

Leda Education Support Centre iPad Policy

RATIONALE

Leda Education Support Centre caters for students with a range of needs across the primary years. We strive to provide differentiated, authentic and engaging programs to ensure the best outcomes for students. At Leda ESC a range of technologies, including iPad's, have been integrated into classroom programs. Through many of the iPad features: size, ease of use, battery life, collaborative nature and the range of applications available, the iPad is the first device to offer universal access, portability and the ability to fully individualise learning to cater for the needs of every student.

The use of innovative technologies such as iPad's are important for students as members of our society and as future employees.

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1. GENERAL USE OF THE IPAD

1.1 iPad Loans

iPad's and their accessories are the property of Leda ESC. All users must follow this policy and the Education Department's *Acceptable Use Policy for Technology*.

All iPad equipment must be signed out from the Library. Each iPad will be loaned with a cover and a charger.

All iPad equipment must be signed back through the Library. The iPad must be fully charged before it is returned. Cords and cables should be stored as they were distributed – USB cord unplugged from power plug and coiled separately then attached to the plug with an elastic band.

Staff iPad loans for out of school periods must be organised through the Registrar and a loan agreement signed. Staff will be expected to claim on their own household insurance should an iPad be lost or stolen during this time.

1.2 Resources

The school currently has 4 iPad 2s. Each iPad has its own cover and a USB charger cord. This accessory is also available for staff use:

- 1 VGA adapter to connect iPad's to Interactive Whiteboards and Computers.

1.3 Device Management

Each iPad is linked to a separate iTunes account. These are managed by the iPad co-ordinators (Sharon Gabin and Jeanett Fernandes). iTunes account details are available from the Shared Drive and engraved on the back of each iPad.

A core set of applications is already loaded on each iPad. To download an application not already on the iPad:

1. Check the application will appropriately support existing IEP goals for Literacy and Numeracy.
2. Permission must be obtained from iPad co-ordinators
3. iPad co-ordinators must keep a current list of Applications.

An email will be sent to the iPad's email account to inform you a debit to the account has been made, along with the name and cost of the application. Please forward this email to Hayley.Barrodeen@education.wa.edu.au

1.4 Managing Files

Work completed on the iPad is automatically saved. The iPad should not be used as a storage device. Any work produced by students can be transferred to your own folder via email, Dropbox or iTunes.

1.5 Customising the iPad

The iPad can be customized to suit the needs of each student. Adaptations include font sizes, screen backgrounds and the use of a variety of restrictions. Customising the iPad to meet individual student needs is strongly encouraged.

DO NOT reconfigure the iPad or sync it with a computer other than the one that is identified on the iPad label.

1.6 Connectivity

The school's WIFI connection is provided by the Education Department. The iPads are connected to these networks.

1.7 Updating the iPad and its Applications

It is the staff's responsibility to update Applications and the iPad's software. It is recommended that a small amount of time be set aside each week to carry out these updates.

1.8 End of Day Storage Procedure

All iPad's and accessories must be returned to a secure locked cupboard (storeroom) at the end of each day for storage. iPads with a charge lower than 75% must be placed on charge overnight.

2. IPAD CARE

2.1 iPad Guidelines

Users must follow these guidelines:

- The iPad must stay in its cover **at all times**.
 - No food or drink is to be consumed whilst the iPad is being used.
 - NEVER put weight on the iPad.
 - The iPad and its cover must remain free of all writing, stickers or labels.
 - iPads should not be exposed to extreme temperatures.
 - Velcro fastenings to be used when required to ensure stability when working on desks.
- iPads are fragile and must be treated with respect.**

2.3 Screen Care

All iPads have a screen protector on the surface. Screens should be cleaned with a soft dry cloth or anti-static cloth. NO cleaners of any type should be used, as these will damage the screen.

2.4 iPad Accessories

All accessories must be inserted into iPad ports carefully to prevent damage.

2.5 Transporting the iPad

When students are carrying an iPad, they must use two hands at all times. Special care must be given when taking photos. The student should be standing still when using the iPad away from a desk.

