



# MEDOWIE CHRISTIAN SCHOOL

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A MINISTRY OF MEDOWIE BAPTIST COMMUNITY CHURCH

## **iPad/Portable Device Guidelines and Acceptable Use Policy 2013**

### **Terms and Conditions For The Use Of Medowie Christian School iPads**

#### **Introduction**

This Document Covers the use of iPads as an educational tool at Medowie Christian School. It contains guidelines that covers the use of iPad devices and the responsibilities of all stakeholders, Staff, Students and Parent/Caregivers.

#### **Please note:**

This iPad Policy is a work in progress and may be modified as we gather information from the iPad Pilot Program.

The guidelines may seem a bit rigid and strict but we would like to set a high standard from the beginning.

Our goal is to train and equip students to use technology as a regular part of their learning; to respect and take care of all devices and to make safe and responsible decisions in the cyber world.

# Medowie Christian School iPad/portable device Guidelines and Acceptable use Policy

The focus of the iPad program at Medowie Christian School is to provide tools and resources for the 21<sup>st</sup> Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future, and one of the learning tools of these 21<sup>st</sup> Century students is the iPad. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for further studies and the workplace.

Learning results from continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. On the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all iPads used at Medowie Christian School, including any other device considered by the administration to come under this policy. Teachers may set additional requirements for use in their classroom.

The use of technology at Medowie Christian School is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions outlined in this policy, privileges may be terminated, and the appropriate disciplinary action will be taken.

***Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.***

## Taking Care of Your iPad

Students are responsible for the general care of the iPad they use at Medowie Christian School. It is the sole responsibility of the child to take care of their iPad. iPads that are broken or fail to work properly should be fixed as soon as possible to resume daily work.

### General Precautions

- While the iPad is in use it is the student's property and should be treated with respect and care.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- The iPad and case must remain free of any writing, drawing, stickers, or labels that are not the property of Medowie Christian School.
- iPads must never leave the class room or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.
- Students must keep their iPad in the protective casing at all times.

### iPad Undergoing Repair

- iPads that are broken or fail to work should be fixed as soon as possible to resume daily work. **(If available** a school replacement may be issued to the student for 1 week while their device is being repaired – this device will stay at school).

### **Carrying iPads**

- iPads must always be within the protective case.

### **Screen Care**

- The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen or the corners of the iPad.
- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- Do not “bump” the iPad against desks, walls, doors, floors, etc. as it will eventually break the screen.

## **Using Your iPad at School**

iPads are intended for use at school each day. Individual teachers may have certain expectations about what they want the students to have on their iPad and it is their prerogative and the students in their class must comply.

### **Keeping your iPad secure at school**

- When a student or their class is out of the classroom, iPads must be locked up in secure a location (iPad trollies or locked storage/cabinets)

### **Charging Your iPad’s Battery**

- iPads must be charged each day at the designated charging stations
- In cases where use of the iPad has caused batteries to become discharged, students may be able to connect their iPads to a power outlet in class.

### **Sound, Music, Pictures, Games or Programs**

- Sound must be muted at all times unless permission is obtained from the teacher. Students may bring headphones to use when a teacher deems it suitable.
- All apps will be approved and installed by MCS IT staff/Principal
- Internet games that are not deemed as educational content are not to be downloaded or played at school. If game apps are installed, they will be with Medowie Christian School staff approval.
- Inappropriate media may not be used as a screensaver or background photo.
- Apps, Videos and photos must be suitable for G audience. Presence of guns, weapons, pornographic materials, suggestive images, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in removal of content and disciplinary actions.

## **Printing and Internet Access**

- Printing will be available with the iPad on a limited basis.
- Students will have a small internet of 1GB per month, this will cover internet browsing for research, required app use and other downloads permitted by staff and teachers. (iOS updates are suitable at school)

## **Managing Your Files & Saving Your Work**

### **Saving to the iPad/Backups**

Students may save work to the applications on the iPad. It is also advised that students use icloud, Dropbox (internet storage) or iTunes (sync to home computer) to back up the information on their iPad. Students will hand up assignments as specified by the individual teacher. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

### **Network Connectivity**

- Medowie Christian School makes no guarantee that their network will be up and running 100% of the time.
- In the rare case that the network is down, the School will not be responsible for lost or missing data. Students will be allocated a monthly data limit of 1GB to access the internet (this will not be large enough to download large applications or internet video)

### **Software on iPads/ios Updates**

- Students will be required to have the set curriculum apps loaded on their iPad at all times, these will be determined by the teachers at the start of the year. Students will be required to have their iOS (operating system) updated regularly to keep up with security and new developments.

### **Additional Software**

- The iPad may only have content that is G rated at school, this includes applications.
- Students will be asked to delete any apps that contain violence, age specific Social networking (facebook), sexual content, inappropriate language etc.

