



BYOiPad (Bring Your Own iPad) Policy

1. RATIONALE

The focus of the BYOiPad program at Stirling East Primary School is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future. While there are many options, the learning tool/device we support at Stirling East Primary School 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. Digital Technologies value adds to, and strengthens, the learning in our school setting.

2. INTENDED USE

This BYOD Policy has been developed to inform the Stirling East Primary School (Students, Staff, Parents and Administration) of the roles and responsibilities of maintaining a responsible, safe and effective BYOiPad program.

2.1 WHO DOES THIS POLICY APPLY TO?

This policy applies to all stakeholders involved in Stirling East Primary School's BYOiPad Program, including:

- Students;
- Staff;
- Parents/Caregivers

2.3 WHAT DEVICE/S DOES THIS POLICY REFER TO?

For the purposes of this policy, the term 'devices' refers to the use of the Apple tablet range of products (iPad and iPad Mini). The school has chosen to only allow Apple iPad tablets as part of the Bring Your Own iPad (BYOiPad) program as this will ensure consistency and manageability. This does not include iPhones. For further information regarding bringing mobile phones to school, please consult the school's 'Mobile Phones and Personal Devices' policy.



3. IMPLEMENTATION

3.1 MINIMUM DEVICE REQUIREMENTS

The iPad brought to school will be capable of running the latest operating system. The school will have a recommended model. Second hand devices can be utilised but must be capable of running the latest operating system to ensure the ability to operate latest versions of apps and ensure device security.

The school does not require, nor recommend 4G-5G capable devices.

The school encourages all devices to be housed within a 'hard shell' protective case. The school will supply one case per child at the school's expense or parents may elect to purchase a case of their choosing.

3.2 EQUITY AND ACCESS

Stirling East Primary School supports families in the following ways:

- Parents may elect to purchase an iPad through the school via an authorised Apple Reseller of the school's choosing. This may represent savings of the RRP.
- When purchasing through the school, parents have the option to enter a purchase plan over 12 or 24 months. There is no financial gain for the school – this is a service offered to support parents.
- The school will provide a protective case for the device – irrespective of where the device is purchased from. Parents are under no obligation to utilise this offer or put the iPad in a protective case. Damage to the iPad is not the school's responsibility.
- The school will have some devices available for students to access, however these devices will be shared with other students and access to these devices on a 'as needed' basis is not guaranteed.

3.3 TECHNICAL SUPPORT

As part of the BYOD Program, Stirling East Primary School will offer technical support to ensure the iPad operates effectively within the school environment/network.

As a courtesy service, the school offers technical support to families in the following:

- Initial setup
- Setting restrictions
- Setting up an AppleID (for the child)
- Setting up Family Sharing



Due to the device being owned by the student and family, all other technical support and warranty issues will need to be sourced by the student's family from an external source. Parents may choose to purchase Apple Care Plus for the device when purchased, which includes support directly from Apple.

Stirling East Primary School, as part of its responsibilities will, from time to time, provide 'How to' guides to families.

3.4 ACCIDENTAL DAMAGE AND THEFT

The school is unable to provide accidental damage or theft cover for 3rd party (student-owned /teacher-owned) devices and shall therefore not be liable for any damage or theft. Stirling East Primary School encourages parents/caregivers to source accidental damage and theft insurance from an external insurance provider.

3.5 INTERNET AND NETWORK USAGE

All students, staff and parents are expected to adhere to Stirling East Primary School's Acceptable Use Agreement.

When devices are operated within the school's network they will be subject to the filtering and restrictions set by the school and the Department for Education. Filtering and restrictions are not considered foolproof and Stirling East Primary School expects each individual to undertake their role as a responsible 'digital citizen.' The school has a responsibility to its staff and students to ensure they are provided with the knowledge and education to understand the roles and responsibilities required to be a 'digital citizen.' Please note that these filtering and restrictions are unavailable outside of the school network and parents may wish to explore options available to households to set restrictions.

