



One -To-One iPad Program

Parent Handbook

Year 1 -6

2021

Table of Contents

Holy Spirit Design & Digital Technologies Position Statement.....	3
Program Overview.....	3
Educational Outcomes	3
Acceptable Student Use	3
Program Guidelines.....	3
Device	4
Warranty	4
Financial Information & Insurance	4
Inappropriate Use.....	4
Distributing and Returning the Device.....	5
Frequently Asked Questions.....	6-9

Holy Spirit Design & Digital Technologies Vision Statement

At Holy Spirit we view technology as an enabler and our vision is that all our students have the confidence and capability to be responsible creators and users of technology to maximise their learning. Our school recognises the importance of design and digital technologies for our student's success by providing contemporary learning environments and devices to foster curiosity, critical thinking and problem solving.

Program Overview

One-to-one learning provides every student and teacher access to their own device in a wireless environment, allowing students to learn at their own pace and ability level. One-to-one initiatives have gained momentum worldwide and are increasingly seen as a key to transforming education and better preparing students to succeed in a global world. In the One-to-one Program, students' access to a technological device and the Internet enables them to be self-directed and receive personalised instruction. Teachers have the opportunity to create targeted learning plans for each student, addressing their unique needs. Students use their personal devices to do research, homework, solve problems critically and creatively, complete team projects, collaborate and access curriculum content. At the same time, they gain valuable 21st Century skills that will be beneficial throughout their lives and careers.

Provision of 24/7 access to devices makes it possible for students to access a wider array of resources to support their learning, to communicate with peers and their teachers, and to become fluent in their use of the technological tools of the 21st Century workplace. A one-to-one device environment supports a dynamic and interactive learning space. It enables teachers and students to work in a collaborative, online, interconnected community. Each student having their own personal device affords the opportunity to enter a new world of curriculum possibilities, allowing authentic engagement and involvement in their learning.

Educational Outcomes

Holy Spirit Primary School endeavours to:

- provide a student-centered, experience-rich education for the 21st Century
- employ the most current teaching practices, tools and technologies necessary in order to deliver the competencies, knowledge, values and attitudes contained within the Western Australian Curriculum
- connect education at Holy Spirit with today's technological world
- provide accessibility to programs that increase the development of knowledge and educational opportunities leading to increased intellectual attainment
- expand the methods of learning and opportunities for differentiated instruction
- encourage the disposition and capacity to be life-long learners

Acceptable Student Use

Each child will be asked to read, understand, sign and adhere to the **Holy Spirit ICT Use by Students Policy** at the beginning of each year. Included in this policy is an additional page outlining the **Protocols for iPads**.

Program Guidelines

With each student having access and control of their device, excellent opportunities and learning experiences will be available to them. However, with any new opportunity comes significant responsibility. The school needs to clearly articulate to each student their responsibilities in relation to:

- respecting each individual's privacy and dignity (i.e., cyber safety issues)
- using the device for appropriate purposes
- protecting and caring for their device
- getting the balance correct in relation to educational and social priorities

Device



iPad 8th Gen

10.2-inch iPad - 128GB Wi-Fi

<https://www.apple.com/ipad-10.2/specs/>

Warranty -

All iPads come with a two-year warranty. For more information visit:

<https://www.apple.com/au/legal/statutory-warranty/>

Financial Information & Insurance

IT Levy

The iPad Levy will commence in 2022.

Insurance - Protecsure

Protecsure is operated by Chubb. Excess for the iPad is \$65 for accidental damage and \$100 excess for theft and loss. Please note, parents are responsible for all excess amounts of their child's iPad, regardless of how damage was incurred.

Inappropriate Use

It is unacceptable for students to: download, distribute, or publish offensive messages or pictures; use obscene or abusive language to harass, insult or attack others; deliberately waste printing and internet resources; damage computers, printers or the network equipment; violate copyright laws which includes plagiarism; use unsupervised internet chat; send chain letters, spam e-mail (junk mail) or use the device to connect to any social network unless permission has been granted by the school in writing (no age restricted networks will be allowed).

