



<b>BOOKLET</b>	
Title: <b>iPAD INFORMATION FOR PARENTS &amp; STUDENTS</b>	
Authorised by: <b>Deputy Principal</b> No.: <b>ICT-BOOKLET-05</b> Issue Date: <b>November 2015</b> Last Reviewed: <b>October 2018</b> Next Review Date: <b>September 2019</b>	<b>Page Number: 1 of 8</b>

# iPad Program Information for Parents/Caregivers and Students

# Contents

- 1 Introduction..... 3
- 2 Supplying the iPad ..... 3
- 3 User Agreement..... 3
- 4 Setting Up the iPad ..... 5
  - 4.1 Set up the iPad ..... 5
  - 4.2 Create Apple ID ..... 6
  - 4.3 Apps ..... 6
  - 4.4 Backing up the iPad ..... 7
  - 4.5 Web Filtering and MDM Certificates..... 7
- 5 Setting Restrictions ..... 7
- 6 School Email ..... 7
- 7 iMessage and FaceTime ..... 8
  - 7.1 Turn iMessage and FaceTime off (temporarily) ..... 8
  - 7.2 Turn iMessage and FaceTime off (“permanently”) ..... 8
- 8 Further Information..... 8

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## 1 INTRODUCTION

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This booklet has been produced as a guide for parents/caregivers and students about the iPad program at SPW. It also outlines school expectations for the use of the iPad as a tool for learning.

iPads provide students at SPW with a one to one learning tool enabling anytime, anywhere access. This is great support for the various learning programs and evidence shows it supports higher levels of motivation, independence and responsibility.

As part of the overall Information & Communication Technologies program at SPW, iPads are assisting students and teachers across both the Primary Years Program (PYP) and the Australian Curriculum.

The following summarises the importance of ICT, of which iPads are one tool that assists in the learning program:

- *ICT provides opportunities for the transformation of teaching and learning and enables students to **investigate, create, communicate, collaborate, organise and be responsible** for their own learning and actions.*
- *Through the use of ICT, learners develop and apply strategies for critical and creative thinking, engage in inquiry, make connections, and apply new understandings and skills in different contexts.*
- *In this constantly evolving digital age, ICT is progressively becoming a ubiquitous part of a learner's life at school and beyond: for learning, working, innovating, creating, responding, problem-solving, problem posing, socializing and playing.*
- *Students use computational thinking and information systems to define, design and implement digital solutions.*
- *They engage with ICT with confidence, care and consideration, understanding its possibilities, limitations and impact on individuals, groups and communities.*

## 2 SUPPLYING THE IPAD

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### Students in Years 5-7

The program entails a *Bringing Your Own Device - iPad* (BYOD) that will require you to purchase an individual iPad and iPad cover, both of which will be available through a specifically designed portal with Comp Now ([www.compnow.com.au/spw](http://www.compnow.com.au/spw)), giving competitive prices and devices delivered to your home.

When considering options for purchasing your child's school iPad, please note the following, both of which are available through the portal:

- iPad 32GB Wifi version
- iPad 128GB Wifi version

iPads that are 3G or 4G capable will need to be disabled or the SIM card removed. Students access Wi-Fi across the School, allowing our filtering system to manage insecure or inappropriate data.

## 3 USER AGREEMENT

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All students, together with their parent/caregiver, are required to read and sign an iPad User Agreement each year. This document is located in the Student Diary, and replicated below.

Students will not be permitted to use an iPad at School until the Agreement is signed by both the student and their Parent/Caregiver. (The teacher will sight the signed Agreement, and it will remain in the Diary for students to refer to during the year).

## SPW Information & Communication Technology ACCEPTABLE USE AGREEMENT

### Student Agreement (All Year Levels)

I agree to use Information and Communication Technologies (ICT), including the Internet, email, and mobile technologies such as iPads at SPW in a responsible manner for purposes stated by my teacher. I understand when I am online I am representing SPW, just as if I was on an excursion.

