agreement every year, in order to set up the protocols for responsible practice. This is then kept by the class teachers for the remainder of the year as a record. These signed agreements can be referred to if there are any concerns relating to students' ICT use.

ICT Acceptable Use Agreement

Safe and Responsible Behaviour
When I use digital technology at school and at home I agree to:

1. **Communicate respectfully** by thinking and checking that what I write or post is polite and respectful.
   This means:
   - ✖ never sending mean or bullying messages or passing them on, as this makes me part of the bullying
   - ✖ not using actions online to be mean to others. This can include leaving someone out to make them feel bad
   - ✖ not copying someone's work/ideas from the internet and presenting them as my own. I will include the link.

2. **Protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online.
   This means:
   - ✓ protecting my friends' information in the same way
   - ✓ protecting my password and not sharing it with others
   - ✓ only joining a space online with my parent or teacher's guidance and permission
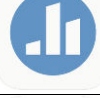   - ✖ never answering questions online that ask for my personal information.
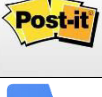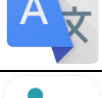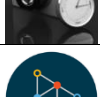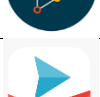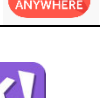
3. **Look after myself and others** by thinking about what I share online.
   This means:
   - ✖ never sharing my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
   - ✓ speaking to a trusted adult if I see something that makes me feel upset or if I need help
   - ✓ speaking to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
   - ✓ stopping to think about what I post or share online
   - ✓ using apps or sites that are right for my age
   - ✖ not deliberately searching for something rude or violent
   - ✓ being careful and respectful with the equipment I use, at home and at school.
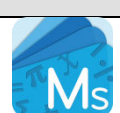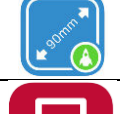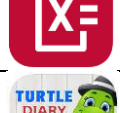
11. Appendix A: Applications List

NAME	ICON	COST
Google Suite		
Classroom		-
Drive		-
Docs		-
Sheets		-
Slides		-
Tools		
Calculator for iPad Free		-
Weatherzone		-
Dictionary.com		-
Simple Transfer		-
Post it Plus		-
Google Translate		-
The Resilience Project (optional)		$4.49
Tap Roulette		-

Creativity		
iMovie		-
Skitch		-
HP Reveal		-
Green Screen (By Do Ink)		$4.49
iMotion		-
Educreations		-
Video Scribe Anywhere		$1.49
Kahoot!		-
Padlet		-
Weebly		-
Adobe Spark Post		-
Adobe Spark Page		-
Adobe Spark Video		-
Quizziz		-
Poll Everywhere		-
Show Me		-
Qrafter		-

*Glen Waverley South Primary School is **committed to lifelong learning** by providing an inclusive, supportive and nurturing community in which diversity is valued and celebrated.*

English		
Reading Eggs		-
ABC Splash (Primary)		-
Newsela		-
Mathematics		
Mathletics		-
Toolbox – Measure Tool Box		-
My Measures		-
Photomath		-
Turtle Diary		-

STEAM		
Scratch		-
Bloxels edu		-
Sphero		-

If an app requires an account to be created, parents will receive the relevant permission forms to sign if permission has not already been received. Students/parents will be required to keep a record of their account and password details in a secure place.