3. GENERAL SECURITY

iPads should always remain with the user, unless the device is securely locked away. iPads should NEVER be left in a car.

Teachers are responsible for maintaining their iPads, and keeping them in good working order. Any problems relating to the iPad should be reported to Yvonne Peters. This includes any damage or failure to function.

Teachers must ensure that classrooms are locked at all break times throughout the school day. This includes the Resource area doors.

In the event of a missing iPad, please report to Yvonne Peters immediately. Leda ESC iPads contain software that is activated to track down iPads in the case of loss or theft. If required, Leda ESC will work with Police to assist in the recovery of stolen items.

3.1 Access and security:

Principal must:

- Monitor what apps are purchased and the purpose of them for student learning.
- Inform students of the consequences (withdrawal of iPad use) should they misuse their iPad's.
- Promptly address the misuse or destruction of any iPad device.

Teacher must:

- Be the only staff members (admin exempt) to sync any iPad device at any time (unless specific permissions is granted).
- Be the only staff members (admin exempt) to download or purchase apps for use for students at any time through iTunes (unless specific permission granted).
- Be the only staff members to change security settings on the iPad at any time (unless specific permission is granted).
- Purchase relevant apps for students use after approval from Principal.

All staff must:

- Be aware of their responsibilities for supervising student use of iPad devices.
- Provide appropriate supervision for students using iPad devices at school.
- Inform students of the consequences (withdrawal of iPads use) should they misuse the iPad.
- Report any damage to any iPad to the Principal immediately.



iPad Usage

Dear Parents/Guardians,

I am writing to inform you that this year your child will have the opportunity to use an Apple iPad as a 1-to-1 learning device. The focus of the iPad program at Leda Education Support Centre is to provide tools and resources to the 21st Century Learner and improve literacy and numeracy learning.

These devices are at the forefront of digital technology and coupled with their use in education make them a valuable tool for teaching and learning in this rapidly changing world. This includes the use of approved 'apps' to enhance and complement student learning such as spelling and phonics games, developing questioning skills and recording reading/numeracy achievement. The iPad is one of many strategies employed to meet the goals of each child's Individual Education Plan.

If you have any objection to your child using the iPad device please advise the school as soon as possible.

Yours sincerely,

Tina Howorth
Principal



iPad User Charter

iPad Usage:

My child agrees to follow the rules set out below when using iPads at school:

- I will ask the teacher before I use the iPad
- I will tell the teacher if I see something that makes me uncomfortable
- I will take care of all the equipment
- I will not change the iPad settings
- I will not intentionally download or remove any apps from the iPad

I understand if I break the rules:

- I may not be allowed to use the iPads

I agree for my child to abide by the iPad User Charter.

Name of student: _____

Parent signature: _____

Date: _____

iPad User Charter

iPad Usage:

I agree to follow the rules set out below when using iPads at school:

- I will ask the teacher before I use the iPads
- I will follow all of the teacher's instructions when using the iPads
- I will not give out my password to other people
- I will not let other people log on to my account
- I will tell the teacher if I think someone is using my account
- I am responsible for anything that happens when my account is used
- I will tell the teacher if I see something that makes me feel uncomfortable
- I will only use work from the internet if I have asked the teacher
- I will not access sites that I have been told not to access (eg YouTube, facebook, MySpace etc) unless the teacher gives permission
- If I download pictures or work I will state the source
- I will not give out my name, phone number, address, name of the school or photographs without checking with my teacher
- I will take care with all of the equipment
- I will not change the iPad settings
- I will not use the school iPads to be mean, rude or unkind to other people
- I will ensure any email I send or work that I publish is polite, carefully written and well presented

I understand if I break the rules:

- I will be held responsible for any breaches caused by myself or another person using my account
- I may not be allowed to use the iPads

I agree to abide by the iPad User Charter.

I understand that if I break any of the rules stated above it may result in disciplinary action.

Name of student: _____

Signature: _____

Date: _____