

**Holy Family Primary School  
GOWRIE**



**1:1 iPad  
PROGRAMME  
Policy**





# 1:1 iPad Programme Policy

## Related Policies

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Catholic Education Media Usage policy  
Catholic Education Social Media Policy  
Catholic Education Copyright Policy

## Purpose

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This Policy is reviewed annually and provides guidance for students, staff and parents. All communications should be in line with this Policy.

With the integration of new and emerging technologies Holy Family Primary School provides its students with the best opportunities for their learning. In the 21st century, content /information/ knowledge is readily available. We are now living in a world where technology allows for learning to occur 'anywhere, anytime'. Using technology allows students to become more responsible for their own learning and articulate how they are learning.

Collaborative Learning is still seen as a vital aspect of 21st Century Learning. The iPad Programme in Years 4-6 strengthens the home and school link, enabling students to continue their learning at home that commenced at school and vice-versa.

## Policy

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The iPad is a tool for learning in Years 4, 5 and 6 at Holy Family School. We aim to develop students' skills in collecting, organising and verifying information, collaborating with others, forming opinions and engaging in discussions, communicating and sharing what has been learned.

Content creation allows students to demonstrate and explain their learning through the choice and use of Apps. Students learn to fluently move between Apps in a workflow in order to accomplish any task.

Digital Citizenship & Cyber Safety workshops for both students and parents support families while working through the issues 'on the internet'.

## Procedures

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### **Expectations for Year 4, 5 and 6 Students**

(Holy Family iPad policy/user agreement is discussed with students & parents prior to use in the classroom)

1. Students bring the iPad each day to school, fully charged.
2. Students keep the iPad in its case at all times to help ensure it stays protected from accidental wear and tear. Students store the iPad in a safe place (classroom, storeroom or student lockers) when not in use.
3. Students use the iPad for school-related activities whilst at school.

4. Students keep electronic communication school-related. During instructional activities, electronic communication is to be focused solely on the activity at hand. No non-school related e-communication is allowed during the school day. The iPad is in no way to be used to bully or harass other students or teachers.

### **Expectations for Parents**

Parents are responsible, particularly if leasing a device from Holy Family, for:

1. Monitoring their child's use of the device at home to ensure it is appropriate.
2. Protection of the device at home – providing a safe place to store the device and keeping it clean.
3. Ensuring the device is not used by siblings
4. Ensuring the device is not use for online bullying/harassment
5. Ensuring the device is primarily used for school work
6. Replacing the device if it is broken.

### **Expectations for Holy Family**

Holy Family will ensure that children are provided with:

1. A safe place to store their iPad.
2. Education on appropriate use of the iPad, including education on online bullying/harassment and the potential impact and consequences of this on individuals.
3. Appropriate education tasks to involve the use of the iPad balanced with other methods of learning.

### **Proper Care and Handling of the iPad**

1. iPads are not to be used near liquids or objects of extreme heat.
2. iPads should not be left in plain sight or in public.
3. When a student stores their iPad in their bag (i.e. to and from school) they are to make sure to avoid other objects that might damage the screen, such as any object with hard, sharp corners.
4. Students are to use a soft cloth (such as those used for sunglasses) to clean the iPad screen.

### **Accessories**

Students need to provide a case and a set of headphones/earbuds; a stylus is optional.

### **Apps**

A definitive list of Apps the students need is presented at the beginning of the school year. Each family will need to have their own iTunes account and be responsible for the installation of the required Apps to the student's iPad. Support is provided to parents to monitor Apps.

### **Financial Matters**

1. Families have the opportunity to rent an iPad from school 24/7 through an increased ICT Levy. Every family pays an ICT Levy of \$30.00 per term for each child at the school to cover the provision of ICT services – this does not include the iPad programme.

2. Some families choose to buy their children an iPad outright. If Parents choose to access an iPad leased by the school, the ICT levy will increase to \$62.00 per term per child.
3. At the end of the school leasing period families will have the option of purchasing the iPad at fair market value (determined at the time) or simply hand it back in.

### **Damage to the iPad**

1. Parents will need to repair or replace the iPad if damaged.
2. Parents are responsible for ensuring the iPad is always in good working order - both hardware and software.
3. Parents may wish to add the iPad to their contents insurance.
4. Parents may wish to explore the Apple Insurance option via AppleStore in Civic - approximately \$23 a term.
5. It is a requirement that a sturdy, durable, robust case be purchased for the iPad.

### **Student Safety and Security**

The safety of students and the security of a student's device are paramount. The school has control over how the iPad is handled at school. Students should never leave the iPad in their school bag. In the morning iPads are dropped off to the Library where a teacher on duty ensures it is placed in the class trolley. The iPads are locked away during lunch and recess times. Students in Years 5 and 6 have their personal locker in which to lock away their iPad. The teachers are hyper-vigilant about iPads on the floor or not being carried safely.

It is recommended that Parents insist their child does not change the iPad password without their knowledge and consent. This is to ensure that Parents have access to, and visibility of, what their children are doing on the iPad, and also to ensure that children do not get locked out of the iPad because they have forgotten the password or typed it incorrectly.

Holy Family is very conscious of cybersafety. Practices are put in place for appropriate use of technology. The practice of teaching students what to do if they come across inappropriate material and how to maintain digital privacy is as important as filtering. The ACT Police Cybersafety Team is invited to the school annually.

### **References**

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Anti-Bullying Policy  
Catholic Education Social Media Policy

## Forms

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### Student Acceptable Use Agreement Holy Family iPad Commitment 2015

Approved by:	Holy Family School Board
Implementation Date:	
Policy last Updated:	May 2015
School Contact Officer:	Anne-Marie Marek