



Rosary Primary School

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Dear Parents

This year there will be some changes to the way that the BYOD iPad program is managed. Previously we have used AirWatch an MDM (Mobile Device Management) system administered by the Catholic Education IT Team. We are moving away from a centralised system to an individually managed process. To prepare your child's iPad please complete the following two steps.

1. Set up your iPad for general home use. To set up a new iPad, turn the device on and follow the prompts. You will need an Apple ID so apps can be downloaded from the App Store. If your child knows the password to the Apple ID that is used on the iPad we strongly advise that you do not attach payment details to that account.
2. Download the following apps: Google Classroom, Mathletics, iMovie, Pages, Garageband and Keynote. All of these apps are free.

We are hoping to provide the apps Explain Everything and Book Creator which, as a school, can be purchased at a discounted price. These apps will be made available via redeemable codes. We are currently waiting on advice from the Catholic Education Office as to how this will be done and we will notify you as soon as we find out.

Once these steps have been completed the iPad is ready for school. Please let me know if you have any problems.

Before students can bring their iPads to school they will also need to complete the attached 'Student Acceptable Use Agreement' and 'BYOD iPad Agreement'. Students not using a BYOD iPad will need to return the 'Student Acceptable Use Agreement' only.

We ask that you discuss the content of the agreement with your child and that you identify three rules that will be followed by your child at home. There are many websites that provide advice and ideas for developing rules for technology use at home.

For example:

<http://nspt4kids.com/parenting/how-to-set-technology-rules/>

Finally, we ask that you talk with your child about appropriate behaviour and be aware of what they are doing if you allow them to use social media. There have been occasional instances in the past where some students have been involved in iMessage conversations, outside of school hours, that have not displayed the level of respect we would expect from our students. Please note the following:

1. Students are not allowed to use iMessage during the day. It is to be turned off prior to arrival at school. In the event that students do not follow this rule, consequences from the Rosary iPad Student Agreement will be followed.
2. If you need to communicate with your child during school hours, please send a message through the front office.
3. We ask that you consider the merit of your child participating in iMessage conversations.

4. Messaging is similar to texting in that students receive a notification that they have a message or that they have been invited to join a conversation. These notifications are not received if iMessage is turned off.
5. Your child's participation in an iMessage conversation is a parental decision but we encourage you to be aware of tone and content. Students need to remember that they are talking to another person and this should be done courteously and with respect. Would they say the same things if a parent or teacher were present?
6. Please remind your child that these conversations are not private.
7. iMessage can be turned off. To do so, go to settings. On the left hand side scroll down to Message and in the right window turn iMessage off.

Parents can set restrictions on their child's iPad if they wish. For information on setting restrictions please go to the Rosary website iPad page.

Yr 5 students can bring their iPads to school next Monday (12 February). Please do not send the iPad if you have not yet purchased/received a cover for your iPad.

Kind Regards

John O'Brien



Rosary Primary School

Years 5 and 6 iPad Agreement 2018

- I will follow the “Student Acceptable Use Agreement 2018” set out by the Catholic Education Office.
- I will follow all instructions given by a teacher about my iPad, including turning off the device or handing over the device to the teacher on request.
- I will only access the Internet at school through the school’s wireless network.
- I will bring a fully charged iPad to school every day. If I miss work because my iPad is not charged I will be required to complete the work in my own time.
- I will handle my iPad respectfully.
 - I will not take my iPad out of its cover
 - If I need to carry my iPad when I am using it, I will close the cover and carry it using both hands
 - I will not run while carrying my iPad
 - I will not eat or drink when I am using my iPad
 - I will not leave my iPad on the floor
 - I will not lend my iPad to others
 - I will store my iPad securely when not in use
- I will not take my iPad outside the classroom except with permission from the teacher.
- I will not use my iPad to take photographs or record video or sound without the permission of a teacher and all the people being photographed and/or recorded.
- Images and video taken at school are only to be used for educational purposes.
- I will use my iPad as a learning device.
 - I will not text or play unapproved games during school time
 - I will not use social media at school
 - I will only use YouTube when instructed to by the teacher
 - I will ensure that there is space on my iPad for educational apps and content
- I will keep my iPad in my school bag to and from school at all times.
- I will report damage or loss of my iPad immediately to my teacher or my parents.
- I will not share my passwords with other students.



