



Grade 5 and 6 2023

# 1 to 1 iPad Program Handbook

Principal  
Mrs Doreen Montgomery

Technology Coordinator  
Miss Kylie Tomat





## Table of Contents

Why 1 to 1 iPads?	2
Classroom Use	3
Hardware options	4
Setting up your iPad	5
Grade 5 & 6 school required app list	6
Managing your iPad	
• Parent responsibilities	7
• School responsibilities	9
• Student responsibilities	11
Caring for your iPad	12
Frequently asked questions	13
eSmart	14
Digital Learning Policy	16
Acceptable Use Agreement 2023	21



## Why 1 to 1 iPads

### Why 1 to 1?

In a 1 to 1 learning program each student has a portable, networked, digital device. They can connect with their teacher and other students or experts, with real world contexts for learning, multimedia resources, software for learning and online tools and applications.

Learning in a 1 to 1 environment can open up new possibilities for learning or make it easier to enhance existing learning opportunities. Learning can be more active and student centered, study material can be tailored to address learning diversity engaging learners of all abilities. Students become equipped to work at their own pace, to build innovative learning experiences unique to the digital learning environment.

Students with 1 to 1 access are:

- more motivated and engaged in learning
- better organised which improves literacy and numeracy outcomes
- better able to collaborate and think analytically.

### Why iPads?

- The touch interface correlates to the technology students' use in their everyday life and allows a high level of interactivity
- A tablet is a personal device and reasonably priced to act as a 1 to 1, anywhere, anytime learning device
- The iPadOS platform allows access to a wide variety of quality apps with advanced technologies to protect student privacy
- The iPad is versatile and caters for a range of curriculum requirements and opportunities
- Through the use of different apps, students are able to choose the type of product they construct to demonstrate their understanding
- There is anywhere, anytime access to current information that contains text, sound, images and interactivity. Information is represented with rich multimedia and data visualisation techniques
- The instant wake of the iPad means greater use of class time for learning
- A 10-hour battery life means the iPad can be used throughout the entire school day
- The iPad is an intuitive device and minimal technical support is required
- The design is light and portable, and easily carried in the school bag and to and from class.



## Classroom Use

### How will it look in the classroom - Grade 5 and 6 2023?

Initially the students will be learning more about the iPadOS (operating system):

- Using a range of apps and navigating through the app interface, learning a range of functions and tools
- Managing their work – saving, storing and developing regular practices to back-up their device
- Collaborating with others
- Creating and publishing their learning
- Accessing their *Google Classroom* cohort and grade's online learning platforms as guided by their teacher.

Our students will also be learning about cybersafety, responsible care and use:

- Celebrate Safer Internet Day (Tuesday 7<sup>th</sup> February, 2023) and revisit their signed '*Acceptable Use Agreement*' for 2023
- Caring for the device and ensuring it is charged and ready to use each day
- Accessing the internet and apps in a responsible and timely manner demonstrating appropriate cybersafety protocols.

1 to 1 access to technology will enable students and teachers to choose from a wider variety of tools at any given time. Together decisions will be made about the most effective way that students can craft their work and create, showcase and share their learning with others. At different times this will include the use of books, pencils, posters, digital presentations and media making opportunities – other tools we will discover together.

### Google Apps for Education – Grade 5 and 6 2023

Grade 5 and 6 students will utilise the DET approved Google Apps for Education. GAFE is a cloud-based platform for sharing and publishing work. All Google accounts are school-based and therefore all settings are defaulted to share only with Apollo Parkways staff. Our Technology Team coordinates this program and provides Professional Learning to both teachers and students to maximise this technology. An example of 3 uses of GAFE are:

1. [Google Classroom](#) is an app that provides teachers with the ability to manage student learning. It allows teachers to publish and share content, images, videos and links quickly and easily with students without the need for QR codes or printed out sheets. Restricted settings enable students to view and then demonstrate responsible commenting for a purpose and develop skills to type constructive feedback in this monitored stream.
2. [Google Drive](#) is a repository for students' content.
3. [Google Docs](#) is a word processor that allows students to move between devices and never lose work as it saves automatically to their account. Teachers can collaborate with the student on their work. Teacher feedback is provided through annotations within the Google Doc, rubrics and/or voice recording.



