

SUPPORTING TEACHING AND LEARNING

IPAD POLICY - STUDENT AND TEACHER USAGE

GENERAL STATEMENT

Concord School recognises that iPads provide students with opportunities to gain knowledge and support their learning through interacting with innovative and creative apps.

BROAD GUIDELINES

Students are not to use iPads:

- without supervision.
- without a prior set task.
- for non-learning related purposes.

A supervising staff member must be present at all times when students use iPads as students are able to access the internet via the iPad. With the possible dangers and inappropriate information available on the internet, this is a duty-of-care issue and is paramount to the safety of students. Staff and students should refer to the School Internet Usage Policy and Acceptable Use Policy.

eLearning team members will be responsible for their section's iPads. This includes acceptable use, reporting misuse and damage to the ICT Manager or eLearning Coach and also maintaining apps on the devices. Maintenance of apps includes:

- downloading and installing appropriate apps
- synching section iPads
- cleanliness

These tasks may be delegated to another section member such as a teacher assistant.

iPads are a resource to be used to support student learning outcomes. Content accessed on the iPads should relate to curriculum based activities, materials or classroom research. Apps that are downloaded onto school iPads must be for the purpose of supporting student learning.

iPads may also be used for extended educational and recreational activities or games provided the following guidelines are used:

- apps, sites, games and activities must have been approved by a teacher.
- activities allow for specific skill development.
- activities do not become the main focus for iPad use and should not be used to excess.

IMPLEMENTATION

Each section will receive iPads in a ratio that best supports student learning.

On receipt of the iPads, the ICT team will set up and configure the devices. Once completed, the iPads will be distributed to each section. During the first week of receiving the iPads, the eLearning coach will provide staff with professional development and teachers will have access to the iPads to familiarise themselves with operations and apps before implementing them in the classroom.

The ICT Manager and eLearning coach will identify the computers in each section which will be used for synching iPads. Each section will be provided with an annual monetary value for the purchase of apps to support learning. The eLearning team representative (or Team Leader approved delegate) from each section will be responsible for purchasing apps and synching iPads. iPads must not be synched with any other iTunes account or on computers that have not be identified as section 'synching computers'.

MANAGEMENT OF IPAD CONFIGURATION

Configuration of the iPads will be the sole responsibility of the ICT team. Section representatives will be responsible for the maintenance and care of iPads.

Students and staff should not:

- add or remove applications from the iPad
- create an iTunes account on the iPad
- change any configuration settings on the iPad, particularly network configuration
- erase the iPad on another computer.
- synchronise the iPad with a computer other than its designated syncing computer
- clear their browser history, except as directed to by staff
- change or disable the access password on the iPad.

The school's Acceptable Use Policy applies to all school-supplied equipment and to all school-supplied internet connections.

MONITORED USE

Access to iPads is a privilege that infers responsibility and not simply a right to be expected. Damage (excepting normal wear and tear) and misuse will not be tolerated. Students found misusing or damaging the school iPads will have their privilege to use them removed.

All files stored on the system are the property of the school and are subject to regular review and monitoring. Students should have absolutely no expectation of privacy when using the iPad. Any and all activity performed on the iPad can and will be monitored.

STAFF BORROWING OF IPADS

Concord School staff may borrow the school iPad's for professional use. The school's usual borrowing policies, **as described in the relevant sections of the Equipment Loaning Policy** below, will apply.

3G iPad's may be borrowed long-term by

- members of the leadership team
- school technical staff
- teachers whose class uses iPads as a full time 1:1 learning device
- the Careers and Transitions teacher and Student Wellbeing ES's (who are frequently involved in meetings and planning both in and out of the school)

The purpose of this is to

- take notes electronically at meetings, PD's and Conferences
- access Edumail when out of the school including at camps, PD's and Conferences
- organise personal schedules which require frequent tours, meetings etc.
- become familiar with the functionality and applications in order to share knowledge with staff and students

Staff who borrow iPads long-term are responsible for the costs of data usage and the downloading of apps. The iPads remain school property and must be returned when a staff member leaves the school or changes role.

3G iPad's may be borrowed by other school staff to

- become familiar with the functionality and applications in order to share knowledge with staff and students
- take notes electronically at meetings, PD's and Conferences
- access Edumail when out of the school including at camps, PD's and Conferences

iPads will be distributed to section staff to borrow for a length of time as determined within their section. Sections will be allocated one iPad per class group equivalent for staff borrowing. For example, if the Middle section has 24 iPads in the section then there will be 2 available for staff to borrow.

These will initially be loaded with 'frequently used' applications by the school's technical team. The eLearning team representative (or Team Leader approved delegate) from each section will then be responsible for purchasing apps and syncing iPads.

Applications are not to be added or deleted by the staff member who borrows the iPad.

EQUIPMENT LOANING POLICY (RELEVANT SECTIONS OF POLICY)

BROAD GUIDELINES

- All equipment borrowed must be returned in the condition in which it was borrowed
- If loss or damage occurs to the equipment while it is on loan, it must be replaced or restored to its original condition
- Responsibility for equipment borrowed lies with the person who has signed the borrowing book

IMPLEMENTATION

- Staff members may borrow specific items of school equipment for the purpose of completing school work at home or for familiarisation with new equipment
- All borrowers must complete an entry in the borrowing book when borrowing equipment and sign the equipment back in when returning it. At the Grimshaw campus, the borrowing book is located in the Business Manager's office and entries must be counter-signed by the Principal or Assistant Principal. At the Junior campus, the borrowing book is located in the Junior Team Leader's office and entries must be counter-signed by the Junior Team Leader or Junior Assistant Team Leader.