

# Parents & Students iPad & Macbook Policy and Procedures

## Devices for Learning

Technology is not going away. Every job requires you to use devices, software and the internet to complete work. Our job is to prepare students so that they can use technology in whatever role they have in the future. Our success depends on a partnership between the home and the school.

## College

### Responsibilities

1. Australian Christian College in Albany recognises student wellbeing and safety are essential for academic and social development and support the use of emerging technologies in education.
2. As a school has ultimate responsibility for a child's safety when at school – any use of technology at school, or connected with school, must be done within a safe framework. Accordingly the school will develop policies and guidelines to assist in developing a safe framework.
3. The school will also periodically review its policies and practices to ensure that any use of technology continues to meet the requirements for being safe as well as enhancing learning.
4. The school will provide support and access to training for parents and students to assist in student well being and ongoing learning.

The purpose of this policy is to make learning the central focus of the device during the school term through proactive management and monitoring.

## Parents

### Responsibilities

1. Parents purchase the right device for their child as per the requirements below.
2. Parents develop their own technology skills so that they can have effective conversations with their children.
3. Parents manage & monitor their child's access to:
  - a. The internet
  - b. All forms of communication
  - c. Software & content
4. Parents complete the training provided by the school.
5. Parents actively support the Technology device procedures of the College.

## Managing the Devices

Parents are required to purchase an appropriate case for the device. The recommended cases are:

1. iPad - the OtterBox Defender <http://www.otterbox.com>
2. Macbook - the Urban Armour Gear Case <https://urbanarmorgear.com>

## Managing the Macbook Software

1. Parents complete the training provided by the school on Macbook management. This may involve face to face training sessions each year or watching videos developed to deal with specific problems. The school will send the parents a link in order to access these resources.
2. Parents are required to setup an Apple ID for the student. The parent may choose to associate the Apple ID with Family Sharing.
3. Parents are required to setup a managed account for the student on the Macbook. The managed account allows the parent to control the following:
  - a. Apps: Prevent the child from using the built-in camera and joining multiplayer games in Game Center. Restrict a child's contact with other people through Mail. Specify which apps the child can access.
  - b. Web: Limit access to websites, or allow unrestricted access.
  - c. Stores: Disable access to the iTunes Store and the iBooks Store. Limit a child's access to music, movies, TV shows, apps, and books to only those with age-appropriate ratings.
  - d. Time: Set time limits for weekdays, weekends, and bedtime.

## Managing the iPad Software

1. Parents complete the training provided by the school on iPad management. This may involve training sessions each year.
2. Parents are required to setup an Apple ID for the student. The parent may choose to associate the Apple ID with Family Sharing.
3. Parents are required to update the iPad when required with apps required by the school.

## 2018 Device Requirements

Year Level	Device Requirement
Pre-Primary to Year 2	No device required.
Year 3-4	No device mandated but Apple iPad recommended.
Year 5-8	Apple Macbook or iPad (2014 or above)
For 2019: Year 9-12	Apple Macbook only

# Students

## General Guidelines

1. All device usage is in accordance with school rules.
2. The devices are for educational purposes only. Only approved applications can be installed.
3. Students in Pre-Primary to Year 8 are not permitted to use their devices outside of the classroom (before school, during recess, and lunch) whilst on school grounds. Students in Years 9-12 can only use such device for educational purposes.e.g. Study for test or assignments.
4. Students are to ensure that all software required is installed and not removed to make space for entertainment applications.
5. Students are to ensure all required textbooks are installed.
6. Students are to ensure that there is enough space on their device for class content. If there is insufficient space for a class task the student may be requested to delete entertainment applications and data to ensure that they can complete their work.
7. Any problems of theft and damage are to be reported to the School Office, however the school does not accept any responsibility or liability for any theft of, or damage to, any device.
8. The student's device is clearly labelled to ensure that it can be quickly returned if misplaced.
9. Students are permitted to use their device on the private school bus, to and from school on their normal daily journey.

## Cause & Consequences for breaches of Apple Device Usage at School

The school views the iPad and Macbook as a device for learning where appropriate. There are many behaviours that are counter-productive for learning when the student is at school. These rules are applied across all teachers and all subjects for our High school students. Please also note that by 2019 at Year 9 - 12 students will have their own Macbook.

Cause	Consequence
The student fails to bring their Apple device to school, without a letter of explanation from a parent.	Parent notification. Second time this may lead to detention.
The student does not have the app required for class.	Following a warning - Detention + parent notification
The student uses an app to communicate with other students without authorisation from their teacher. For example, using iMessage to chat in class.	Detention + parent notification

The student is off task during the lesson. For example, browsing the internet, setting up desktop or playing a game.	Following a warning - Detention + parent notification
The student deletes their browsing history nor presents it for inspection as requested by their teacher.	Detention + parent notification
For a repeated breach of these rules.	Device can be confiscated by the teacher for parents to collect from the office
Student fails to bring device fully charged to school	Following a warning - Detention + parent notification