## Hardware Options

### Making your choice of iPad

All iPads in the 1 to 1 iPad Program must support the latest iPad Operating System - currently on iPadOS 16 (printed Nov '22). Furthermore, we will accept the following hardware:

Accepted Models	Allowed Features	Accepted Size
iPad 5 <sup>th</sup> / 6 <sup>th</sup> / 7 <sup>th</sup> / 8 <sup>th</sup> / 9 <sup>th</sup> / 10 <sup>th</sup> Generation	Wi-Fi ONLY (NO 4G/Cellular Allowed)	32GB storage or higher
iPad Air 3 <sup>rd</sup> / 4 <sup>th</sup> / 5 <sup>th</sup> Generation		
iPad Pro* 1 <sup>st</sup> / 2 <sup>nd</sup> / 3 <sup>rd</sup> / 4 <sup>th</sup> (size: 9.7" - 11") (No 13" screens)		

### Further considerations

- Small screen iPads (mini), the very large 13" iPads and the older iPad Air and iPad Air 2 models are **not acceptable** for the program.
- Covers are required to protect the back of the device and fold across the screen entirely.
- Students are **advised** to bring their own personal headphones. Apple's wireless Air Pods are an expensive and easily lost accessory, they are not permitted in a school environment.
- Apple Pencil and Bluetooth keyboards are **not a requirement** of the program. Please contact the school if you have any queries regarding this.

iPads with cellular capabilities are not permitted in a school environment and will be sent home

### Retailer choice

Families can make their purchase of an iPad from any retailer. As the device is an Apple product, you are still entitled to utilise Apple's free support by either visiting the Apple store directly, booking an appointment at their 'Genius Bar', or by accessing their online portals. For hardware assistance go to:

- Apple product assistance <https://getsupport.apple.com>
- iPad only assistance <https://support.apple.com/en-au/ipad>

### Insurance and warranty

Insurance is the responsibility of the owner. AppleCare Protection Plan is an extended warranty available for purchasers to increase their hardware coverage and support. AppleCare+ for iPad provides up to two years of expert telephone technical support and additional hardware coverage from Apple, including up to two incidents of accidental damage coverage, each subject to a A\$65 service fee. Insurance begins on the original purchase date.



## Setting Up Your iPad

Please note - The installation of a VPN (Virtual Private Network) is not permitted on any student iPad

### Setting up iPad - Wi-Fi

To set up your iPad, turn it on and follow the Setup Assistant. The onscreen directions in Setup Assistant guide you through the setup process, including:

- [Connecting to a Wi-Fi network](#)
- Signing in with or creating a free [Apple ID](#)
- [Setting up iCloud](#)
- Turning on recommended features, such as [Location Services](#), [Find My iPad](#) and [Parental Controls](#).

Choosing an iPadOS backup method - should I use iTunes or iCloud to back up my device? Curious about how to best back up your iPad? Is [iTunes Backup or iCloud Backup](#) the best solution for you? Each backup method has its own advantages. For most users, iCloud Backup is the recommended solution (see below).

### When is iCloud Backup the best choice for me?

[iCloud Backup](#) provides an easy and reliable backup solution for users who want to back up their iPad devices wirelessly and automatically without tethering to a computer. iCloud Backup is best for you if:

- You prefer that iCloud take care of backups for you automatically when your device is connected to Wi-Fi and power
- You want to restore data to your device from almost anywhere via a broadband Wi-Fi connection
- You don't connect iPad to a Mac or PC very frequently
- You don't own a Mac or PC
- You would like an automatic backup solution to use in conjunction with iTunes Backup (see below).

Note: iCloud Backup will restore your purchased music, movie, and app content from the iTunes and App Stores during the background restore process. Previous purchases may be unavailable if they are no longer in the iTunes Store, App Store, or iBooks Store.

### When is iTunes Backup the best choice for me?

[iTunes Backup](#) is traditionally how users have backed up iPads. iTunes Backup is best for you if:









- You don't have an iCloud account or don't want to use iCloud.
- The photos and videos saved in your device's camera roll regularly exceed 5 GB in size or you tend to have very large backups.
- You want on-site and networked backups.
- You would like a manual or secondary backup solution to use in conjunction with iCloud Backup.

Note: Keep in mind that iTunes Backup does not create a duplicate back up of your movies, music and apps.