### **Inspection**

- Students may be selected at random to provide their iPad for inspection.
- Inappropriate content will be removed, students who refuse to remove inappropriate content will not have use of their iPad at school until it has been removed.

## **Damages to iPads and Consequences**

### **School iPads**

School iPads may consist of; iPads in the Library, Class iPads, Special Education iPads and other iPads that the School has provided for students use. iPads that belong to the School will need to be looked

after as the guidelines state. The teachers are responsible for these devices and they must make sure they are in a secure location when not in use.

### **Teacher iPads**

Teachers may bring their own device to school to work on. These devices are not to be used by students as they may contain personal information and to prevent accidental damage. Teacher iPads need to have a security code screen lock to keep their information secure.

### **Possible damages**

The iPad is a portable device that, when not protected properly can be damaged:

- Screen can be cracked, outer case dented and internals damaged if dropped
- If submerged in water or exposed to extreme heat the internals of an iPad can be damaged

The best way to prevent damage is to get a heavy-duty case and keep it secure.

### **Consequences**

In the event that an iPad is broken the teachers in charge will resolve the issue and give appropriate consequences.

School insurance does not cover the deliberate or accidental damage of individual iPads. The student/students involved will be liable for any damages caused.

- If a student accidentally or deliberately drops/damages their own device they are completely responsible for the damages and replacement/repair. (If it was accidental the School may provide a loan iPad if available for 1 week)
- If a student accidentally or deliberately drops/damages another student's device they are completely responsible for the damages and replacement/repair. (The school will have the broken device repaired and charge the student/students that are at fault)
- Teachers will also give appropriate consequences in line with the school's behaviour policy in regards to deliberate damage and inappropriate use of iPads in the school environment.

iPads should not be damaged if they are enclosed in a heavy-duty case and handled with care.

## **Student Responsibilities & Guidelines**

As a student at Medowie Christian School, you are required to agree to the Student iPad Policy & guidelines before you use an iPad at school. This contract confirms that you have read the guidelines and responsibilities you are expected to uphold as a digital citizen at Medowie Christian School. It is your responsibility to make good choices and uphold the expectations below. If you choose not to follow these expectations you may forfeit the right to use an iPad at school and other disciplinary action as appropriate.

### **Student Responsibilities**

- Students will use computer/devices in a responsible and ethical manner.
- Students will obey general school rules concerning behaviour and communication that apply to

iPad/computer use.

- Students will help Medowie Christian School protect its computer system/devices by contacting an administrator about any security problems they may encounter.
- Students will monitor all activity on their account(s).
- Students should always turn off and secure their iPad after they are finished working to protect their work and information.
- Students will use the Internet in a safe and appropriate manner, any offensive or inappropriate websites must be reported to class teacher immediately so that they can be blocked.
- Students will respect and look after all iPads including their own, the school's and other student's iPads.

## **Student Activities Strictly Prohibited**

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Messaging services (i.e. MSN Messenger, ICQ, facebook, twitter etc.)
- Internet/computer games that are not deemed as educational by teacher.
- Downloading apps that are not for school curriculum.
- Gaining access to another student's accounts, files, and/or data.
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behaviour.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Medowie Christian School web filter through a web proxy.

## **iPad Care**

- iPad batteries must be charged and ready for school each day.
- Borrowed iPads that malfunction or are damaged must be reported to the IT Department. iPads that have been intentionally damaged from student misuse or neglect will be repaired with the cost being borne by the student. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally or be responsible for full replacement cost.
- iPads that are stolen or lost must be reported immediately to the Office.

## **Legal Propriety**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Use or possession or hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

## **Student Discipline**

- If a student violates any part of the above policy, he or she will be subject to consequences as outlined in the Medowie Christian School iPad Policy.

## **Protecting & Storing Your iPad tablet**

### **iPad Identification**

Student iPads will be labelled in the manner specified by the school. iPads can be identified in the following ways:

- Record of the iPads serial number on the School data base

### **Storing Your iPad**

When students are not using their iPads, they should be stored in a classroom, in the secure storage location designated by their teacher. iPads are not to be taken out of the classroom during lunch and recess time unless permission is granted by a teacher for a specific purpose (not gaming).

***Do NOT leave your iPad in a place that is experiencing extreme hot or cold conditions. Extreme heat or cold can cause severe damage.***

### **iPads Left in Unsupervised Areas**

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, library, unlocked classrooms and toilets. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the Library or the office. Violations may result in loss of iPad privileges and/or other privileges.

