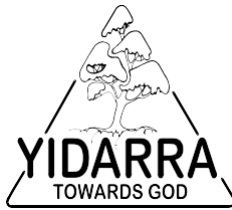


One-to-One Program

Parent Information Booklet

As we are aware, the 21st Century is very much a digital age. Education is now making enormous use of digital technologies and as part of that, more and more learning environments are now accessing the benefits of these advancements. In order to effectively prepare our students and give them every advantage educationally in the future, our school will adopt a personal device program for students.

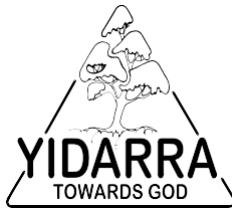
Yidarra Catholic Primary School



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“iPads inspire creativity and hands-on learning on a device that students really want to use. Powerful built-in apps and apps from the App Store like iTunes U let students engage with content in interactive ways, find information in an instant, and access an entire library wherever they go. And with iBooks textbooks, iPad takes learning to a whole new level.”
(Apple in Education <http://www.apple.com/education/ipad/>)



Section 1: Overview

The 1:1 Program refers to 1 device per child. Each student in the classroom has their own personal device that they use at school and home which allows their learning to transition smoothly between the two locations.

The 1:1 Program was introduced in Year 4 and commenced in 2013. In 2015, the program extended to include all Year 4 to Year 6 students. Students are required to bring an Apple iPad to use as a tool to enhance and assist their learning while at Yidarra Catholic Primary School. This program has been a huge success and has shown improvements in our student engagement and their learning effectiveness. As such we have committed to continuing this program in our school.

Section 2: Why iPad?

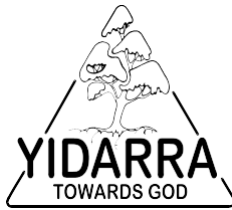
Yidarra has continued to research and explore the possibilities in 1:1 devices to use in the school throughout the life of this program. We feel it is important that we continue to review the device that will be the most beneficial to our students and that will provide them with the most efficient way to assist and enhance their current learning. We closely investigated iPads and Apple Mac Air laptops in 2012 and have continued to look into other options overtime. We believe that, at this time, the iPad is the device most suitable for our students to be equipped with.

Maneuverability / Mobility

One of our current goals is to have the students extending their use of media to create and enhance their work. With a desire to be able to take a device and film or photograph people, objects and student work, we needed to look at which device was easiest for the students to hold, move and manipulate.

Size

The iPad is a smaller device that will take up less space on the students' work area and is easy to store out of the way. When in use, iPads do not create a barrier between the students and the rest of the class or activity. iPads are also easier for children to carry and handle.



Weight

The iPad is a lighter device which benefits the students when carrying it between home and school, but is also beneficial when students need to work, photograph or film around the school and classroom.

Newer technology

More schools are taking on the iPad as their 1:1 device and are phasing out laptops. With more tablet related technology being developed and an increase in their use within both home and business, we believe that students will benefit from using the newest technology available.

We foresee the number of resources for iPads in Education increasing dramatically as more schools take them on. Programs that we already use in the school such as Lexile and Mathletics are compatible with iPads. Yidarra believes that as our teachers, students and community embrace this device, we will begin to create our own content to utilise within our entire school community and bring a wholeness to our children's education.

Section 3: 1:1 Device Program

The iPad

Students will be required to have an iPad 128 GB Wi-Fi device. This ensures that students have the newest technology and a large amount of hard drive space. The iPads will also need a specific set of Apps purchased and installed for school use (this is similar to installing software on a computer). We plan for there to be roughly \$50 of Apps bought and installed on the student's iPad and so we suggest that parents purchase a \$50 iTunes Card to cover this initial outlay on Apps. As of 2017, students are required to purchase a keyboard to work with their iPad. The keyboard may be either a Bluetooth device or attached to the case.



It is important that parents also budget for a case for their child's iPad. A case may protect the iPad from accidental scratching or damage when not in use. Whilst it is up to the parents which case they choose to buy, it is important that they choose a case that suits their child's use. Yidarra suggests cases that attempt to provide some protection from fall damage and do not interfere with using the iPad's cameras. We have had lots of success with the Griffin Survivor cases which protect the iPads from drops, wind, water and scratches.

Yidarra also suggests purchasing an iPad screen protector. These help to reduce the risk of scratching the glass surface. Please note that some cases (for example the Griffin Survivor) come with a screen protector and thus you do not need to buy a separate one.