## Grade 5 & 6 Required App List 2023








### Apple Apps

Files		Free
Pages		Free
Keynote		Free
Numbers		Free
Clips		Free
iMovie		Free
GarageBand		Free
Books		Free

### Google Apps for Education

Google Drive		Free
Google Docs		Free
Google Slides		Free
Google Sheets		Free
Google Forms		Free
Google Calendar		Free
Google Earth		Free
Google Classroom		Free
Jamboard		Free

### Family Purchased Apps

Comic Life 3		\$7.99
Green Screen by Do Ink		\$7.99
Inspiration Map VPP		\$14.99
Tayasui Sketches School		Free
Calculator Air		Free
Sphero Edu		Free
ScratchJr		Free

### Curriculum Apps for Paid Accounts

Mathletics		Parent payment essential learning
------------	---------------------------------------------------------------------------------------	-----------------------------------

### Add+ links to iPad's home screen

Students can add a shortcut to the Essential Assessment website by adding the link to their iPad's homescreen  
<https://www.essentialassessment.com.au/student/>



There is a joint responsibility between the student, parents and the school in the 1 to 1 iPad Program

## Parent Responsibilities

### Create an Acceptable Use Agreement for your home

As the purchasers and owners of this device, parents are encouraged to direct, create and implement their very own family acceptable use agreement for their child's use of the iPad in the home from the moment it is set up. Just like school, these initial conversations and non-negotiables support acceptable cybersafe practices in your home and clearly communicate your rules and expectations regarding screen time and access to age appropriate content (i.e. games, apps and social media).

*"The culture of a school is set by the leadership and teachers, but it is students and parents that can really make it strong. When students feel empowered to work with adults, to create opportunities for positive relationships and make commitments to engage in positive behaviours they can establish a positive peer group culture that makes a huge contribution to the school culture"*

*Bully Stoppers, Parents & Cyber Safety, DET*

For support to create your own 'Family Acceptable Use Agreement', please access a variety of online templates at: <https://www.esafety.gov.au/parents/children-under-5/family-tech-agreement> or, [https://www.esmart.org.au/media/1789/tuk\\_fosc\\_2016-family-online-safety-contract\\_final.pdf](https://www.esmart.org.au/media/1789/tuk_fosc_2016-family-online-safety-contract_final.pdf)

### eSecurity

- All parents will be required to agree in writing to the school's eSmart policies outlined within the school's 'Acceptable Use Agreement'. This document is included in this handbook.
- No media or apps held on the iPad is to contain explicit language or inappropriate themes.

No media is to be taken, filmed or held of another person on a student iPad without the other person's permission.

### Apple ID, Family Sharing and the App Store

To be able to buy apps and use iCloud services it is required to sign in with an Apple ID. Apple traditionally requires that a person must be over 13 years of age to have an Apple ID account. For children under 13, Apple provides a system for parents to create and manage accounts for children through the Family Sharing system. There are two options to select from when setting up the Apple ID on your child's device for school.

1. **Recommended** - Create a new account for your child using the Family Sharing system. This allows the adult to create a limited account for their child. This account can only purchase apps with approval from the parent and can have restrictions such as screen time limits applied to the account.
2. Create a new account for your child using your email address and details. A parent will need to manage this account on behalf of their child. In this approach it is best not to disclose the Apple ID password to your child to restrict purchases on the app store.

If parents choose not to activate family sharing it is recommended that parents purchase an iTunes card to install the school required app list and avoid using a credit card.





## Parent Responsibilities...continued

### Recommended settings for parents to activate

Keeping the [Find My iPad](#) feature enabled (turned on). This can help you locate your child's iPad using GPS, it can also locate an iPad that's hiding under a couch or beneath a pillow by letting you use an iPhone or a PC to play a sound on the iPad. You can use Restrictions, also known as [Parental Controls](#), to block or limit specific apps and features on your iPad.

### Parent checklist – school iPad requirements:

- I have installed all school required apps on my child's iPad for the start of the 2023.
- I have checked that there is a minimum of 8GB of space (after the installation of school required apps) available for school use.
- I have checked and will continually monitor that any extra software added at home to my child's iPad is licensed, G Rated.
- I will assist my child to update the iPadOS on their iPad when required.
- I support Apollo Parkways PS in recognising that pirated software or media will be seen as a breach of the agreement and is subject to disciplinary action, with possible exclusion from the program.
- I am aware that [Jailbroken](#) iPads will not be supported by the school.
- I know the passcode lock for my child's iPad. I will protect the privacy of this passcode lock together with my child.
- I will monitor that my child's iPad comes to school each day in full working order:
  - Fully charged at 100% - There is no access to charging facilities at school
  - Cover on
  - School required apps installed
  - System software updated – correct version – installed
  - All notifications/alerts are to be turned off before school. This includes iMessage
- I have turned on/considered enabling the Find My iPad and Parent Restrictions on my child's iPad (see page 5)
- I will regularly support my child to back-up their iPad.

