**Woodland Road Public School**

**iPad Policy**

***Please Note*:** This iPad policy is a work in progress and may be modified as we gather information during the implementation of the iPads. The guidelines may seem rigid and strict but we would like to set a high standard from the beginning. Our goal is to train and equip students to use technology as a regular part of their learning; to respect and to take care of all devices and to make safe and responsible decisions in the cyber world.

***Rationale/Focus*:** IPads are used to demonstrate learning that relates to the outcome. This outcome remains the focus and the technology is a tool used to enhance learning and show understandings.

***Organisation of Use and Maintenance:*** each stage team has allocated iPads for which they are responsible for the respectful care and usage of.

Each day the iPads will be delivered by a SLSO to the stage team’s iPad coordinator.

***Responsibilities and Roles***

***The technology coordinator’s responsibility is to:***

* Check all iPads are returned to the cart after school and report any missing or damaged iPads to the principal ASAP.
* Ensure iPads are maintained and charged for daily use.
* Update, uninstall and install apps as requested by teachers using the evaluation/request form.

***The stage team iPad coordinator’s responsibility is to:***

* Check all iPads are ready for collection no later than 2:15pm each day.
* Report any missing or damaged iPads to the Technology coordinator ASAP.
* Make sure iPads are in a secure location when not in use.
* Reinforce expectations as outline in the iPad acceptable usage guidelines.

***The SLSO responsible for delivery and collection of iPads to and from Stage Team iPad coordinator is to ensure the following:***

* Deliver the allocated iPads to the stage team’s coordinator each morning before 9:00am.
* Ensure the same number of iPads delivered to the stage team coordinator is collected each day no later than 2:15pm and locked in the sync cart.
* Report any missing or damaged iPads to the Technology coordinator ASAP.

***The classroom teacher’s responsibility is to ensure the following:***

* Teachers are responsible for quality teaching in their classrooms enhanced by the use of iPads across the curriculum.
* All iPad use is respectful, lawful and in accordance the iPad acceptable usage guidelines.
* The teacher is responsible for these devices and must make sure they are in a secure location when not in use.
* All iPads apps have been shut down at the end of each day and ready to be returned to the SLSO collector for collection by 2:15pm.
* Student use is monitored and supervised.
* Report any missing or damaged iPads to the Technology coordinator ASAP.
* Ensure App purchase/installation requests are given to the technology coordinator by week 8 of each term. (No requests received after this week will be considered.)

***The students’ responsibility is:***

* To sign an iPad acceptable usage guidelines.
* To adhere to the iPad Acceptable Usage Guidelines. (Not adhering to the iPad acceptable usage guidelines will result in restricted access and usage rights.)
* The safe respectful care of the device being used.
* The appropriate use of the iPad to enhance learning.
* Report any missing or damaged iPad to the teacher in charge ASAP.

***Student BYOD (Bring your own device)***

Woodland Road PS is not a BYOD school. Students are not permitted to bring their own devices unless permission from the principal is given and a specific purpose is outlined.

***Teacher BYOD (Bring your own device)***

Teachers may bring their own iPads to school. IPads are the property of the Teacher that has brought the device to school. They need to be looked after and maintained by the teacher and it is the teacher’s responsibility to keep the iPad in a secure location when they are not using it. No responsibility is taken for any iPad lost, stolen or damaged belonging to teachers.

***Consequences for Unacceptable Usage***

Students are only permitted to access and use the school iPads if they agree to and sign the iPad Acceptable Usage Guidelines.

Not adhering to the guidelines outlined may result in the following consequences.

* Restricted access and use of the iPads.
* Consequences as per the Student Welfare Policy
* Replacement of the iPad if iPad if it is damaged, lost or stolen as a result of actions or choices made.

***IPad Acceptable Usage Guidelines***

As a student you are required to agree to the acceptable usage guidelines for iPads before you are permitted to access and use the school owned iPads.

By signing this you confirm that you have read (or have had it read to you) and understood that you are expected to be respectful, safe and a learner when using iPads and you will follow all guidelines below.

It is your responsibility to make good choices and follow the guidelines below. If you choose not to follow these guidelines you may be restricted in the access and use of the iPad, be given a negative consequence or **replace the iPad at your cost if damaged, lost or stolen as a result of your actions or choices made.**

As a student of Woodland Road Public School I must

* Use iPads in a respectful and safe manner as outlined in the school’s behaviour matrix.
* Use the iPad for the sole purpose of achieving a learning outcome set by my teacher.
* Never produce, look for, read, send or link to anything rude, scary or unkind.
* Go to a responsible adult if I see anything rude, scary or unkind immediately.
* Tell a responsible adult about anything I receive, send or read that makes me feel uncomfortable immediately.
* Accept responsibility for the replacement of an iPad if it is damaged, lost or stolen as a result of my actions or choices made.
* Never download apps onto the school’s iPad.
* Ensure all work, emails and messages sent using the iPad has been sighted and approved by the teacher in charge.
* Never go into the settings of the iPad or Teacher Only folder located on the iPad.
* Care for the iPad by carrying it carefully and using in an area approved by the teacher in charge.
* Never remove an iPad from its protective case.
* Place the iPad back into the transport basket when I am finished using it.
* Report damage or misuse of the iPad ASAP.
* Never access, change or tamper with work of other students saved on the iPad.
* Only print from the iPad with teacher permission.

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class \_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

Parent Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_