When using ICT at SPW I will:

- Keep my password protected and not give out personal information such as surname, date of birth, address, telephone number, or credit card details of myself or others.
- Only create and work with online accounts approved by my teacher
- Not access accounts belonging to others and accept I am responsible for anything that happens when my online account is used
- Never send any electronic images, including my picture or pictures of others, without approval from my teacher
- Compose email messages using only language I understand is acceptable at SPW
- Always have my teacher's permission before sending email
- Use ICTs only for positive purposes and not upset or annoy other people
- Decline to respond to any messages that are unpleasant or that make me feel uncomfortable
- Acknowledge all material from the web in my work, or gain permission from the person who created the material. If I am unsure I will check with my teacher
- Follow school guidelines and procedures when preparing material for publication on the web.

I understand if I breach any of the rules, a number of steps may be taken, including:

- Loss of access to Internet, email and/or Intranet for a period of time determined by my teacher
- Parent/Caregiver notified of the breach
- Printing privileges withdrawn for a time determined by my teacher
- Guidance from a nominated staff member as to how to avoid future problems
- Steps as outlined in the School Behaviour Policy.


### iPad Student Agreement:

#### ALL STUDENTS

- I acknowledge that using an iPad at school is a privilege, and I agree to use it in a manner which is complementary to the school Values, Rules, Behaviour code and relevant policies. This may include, not exclusively, adding music/photos/video, downloading entertainment/personal interest content, viewing websites.
- I understand inappropriate use of the iPad includes (not exclusively):
  - Accessing inappropriate websites (any websites which would be deemed inappropriate by parents/caregivers and/or the school).
  - Loading any multimedia which breaches copyright laws - for example, illegally downloaded music/movies.
  - Taking and/or uploading videos/photos of others without their permission.
  - Downloading content which may be deemed inappropriate by parents/caregivers and/or the school.
  - Using the device to harass or bully any other person (for example, using email, messaging or social networking sites to harass or bully).

#### YEAR 5-7 STUDENTS

- I understand it is my responsibility to ensure the iPad is at school every day, in its cover and fully charged.
- I will keep my charger at home to avoid it being lost or damaged.
- I understand my iPad will be brought into the classroom at the beginning of the school day and returned to my bag at the end of the day. During the day the iPad will be kept on my desk or with me. At all other times the iPad will be stored securely.
- I will leave the iPad inside during recess and lunch.

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- I understand my teacher or other appropriate adult at SPW may view all material stored on the iPad at any time while at school, including the right to delete any content/apps deemed inappropriate.

#### **Parent/Caregiver Agreement (All Year Levels)**

- I understand the School will provide adequate supervision and steps have been taken to minimise risk of exposure to unsuitable material.
- My child and I have discussed this topic and understand accessing, saving, or distribution of any inappropriate materials will not be tolerated. Any breaches will result in one or more of the consequences as outlined above.
- I consent to my child using the Internet and online resources at school for educational purposes in accordance with the Student Agreement above.

#### **In addition to the above, for Parents/Caregivers of students in Years 5-7:**

- I will be responsible for determining guidelines and rules for personal iPad usage at home and acknowledge these guidelines should complement this User Agreement.
- Specific issues relating to personal access outside school time (time used, sites used, content downloaded, supervision, etc.) will be determined by parents/caregivers.
- The student's school email will be used to create accounts for online apps e.g. Code.org
- All App downloads will be managed by the student/parent unless provided by the school via Mobile Device Management (MDM).
- Parents/Caregivers will be liable for the full cost of repairs or replacement for any damages to the iPad, cover, charger, or cable.
- Parents/Caregivers are encouraged to consult with their personal home and contents insurer regarding coverage within their house and when travelling to and from school.
- The school reserves the right to suspend or cease the student's involvement in the iPad Program based on any violation of the conditions outlined in the Agreement.

## **4 SETTING UP THE IPAD**

The following steps provide a brief outline for preparing the iPad for use at SPW. Please take the time to read and follow the instructional checklist as this should allow a smooth introduction for all involved.