### Internet

At home, families may decide to provide broadband internet connection. This is a family responsibility. The school will not provide home set up assistance.



## School Responsibilities

The school year will commence with all students participating in Safer Internet Day. This will provide an induction into the program for all students. This unit will explain student responsibilities and set protocols for involvement. As part of this unit students will undertake lessons and activities that focus on cybersafety.

### eSecurity

- Regular network (history searches) and remote desktop searches may occur to monitor internet use and ensure content on devices are rated G.
- Students do not have access to YouTube/social networking sites on any devices at school.
- Virtual Private Networks (VPN) are not permitted on an iPad at school.

### Security

- Each Grade 5 & 6 classroom, including OSHC, has a filing cabinet installed for the specific purpose of storing student iPads. The cabinets are fitted with suitable suspension files – individually labelled.
- Before school students are supervised to enter classrooms (from 8.45am) to store their iPad in the filing cabinet.
- At recess/lunchtimes iPads are returned to the filing cabinets and classrooms are locked.
- Students must not leave their school bag/iPad unattended after school.
- Families are notified, via telephone, should a student leave their iPad in their grade's security location, filing cabinet, at the end of the school day.

### Internet

- In the first few days of school in the new year, our Technicians will install a profile on all 2023 Grade 5 iPads allowing access to the school's wireless network - edustar.
- Use of the internet is governed by the school's '*Acceptable Use Agreement*' that students and parents agree to for use of Technologies within the school. (See back of handbook).
- Appropriate use of the internet within the school network is closely monitored by a filtering system that allows for inappropriate content to be blocked.
- Remote desktop searches allow for the monitoring of web browser histories to ensure inappropriate use of the internet is detected. Random checks will occur.
- Any inappropriate use of the internet is unacceptable and is subject to disciplinary action, with possible exclusion from the program. Under no circumstances are students to open and/or access games or social media apps on the school site/grounds.
- If a student is downloading excessive amounts of data parents will be informed; restrictions will be put in place.
- Grade 5 & 6 students will access the DET's version of Google Apps for Education (GAFE).



## School Responsibilities...continued

### Email

At school, students will not have their iPads set up for email.

There is a joint responsibility between the student, parents and the school in the 1 to 1 iPad Program

### Printing

- Students will use various iPadOS media for the display and presentation of their work.
- We anticipate that students will use very little printing at school.
- When necessary students will have access to black and white printing.

### Insurance

Insurance is the responsibility of the owner. See page 4 for information regarding AppleCare+.

### Technical support

- The school employs Technicians to support the 1 to 1 iPad program at school.
- Students will seek technical support/software assistance through their classroom teacher.
- All warranty issues are to be addressed through your individual supplier.

### Cyber safety Essentials

In 2015, our school was 1 of 270 Victorian schools awarded funding to implement an initiative to prevent and respond to bullying (both face-to-face and online). Our Pegasus students at the time utilised the graphics design app, Pixelmator to create a series of posters that addressed the theme, "Speak up against Cyberbullying" or "Being Cool Online".

Today our Grade 6 eLearning Captains reinforce this message around the school. Our *Cybersafety Essentials* are displayed in every classroom to support our whole school curriculum and goal to remain safe online.





## Student Responsibilities

There is a joint responsibility between the student, parents and the school in the 1 to 1 iPad Program

### Personalisation

Guidelines for the personalisation of the iPad will be provided by the classroom teacher at the beginning of the year. However please read the information below for a few tips:

- The wallpaper image students select for their iPad must not contain explicit language or inappropriate themes. This refers to both the locked screen and the home screen.
- Personal photographs used should not involve peers without their permission.
- Teachers will assist students to utilise a variety of apps should they choose to design their own wallpaper image that reflects any hobbies, interests or sporting teams.