3.6 ROLES, RESPONSIBILITIES AND GUIDELINES

Students of Stirling East Primary School are encouraged to utilise technology, including iPads, to enhance their learning experiences wherever possible. We know that eLearning compliments many areas of the curriculum and wish to make the most of this, however we also know that to do so, all stakeholders must be aware of their roles and responsibilities.

4. STUDENT RESPONSIBILITIES

As part of the Stirling East Primary School BYOiPad program, students will ensure that they:



- Use their iPads in a responsible and ethical manner;
- Ensure their iPad is charged, has enough storage space (minimum of 1 gig available at all times) and is kept in secure casing to enable daily use;
- Obey general school rules concerning behaviour and communication in line with the Schools Acceptable Use Agreement;
- Protect their devices by contacting their teacher/administrator about any security problems they may encounter;
- Monitor activity and communication and report any behaviour that is not in line with the school's 'Acceptable Use Agreement'
- Do not share their passwords
- Report any damage to their teacher immediately so that the teacher may investigate and inform the administration and parents of the child(ren) regarding the circumstances;
- Will use the internet and the device in a safe and appropriate manner and will report any inappropriate or offensive websites/behaviour/communication to their teacher so that the administration can deal with issues; and
Respect and look after all iPads, including their own, others students and the school's iPads

5. PROHIBITED STUDENT ACTIVITIES

- Illegal installation or transmission of copyrighted materials;
- Any action that contravenes school or DfE policy
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials;
- Accessing and using internet/app-based games within school time that are not deemed educational by the teacher without prior permission;
- Using messaging/social media services within school time without the prior permission of the student's teacher.
- Installing and using Apps which stipulate a minimum age requirement within the app's/site's Acceptable Use Agreement whereby the student does not meet this minimum age requirement.
- Gaining access to another students', files and/or data without that student's knowledge and permission;
- Giving out personal information, for any reason, over the internet. This includes, but is not limited to, setting up internet accounts including those necessary for social media, email, etc.
- Participating in fraudulent or other illegal behaviour
- Vandalising (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 personal, other students or the school's range of technology;

- Participating in any form of bullying via social media (including, and not limited to texting, social media posts, emailing, posting and accessing other student's devices)

6. **STUDENT GUIDELINES**

6.1 **iPad Identification**

Upon enrolling the iPad at the school, the school's iPad management system will enable the school to identify device ownership. The school will keep a record of the iPad's serial number to aid in identifying the device. Information will be kept private and removed from the school database when the student leaves the school.

Parents may also wish to configure the 'Find My iPad' app to not only identify, but also make it easier to locate the device should it become lost or stolen. The school is unable to track or utilise the Find my iPad features for privately owned devices. The school is unable to track or monitor device usage once disconnected from the school network/wifi.

6.2 **Inspection**

Suspicion of inappropriate content which presents a (potentially legal) concern will be managed in line with DfE guidelines. If inappropriate content is found, parents will be contacted and the content will be removed from the device or the iPad will be given back to the parents until such time as the content has been removed.

6.3 **Transporting your device**

When students are transporting their devices in and around the school (for example to a specialist subject), they should ensure that they are carrying the device with two hands. Students should never run with devices. Students should move and act sensibly whilst carrying the iPad. iPads should not be used in the school grounds prior to the school day starting or at the end of the school day.

6.4 **iPads left in unsupervised areas**

Under no circumstances should iPads be left in unsupervised areas (including, but not limited to, school grounds, open building spaces, computer lab, specialist areas, library, offices, unlocked classrooms or toilets). Damage to and/or loss of devices left under these circumstances are not the responsibility of the school.



6.5 Screen care and cases

Stirling East Primary School strongly recommends a hard shell case for the device. The school will provide, at parent request, a recommended hard shell case, to the student at no cost. Only one case will be provided per student and additional cases will need to be provided by parents. Such cases significantly reduce the risk of damage to the device. The school is able to provide options and advice around cases. Most hard shell cases will include a screen protector. If the cases does not include an in built protector, adding a screen protector is highly recommended. Screen protectors will only protect against scratches whilst a hard shell case will minimize risk of cracked screens or internal damage. The screens are particularly sensitive to damage from excessive pressure on the screen or corners of the device.