Parents will be responsible for managing the Apple ID account of their child's device. This allows parents who already have an Apple ID account to manage the iPad through their current account. We strongly recommend you do not give your child access to the Apple ID password and account details.

We suggest parents purchase the items below:

1. iPad Air 2 128 GB Wi-Fi*,
2. 2 Year AppleCare Protection Plan,
3. \$50 iTunes Card,
4. Case.
5. Head Phones – **Please NO ear phones**
6. Keyboard (Bluetooth or attached to the case)

We initially organised a bundle for parents to purchase the iPad, warranty and iTunes card, however, parents were able to find their own prices much cheaper and so we abandoned the bundle.

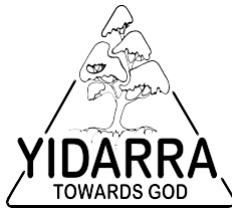
*** *The iPad Mini or iPad Pro is not an acceptable device***

Warranty

Yidarra suggests all parents ensure their child's iPad is covered by AppleCare's 2-year protection plan.

Insurance

Yidarra was unable to provide insurance on iPads at a price that is comparable to family's current Home and Contents insurance or private insurance through companies like Covertec. It is the responsibility of the parents to insure their child's device.



Distribution

Parents are welcome to purchase their device and give it to their child whenever it suits their family. We have had some success with the students being given their device before the start of the school year. This will allow students to explore the iPad and be able to experience the novelty factor of the new device, before introducing it to the classroom.

At the start of the school year, students will bring their iPad into school where it will be setup for the school network.

Section 4: iPad Use

The nature of the 1:1 environment is that students will have their device with them and available for use throughout the school day. This does not mean that they will be used in every lesson. Like other learning tools, the use of iPads will depend on the particular learning activity and this is at the discretion of the teacher. iPad activities will blend with others such as writing, reading, discussion, debate and testing. Students will find that their use of the device will vary from day to day.

Policy

Yidarra's ICT Student Use policy states that 1:1 device will be used for a maximum of 60% of the school day. This does not mean they will be used continuously for that time period, and may be used in small bursts to enhance some sections of a lesson.

Personal device

A child's personal device is their own property. Students are not permitted to use another student's device. Yidarra suggests that parents use a similar guide for home, with the student being the only one who uses the device. This will reinforce the responsibility the child has for the device.

Personal Use

Whilst at school the use of the iPad will fall under school policy and guidelines. Students will not be allowed to use the iPad for personal use when they are at school. Please note, **parents are not permitted to message their child during school hours.**

At home, iPad use will be at the discretion of the parents. Students are allowed to have their own, personal apps installed on their device, but these apps are not to be used at school.



Installing Apps

Students are not permitted to add or remove Apps without permission from their teacher or parent. Yidarra suggests that parents manage their child's Apple ID account so that they are aware of the apps that are installed on their child's device. Currently teachers send home requests for the installation of Apps they require for school use.

Internet Use

The students will be provided with internet access whilst at school. Internet access at home will need to be provided by the parents. Internet connectivity at home will be integral to the iPad use for school work at home. Families experiencing problems with this will be able to discuss this further with the school.

Offensive Material

Students are prohibited from accessing or storing offensive images, video or audio on any ICT device used at school. This includes content that is offensive to other cultures, religions and learning abilities. Students will be subject to school ICT use policies and behaviour management policies.

Battery (Charging)

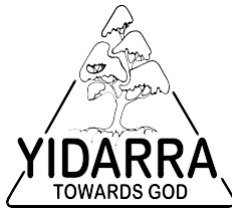
It is the student's responsibility to ensure they charge their iPad battery each night. Battery chargers are to be kept at home.

Transport

iPads are to be covered in their case when they are being carried. This includes transporting the iPad around the school, between classes or to and from home. On arrival or leaving school grounds, iPads are to be kept in the student's bag. When the classroom is open at 8:30am each day, students are to put their iPad in the room straight away. At the conclusion of the day, the iPad is put back in their note bag and this is placed in their schoolbag. If your child arrives during an assembly, they are to bring their iPad to the assembly and hand it to the teacher.

Storage

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. At school during lunch and recess breaks or when the iPads are not in use, they will be stored within the locked classroom.



Care in 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. iPads must be held with 2 hands when carried.

Back-ups

Students will need to be backed up their iPad to iCloud or a home computer with iTunes. This allows us to rebuild another iPad with their data if something happens to the original iPad. Back-ups need to be completed on a regular basis. Students are to take responsibility for backing up their own device.

Apple provides a backup via iCloud within the iPad software, however this is only free for 5GB (We have met this quota on some of the iPads within the first 6 months). As such we suggest that backups are also completed on a home PC.