### Care & maintenance

- The student must maintain and care for the iPad.
- Students are to carry their iPad carefully whilst moving around the classroom and place it respectfully on flat surfaces.

### When is iPad use permitted?

- Unless monitored at OSHC or by a teacher at the 8.45am iPad drop off, under no circumstances are students to use their iPads in the school grounds out of class time.
- Mobile devices of any sort are not permitted on school excursions or camps.
- Students are not required to bring their iPads to school on their teachers' planning days.

### Student checklist – are you school ready?

- Does your iPad have all school required apps installed for the start of the 2023?
- Do you have a protective case that covers/folds across the screen entirely?
- Do you have a minimum of 8G of space (after the installation of school required apps & any personal apps) available for school use? All iPad content is to be G rated.
- Is your iPad charged 100% ready for school each day? There is no access to chargers at school!
- Do you turn off all notifications/alerts during school hours?
- Have you accessed **Compass** with your parents to sign the school's *Acceptable Use Agreement 2023*?
- Have you set-up your iPad's passcode lock with your parents? Do they know your code?



## Caring for your iPad

### Caring for the iPad Screen

The screen is made out of toughened glass and it has a special [oleophobic coating](#) in order to protect it from fingerprints. Officially, it means that it's oil resistant. It is important to take good care of the screen to get the most out of the coating. Here are some ways to protect your iPad screen.

- Don't drop it on hard surfaces. It is glass and it can break.
- Clean the screen with a soft, slightly damp, lint-free cloth.
- Do not clean it with window cleaners, glass cleaners, aerosol sprays, abrasives, or alcohol.
- You can also use a [screen protector](#). These are not for everyone but they do work for the care of the iPad screen.

### Caring for your Batteries

Part of caring for your iPad means caring for the batteries. The batteries in your iPad are lithium polymer (rechargeable) and they will eventually wear out. It will take a long time before that happens, but there are some things you can do to care for your batteries and get the most out of them.

- Make sure your iPad is always up to date. This includes apps and the iPadOS software. Apple will sometimes make adjustments to software which helps with security, battery life and resources.

### Caring for your iPad: Environmental

There are also a few environmental ways to care for your iPad. Some of these are obvious while a few are not so obvious.

You must keep your iPad:

- out of heat for an extended length of time
- out of cold for an extended period of time
- out of water or extremely humid locations
- Dry! If liquid does find its way on your device do not dry it with with an external heat source, hair dryer.

It should also go without saying that part of caring for your iPad is to make sure you do not insert anything into the port connections other than the intended peripherals. Jamming things into the port connectors or headphone socket could render it unusable (and void the warranty).

### External Protection

Protecting the outside of the iPad is part of caring for your device. You will want to get a case (cover) in order to keep it safe while travelling or just for everyday use.



## Frequently Asked Questions

### ***How will the iPad be looked after? By who?***

- The iPad care and condition will be seen as the child's responsibility, not the parent's and not the schools.
- Students will be trained in looking after their iPad, but then need to do so in all settings.
- At school, iPads are kept in a storage unit for easy access. They are not stored in desks or school bags. Classrooms will be locked.
- iPads should be stored inside schoolbags travelling to and from school so as to not attract attention.
- An insured iPad is insured at home and school (check your policy first), so damage is not the end of the world (just a good life lesson).

### ***Who will recharge the iPad?***

- As part of their evening routine, students will need to charge their iPad at home each night. Apollo Parkways does not have the facility to charge iPads in the 1 to 1 iPad Program.

### ***Who will repair the iPad if it gets broken?***

- Apple will manage all hardware issues.
- Apollo Parkways PS requests students to regularly backup their iPad at home in case of possible damage. Technical support for apps added at home is not part of the package.

### ***How will data be backed up?***

- Students and families are responsible for backup. View cloud options outlined in this handbook.

### ***Who will pay for printing and Internet downloads?***

- At school, we will carry the costs for printing and Internet access. If a student is downloading excessive amounts of data, restrictions will be put in place and charges may be forwarded.
- At home, families may decide to provide a broadband Internet connection or not. This is a family decision. We cannot provide home set up assistance.

### ***Will we be able to add apps?***

- Yes, this will be an option, however, software must be licensed and G Rated. If the iPad needs to be restored to factory setting the school takes no responsibility for lost files or software. These will need to be restored at home. Pirated software or media will be seen as a breach of the agreement with the school and the device may be reimaged as a result. No 'jail-broken' iPads will be supported on the school network.