Rosary Primary School

Years 5 and 6 iPad Agreement 2018

I commit to using the iPad **at home** under the conditions applied by my parents and agree to the following three rules:

1. _____
2. _____
3. _____

Consequences for breaking the iPad Agreement

1st time: The iPad will be confiscated from you for the remainder of the lesson. You will be responsible for making up any missed work. The teacher will contact your parent/s.

2nd time: The iPad will be confiscated from you and may be picked up at the end of the day. You will be responsible for making up any missed work. The teacher will contact your parent/s.

3rd time: A conference with you, your parent/s, your teacher and Mrs van der Sanden will take place, and a plan will be written.

4th time: A second conference with yourself, your parent/s, your teacher and Mrs van der Sanden will take place, the plan will be revised, and further consequences will be discussed.

Not all iPad misuse is the same. Some misuse could result in greater consequences than those listed above. Students may be banned from bringing their iPad to school and/or using it on the school network.

Parent's signature

Parent's name

Date

Child's signature

Child's name

Date



Rosary Primary School

Student Acceptable Use Agreement 2018

Dear Parents

To have access to Information and Communication Technologies (ICT) at Rosary Primary School your child needs to follow these agreed practices. We ask that you discuss the appropriate use of ICT with your child and complete the Parent Acknowledgement section. Students in Years 3-6 will need to complete the Student Agreement section.

Please return the completed form to school as soon as possible as your child will be unable to use the school's network or the Internet until it has been received.

Student Agreement

Using Information and Communication Technologies at school is a privilege. I have conditions to follow, which are for the safety and privacy of myself and others.

I will:

- Treat the school's ICT equipment with care and use it responsibly for educational purposes.
- Use the computers and Internet as instructed by my teacher(s).
- If I find inappropriate material, turn off the monitor and then tell my teacher or another adult immediately.
- Publish work and send emails using language I know is acceptable in my school.
- Tell the teacher if I receive a message that makes me feel uncomfortable.
- Respect the privacy of all computer users at school by correctly using passwords, and opening only my own work and emails.
- Be aware that it may not be possible to delete items stored on social media sites.

I will not:

- Give out any personal information that could be used to identify me, my family or friends, such as my surname, address, phone number or photo of myself, my parents or any other person while using the Internet.
- Pretend to be another person when communicating on the Internet.
- Break copyright law by copying and/or using another person's work.
- Write or send messages that would make another person feel uncomfortable.
- Pass on information with or about inappropriate material to other students.
- Waste materials through excessive printing or downloading.
- Misuse the Internet or encourage others to do so.
- Download or install any software or store files on my school's computer facilities without the permission of a teacher.
- Use the school's network for commercial purposes.
- Access a social media site on any device at school without the permission of a teacher.
- During personal use of social media sites communicate with my teachers or invite teachers to join my personal networks.
- Post any images, videos or comments about any member of my school community that might indicate I am representing the school or that might give my school a bad name or offend any member of the school community.

- Upload any images of other members of the school community without their permission.
- Upload any images of myself or other students in uniform or identified with the school in any other way without the permission of the Principal.

Student's signature: (Year 3 and above) _____

Name (print) : _____

Date: _____

Breaking the Student Agreement

If a student breaks the Student Agreement a number of steps can be taken:

- Withdrawal of individual log-on to network and/or the Internet for a period of time as deemed appropriate.
- Parents notified.
- Appropriate ICT rights withdrawn.
- Guidance from the Learning Technologies Specialist or School Executive as to how to avoid future problems.
- Steps as outlined in the School's Behaviour Management Policy.

Parent Acknowledgement

I give permission for my son/daughter _____(name) in _____(class) to use the Internet and other ICT facilities and I:

- have read the Student Agreement.
- agree to my child using Information and Communication Technologies for educational purposes in the manner outlined in the Student Agreement.
- agree to my child transmitting work electronically to teachers and having the work published where the school considers that to be appropriate.
- have talked to my child about safety, privacy and copyright concerns when using computers at school and home.
- consent to my child's use of the School's student email system and other Google Apps on the understanding that the system is provided through Google Apps for Education and that consequently students' emails and email account details may be transferred, stored and processed in the United States or any other country utilised by Google to provide the Google Apps services. Information about the security and privacy features of Google Apps for Education may be found at <https://www.google.com/enterprise/apps/education/benefits.html>

Parent/Guardian's signature: _____

Name (print) : _____

Date: _____