iPad Program

2024 Parent and Student Information

St Peter's
Woodlands

The difference is extraordinary.

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iPad Program
Information for Parents and Students

Introduction

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.

Supplying the iPad – Students in Years 5-6

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 are available through a specifically designed portal with Comp Now (https://shop.compnow.com.au/school/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 64GB Wifi version
- iPad 256GB Wifi version

iPads that are 4G or 5G 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.

User Agreement

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 overleaf. *Note: the images are from the Y3-5 Diary 2022. The Year 6 DARE Diary has the same wording. The Agreement may update for 2023.*

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 ICT Acceptable Use Agreement

All students, together with his or her parent/caregiver, are required to read and sign an SPW ICT Acceptable Use Agreement each year.

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

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 that 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.
- Not have a pass code on my iPad when at school.
- Only create and work with online accounts approved by my teacher.
- Not access accounts belonging to others and accept that 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 that 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.

Student Name:_____

Student Signature:_____Date:_____

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).

Student Name:_____

Student Signature:_____Date:_____2022

iPad Student Agreement: Year 5 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.

- I understand my teacher or other appropriate adults 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.

Student Name:_____

Student Signature:_____Date:_____

SPW iPad User Agreement

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 previously.

- I consent to my child using the Internet and online resources at school for educational purposes in accordance with the Student Agreement.

Student Name:_____

Parent/Caregiver Signature: _____ Date:_____

In addition to the above, for Parents/Caregivers of Students in Year 5:

- 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.

Student Name:_____

Parent/Caregiver Signature: _____ Date:_____

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.

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.

Before setting up the iPad, an email account must be considered. While an existing email account is not needed to setup an AppleID (as one can be created during the signup process). You can use an existing email address if your child already has one, we recommend making sure you have access to this account as all purchase receipts and account information (for the AppleID) will be sent to this email. It should also be noted that children under the age of 13 should not have their own accounts and thus should be managed by the parent.

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 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

- 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

- Set the iPad up as a New iPad

- On the Apple ID screen click on the 'Don't have an AppleID' option and follow the prompts to create an account. When asked for an email address you have 2 options. "Use existing" & "Create a new one (iCloud)". If you do not have an email prepared, please follow the prompts to create a new one. This email will be linked to the AppleID and will be managed by the parent.

- Agree to Terms and Conditions

- Passcode/Touch ID – we highly recommend NOT setting a passcode or Touch ID on the iPad. Instead, choose 'Don't Add Passcode Link'. A passcode on the lock screen creates challenges in a school setting. If the student places a passcode on the device, the support team may be limited in the depth we can resolve issues. When passcodes are forgotten, the only option in some situations is to wipe the device to recover.

- Select "Don't Transfer Apps and Data" to set as new iPad

- Siri – can be enabled

- iPad Analytics – is OK to allow but is a personal choice

- Screen Time – is a recommended option. Choosing a passcode at this point will allow parents to control access to Content & Privacy Restrictions. See the "Setting Restrictions" section later in this booklet.

- Appearance – allows to set the screen to light or dark

- Get started – the iPad should be ready to use

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.

	GMAIL (OR SIMILAR)	APPLE ID	RESTRICTIONS
Parent	Created and owned – password not shared	Created and owned – password can be shared	Managed and protected on iPad with passcode
Student	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.

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 be used at school. These include, but are not limited to:

- Social Media Apps e.g. Facebook, Snapchat, Instagram, Tik Tok, Kik etc.
- Messages and FaceTime – neither of these Apps are required for school; these will need to be turned off – see "Setting Restrictions" section in this booklet.

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.

By default, backup is ON. If not, follow these steps:

1. Log in using the Apple ID
2. Select 'Settings' on the iPad
3. Select Apple ID on top of the screen
4. Select iCloud and then iCloud Backup
5. 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 storage space. Parents should review the list and turn off any items that do not need backing up.

5. Web filtering and MDM Certificates

SPW has a web filtering system 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.

SPW uses a system known as JAMF, as our (MDM) solution. This enables SPW to ensure that students using BYOD iPads have the necessary applications and settings to ensure that you can engage fully with the learning in the classrooms that your teachers set. Without it, we would have to set up the devices individually.

If you have any questions, or are having any issues, please let your teacher know and to come see ICT.