# Medowie Christian School

## Student iPad Policy Agreement

- I will take good care of my iPad.
- I will charge my iPad's battery daily.
- I will know where my iPad is at all times.
- I will never loan out my iPad to other individuals.
- I will respect and look after school iPads and other students' iPads.
- I will never leave my iPad unattended and will lock it up when outside the classroom.
- I will keep food and beverages away from my iPad as they may cause damage.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will protect my iPad by only carrying it in its protective casing.
- I will use my iPad in ways that are appropriate, meet Medowie Christian School expectations, and are educational.
- I understand that my iPad is subject to inspection at any time without notice, and will provide any security information to access all content.
- I will follow the policies outlined in the Medowie iPad Policy.
- I will be responsible for all damage or loss of any iPad that is caused by my neglect or abuse.

I understand that the Internet can connect me to much useful information stored on computers around the world. While I have access to the Internet:

- I will use it only for educational purposes.
- I will not look for anything that is illegal, dangerous or offensive.
- If I accidentally come across something that is illegal, dangerous or offensive, I will:
  - clear any offensive pictures or information from my screen or ICT devices and then
  - immediately and quietly inform my teacher.
  - I will not use the Internet or email to annoy, offend or harass anyone else.

### COMPUTER NETWORK AND INTERNET AGREEMENT

I understand that the School monitors both the Internet and computer network usage and if the School decides I have broken these rules, appropriate action will be taken. Any attempt to circumvent the policies of the network or put at risk the security of the network or other computers on any network will be considered a breach of this agreement. The consequence of this may include the School limiting my access to computer facilities and/or loss of my Internet and email access for some time, and may also incur harsher disciplinary action at the discretion of the School's Leadership. Serious and unlawful actions will lead to police notification.

*Students experiencing difficulties with computers or the network are to report the matter to ICT Services and/or their teacher.*

**I agree to the conditions set forth in the Medowie Christian School iPad/portable device Guidelines and Acceptable use Policy.**

Student Name (please print): \_\_\_\_\_ Class: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To allow your child to participate in the iPad Program please sign and return this Agreement to the class teacher.



(Students will not have access to iPads unless the Student and Parent iPad Policy Agreements are signed and returned)

## Medowie Christian School

### Parent iPad Policy Agreement

As a Parent/Guardian of a student at Medowie Christian School we require you to accept the Policy we have provided for your student/s. We also ask you to take your part as a parent to support the policy and help educate your child in the area of technology and the cyber world.

#### Parent/Guardian Responsibilities

- Talk to children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies and radio.
- Understand that the child and parent hold full responsibility for their device and will not hold Medowie Christian School liable for any mistreatment, breakages, vandalism or loss of device.
- Understand that students under the age of 13 may not take part in age restricted social networking sites such as Facebook.

#### School Responsibilities

- School will provide Internet access to its students.
- School will seek to block materials considered by the School to be inappropriate.
- School will make available storage facilities for devices to assist in protecting the security of devices.
- Medowie Christian School reserves the right to review, monitor and restrict information stored on or transmitted via owned equipment and to investigate inappropriate use of resources.
- School will provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.
- Staff will carefully select online content for students to use and at times allow students to create accounts to log on to appropriate educational resource sites with your permission. i.e. Mathletics, edmodo, specific apps etc.

I \_\_\_\_\_ Agree to the Medowie Christian School iPad Policy as a Parent/Guardian. I

also agree to the following Student iPad Policy Agreement for my Child \_\_\_\_\_

## Medowie Christian School

# Teacher iPad Policy Agreement

- I will take good care of my iPad.
- I will charge my iPad's battery daily.
- I will know where my iPad is at all times.
- I will never loan out my iPad to other individuals.
- I will respect and look after school iPads and others' iPads.
- I will never leave my iPad unattended and lock it up when outside the classroom.
- I will keep food and beverages away from my iPad as they may cause damage.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will protect my iPad by only carrying it in its protective casing.
- I will use my iPad in ways that are appropriate, meet Medowie Christian School expectations, and are educational.
- I understand that my iPad is subject to inspection at any time without notice, and will provide any security information to access all content
- I will follow the policies outlined in the Medowie iPad Policy
- I will be responsible for all damage or loss of any iPad that is caused by my neglect or abuse.

I understand that the Internet can connect me to much useful information stored on computers around the world. While I have access to the Internet:

- I will use it only for educational purposes.
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- If I accidentally come across something that is illegal, dangerous or offensive, I will:
  - clear any offensive pictures or information from my screen or ICT devices and then inform my supervisor.
  - I will not use the Internet or email to annoy, offend or harass anyone else.

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*Staff experiencing difficulties with computers or the network are to report the matter to ICT Services and/or their supervisor.*

**I agree to the conditions set forth in the Medowie Christian School iPad/portable device Guidelines and Acceptable use Policy.**

Teacher Name (please print): \_\_\_\_\_ Class: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_