Here is a link that will show you how to back up and restore your iPad content;
<http://support.apple.com/kb/HT1766>

Cleaning and Care

Students are responsible for ensuring that their iPad is always kept in a clean condition.

Warranty Claims

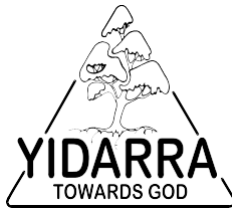
Parents are able to deal with Apple directly in regards to any warranty claims. Apple also offers phone support and has been very helpful with the few warranty issues that parents have reported to us.

Loss or Damage

Loss or damage will be the responsibility of the parents through their own organised insurance policy.

Section 5: Maintaining a Safe Environment

Our staff works hard to ensure that your children are safe and that the environment that they work in is also safe. This also applies to use of iPads.



We have taken the following steps to ensure your student and their property is safe:

- iPads are kept inside the classroom (not in bags)
- Classrooms are locked when the class are outside
- iPads are not to be used outside of the classroom without the teacher's permission
- The school internet connection is provided by the Catholic Education Office and passes through all of the filters for Catholic Schools
- Teachers address issues of Cyber-safety through our health program which includes information on personal information, online dangers, cyber bullying and the students' digital footprints
- Students are not to use iPads before or after school in school grounds.

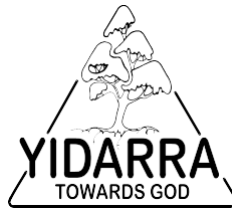
Yidarra strongly encourages active supervision of your child's use of technology at home. The internet is an excellent learning tool and enables access to information that supports all areas of our curriculum.

We suggest the following guidelines be followed when your child is using their iPad at home:

- Supervise your child in a public room like the family room
- Avoid your child accessing ICT in bedrooms or rooms that can be closed off to other members of the family
- Ensure that you establish some expectations regarding internet use at home. You must not be afraid to demand their passwords for any apps or websites that they may be using
- Check Internet browser's "History" menu to allow you to see the sites your child has visited recently
- Ensure your child never provides personal information on a global system or identifies friends or themselves in photos available to the public
- Educate yourself and your children about potential dangers online and how to make the right choices about online behaviour. Use readily available websites like www.cybersmart.gov.au to assist you
- Regularly monitor children's use of social media and their legal requirements for example; children must be over the age of 13 to be eligible for Facebook and Instagram accounts.

Please note that students will be using the device for approximately 3 hours whilst at school. This needs to be kept in mind when parents are determining how much time to allow the students to use the device at home.

Our school will endeavour to provide parents with support resources and information for appropriate and safe use of ICT tools.



Section 6: OHS

Ergonomics

According to ergonomic studies, the best way to hold or use your iPad is on a table or other surface that raises the height of the tablet. In this method the tablet user is closest to a neutral position. A neutral position is one that places the least amount of stress on muscles and the body, which in this case will help prevent neck, back and shoulder pain while using the iPad.

As with any activity, staying in one position for extended periods is not ideal. Here are a few basic ergonomics tips to make iPad and tablet use healthier;

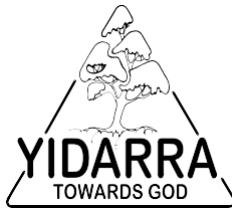
- Breaks - Take breaks often. Look around the room, stand up and move a bit,
- Stretches – Stretching your neck, arms, chest, back and fingers are important. Here's a collection of general stretches for those working with computers; http://www.ncair.org/employee/safety/ergo_stretch.pdf,
- New Positions – The iPad is very portable device, so find new positions to use the iPad in such as switching from laying down to sitting up or leaning back to standing, a little change is good for the user.

Eye Safety

The new iPad's retina display has been said to reduce the amount of eye strain users may experience. While this news is great, Yidarra is also determined to ensure that students at school are being cared for in regards to their eye health. While we envisage use of the iPad to be in short bursts, we will be ensuring that if students need to use their device for longer periods of time, that they are shown techniques to look after their eye health and safety and given time to rest their eyes.

Here are five tips from Dr. Anshel to help you maintain your vision health and avoid "digital eye":

1. 3 B's: Blink, Breathe, and Break. When looking at a computer or handheld digital device you blink two to three times less than you normally would. This can often lead to "dry eye".
2. The 20/20/20 Rule. While working on the computer, reading your iPad, Kindle, etc., every 20 minutes look 5 metres away for 20 seconds to allow your eyes to refocus.
3. Consult your Doctor. Let your eye doctor know if you are a "power user" of handheld devices. Your eye doctor may provide you with a separate lens prescription for digital devices, to lower eye strain and avoid permanent damage. One pair of glasses or one prescription may not fit all.



