



# iPad User Agreement

This document works alongside the Information and Communications Acceptable Use Agreement.

## **Purpose**

- The iPad is to be used as a tool to assist student learning both at school and at home.
- It will be a valuable research and communication tool for students.
- It will help develop the skills necessary for students to be able to create and use information in an effective and creative manner.

## **Responsible Use**

- The school recommends when using the iPad at home it is used in a family or common area.
- The school recommends parents/guardians look at the iPad Settings > General > Restrictions area, in particular turning off In-App purchases. The Restrictions Passcode should not be known by the student.
- There are a number of apps which have a 13+ rating in the iTunes store. The majority of these are not to be installed on the iPad at any time, Facebook being the prime example. There are however some applications which may be used with supervision, such as Dropbox and Evernote.

## **School Responsibilities**

At Rangeview Primary School, we will:

- Use the iPad device for educational and creative purposes to enhance student learning.
- Support students to understand the content and implications of the Acceptable Use Agreement.
- Provide an eSmart program which is reinforced throughout the school and educates students on cybersafety and respectful and responsible digital citizenship.
- Support students in developing safe and responsible digital literacy skills.
- Provide a filtered Internet service from the Department of Education and Training (DET).
- Provide supervision and direction in online activities and when using digital technologies for learning.
- Work with students to outline and reinforce the expected behaviours while using the internet.
- Provide support to parents and guardians through information evenings, workshops and information through the school's newsletter and website page, ICT@Rangeview.

## **Student Responsibilities**

- Bring the iPad fully charged to school every day. Chargers should be left at home.
- Store the iPad safely in the classroom during the school day.
- Whilst in the school grounds, the iPad should not be taken out of the student's bag before or after class time.
- Leave the iPad in the classroom during recess and lunchtime.
- If the student is attending Before or After School Care the iPad must be taken out of the school bag and locked into the cupboard on arrival.

- Not allow other students to use their device without parent or teacher permission and only then in the full view of the supervising adult.
- Always keep the iPad in its case.
- Report any accidents or breakages to their parents and teachers.
- The student is responsible for all content and information on the device. Teaching staff have the right to look at any application or file on the iPad at any time.
- Ensure there is a photo of themselves on the home screen.

### **Prohibited Student Activities**

- Taking photos or video of students/teachers/adults in the school without their permission.
- Posting or forwarding private information about another person.
- Uploading photos and video of students/teachers/adults in the school to **any** social network or internet site.
- Accessing apps not deemed of educational value during school time.
- Downloading inappropriate apps on to the iPad.
- Deliberately seeking out rude or offensive sites.

### **Parent/Guardian Responsibilities**

- Talk to your child about appropriate behaviour when using the internet and iPad both at home and school.
- Support the school's eSmart Cybersafety policy.
- Remove all photos and videos from the iPad before coming to school, unless a teacher requests a photo or video for classroom use.
- No photos, videos or student work will be uploaded to social media sites that contain images or work of teachers or other people's children.
- Set up an iTunes account and download the required apps at home.
- The school will provide a list of apps to be downloaded to the iPad. Students may have other educational apps that are outside the required list on their iPad. Apps that are deemed not to be of educational value may need to be removed after discussion between teacher and parent.
- If needed; set up folders with "School" and "Home" apps separated.
- Make sure the iPad has a labeled, strong case.
- Ensure that if there is a passcode lock on the iPad it is known to your child and your child's teacher.
- Ensure the 'Find my iPhone' app is installed.
- Back up data at home on a regular basis.
- Parents are responsible for maintaining the confidentiality of information held in the iTunes user's account, including the username and password. Please do not share this information with your child as they will not be asked to download apps at school.
- Parents are responsible for repair of accidental damage at school.

# F-6 Student iPad Agreement

## General Use

1. I will bring my iPad to school each day.
2. I will ensure my iPad is charged at the beginning of the day.
3. I will keep the iPad in its protective case at all times.
4. I will keep my iPad in my bag at all times when travelling to and from school.
5. I will bring my iPad into my classroom no earlier than 8.45 each school day to ensure its safety before school.
6. I will not use the iPad in the school yard before or after school, during recess or lunch times.
7. I will ensure my iPad is locked in the classroom during recess and lunchtimes.
8. If I attend Before or After School Care, I will ensure that my iPad is secured in the locked cupboard at all times.
9. I will keep food and drinks away from the iPad at all times.
10. I will immediately report any breakages or accidents to my parents and teachers.
11. I will not change the iPad settings without a teacher or my parents' permission.

## Content

1. I will be respectful in the photos or video I capture. I will never use them as a tool for bullying or upload them to the internet.
2. I will use my iPad to support my school learning program.
3. I will put a picture of my face on the home screen for easy iPad identification.
4. I permit my teachers and parents to perform checks to monitor that I have not installed illegal or unsuitable software.

## Safety and Security

1. I will only access websites at school that support my learning activities.
2. I will practice safe and responsible eSmart behaviour when online and using my iPad.
3. I will use appropriate language and content.
4. I will use the iPad lawfully and in accordance with the Acceptable Use Agreement guidelines regarding the ethical use of equipment, technology, use of legal software, use of internet and the protection of personal data.
5. If I have a passcode on my iPad I will share this passcode only with my teacher. I will not share account names and passwords with anyone unless requested by a teacher.
6. My iPad is ultimately my responsibility.



# Level 2-6 Student iPad Agreement

- I have read the user agreement with my child/parent.
- I understand my responsibilities regarding the use of the iPad.
- In signing below, I acknowledge that I understand and agree to the iPad user agreement.
- I understand that if I misuse the technology I may lose technology privileges at school and/or home.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Level F-1 Student iPad Agreement

- I will only use the apps my teacher has told me to use.
  - I will take care of my iPad at all times and always leave it in a safe spot when I'm not using it.
  - I will keep my iPad in my bag at all times when travelling to and from school.
  - I won't ever have food or drink around my iPad.
  - I will make good choices when using my iPad.
- I have read the user agreement with my child/parent.
  - I understand my responsibilities regarding the use of the iPad.
  - In signing below, I acknowledge that I understand and agree to the iPad user agreement.
  - I understand that if I misuse the technology I may lose technology privileges at school and/or home.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_