What the MDM does:

- Sets up your iPad so you can use it at (access to printers, email, WIFI, internet filtering)
- Allows us to see what apps are on the device and distribute apps as required by your teachers if you haven't already downloaded them
- Allows us to distribute classroom sets of apps
- Allows us to see your current operating system version and type of device

What the MDM does not do:

- We cannot monitor when the device is used
- We cannot access browsing history
- We cannot access any of your photos
- We cannot use your camera or microphone
- We cannot view content of apps e.g: documents written in MS Word
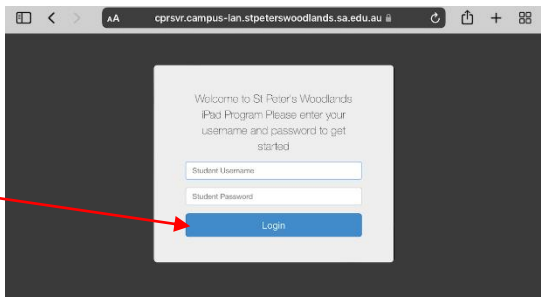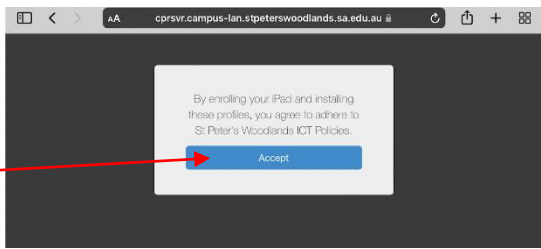
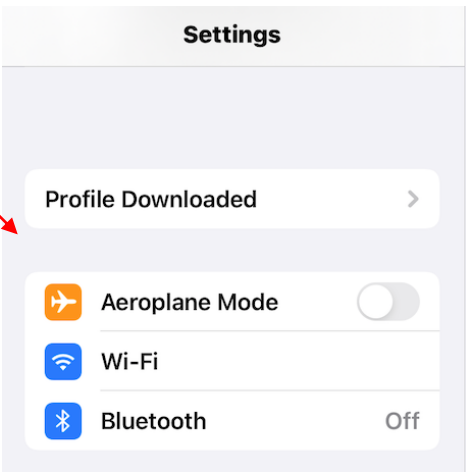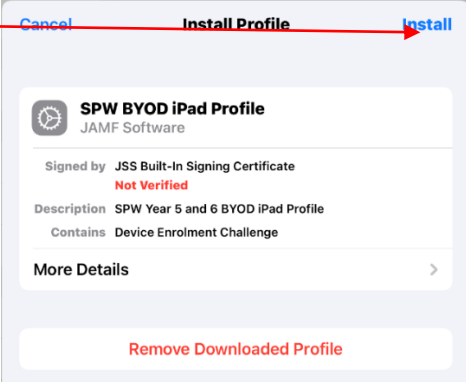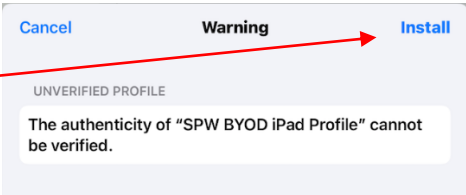**Preparing to Enrol your iPad…**
