St. Mary’s Junior School iPad Program Usage Agreement 2016

At St. Mary’s College Junior School we are increasing our access to technology in the classroom through our iPad program. This will enable students in Years 2 – 6 to have 1:1 access to iPads. Our program will allow teachers to embed technology into their classroom teaching and help develop our students to become responsible digital citizens as they learn to utilise the technology tools available to them. Accordingly there are increased expectations of responsibility as outlined in this agreement.

Permission to participate in the Program is subject to the Student agreeing to the following conditions:

**IPAD CLASSROOM USAGE CONDITIONS**

1. The iPad is intended for student educational use within the classroom, on school excursions and at home.
2. The iPad cannot be loaned to or used by any other person.
3. The iPad needs to be brought to school fully charged each school day.
4. The iPad will have a passcode to protect it against unauthorised use by others.

**Care and Protection:**

5. The iPad needs to be in a sturdy protective cover.
6. The Student will take care to protect their school bag against damage when it contains their iPad.
7. The Student will not use the iPad when travelling to/from school or waiting outside classrooms.
8. The iPad will not be used near food or drinks.
9. The iPad will remain in the locked classroom at recess and lunch times.

**Apps and Content:**

10. During class time, the Student is not to use non-school approved Apps.
11. The student will follow the teacher’s direction of the use of the iPad in the classroom. (E.g. when, where, what Apps, without sound, etc.)
12. The iPads will have a “Home” screen dedicated to school and will contain only school approved apps and links, with appropriate wallpaper.
13. The iPad must be made available for staff, upon request, for reviewing content being used and accessed.
14. The Student will not use personal content during class time unless the content is directly linked to learning and with the prior knowledge and consent of the classroom teacher.
15. Apps required by the school will be available through an ‘App Catalogue’ which will also give access to education prices. It is intended that the $20 credit purchased by parents as part of the stationery requirement will be sufficient to purchase any Apps required for the year.
16. App purchases should only be made with the express permission of parents.
17. Students are not to use the iPad to contact parents, friends and fellow students via applications during school times or while on school property without the express permission of a member of staff.

**INSURANCE**

18. St. Mary’s College strongly recommends that parents/carers obtain insurance for devices used at school. Insurance premiums and any associated claim excesses will be at the expense of the family.
LIABILITY

19. St. Mary’s College will not be liable for any loss or damage to an iPad.
20. The content of this Agreement can be changed at the school’s discretion at any time with written notification for parent consent, as experience with the IPad Program unfolds.
21. The iPad is, at all times, the responsibility of the student. In particular the iPad should:
   a. Not be left unattended.
   b. Be stored in the classroom during non-class times at school. i.e. recess, lunch, assemblies.
   c. Be stored in a secure, safe location during transportation.
   d. Not be used on the bus, or while waiting for transportation.
   e. Not be used on school property before school, after school, during recess or lunch.
22. Any fault, damage or loss is to be reported immediately to the Class Teacher or a member of Staff.
   • If it is ascertained that the damage or loss is a result of the actions of another student, then both students will be required to meet with the Head of Junior School.
   • All parents of the children involved will be contacted by the Head of Junior School and the loss or damage will be dealt with on a case by case basis.

CYBERSAFETY AWARENESS CONDITIONS

23. As the user of the iPad, if the student sees something that makes him/her feel upset or uncomfortable, the student will;
   i. Close the iPad.
   ii. Inform a trusted adult.
   iii. Speak to a trusted adult if they know someone else is upset or scared.
24. The iPad will only be used to take and use photographs, recordings and videos of other students or staff with their express prior permission and knowledge and only in relation to school work.
   Students will not use or distribute any such images for any other purpose, be it by soft or hard copy.
25. Student access to the internet at school is restricted with appropriate filtering and monitored.
26. The school supports appropriate usage and cyber safety protocols for parents/carers and students.
   It is recommended that:
   a. The iPad should be left in a general home area overnight for charging.
   b. The iPad not be in a student bedroom overnight.
   c. Parents/carers set a deadline or amount of time for the use of the iPad in the afternoon/evening.
   d. Parents/carers regularly check the contents of their child’s iPad and check their internet use to ensure that appropriate websites are being used.
   e. Parents/carers apply filters and restrictions appropriate for their children’s usage.
27. As the user of the iPad the student will think about what they post or share online and the consequences if someone else views the posting.
28. The Student shall never share passwords or the full names, birthdays, school names, addresses and phone numbers of themselves or friends.
29. The Student will use sites that are appropriate for their age.
30. The Student will not deliberately search for something rude or violent.
31. The Student will ensure that any video, music, or recordings of any nature will not be played on the iPad that contravenes the ethos and culture of St. Mary’s College.
**Parent or Carer Declaration:**

As the parent or carer of this student, I have read the “iPad Program Usage Agreement” and have discussed the information contained in the User Agreement with my child. I understand that the iPad Program is designed for educational purposes and that St. Mary’s College has taken precautions to define acceptable device usage. However, I also recognise:

- My child will receive their own email address and that I am able to request the username and password of that account.
- That my child will need an iTunes account and it is my responsibility to provide my child with access to an iTunes account.
- Steps have been taken in the school to minimise the risk of exposure to unsuitable material, however I acknowledge that it is impossible for the school to restrict access to all inappropriate content and materials;
- Additionally I will not hold the school responsible for the content accessed or materials acquired on the device outside the school setting, or when using a network connection other than that provided by St. Mary’s College is used.
- I accept full responsibility for supervision if and when my child’s use of the device is not in the school setting.
- I will not approach another child or parent of a child in relation to any damage or loss to my child’s device.

Signed Parent/Carer: ___________________________ Date:____________
Name of Parent or Carer: ___________________________________________

**Student Declaration:**

I have read the “iPad Program Usage Agreement” carefully with my parent or carer and understand how important the conditions and recommendations are. I agree to follow all the conditions and recommendations.

- I understand each condition in this Usage Agreement
- I understand that I must make sure my device is secure when it is not in use – this includes travelling to and from school.
- I will follow my teacher’s instructions regarding the usage of the iPad.
- I will not use my device to make contact with my parents, friends and fellow students without the permission of a teacher.

I understand that if I break any of these conditions, I may:

- Meet with the Head of Junior School or Principal and discuss my actions and further participation in the program and my parents/carers will be informed
- Have my activities and actions while using my device monitored extensively
- Have restricted access to my device during class time
- In the case of repeated breeches of the conditions I may have my privileges to participate in the iPad program taken away from me

Signed:

Signed Student: ___________________________ Date:____________
Name of Student: ___________________________________________