### ***What if my child forgets their iPad at home?***

- If there is a spare device available, your child may be able to borrow it – this is usually a laptop from the Technology Department that is saved for school needs.



## eSmart's Top10 Cyber Safety Tips

### 1. Use tech to make life better

We can use technology to learn things, create things, connect with friends and family, reach out to people who are having a hard time, enjoy great entertainment, and even boost our fitness and mental health. Or we can use tech to make ourselves and other people feel lousy. Which would you rather do?

### 2. Keep your balance

Technology is incredible. Gaming, networking, apps ... online shopping! But relying too much on tech can mess with your sleep and make you feel exhausted, stressed or lonely. Make time for the other things that matter to you: family meals, playing with pets, kicking a ball around, reading, cooking, art or just sitting out in the sunshine.

### 3. Boundaries, people

Sure, you're fascinating, but you don't need the world watching your every move. Regularly check your privacy settings on apps and social media, and make sure people can't track your location. Don't share passwords (no, not even with your best friend), and always think before you post.

Photos that show your school uniform or the outside of your house might make you a little too easy to find.

### 4. Respect others

Before taking and sharing photos or videos of other people, always ask first if it's OK with them. And before you talk about someone online, stop to think: how might this make them feel? It's not all about you, "*amiright?*"

### 5. Keep everything updated

Any idea what causes the most security breaches on the internet? Software that isn't up-to-date. Seems crazy simple, but it's true! Be vigilant about updating software, including apps, anti-virus and even the humble browser.

### 6. Spam, Spam, Spam, Spammidy-spam

Even with the best anti-spam and malware software – that's up-to-date – spam is the modern version of junk mail. It's everywhere! Beware of emails and messages from people you don't know, especially if they are misspelled, say weird things, or urge you to click on hyperlinks or open files.



## eSmart's Top10 Cyber Safety Tips...continued

### 7. Keep your cool

When someone's behaving badly online, the temptation is to shoot back something equally harsh – but is that really how you want to spend your time? If it's an annoying one-off, you might decide to let it go and do something fun instead. But if someone's behaviour online is making you scared, anxious or miserable, it's time to talk to someone you trust and block or report whoever is bothering you.



### 8. Keep your friends close and strangers at arm's length

Do you know how many true friends most people have? Three. Yup, those four thousand and fifty-two social media 'friends' are a combination of acquaintances, people-you-met-once, people-you-can't-remember-meeting-once and, probably, some 'randoms'. How much do you want them to know about you? And if someone you don't know contacts you asking for photos, videos or personal info, or if they ask you to meet them in private or keep your conversations a secret – red flag! Tell a trusted adult straight away.

### 9. Be the hero

Have you seen someone being bullied or treated badly online? You have a chance to change the story. Think about reaching out to them and saying something kind and supportive, reminding them that they deserve to be treated with respect, and encouraging them to report abusive behaviour to the website, the [eSafety Commissioner](#), or a caring adult.

eSmart's 10<sup>th</sup> top 10 tip is...



### Ask for help if you need it!

Online dramas getting you down? Talk to someone you trust, like a friend, family member, teacher or mentor. Abusive behaviour online can also be reported to the eSafety Commissioner. And remember: you can chat for free to counselors at [Kids Helpline](#), [ehespace](#), [Beyond Blue](#) or [Lifeline](#). They are open 24/7 and offer web and text counselling, as well as over the phone.

Reference: <https://www.esmart.org.au/news/top-10-cyber-safety-tips/>

### Further resources and information for parents:

<https://www.esafety.gov.au/esafety-information/games-apps-and-social-networking>

<https://esafety.gov.au/education-resources/iparent>





## DIGITAL LEARNING POLICY

(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

### PURPOSE

To ensure that all students and members of our school community understand:

- (a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school including our 1 to 1 iPad (BYOD) Program for grade 5 and 6 students.
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets - robotics, digital cameras and drones).
- (c) the school's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies.
- (d) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet.
- (e) the various Department policies on digital learning, including social media, that our school follows and implements
- (f) our school prioritises the safety of students whilst they are using digital technologies.

### SCOPE

This policy applies to all students at Apollo Parkways Primary School.