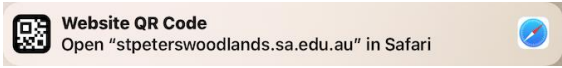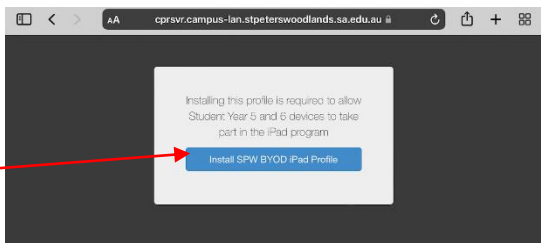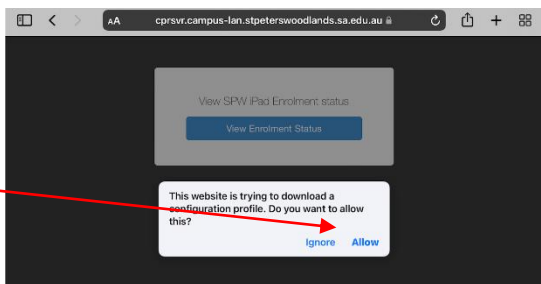
Step 1 – Prepare
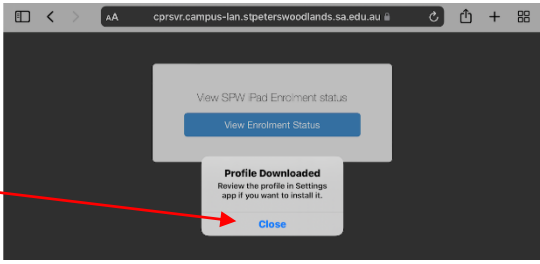
- Go to settings>general>about>device name and ensure your device name is your first name surname and class
- For example William Thomas 5RW
- Make sure your Apple iPad can access the internet
- Make sure your iPad is up to date with the most recent iOS version, preferably iOS 16 (check under settings > general > about > software version)
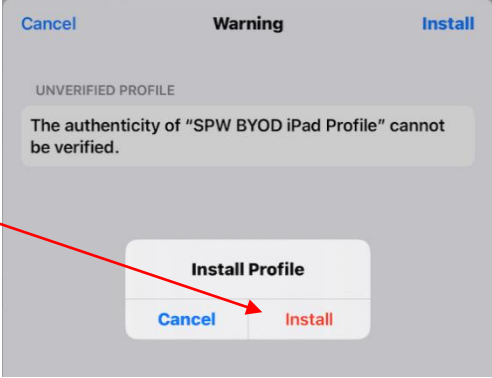- If the device has been used at another school or by another person you must reset the iPad to remove old settings.
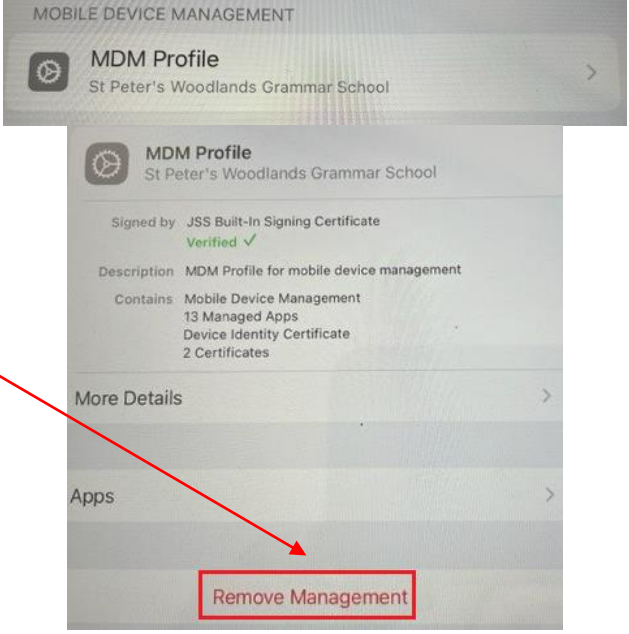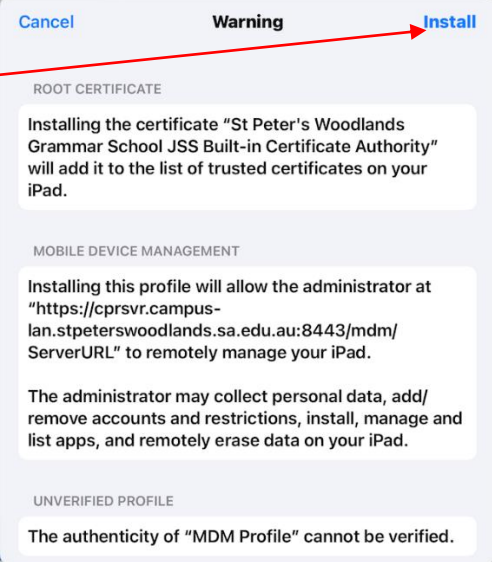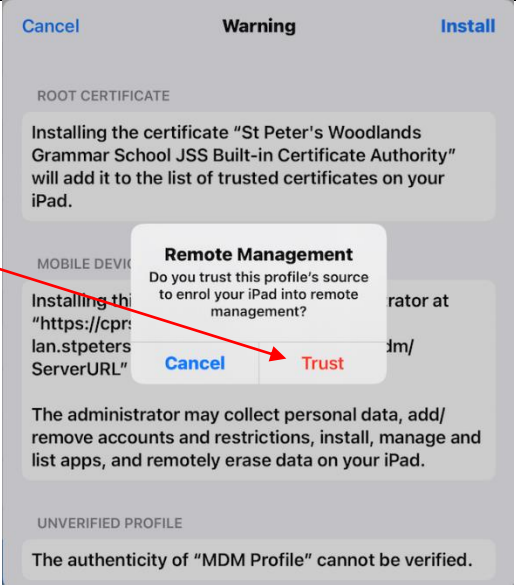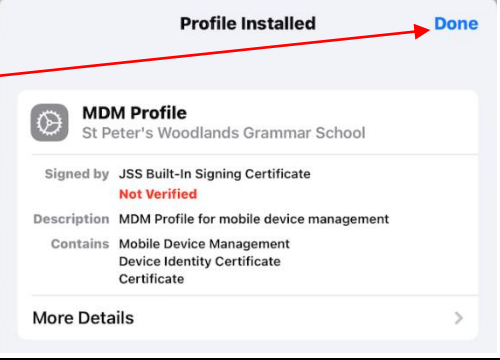
Step 2 - Username & Password