Username and passwords must be kept by the student and not divulged to any other individual (other than their teacher and parents). Students cannot use another student's or staff member's username or password to the internet for completing the set task or for the duration a student should have access to the internet (e.g., during school hours, outside of school hours).

Holy Spirit will provide information in relation to student access and usage of its network and reserves the right to restrict/remove student access to the intranet, extranet, Internet or network facilities if parents or students do not adhere to the school's network usage and access guideline/statement.

Inappropriate use will be considered a serious breach of protocols and dealt with on a one-to-one basis by the school Principal.

Distributing and Returning the Device

Parents and students must sign and return the iPad User Agreement before the device can be issued to the student. The iPad User Agreement & Acceptable Use Policy outline the appropriate way to use and protect the device. This will be available on device collection.

If a student terminates enrollment during the school year, the device will be returned to Holy Spirit at that time. If a student fails to return the device upon termination of enrollment at Holy Spirit Catholic Primary School, the student's parents/guardians will be subject to the replacement cost of the device, or, if applicable, any insurance deductible. Parents/guardians will be charged a fee for any needed repairs, not to exceed the replacement cost of the device.

Parents will be informed of the arrangements for returning the device by the end of Term 4, Year 6.

Frequently Asked Questions

Why?

Why are we doing this?

Our ICT assets and infrastructure are aging where some are near obsolete, not upgradable and no longer support current apps limiting learning opportunities for our students. Aligned to our core values of Achievement and Excellence we need to implement a Digital Technology enhancement program to ensure our children are well equipped for the future by having access to relevant technology and learning tools.

Why do we need to use iPads in school?

The West Australian Curriculum requires students to develop ICT capabilities as they learn to effectively and appropriately use ICT to access, create and communicate information and ideas, solve problems and work collaboratively in all learning areas at school, and in their lives beyond school. To participate in a knowledge-based economy and to be empowered within a technologically sophisticated society now and into the future, students need the knowledge, skills and confidence to make ICT work for them at school, at home and in their communities.

iPads as a tool are fast and automated, interactive and multimodal, and they support the rapid communication and representation of knowledge to many audiences. iPads can adapt to different contexts. They afford students the opportunity to transform the ways that they think and learn and give them greater control over how, where and when they learn. An iPad learning environment allows for greater collaboration and sharing. The capability of the iPad as a learning tool is exceptional, it is designed for content creation at the higher end of thinking skills. It also provides the best of both worlds as it gives the full use of Apple suite and Office 365, which students have access to through their CEWA credentials.

Why does every child need a device?

Students having access to their own device will help to maximise learning opportunities as the device will always be available. They will be able to use the same device at school and at home to make learning an option 24/7. The iPad works best as a single user device where only the CEWA login is required, and provides opportunities for personalised, student centred learning. Students having their own device also allows for a level of parental involvement in learning which was not previously possible. This will also ensure your child's device has compatibility to the existing school infrastructure and it will also allow teachers and students to collaborate, share and develop a common language around the use of ICT in school.

Why not laptops?

The iPad offers an element of speedy access, mobility, and intuitive interaction. There are a large range of apps available for the iPad that are useful for students which are relatively

Why not BYOD?

To save parents from not having the financial pressure of any upfront costs. By not having BYOD it is easier for schools to deploy the devices and maintain security and control. It ensures we maintain equity and fairness, as all students will have access to the same device specifications. All management of devices is within the school domain and responsibility.

Teaching and Learning

How much time will my child spend using the iPad each day?

The iPad becomes a tool amongst many at the disposal of the teacher and students throughout the day. With any learning experience, the teacher is best placed to decide which tool will be most effective in meeting the intended learning outcome. iPads are not intended to be a replacement or a substitute for any of the more conventional tools teachers have at their disposal. It is the school's belief that any well-rounded approach to education involves balanced access to a variety of tools. iPads simply increase the number of tools at the teacher's disposal and are only used when they are the best tool for the task.

Will my child stop handwriting?

