



St Lawrence Primary School iPad Acceptable Use Policy

St Lawrence Primary School students will be issued a mini iPad with some predetermined applications (Apps) installed. Year Four students and parents are required to review this document, as well as sign the accompanying agreement to protect the hardware and software inherent with this technology.

Technology resources at St Lawrence are provided for the purpose of supporting the educational mission of the School. The School's goal in providing the iPad is to promote educational excellence: by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of these technologies is a privilege that carries responsibility and behavioural expectations consistent with all school rules and policies, including but not limited to those stated in the School Handbook. It is understood that members of the St Lawrence Primary School community will use all types of computing devices and the School's network in a responsible, ethical, and legal manner at all times.

The iPad will be issued to students according to the guidelines set forth in this document. St Lawrence Primary School retains the right to collect and/or inspect the iPad at any time, and to alter, add, or delete installed software or hardware.

1. iPads

1.1 Receiving Your iPad

Mini iPads will be distributed to Year Four students on the 1 November of the school year during "*iPad Orientation*." Parents and students must sign and return the iPad Acceptable Use Policy and Pledge documents. The iPad will not be sent home with students until these documents are signed.

2. TAKING CARE OF YOUR IPAD

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the Office for an evaluation of the equipment.

2.1 General Precautions

- The mini iPad is school property until the end of Year Six and all users will follow this policy and the St Lawrence acceptable use policy for technology.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must never be left in an unlocked car, or any unsupervised area. At school they will remain in your bag or in the classroom.
- Students may not use "skins" to "personalize" their iPads.

2.2 Carrying iPads

The protective cases provided with the mini iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- iPads should always be within the protective iPad case when carried.
- Avoid placing too much pressure and/or weight (such as folders and workbooks) on the iPad screen.
- iPads are only carried to and from school in your school bag.

2.3 Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth, no cleaners of any type.
- Do not “bump” the iPad against walls, car doors, floors, etc as it will eventually break the screen.

3. USING YOUR iPad AT SCHOOL

Mini iPads are intended for use at school each day. In addition to teacher expectations for iPad use, announcements and calendars may be accessed using the iPad. Students must be responsible to bring their iPad, **fully charged**, to all classes, unless specifically instructed not to do so by their teacher.

Students who repeatedly (three or more times in a quarter) fail to bring the iPad to school or maintain a fully charged battery will lose the privilege of the iPad for a time to be determined by the principal.

3.1 iPads Left at Home

If students leave their iPad at home, they are responsible for getting the work completed as if they had their iPad present. Loaner iPads will not be available to students who forgot to bring their iPad to school or failed to charge their iPad.

3.2 iPad Undergoing Repair

Loaner iPads may be issued to students when their assigned iPads has been sent for repair.

3.3 Charging Your iPad's Battery

iPads must be brought to school each day in a **fully charged** condition. Students need to charge their iPads each evening. This may take up to 5 hours to fully charge the iPad.

3.4 Passwords

iPads will be password protected. During orientation, each student will choose a 4-digit password. This password will be kept on record with the school and may not be changed without school permission. Students are prohibited from sharing this password with anyone else except their parents.

3.5 Photos

Storage of acceptable student personal photos or downloaded images is allowed but these must be kept to a minimum to maximise space for educational purposes. The School reserves the right to delete photographs if capacity is being reached.

3.6 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Music and games can be downloaded but must allow space for educational purposes. The School reserves the right to delete music and games if capacity is being reached.

3.7 Home Internet Access

Students are allowed to set up wireless networks on their iPads to assist them with iPad use while at home. Printing at home will require a wireless printer.

4. SOFTWARE ON IPADS

4.1 Originally Installed Software

St Lawrence will provide the user of the iPads with the codes to upload necessary additional Apps for school work. No Facebook and other social network sites are allowed on this device.

4.2 Inspection

Students may be selected at random to provide their iPad for inspection.

5. ACCEPTABLE USE

The use of the St Lawrence technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in the school.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied. The St Lawrence School Acceptable Use Policy shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

5.1 Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

5.2 School Responsibilities are to:

- Provide Internet access to its students.

- Provide data storage areas, such as through Drop box. These will be treated similar to school property. St Lawrence Primary School reserves the right to review, monitor, and restrict information stored on or transmitted via St Lawrence Primary School owned equipment and to investigate inappropriate use of resources.

- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

5.3 Students Responsibilities are to:

- Use computers/iPad in a responsible and ethical manner.