- Your username is your full first name + the first two letters of your surname
- Your password is School23
- For example William Thomas is WilliamTh
- Do not use anyone else's username and password as your iPad won't work correctly

Step 3 - Enrol

1	Open the camera app and scan this QR code.	
2	Then tap the link	**Website QR Code** Open "stpeterswoodlands.sa.edu.au" in Safari
3	The Jamf Enrolment window will then open. Enter your username and password and click Login	
4	You will then be asked to accept that you will adhere to the St Peter's Woodlands ICT Policies. Click Accept	
5	You will then be asked to Install the SPW BYOD iPad Profile. Click – Install SPW BYOD iPad Profile	
6	Your iPad will then ask you to Allow the configuration profile to be installed. Click – Allow	

7	Your iPad will then show that the Profile has been downloaded. Click – Close	
8	Almost done! You will need to navigate away from Safari to complete the enrolment of the iPad.	
9	Go to Settings on your iPad	
10	Click - Profile Downloaded	
11	Click – Install	
12	Your iPad will show a warning about the authenticity of the Profile. Click – Install	

13	Your iPad will then ask you to Install Profile. Click - Install	
14	If you get the message 'profile installation failed' you'll need to remove the existing profile first. Find the profile called 'MDM Profile – St Peter's Woodlands Grammar School' and select Remove Management.	
15	Your iPad will then warn you about installing the profile. Click – Install	

16	Your iPad will then ask you to Trust the Remote Management. Click – Trust	
17	The Profile will now be Installed. Click – Done	

Your iPad is now enrolled - Well done!

You can continue to use your iPad as you were.

Setting Restrictions

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

To set restrictions, look under Settings / Screentime / Content and Privacy Restrictions. Turn this area ON.

Under "Content Restrictions", set restrictions as appropriate for each content type.

Key points to remember:

1. Access should be set to allow for "iTunes and App Store"
2. Be cautious when setting content restrictions (Apps or Web Content). Setting this to a lower age setting may cause Apps to stop working (eg. Google Chrome is rated as 17+, and will not work with a setting below that).
3. Be careful restricting website access. If too restricted, the children struggle when researching information. We suggest setting website (Safari) to "Limit Adult Websites".
4. The Apple ID should not be linked to a credit card. Notifications from the Apple ID appear in the associated email account.

School Email

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 have the SPW 'look' ie. FredFl@my.spw.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.

Messages and FaceTime

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. Messages cannot be disabled, but required the Apple ID to use it.

Note: Ensure iCloud is turned on before proceeding.

Turn Messages and FaceTime off (temporarily)

1. Tap on Settings
2. Scroll down left column and tap on Messages
3. Messages 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

Turn Messages 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 Screen Time. Children will not be able to access either FaceTime or iMessage if the parent manages the passcode.

1. Go to Settings – Screen Time
2. Enter a passcode; please do not share this with your child. It will request a second entry to confirm
3. Content & Privacy Restrictions
4. Allowed Apps
5. Disable FaceTime

Messages can be disabled. An alternative is limiting the access to Messages and FaceTime if you wish, using the Settings/Screen Time/Downtime area, removing these functions for a set time as you choose.

Further Information

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