Students should ensure that they do not lean on, or place anything near the device that could place unwanted pressure on the iPad screen.

6.6 Charging Your iPad's Battery

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Failure to charge the device interrupts the learning program and disadvantages students.

6. Sound, Music, Pictures, Games or Apps

Any content stored on the device must meet DfE and school policy/guidelines. Personal or non-educational content may be stored on the device (as negotiated between parent and child) but should be deemed appropriate to be viewable at school. Examples of inappropriate content would include (but not exclusive to):

- Music labeled 'explicit' by a music streaming service and/or with explicit/inappropriate lyrics.
- Movies, TV shows or any other media content which is rated for viewing above a child's age
- Apps which are rated for usage above a child's age – especially social media apps
- Photos or images which may be deemed as offensive or disturbing.

Parents may give permission for non-education based apps (ie games) to be installed on the iPad. These will not be played at school during lesson time. In circumstances where students are unable to play outside during break times (ie – wet weather) some use of games may be allowed with teacher supervision.

In circumstances where the above is breached, where necessary, parents will be contacted.



6.8 Saving to the iPad/Backups

As a matter of 'good digital housekeeping' it is recommended that the iPad is backed up (by cloud or to another device) on a regular basis. (ie - weekly). Failure to do so may result in student's work being lost, impacting upon learning programs. Backing up of (locally stored) data is not a school responsibility.

6.9 School App Distribution

The school uses Mobile Device Management (MDM) Software to distribute paid and free apps to BYOiPads. Any apps added to the device by the school will occur at no cost to students/parents. These apps can be used freely outside the school. Upon the student ceasing their enrolment at the school the school will 'recall' these apps. This may result in some apps, after a period of time, automatically removing themselves from the device. Whether the app is removed from the device, and after what period is not determined by the school and is determined by each App developer.

7. PARENT/CAREGIVER RESPONSIBILITIES

Parents/Caregivers are an important part of Stirling East Primary School's BYOiPad program and can assist in ensuring the safety of our students is maintained. We ask that all parents/caregivers:

- Talk to their children and establish standards and values that their child(ren) should follow when using their device and accessing the internet and applications at home. Similar to discussing what is acceptable when accessing other sources of media such as television, phones, movies etc. (The school advises that usage at home is always supervised);
- Understand that the child and parent hold full responsibility for the device and Stirling East Primary School is not liable for any mistreatment, breakages, vandalism or loss of the device.
- Consider taking up accidental damage and theft insurance, and/or AppleCare+ (offered by most insurers) to be covered in the event that their child's device is damaged.
- Make sure the device is clearly labeled with the child's name and that they too, have recorded the serial number of the device;
- Ensure that the device is synced/backed up regularly.
- Understand that access and membership to many social networking sites/apps is age dependent and therefore children under this age should not have these apps on their devices or sign up to them.
- Access and familiarise themselves with Cybersafety resources and information.



- Where able – setup Family Sharing to support appropriate usage.
- Be considered in setting restrictions on the device that support keeping children safe, but do not impede their ability to use the device at school.

8. SCHOOL RESPONSIBILITIES

The school provides the foundation of the BYOiPad Program and has an essential role in ensuring not only educational value, but also social responsibility and safety is developed by its students. As part of the program Stirling East Primary School will:

- Ensure all staff are trained in using the device and are familiar with the processes pertaining to the BYOiPad Program;
- Train teachers about cybersafety and to allow curriculum time for teachers to teach about being cybersafe to their students;
- Provide filtered internet access to its students and monitor student use
- Seek to block materials considered offensive, profane, threatening, pornographic, obscene, or sexually explicit;
- Provide support for parents where practical through means such as ‘How to’ documents and parent information sessions
- Provide a curriculum that promotes Cybersafety and responsible Digital Citizenship.
- Provide a curriculum that promotes 21st Century Learning and utilisation of Digital Technologies when they are recognised as being the most applicable resource to use.