Staff use of technology is governed by the following Department policies:

- [Acceptable Use Policy for ICT Resources](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#)
- [Social Media Use to Support Student Learning](#).

Staff follow our school's Acceptable Use Agreement. Staff teaching in Grade 5 and 6 follow our 1 to 1 iPad Program Implementation Handbook. Both documents are reviewed annually and are located on the school's website.

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Apollo Parkways Primary School's Child safety Code of Conduct
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employees](#) (staff)
- [Code of Conduct for Directors of Victorian Public Entities](#) (school councillors)



## DEFINITIONS

For the purpose of this policy, “digital technologies” are defined as digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.

## POLICY

### Vision for digital technologies at our school

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

Safe and appropriate use of digital technologies, including the internet, apps, computers and tablets, can provide students with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from learning that is interactive, collaborative, personalised, engaging and transformative. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students’ particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Apollo Parkways Primary School believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our school’s vision is to empower students to use digital technologies safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Apollo Parkways Primary School uses Apple technology - hardware and software. Students and teachers utilise Apple technology daily at our school - this includes both iPads (iPadOS) and Laptops (OS). The classroom fleet of devices, software applications and maintenance are managed by the school’s Technology Co-ordinator and the accompanying Tech. team (featuring two service technicians).

### Personal devices at Apollo Parkways Primary School

Our school operates a BYOD program, which means Grade 5 and 6 students must bring their own purchased (school endorsed) iPad with them to school each day. Apollo Parkways supports parents to prepare their child’s device to comply with the school requirements as outlined in the 1 to 1 iPad Program Implementation handbook (updated annually). This document is introduced and presented to Grade 4 families in each year in term 4 to prepare for their transition into the program the following year. This handbook is also available to download from our school website. Parents have the flexibility to purchase their child’s iPad from any retailer. With a range of Apple technologies available in today’s market, Apollo Parkways chooses to provide and approve iPads that are only 10.2” in screen size. Student owned iPads brought into a school environment must be WiFi enabled only. Devices with cellular capabilities are not permitted. The technicians at Apollo Parkways install a profile on all student owned iPads allowing Grade 5 and 6 students to access the school’s Department of Education (DET) wireless network - *edustar*.



Students must bring a fully charged iPad to school each day to be used during class time for different learning activities.

Students are required to have their own iPad that must:

- be brought to school in a protective case
- have all school required apps installed (and the latest updated version)
- have at least 8 GB of storage available for school work
- operate on the latest iPadOS
- have access to the Google Apps for Education suite
- contain licensed and G rated software at all times

Please note that our school does not have insurance to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device. AppleCare Insurance is recommended in the school's *1 to 1 iPad Program Implementation handbook*.

Students, parents and carers who would like more information or assistance regarding our 1 to 1 iPad Program in Grades 5 and 6 are encouraged to contact the Technology Coordinator via the main office.

## **Safe and appropriate use of digital technologies**

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Example School, we are committed to educating all students to use digital technologies in ways that respect the dignity of ourselves and others and promote full flourishing for all, equipping students with the skills and knowledge to navigate the digital world.

At Apollo Parkways Primary School, we:

- are an accredited eSmart school and sustain this status
- have elected student leaders in Grade 6 (eLearning Captains) to promote cybersafety and safe and appropriate use of digital technologies across the school
- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- use of digital technologies in the classroom for specific purpose with targeted educational or developmental aims
- supervise and support students using digital technologies for their schoolwork
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have programs in place to educate our students to be safe, responsible and discerning users of digital technologies, including the whole school display of our Cybersafety Essentials posters in every learning area and participation in Safer Internet Day and eSmart Week each year.
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy online and security online
- actively educate and remind students of our Student Engagement policy that outlines our School's values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement outlining the expectations of students when using digital technologies for their schoolwork



- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities and removing offensive content at the earliest opportunity
- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies
- provide a filtered internet service to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents and carers to understand the safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter, information sheets, school website, compass notifications and information sessions.

Distribution of school owned devices to students and personal student use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement. This is updated annually and presented on Safer Internet Day upon the commencement of term one for students and their parents to sign and agree upon for duration of the school year.

It is the responsibility of all students to protect their own passwords and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify their classroom teacher and/or the Technology Coordinator, immediately.

All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

Information on supervision arrangements for students engaging in digital learning activities is available in our Yard Duty and Supervision Policy.