- Obey general school rules concerning behaviour and communication that apply to iPad/computer use.

- Help St Lawrence Primary School protect our computer system/device by contacting an administrator about any security problems they may encounter.

- Monitor all activity on their account(s).

- Turn off and secure their iPad after they are finished working to protect their work and information.

- Print a copy of any email/site containing inappropriate or abusive language or if the subject matter is questionable, and turn in to the School Office.

5.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.

- Any action that violates existing School policy or public law.

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

- Non educational games. Only educational games, which in no way contradict our mission as a Catholic school, may be used.

- Participation in credit card fraud, electronic forgery or other forms of 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 school equipment will not be allowed.

- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

- Students are not allowed to use another student's iPad without express permission of the teacher.

5.5 iPad Care

iPads that malfunction or are damaged must be reported to the School Office. The school will be responsible for repairing iPads that malfunction. iPads that have been accidentally damaged will be repaired with cost of claims being borne by the family. First claim is \$100 and all subsequent claims are \$200. iPads that are stolen must be reported immediately to the School Office and the Police Department.

5.6 Legal Propriety

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

Plagiarism is a violation of the St Lawrence Code of Conduct. Give credit to all sources used, whether quoted or summarised. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

5.7 Student Discipline

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:

- 1st Offense – Student(s) will check-in/check-out their iPads from the School Office daily for one (1) week.
- 2nd offense – Two weeks of iPad privilege suspension (student still responsible for all required work)
- 3rd offense – Loss of iPad privileges for a length of time determined by the administration.

Depending upon the severity of the violation the School can immediately enforce the 2nd or 3rd offense to a 1st offense offender.

6. PROTECTING & STORING YOUR IPAD

6.1 iPad Identification

Student iPads will be labelled in the manner specified by the school. iPads can be identified in the following ways:

- serial number

6.2 Storing Your iPad

When students are not using their iPads, they should be stored in the classroom or their bag. Nothing should be placed on top of the iPad. Students should take their iPads home every day after school, regardless of whether or not they are needed.

6.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, computer lab, library, unlocked classrooms, and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the School Office.

7. IPAD Damage Coverage

7.1 School Protection

St Lawrence Primary School will provide Damage Protection. The protection covers:

- Accidental damage, including drops/liquid spills
- Liquid submersion
- Theft
- Fire/flood damage
- Vandalism (by someone other than a St Lawrence student)
- Natural disasters
- Power surge due to lightning

7.2 Claims

All claims will be handled by the parent working directly with the school. First claim is \$100 and all subsequent claims \$200. Information will be provided during the orientation on the procedure for doing so. In the event of theft, parents must report the loss to their local police department. A copy of the report must be presented to the School Office before an iPad can be repaired or replaced.

I agree to the stipulations set forth in the above user agreement.

Student Name (Please Print): _____

Student Signature: _____

Date: _____

Parent/Guardian Name (Please Print):

Parent/Guardian Signature: _____

Date: _____



St Lawrence Primary School Student Pledge for iPad Use

- I will use my iPad in ways that are appropriate, meet St Lawrence Primary School expectations and are educational.
- I will use appropriate language when using e-mails, journals, or any other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumours, gossip, or engage in any activity that is harmful to other persons.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of the St Lawrence Primary School.
- I will follow the policies outlined in the *iPad Acceptable Use Policy* and the St Lawrence Primary School Handbook while at school and at home during all times.
- I will take good care of my iPad.
- I will never leave the iPad unattended and I will know where it is at all times.
- I will protect my iPad by only carrying it while in the case provided.
- I will never loan out my iPad or give my password to other individuals (except guardians).
- I will not let anyone else use my iPad other than my parents or guardians.
- I will charge my iPad's battery daily and arrive at school with my device charged.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- Clean the screen with a soft, antistatic cloth ONLY; no cleaners.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the iPad or iPad cover or do anything to permanently alter the iPad in anyway.
- I will not remove or deface the serial number or other identification on any iPad.

- I will file a police report in case of theft, vandalism, and other acts covered by insurance and inform my homeroom teacher and the School Office.
 - I will be responsible for all damage or loss caused by neglect or abuse.
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I agree to the stipulations set forth in the above Student Pledge.

Student Name (Please Print): _____

Student Signature: _____

Date: _____

Parent/Guardian Name (Please Print):

Parent/Guardian Signature: _____

Date: _____