
Our Lady of the Rosary School

Student 1:1 iPad Program



**Information Booklet
2022**

SECTION 1: The 1:1 Program

1.1. The iPad

OLR will provide each student with an Apple iPad, keyboard, carry bag and charger for the school year. The iPad is the property of the school and has been loaned to each student until Friday of the second last week of the school year. The students will use the laptop at school and take it home each night in the carry bag that has also been provided by the school.

1.2. Programs and Resources

All devices are equipped with a range of Apps. This software is educationally based and is supportive of the teaching and learning within our school.

1.3. Ownership and Costs

There is a Technology levy on ALL students to assist in funding all technology across the school, including copiers, wireless points, printers, laptops, projectors. All students are expected to adhere to the Acceptable Use Procedures relating to the use of the school provided device.

1.4. Warranty

The iPad comes with an extended warranty for the period of the loan.

1.5. Insurance

The iPads are insured through the School's insurance policy. If for any reason an iPad gets damaged or lost and an insurance claim might need to be made, the issue must be brought to the attention of the child's teacher immediately. The teacher will guide the parents to the appropriate staff for lodging a claim. [See 2.2]

Section 2: iPad Care

It is expected that students will use their iPads in an acceptable manner as a learning tool.

2.1 Student Responsibilities

2.1.1. Usage

- The iPad is to be only used by the student.
- Students are to use their iPad for educational purposes only and tasks set by the teacher.
- Non-educational Software or data should be stored on a student's private home computer or tablet.
- The school reserves the right to carry out software, hardware and data inspections of iPads at any time.

2.1.2. Inappropriate Content

Students are not to access or store offensive images, video and audio on iPads or other digital storage devices that are connected to the use of the iPad, this includes airdropping. This area will be addressed by the school as part of our ongoing education in relation to appropriate and responsible use of ICT tools and developing behaviours of positive digital citizenship.

2.1.3. Online Behaviour

OLR will ensure that students are involved in discussions /activities that relate to safe and appropriate use of ICT tools including online environments (Such as the class blog and other collaborative spaces). When commenting online, students will be expected to respond appropriately and respectfully.

2.1.4. Personalising iPads

Stickers and permanent markers are not permitted on the iPad or case under any circumstances. Bags are provided for carrying the iPad between home and school.

2.1.5. Device Identification

The iPad, charging cord, keyboard and carry bag have all been labelled with the school barcode and student's name. These labels must remain on the equipment and not be defaced in any way.

2.1.6. Food and Beverages

Students are not permitted to eat or drink whilst using their device.

2.1.7. Charging of Batteries and Bringing iPad to School

It is the student's responsibility to make sure that their iPad battery is fully charged at home each night and ready for the school day. It is also their responsibility to ensure that it is brought to school each day.

- If a student forgets to bring their iPad to school, a replacement device will be provided if there is one available.
- If the student is not 'iPad ready' on a second occasion the teacher will contact parents and discuss how a reminder could be put in place at home.
- If there is a consistent problem with a student forgetting to recharge their iPad or bring it to school, then the teacher and Principal will have a discussion with the student to find a solution.

2.1.8. iPad Use at Home

The iPads can be connected to the student's home internet at the parent's discretion. It is the parent's responsibility to supervise proper usage of iPads at home, especially whilst students are using the Internet.

2.1.9. Transport

iPads are to be carried at all times within the supplied protective carry bag. This includes transporting the iPad from class to class or specialist areas. When leaving the school grounds (sport or going home) iPads are not to be taken out of their protective carry bag. This includes buses, cars or anywhere between school and home, including the pick-up area. Children who walk or ride their bike to school are expected to carry their iPad in the protective cases.

2.1.10. Storage at Home

When at home, it is the family's responsibility to take care of the iPad at all times. At home the iPad should be stored in a safe place, out of reach of younger children and away from areas of excessive heat.