Before you turn on your iPad

There are several items to be addressed before the iPad is ready for use at school:

- a) Ensure a suitable cover has been purchased to provide adequate protection – it should provide strong corner and front screen protection. Ideally, it should also have multi-viewing angle capability. Please label the cover with name and class.
- b) Set up an email. An email account is necessary to create an Apple ID (do not create an Apple ID yet-please see 4.2 below). Children under 13 years should not have their own accounts so this email and associated Apple ID should be created and managed by the parent. Creating a Gmail account is a good option, Hotmail etc. are also suitable. This email account should be created as if it is the child's, can be given a suitable name, and is to be owned and managed by the parent i.e. the password for this email account should be stored securely and not shared with your child. All purchases, downloads, notifications etc. for the iPad will be sent to this email. It is recommended that existing parent email account not be used for this purpose.

### **4.1 SET UP THE IPAD**

When you turn the iPad on for the first time it will take you through a series of screens to set up the iPad. Most are self-explanatory.

Please take note of the following:

- a) A connection to your home WiFi is necessary to complete the set up procedure. We will connect the device to the SPW WiFi network at the start of the new school year.

- b) Enable Location Services as this will also allow the Find My iPad to function properly in the event of the device becoming lost or stolen.
- c) Set the iPad up as a New iPad.
- d) On the Apple ID screen click on the 'Skip This Step' option (create an Apple ID later to avoid linking a credit card to the account).
- e) Agree to Terms and Conditions.
- f) Passcode – please do NOT create a passcode. Choose 'Don't Add Passcode Link' A passcode on the lock screen creates more issues than it solves in a school setting.
- g) Siri – can be enabled.
- h) Diagnostics – is OK to allow but is a personal choice
- i) Get started – the iPad should be ready to use

## 4.2 CREATE APPLE ID

The student's Apple ID should be a separate account from those of parents/caregivers and siblings and should still be 'owned' by the parent, to adhere to imposed age restrictions. This can be done by the parent creating, owning and managing the associated email account required to create an Apple ID. Once the Apple ID is created the Apple ID password can be shared with your child as you, the parent, still own the account. Restrictions can be managed on the device by parents/caregivers and a passcode can be used to further protect them. Please refer to the table below.

	<b>Gmail (or similar)</b>	<b>Apple ID</b>	<b>Restrictions</b>
<b>Parent</b>	Created and owned - password not shared	Created and owned - password can be shared	Managed and protected on iPad with passcode
<b>Child</b>	Nil access	Shared password with parent	Nil access

Please note: Sharing Apple IDs between users is not advisable and cannot be done if more than one sibling is in Year 5-7, as our Mobile Device Management system 'associates' one Apple ID with one email address for distributing and recalling managed Apps.

It is also highly recommended the Apple ID is not linked to a credit card. If it is, be sure to set the restrictions so purchases are controlled i.e. password required.

To create an Apple ID without linking to a credit card:


- a) Complete the iPad set up as per instructions in section 4.1 above.
- b) Open the App Store on the iPad.
- c) Select a free App e.g. a dictionary or calculator App
- d) Click on Get and it will prompt you to sign into Apple ID or create a new one.
- e) Click on 'Create an Apple ID' and follow the prompts.
- f) Use the email account name created above as the Apple ID name and as the verification email account. Please do not use the student's school email address for this purpose.
- g) Select 'None' at the bottom of the billing method list when it appears.
- h) Once Apple ID has been created it will need to be confirmed – check the email account associated with this Apple ID, the email created earlier.

## 4.3 APPS

The school will purchase and distribute any required Apps for learning programs.

There are a number of Apps we do not want on iPads that will be used at school. These include, but are not limited to:

- Social Media Apps e.g. Facebook, Snapchat, Instagram, Kik etc.
- iMessage and FaceTime – neither of these Apps are required for school; these will need to be turned off – see Section 6: Setting Restrictions.