4. Get an annual eye exam. The only way to gauge the impact of using an iPad, iPod or other handheld device is to get a year-over-year look at your eye health.
5. Monitor Lighting. Make sure you are in a well lit room, or outside. Eye strain is often a function of lighting. Glare, and low light can really hurt your eyes, and when you are looking at a digital device the back-lighting of the device combined with the room's lighting could be very detrimental.

Section 7: Other

Student Agreement

The example of the Student Agreement has been attached to this document. Students will be required to sign the agreement given at the start of each year before using their iPad at school.

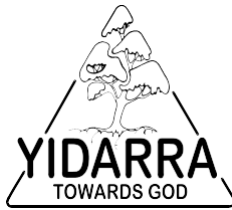
ICT Student Use Policy

A copy of Yidarra's current ICT Student Use Policy has been included for parents to view.

Handy Links

Below are some links you might find helpful.

- How to back and restore content - <http://support.apple.com/kb/HT1766>
- Cyber safety resources - www.cybersmart.gov.au
- Apple iPad essentials - <http://www.apple.com/support/ipad/essentials/>
- iPad new users guide - http://ipad.about.com/od/iPad_Guide/ss/iPad-101-New-Users-Guide-Install-Move-Delete-Folders.htm



Yidarra Catholic Primary School One-to-One Program

Student Agreement

Student Name:..... **Date:**.....

In signing below you agree to abide by the following conditions in regards to your iPad:

General Use (Unless directed to otherwise by School Staff):

1. I will bring my Apple iPad to school each day.
2. I will ensure the iPad is charged at the beginning of each school day.
3. I will ensure the iPad is left in its protective case.
4. I will leave my iPad charger at home.
5. I will close my protective case and hold my iPad with two hands when carrying it.
6. I will keep food and drink away from the iPad.
7. I will immediately report any accidents or breakages to my parents.

Content

1. I will use the iPad only to support my school-learning program.
2. I permit my teachers and parents to perform checks to monitor that I have not installed illegal/unsuitable software applications and content and to check websites which I visit.
3. I am responsible to ensure that backups of my device are made using iCloud.

Safety and Security

1. I will only access websites at school that support my learning activities.



2. I will be cyber smart and cyber safe when using the internet.
3. I will demonstrate responsible behaviour when using my iPad and other equipment with regard to other people.
4. I will not allow any other students to use my iPad.
5. I will use the iPad lawfully and in accordance with the school's ICT Use by Students Policy,
6. For security reasons, I am not to share account names and passwords with anyone unless requested by school staff or my parents/guardians.
7. I am responsible for the security and use of this device. When not in use at school, I will secure the iPad in my classroom, which will be locked at all times and will only be accessible with the approval of my class teacher.
8. I will inform my teacher or parent of inappropriate material that is present on my device.

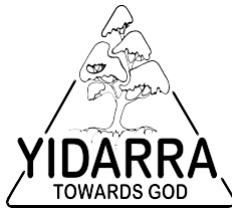
I understand that if the above conditions are not followed, I will not be allowed to use my iPad at school and serious breaches of the conditions will incur further consequences at the discretion of the classroom teacher.

Name of Student _____ **(Please Print)**

Signature of Student _____ **Date:** _____

Name of Parent/Guardian _____ **(Please Print)**

Signature of Parent/ Guardian _____ **Date:** _____



Yidarra Catholic Primary School

INFORMATION COMMUNICATION TECHNOLOGY (ICT) USE BY STUDENTS

RATIONALE

Information and Communication Technologies (ICT) are valuable tools in the Catholic school's goal to educate the whole person. Technology devices offer great education opportunities when we use them responsibly. Technology can allow students to communicate, research, create media rich work, and develop lifelong skills, they also work to engage the students throughout their whole learning experience. If we do not follow school rules, it also can be harmful to us as we can access or send inappropriate material. Students in a Catholic school, must remember their responsibility to use technology in a positive way to help spread the "Good News" of Jesus. We do this through our words and action. Our communication must always be truthful and respectful of other people.

DEFINITION

Information and Communication Technology (ICT) means all computer hardware, software, systems and technology (including the Internet and email) and telecommunication devices in facilities that may be used or accessed from a school campus or connected to a school's communication network.