No. The development of fine motor and handwriting skills are still considered fundamental. Many iPad activities are undertaken as part of a process towards achieving learning outcomes, and using pen and paper is often a part of that process.

Have teachers been trained on how to use the iPads in the classroom?

Our teachers already have skills and capacity to utilise the classroom technology. They will, however, have professional development to ensure that they are able to use the iPad to achieve and enhance their teaching objectives. We constantly look for ways to best support their technological and pedagogical understandings. Teachers will be provided with the same iPad as students by the school.

How will the iPads be distributed between the different year groups?

Years 1 and 2 will share a bank of iPads ensuring that each child in each year will have access to a device when required by the class teacher.

Year 3 will have access to a different bank of iPads and on occasions will have to share with other specialist teachers when required. NAPLAN testing commences in Year 3 and it is important for the technology to become second nature to our children as this testing is conducted online.

Please note: *The shared iPads for years 1-3 will not be permitted home.*

Years 4-6

Children in years 4-6 will be assigned their own iPad. Provided that the student adheres to the ICT user agreement policy, they will be allowed to take the iPad home to complete work set.

Cyber Security and Safety

How is security, safety and usage monitored?

Cyber safety programs are taught at school and will be reinforced as part of the 1:1 program. Students will be taught how to handle technology in an appropriate manner as a responsible digital citizen. Clear expectations/Rules will be set for students about device ethics and etiquette during lessons across all year levels.

We will use Jamf School (a mobile device management solution for schools) which enables IT administrators, teachers and parents to monitor and control security, safety and usage. This solution will also be used to deploy apps ensuring a consistent profile within each year group.

Will my child's Internet usage be monitored at school?

The school has an Internet filtering system that aims to stop inappropriate material reaching the students. Filtering tools restrict access to sites and apps that are not of educational value or that may be misused by students.

Teacher supervision is also important in monitoring student usage and behaviour online, and student education has taken place and will continue to reinforce strategies for appropriate and safe behaviour online. Students can and do occasionally come across inappropriate content. We believe that providing them with strategies to deal with such occasions in a safe and supportive environment is preferable to them dealing with the issue in unsupported circumstances. Apple Classroom Manager will be on all teacher devices and this assists with teachers having access to students' profiles to monitor and manage.

How will the school regulate student use of the Internet at home?

Students are automatically logged on the school's Wi-Fi at 8.30am and logged off the school's Wi-Fi at 3.15pm. The school is unable to regulate students' internet usage at home. Homework and device activities will vary depending on the tasks set across each term. **The device is a tool to support learning and should be used in an open and transparent manner.** We encourage parents to be aware of what their child is doing on any Internet enabled device (computer, iPad, iPhone, iPod) and strongly encourage the use of these devices in family areas only (not in private areas such as bedrooms).

What about data loss?

As we are all aware, devices can "lose" data. Schools often stipulate that students are responsible for ensuring their data is backed up using the correct method. Students will be shown how to initiate and regularly check that their device is being backed up via cloud backups. Through students' CEWA credentials they also have access to one drive.

Device and Apps

Who owns the device?

The device and accessories remain the property of the school. This provides the best cost option for the 1:1 Program for parents when the device, apps, insurance and warranty components are combined. All students are expected to adhere to the Acceptable Use Policy. Students who breach the policies which have been agreed to and signed by parents and students, will result in a loss of access to the device as deemed appropriate by the Principal. With the lease arrangement, iPads will automatically be upgraded after three years.

Where will students charge their devices?

It is the student's responsibility (Years 4-6 only) to ensure that their device battery is fully charged at home each night. Battery chargers are to be kept at home.

When will my child receive their device?

Students will be provided with their device in February 2021. We will provide a more accurate timeline closer to the date.

Who will pay for the apps?

Our approach is to make use of the free apps that come with the iPad. The Digital IT enhancement levy covers the cost of additional apps required for student learning.

Can my child install their own apps?

No. The App store is removed on all devices. Students are unable to install or delete any apps. Students/parents may request to have apps installed by attaining permission from their classroom teacher. Only the IT Administrator can push out apps to device.