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## 4.4 BACKING UP THE iPad

The school-preferred method for backing up the iPad is through iCloud, which provides 5GB of free storage which can be sufficient if managed carefully. We recommend backing up only important school-used Apps. Go to <http://bit.ly/1B7Cgw8> for further details. This method allows the School to provide support during the school day. If iTunes is used as the backup method then there is a limit to the level of support the School can offer.

To turn on iCloud backup:

- a) Log in using the Apple ID
- b) Select 'Settings' on the iPad
- c) Select iCloud and then turn Backup on

The iPad will automatically back up to iCloud as long as all 3 of the following occur:

1. The iPad is connected to Wi-Fi
2. The iPad is connected to power
3. The iPad is in standby mode

Students can decide what data is backed up, to ensure the 5GB free storage is not exceeded. For example, leaving Photos turned off saves space.

## 4.5 WEB FILTERING AND MDM CERTIFICATES

Profiles/Certificates will be installed onto all devices used for school. SPW's has a web filtering system and is required to access the secure Internet at school. A Mobile Device Management (MDM) system is used to allow the School to pre-purchase Apps and distribute and remove these Apps from iPads as necessary. The MDM also has a 'Find my iPad' feature to assist in locating the device in the event it is lost or stolen. These certificates will be added at school.

# 5 SETTING RESTRICTIONS

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Setting restrictions on the iPad by parents/caregivers is encouraged by the School. At school the children are automatically restricted by our web filtering system; this does not extend beyond the school boundaries.

Two key points to remember:

1. Allowing free App downloads, with Apple ID password, will make it easier for management at school. The Apple ID should not be linked to a credit card. Notifications from the Apple ID appear in the associated email account.
2. Be careful restricting website access. If too restricted, the children struggle when researching information. We suggest setting website (Safari) to "Limit Adult Content".

To set other Parental Control Restrictions please refer to the document <http://bit.ly/2fQZ39x>

# 6 SCHOOL EMAIL

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As part of the iPad program, children will have a school email account. It is part of the school's Google G-Suite program and the email will still have the SPW 'look' i.e. [FredFl@mypw.sa.edu.au](mailto:FredFl@mypw.sa.edu.au).

We request this email be used strictly for educational purposes, not as another social communication tool. Parent/caregiver support with this will be greatly appreciated.

## 7 iMESSAGE AND FACETIME

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Among some groups of children these Apps are extremely popular. We discuss the merits of such Apps with students, as well as the disadvantages. Please discuss these further with your child/ren at home. These Apps are not required at school and can be turned off if preferred, as these Apps cannot be deleted.

Note: Ensure iCloud is turned on before proceeding.

### 7.1 TURN iMESSAGE AND FACETIME OFF (TEMPORARILY)

1. Tap on Settings
2. Scroll down left column and tap on Messages
3. iMessage will be on (green) – turn it off
4. It is also possible to leave Messages on and block individual contacts.
5. The same steps can be done for FaceTime, found immediately below Messages in the left column

### 7.2 TURN iMESSAGE AND FACETIME OFF (“PERMANENTLY”)

Alternatively, FaceTime can be further restricted so it cannot be used at all and once iMessage is turned off, following the steps above, it can also be ‘disabled’ using Restrictions. Children will not be able to access either FaceTime or iMessage if the parent manages the Restrictions passcode.

1. Go to Settings – General
2. Select Restrictions on the right.
3. Enter a passcode; please do not share this with your child. It will request a second entry to confirm
4. FaceTime can be turned off in the right-hand column.

## 8 FURTHER INFORMATION

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If in doubt about any of the procedures outlined in this booklet, please bring the iPad to school and speak with the class teacher or any of the following people:

Name:	Title:	Contact Details:
Simon Theel	Deputy Principal	<a href="mailto:stheel@spw.sa.ed.au">stheel@spw.sa.ed.au</a>
Geoff Bilney	Head of Future Schooling	<a href="mailto:gbilney@spw.sa.edu.au">gbilney@spw.sa.edu.au</a>
Usman Bashir	ICT Network Administrator	<a href="mailto:ubashir@spw.sa.edu.au">ubashir@spw.sa.edu.au</a>