2.1.11. Correct iPad Use

When in use, students need to ensure that the iPads are used in a safe and secure manner in all learning environments. Students need to ensure that their iPad is being used in a physically safe and supportive way. Do not close the lid with a pencil resting on the keyboard as the pressure can cause damage to the screen.

2.1.12. Backup

Students will save work to OneDrive on the BCE student portal. Some Apps will store student work within the App. Procedures to do this will be explained to the students throughout the early part of the year.

2.1.13. Cleaning and Care of iPads

Students are responsible for ensuring that their iPad is always kept in a clean condition. It is imperative that the student maintains a clean iPad by regularly wiping down the outside case with a cloth (Squeezed out nappy wipes are excellent!). The iPad screen can be wiped with a microfibre cloth. iPads will be checked regularly by teachers and agreed to consequences will be implemented if necessary.

Loss, Damage and Repair

2.2.1. Loss or Damage

If the iPad is lost, stolen or damaged the student must report it to their classroom teacher as soon as practical during school hours.

If loss or theft occurs outside of the school, parents are required to inform the police immediately. The Police Event Number will be required to complete this paperwork.

2.2.2. Our policy covers

- Accidental damage including fire
- Full theft
- Loss in transit (must be accompanied/cabin baggage)
- Stolen from a locked vehicle and out of sight

2.2.3. Our policy does not cover

- Wear and tear or cosmetic damage
- Theft whilst unattended
- Theft from vehicle if unlocked or not out of sight
- Mechanical or electronic breakdown (warranty)
- Consequential loss of any kind
- Software (normally replaceable by vendor)
- Data
- Loss or damage whilst in any water borne vehicle.

2.2.4. Repair Procedures

If the iPad has a hardware fault during the school term, it will be sent to Apple for repair or replacement. Students, where possible, will be given a replacement device whilst waiting for repairs. If the device has a hardware fault during school holidays, you will need to wait and report on the return to school.

2.2.5. Accidental and Non Accidental Damage.

There are two types of damage as defined by the school:

1. Accidental damage
2. Non-Accidental damage

Accidental Damage: Where an iPad is damaged or stolen and the student and parents have met all requirements as outlined in “Student Responsibilities” and met the conditions of the insurance policy.

Non-Accidental Damage: Where an iPad is lost, stolen or damaged and the requirements stated in Section 2 “Student Responsibilities” have NOT been adequately observed or the conditions of the insurance policy not met.

The following are examples of NON-accidental damage or loss.

- Damage as a result of NOT carrying the iPad in the Carry Bag.
- Theft from an unlocked and unattended vehicle.
- Theft from a vehicle when the iPad was left clearly visible.
- Theft while left unattended and out of view of the student. This includes leaving the iPad outside a shop, on a sporting field, school bus or unattended in a classroom outside of normal school hours or whilst attending any extra curriculum activity outside of school hours.
- Scratching of the casing and or bruising/cracking of the screen as a result of misuse.
- Theft or loss of AC adaptor, power or network cords.

2.2.6. Who is responsible for covering the cost of a lost or damaged

Accidental damage

Accidental damage will be covered by OLR’s extended warranty. Students will be issued with a replacement device.

Non-Accidental Damage

The school will not cover the cost of repairs when an iPad is damaged as a result of misuse where user guidelines have not been followed as outlined in Section 2 Student Responsibilities. The Parent/Guardian will in this case be responsible for the full cost of repairs/replacement.

Student Responsibility Agreement for the Acceptable use of Technology at Our Lady of the Rosary School

The iPad program is currently available to Year 4, 5 and 6 students at Our Lady of the Rosary (OLR) School. Email accounts are provided for each student for use in curriculum related activities only and under teacher direction. The purpose of this agreement is to establish guidelines for students and parents in relation to their use of Information and Communication Technologies (ICTs) so that all members of the OLR school community can access safe and inclusive learning environments including digital and online spaces. The smooth operation of our school's network relies on the proper conduct of the users who must adhere to the following agreement.