PRINCIPLES

1. The Yidarra Catholic Primary School ICT is provided for educational purposes only.
2. ICT and Technology devices are tools to supplement learning, not replace it.
3. Using ICT at Yidarra Catholic Primary School ICT is a valuable way to assist learning. ICT and equipment use can be limited (in consultation with the principal), if Acceptable Use of ICT Guidelines (Appendix 1) are not adhered to in accordance with school and classroom behavior management policies.
4. Students using the school's ICT must not break State or Federal laws as listed in this policy---
State and Federal Laws Pertaining to ICT
5. The school has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on all ICT devices by students, including emails.
6. Students and parents shall be made aware that access to ICT, particularly the Internet and email, can expose them to inappropriate material or potential harm and will be shown strategies to minimise these risks.
7. Students will be educated on correct OHS use related to ICT devices.



8. Parents will be kept informed about the ICT policy and safe usage of ICT at home and school. The ICT policy is accessible to the Yidarra community via the school Internet site and hardcopy format (if requested).
9. This policy is subject to regular review as the use and availability of different ICT becomes available.

PROCEDURES

ICT devices and equipment are an integral part of the education we offer students at Yidarra. If a student is in breach of School policy or uses these tools in an unlawful way, these may be substituted with other methods in consultation with the principal. Further consequences may apply for serious breaches and misuse.

STATE AND FEDERAL LAWS PERTAINING TO ICT

Important statutes which are applicable to students' use of school ICT include:

Copyright Act 1968 (Cth)

Students may copy or otherwise deal with copyright material for the purpose of study or education. However, generally only the author of original material has the right to reproduce, copy, publish, perform, communicate to the public and make an adaptation of the copyright material.

Equal Opportunity Act 1984 (WA)

This Act precludes:

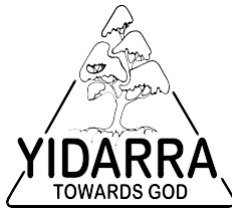
- Discrimination against persons on grounds of sex, marital status or pregnancy, family responsibility or family status, sexual orientation race, religious or political conviction, impairment or age in education,
- Sexual harassment and racial harassment in the workplace and in educational instructions, and
- Promotes community, recognition and acceptance of the equality of all persons regardless of their race, sexual orientation, religious or political convictions, impairments or ages.

Censorship Act 1996 (WA)

Students must not use a computer service to transmit, obtain or request an article knowing that it contains objectionable and restricted material. It is an offence to possess or copy indecent or obscene articles or child pornography. Students should be aware for their own protection that people who deal with such material commit an offence.

Criminal Code (WA)

Students should be aware that it is illegal to show offensive material to children under 16, and that if someone does show them offensive material that person is commencing an offence. Racist harassment and incitement to racial hatred are also criminal offences.

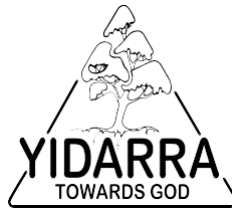


Cybercrime Act 2001 (Cth)

Unauthorised access to or modification of data held in a computer and unauthorised impairment of electric communication eg 'hacking' or infecting computer systems with a virus, are illegal.

Privacy Act 1988 (Cth)

Students should respect that the personal information of others is private. This Act covers the collection, use and disclosure, quality and security of personal information.



ACCEPTABLE AND UNACCEPTABLE USE OF ICT GUIDELINES

Acceptable use includes:

- Following teachers' instructions
- accessing only the information the teacher has instructed
- researching information for a topic or assignment given by the teacher
- correctly acknowledging the work of others according to Copyright laws
- respecting the privacy of others including other students and staff members
- informing the teacher if you are concerned that you have accessed inappropriate material or
- have witnessed another student accessing inappropriate material
- handling all ICT equipment with care

Unacceptable use includes:

- using ICT without permission or without supervision by a teacher
- disclosing personal passwords to another student
- visiting any site that has not been approved by the teacher
- using the Internet to access offensive or inappropriate information
- downloading anything without the teacher's permission
- sending a personal photograph without permission
- sending (and air dropping) anything without the teacher's permission
- sending or receiving a message which has a false name or has used another's name without permission
- sending a message to bully, frighten, annoy or upset a person
- use that ignores current behaviour management policy
- use that interferes with copyright laws or criminal code

1:1 Device specific guidelines:

- students are not permitted to use another student's personal device
- devices are only to be used in class time or teacher directed activities
- devices are to be used in accordance with school and classroom rules. This includes, but is not limited to; the use of music, movies, games and applications
- the school network is only to be used for school related purposes
- students are not permitted to take their devices out of their classroom during recess or lunch times