## **Social media use**

Our school follows the Department's policy on [Social Media Use to Support Learning](#) to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent.

In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a student on a personal social media account, or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.

If a staff member of our school becomes aware that a student at the school is 'following' them on a personal social media account, Department policy requires the staff member to ask the student to 'unfollow' them, and to notify the school and/or parent or carer if the student does not do so.



The Department's policy on [Social Media Use to Support Learning](#) outlines the requirements for the use of social media by school-based staff to support student learning. Social media use must be approved by the school principal if used by staff to support student learning if there is an appropriate educational purpose. Apollo Parkways Primary School does not endorse the use of social media as an educational tool.

## Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Apollo Parkways Primary School's Statement of Values, Student Wellbeing and Engagement policy, and Bullying Prevention policy.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Apollo Parkways Primary School will institute a staged response, consistent with our policies and the Department's student engagement and behaviour policies.

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation.

This includes:

- removal of network access privileges
- removal of internet access privileges
- removal of printing privileges
- removal of email privileges
- other consequences as outlined in the school's Student Wellbeing and Engagement and Bullying Prevention policies.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and child safety training processes

## POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2022
Consultation	Policy Subcommittee
Approved by	Principal School Council
Next scheduled review date	June 2024



## Acceptable Use Agreement 2023

Grade 5 and 6 - 1 to 1 iPad Program

### School profile statement

At Apollo Parkways Primary School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This Acceptable Use Agreement outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our School we:

- Have a Student Engagement Policy that outlines our School's values and expected student behaviour. This Policy includes online behaviours;
- Have programs in place to educate our students to be safe and responsible users of digital technologies (Safer Internet Day, eSmart Week, whole school 'Cyber safety Essentials');
- Educate our students about digital issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies in the classroom;
- Use clear protocols and procedures to protect students working in online spaces (Google Classroom). This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed;
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
  - [Bullystoppers Parent Interactive Learning Modules](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx))
  - [iParent | Office of the Children's eSafety Commissioner](https://www.esafety.gov.au/education-resources/iparent)  
(<https://www.esafety.gov.au/education-resources/iparent>)



## Safe and responsible behaviour

When I use digital technologies, I communicate respectfully by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel (ask students to reflect on how they would feel.)
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies, I protect personal information by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online.

This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent/s
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies, I respect myself and others by thinking about what I share online.

This means I:

- will think carefully about the content I create on my iPad and the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me
- ask permission before taking and/or using another person's image/video in any media I create
- use spaces or sites that are appropriate, and if I am not sure I will ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- will approach a teacher/speak to a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or harmful online behaviour. I will be an upstander
- will not deliberately search for something rude or violent
- am careful with the equipment I use and respect the digital technologies available at Apollo.

At school we/I have:

- discussed ways to be a safe, responsible and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.



## Student Agreement 2023

<b>Student Name:</b>	<b>Grade:</b>
I have read the Acceptable Use Agreement 2023 with my parents.	Sign here
I agree to follow <u>all</u> rules in this agreement to display safe and responsible behavior in all learning environments at Apollo Parkways Primary School and everywhere I use digital technologies.	Sign here
I understand that failure to follow the Acceptable Use Agreement 2023 may result in me having my digital technologies privileges suspended at school.	Sign here
I agree to abide by all guidelines and conditions as set out in the 1 to 1 iPad Program Implementation Handbook 2023. This includes keeping the school required certificate installed on my iPad to remain connected to the DET's filtered WiFi network - edustar.	Sign here
<b>Date:</b>	

## Parent/Guardian 2023

<b>Parent/Guardian Name:</b>	
I have read the Acceptable Use Agreement 2023 with my child.	Sign here & Compass acceptance
I will support the school's cyber safety program by emphasising to my child the need to demonstrate safe and responsible behaviour when using digital technologies at school and in our home.	Sign here & Compass acceptance
I give permission for my child to use a suite of applications and the internet at Apollo Parkways PS.	Sign here & Compass acceptance
I understand that my child needs to comply with the expected behaviours set out within this Agreement, and that there are school-based actions and consequences for inappropriate behaviours.	Sign here & Compass acceptance
I have read the requirements outlined in the 1 to 1 iPad Program Implementation Handbook 2023 to support my child to participate.	Sign here & Compass acceptance
<b>Date:</b>	





# Notes