As a responsible user I agree that: OLR email accounts, blogs, personal web pages, or any other school based digital material are not private and may be viewed by staff /wider global community at any time.

- I will log onto the OLR student portal account or any other digital device using only my username and password provided by the school.
- I will only use learning technologies at OLR (including the internet) for learning related activities.
- I will only use my school provided iPad at home for learning related activities.
- I will treat all learning technologies with respect and due care. Vandalism or any attempt to harm or destroy my data or the data of others will result in the cancellation of my user rights and further consequences for a period of time.
- I will not modify the application or operating system software provided on my iPad.
- I will check with my teacher if I am unsure if what I would like to use my iPad for is appropriate.
- I will not access or store offensive images, video or audio on the iPad or other digital storage devices.
- I will not use digital technologies to harass or bully another student.
- I will abide by conventions of etiquette and be respectful of others when contributing to online spaces (eg. TEAMS)
- I will not reveal personal information over the Internet including: full name, addresses, phone numbers, email or photos of myself or others.
- I will fully charge my iPad at home each night in preparation for its use the next day.
- I will promptly report to my teacher any inappropriate material that is accidentally accessed. If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our school, I will: not show others, close the cover of my iPad and tell a teacher/parent straight away.
- I will promptly report any damage to the hardware and/or software of my iPad to the classroom teacher.
- I will transport my iPad in the purchased protective bag at all times.
- I will keep my iPad clean and free of graffiti and stickers.
- I will not remove any form of iPad identification, including barcode and my name label.
- I will take all reasonable precautions to ensure that my iPad is not lost or damaged.
- My parents will be aware of and monitor my use of the iPad and the Internet at home as this is not the responsibility of the School.

I have read and agree to abide by all the expectations listed above.

Student..... Date.....

Parent/Guardian..... Date.....

Parent Responsibility for the Acceptable use of Technology at OLR and 1:1 iPad Agreement

- I understand that the iPad remains the property of the school at all times. In the event that my child leaves OLR, the iPad and accessories must be returned to the school.
- I acknowledge that I have received an Apple iPad, including detachable keyboard, power cord, and iPad bag. These are the property of OLR School for use by my child (“the student”).
- I understand that the iPad was tested before I took possession of it and was in full operational order with respect to both hardware and software.
- In the event that the iPad is damaged, lost or stolen I will advise the School immediately.
- In the case of “NON Accidental” loss or damage I will cover the entire cost of replacement or repairs.
- I agree to supervise my child to care for their iPad. I agree that my child will be supervised when operating the iPad in accordance with policy and procedures laid down by the school.
- I have read and understand the information booklet relating to the use and misuse of the iPad.
- I acknowledge the agreement signed by my child and agree to support them to be responsible users of ICT at OLR School as outlined in the agreement.
- I accept that the School reserves the right to take any necessary steps to protect its interests if either my child or I use ICTs and/or social media in a way that directly or indirectly damages the reputation and/or discredits the School and/or is otherwise against School values;
- I will not use ICTs or social media in a way that is deliberately or recklessly intended to personally attack, defame or insult School members or could otherwise be construed by the School to be against its values;
- I will exercise maximum discretion if I upload or post to the internet or social media photos of other children in a School uniform or at a School or Parish event, or alternatively I will seek proper authority to do so; and,
- I accept that School technology is provided for learning in keeping with the academic goals of the School. I recognise it is impossible for the School to supervise and/or restrict access to the internet all controversial materials, and I understand that there is a shared responsibility between the School, myself and my child in developing safe and appropriate use.

- I understand that my child's use of ICT at home should be supervised. I understand that inappropriate or improper use of social media, even if outside of school hours, can have serious consequences for my child's enrolment at School and that the School retains an absolute discretion to take action for any conduct or use of ICTs or social media which it alone deems contrary to this policy or School values.

I have read and understand this agreement. I have discussed and explained this document with my child. I believe they have a full understanding of what is involved.

Parent/Carer Name:

Parent/Carer Signature:

Student Name

