



Lake Boga Educational Hub

'Be the best that we can be'



Principal: Joe Summerhayes

8 Williams Road, Lake Boga 3584
5036 9000

lakeboga.vic.gov.au

BYO iPad Policy

This policy works in conjunction with:

- the Department of Education's 'Acceptable Use Policy' for DET ICT resources,
- Lake Boga Primary's Acceptable Use Agreement and Social Media Policy.

1. RATIONALE

This BYO IPAD Policy has been developed to inform Lake Boga Primary School's community (Students, Staff, Parents and Administration) of the roles and responsibilities of maintaining a responsible, safe and effective BYO iPad program.

The BYO iPad program is an enabler for the 21st Century Learner. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

2.1 WHO THIS POLICY APPLIES TO

This policy applies to all stakeholders in Lake Boga Primary School's BYO iPad Program for Grade Prep – Grade 6, including:

- Students;
- Staff;
- Parents/Caregivers; and
- Principal Administrators

2.2 DEVICE(S) THIS POLICY REFERS TO

For the purposes of this policy, the term 'devices' refers to the use of the Apple (tablet) range of products (iPad and iPad Mini). The school has chosen to only allow Apple iPad tablets as part of the Bring Your Own Device (BYO iPad) program as this will ensure consistency and manageability.

3.1 MINIMUM DEVICE REQUIREMENTS

The Lake Boga Primary School BYO iPad Program allows students to use an Apple tablet device that can utilise the latest operation system (iOS) and support the installation of the most recent applications (This could be an iPad or iPad Mini version of the tablet). The device must:

- Have enough storage to install the selected applications set prior to the commencement of the school year by the BYO IPAD staff;
- Be Wi-Fi capable (We do not require iPads to connect to telecommunication services via sim); and
- Ensure accidental damage is minimised through being secured in protective casing.

Lake Boga Primary School does encourage parents/caregivers to organise the use of a later model device as these devices will ensure compatibility and supportability for a longer period of time.

3.2 EQUITY AND ACCESS

Lake Boga Primary School understands that the BYO iPad Program may be a financial burden on some families. We encourage families to discuss the options available with the school Principal. The school maintains a small inventory of devices to provide student access to technology; however these devices may be shared with other students within the class.

3.3 TECHNICAL SUPPORT

As part of the BYO iPad Program, Lake Boga Primary School offers a limited technical support program to assist with:

- Connecting to the school's network and internet;
- Installing applications.

Due to the device being owned by the student and family, all other technical support and warranty issues are the accountability of the student's family from an external source.

3.4 ACCIDENTAL DAMAGE AND THEFT

The school does not provide accidental damage or theft cover for 3rd party (student-owned / teacher-owned) devices and shall therefore not be liable for any damages or theft that occurs on the school's premises unless the device was under the direct care of a staff member.

Therefore, Lake Boga Primary School encourages parents/caregivers to source accidental damage and theft insurance from an external insurance provider.

3.5 INTERNET AND NETWORK USAGE

All students, staff and parents are expected to adhere to Lake Boga Primary School's ICT User Agreement Policy which can be found on the school's website.

3.6 ROLES, RESPONSIBILITIES AND GUIDELINES

Elearning compliments many areas of the curriculum Therefore, all stakeholders must be aware of their roles and responsibilities.

STUDENT RESPONSIBILITIES

As part of the Lake Boga Primary School's BYO IPAD Program, students will ensure they:

- Use their iPads in a responsible and ethical manner;
- Their iPad is charged, has enough storage space and is kept in secure casing to enable daily use;
- Obey general school rules concerning behaviour and communication in line with the school's 'Code of Conduct';
- Protect their devices by contacting their teacher/administrator about any security problems they may encounter;
- Monitor activity on their accounts (e.g. Edmodo) and report any behaviour that is not in line with the school's 'Code of Conduct';
- Secure their iPads into a designated area within their classroom when the devices are not in use to help protect their work and information;
- Report any damages that may occur to their teacher immediately so that the teacher may investigate and inform the administration and parents of the child(ren) regarding the circumstances;
- Update iOS and applications over the school wi-fi in non-peak times (e.g. recess/lunch) once given permission by the school's ICT coordinator. (The school uses a caching service to minimise the need to download multiple copies of applications and iOS updates over the internet)
- Use the internet in a safe and appropriate manner (as set out by the school's ICT User Agreement and report any inappropriate or offensive websites to their teacher so that the administration can block those sites; and
- Respect and look after all iPads, including their own, other students and the school's iPads.

STUDENT ACTIVITIES STRICTLY PROHIBITED

- Illegal installation or transmission of copyrighted materials;
- Any action that violates the school's Code of Conduct or public law;

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials;
- Accessing and using internet/app-based games within class time that are not deemed educational by the teacher without prior permission;
- Use of messaging services within school time (E.g. Facebook/Twitter) without the prior permission of the students' direct teacher;
- Gaining access to another students' accounts, files and/or data;
- Giving 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.
- Participation in fraudulent or other illegal behaviour;
- 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 personal, other students or the school's range of technology;
- Participating in any form of bullying via social media (including, and not limited to texting, emailing, posting and accessing other students devices); and
- Not using Lake Boga School's web filter to access the internet at school.

PARENT/CAREGIVER RESPONSIBILITIES

Parents/Caregivers are an important part of Lake Boga Primary School's BYO IPAD program and can assist in ensuring the safety of our students is maintained. We ask that all parents/caregivers:

- Talk to their children and establish standards and values that their child(ren) should follow when using their device and accessing the internet and applications at home. Similar to discussing what is acceptable when accessing other sources of media such as television, phones, movies and radio (The school advises that usage at home is always supervised);
- Understand that the child and parent hold full responsibility for the device and Lake Boga Primary School is not liable for any mistreatment, breakages, vandalism or loss of the device. The only exception to this is where the damage or loss occurred whilst under the direct care of a staff member;
- Consider taking up accidental damage and theft insurance (offered by most retailers) to be covered in the unlikely case their child's device is damaged.
- Make sure the devices is clearly labelled with their child's name and that they too, have also recorded the serial number of the device;
- Ensure that their student's device is synced/backed up and the required apps are installed on the device ready for educational use;
- Understand that students under the age of 13 may not take part in age-restricted social networking sites such as Facebook without the consent of a parent/caregiver; and
- Access the Cybersafety resources and information on the school's website to familiarise themselves with possible dangers

SCHOOL RESPONSIBILITIES

The school provides the foundation of the BYO iPad Program and has an essential role in ensuring educational value, social responsibility and safety is developed by its students. As part of the program Lake Boga Primary School will:

- Ensure all staff are trained in using the device and are familiar with the processes pertaining to the BYO iPad Program;
- Establish cybersafety awareness and allow curriculum time for teachers to teach about being cybersafe to their students;
- Provide filtered internet access to its students and monitor student use in line with the school's Internet Usage Policy;
- Seek to block materials considered offensive, profane, threatening, pornographic, obscene, or sexually explicit;
- Educate and assist students with research and device use to ensure compliance with the school's ICT Acceptable Use Agreement;
- Utilise volume purchasing discounts from the Apple Education store and load apps onto iPads in a manner deemed fit by the school;

- Provide designated lockable areas in which students may charge their iPads securely;
- Educate students, staff and parents on safety guidelines for duration of use, posture, rest periods, stretching, noise and other environmental hazards (as outlined by the Department of Education and Early Childhood Development)
- Ensure that staff will carefully select online content for students to use and at times allow students to create accounts to log on to appropriate educational resource sites with permission. E.g. Mathletics, Edmodo, specific apps, etcetera.

EVALUATION:

This policy will be reviewed as part of the 3 year review cycle.

This policy was last ratified by School Council in....

August 2017