Greenhills Primary School

1:1 iPad Information Pack

Grade 4 moving to Grade 5 in 2021

Contents

Introduction

Greenhills Primary School believes technology is a key component to living and learning in the 21st century. It is vital that our students have immediate access to technology to develop literacy and numeracy skills while developing an understanding of the community and the world in which they live.

Frequently Asked Questions

1. **Why iPads?**

iPads provide an efficient, cost-effective way to enhance opportunities for student learning in our classrooms. Their ease of use, reliability and ability to engage with our specialist program were also significant factors in our decision to use iPads from 2021 onwards.

2. **Why can't we use a Samsung or Android tablet or a netbook?**

iPads allow teachers and students to efficiently access technology in a lesson, without the hassle of booting up like a traditional laptop or netbook. Having one consistent platform means teachers and students benefit from all of the features iPads provide. Our classroom management tools and content filters are also far more effective when covering one type of device.

3. **How will iPads be used in the classroom?**

At Greenhills, we use iPads to redefine how students learn. They are used so that students can complete tasks that are inconceivable without them. We do not use iPads to substitute existing literacy and numeracy processes like writing or problem solving.

4. **How will my child learn to type if they have an iPad?**

We have a bank of wired keyboards for students to use when they are completing typing intensive tasks like publishing their writing or preparing presentations. For most tasks, we do not use iPads to replace handwriting.

5. **How much time are children going to spend on screens at school?**

This will vary according to the lesson's purpose. For some learning tasks there may be no screen time, however for others, the entirety of the learning task may require the use of an iPad. Many lessons may feature the use of an ipad for a short amount of time, for example to photograph or record a learning task at the end of a lesson.

6. How do you monitor iPads and their usage at school?

The school's internet is filtered to block inappropriate content like social media sites and their related apps. In class, teachers use the Apple Classroom app, which allows them to monitor student activity to ensure they are on task. It also allows them to set the apps that students can use in a session so that they stay on task.

7. What are the minimum iPad requirements?

We recommend the latest version of the 10.2-inch iPad Wi-Fi in 32GB or 128GB configurations as listed on our school portal.

8. How much does an iPad cost and are there payment options?

A base model iPad suitable for school costs approximately $450-$500. Our retail partner Compnow have payment options including 6 months interest free and a lease option for 24-36 months with an option to own at the end of the lease.

9. We already have an iPad, can we use it?

You may use any iPad provided it is no older than four years old and can run the latest version of iOS. We do not recommend using an iPad Mini as it's small size can limit useability.

10. Should I get a Cellular enabled iPad?

We do not recommend purchasing a Cellular enabled iPad. Students will have access to the Internet at school (which is filtered to block any inappropriate content). As a Cellular enabled iPad can bypass our school network, we cannot ensure the safety of the device.

11. What accessories do we need?

To use the iPad at school, you must have a hard case, headphones and charger. If you do not have these accessories, you cannot use your iPad at school.

The Apple Pencil (or similar) is optional and not a required accessory.

12. Do iPads require a cover?

It is essential that student iPads are brought to school in a hard case for protection. Please ensure that the cover protects both the front and back of the iPad.

13. What are the benefits of purchasing an iPad from the school portal?

The portal allows families to purchase a new iPad and required accessories at a special educational price and has payment terms such as 6 or 12 months interest free.

14. What other costs are involved?

Regardless of whether you decide to bring your own iPad or purchase a new device from our portal, there will be an additional $25 Software and Licence Fee. This covers the cost of access to our school purchased apps and network. This is paid at the office or by QKR.

15. What do I need to do to set up the iPad for use at school?

If you order your iPad from the school portal and choose to have it delivered directly to the school, it will be set up prior to you receiving it.

If you have not purchased from the school portal or if you order your iPad from the school portal and choose to have it delivered to you home, please deliver the iPad to school ready to be set up as a new device. If your iPad is currently set up and in use, please back up your data, sign out of all Apple accounts and reset the device to factory settings.

16. Do we need to create an Apple ID?

An Apple ID is not required to run the iPad on the school network. You may, however, add one once it is set up.

When creating an Apple ID for your child, we strongly suggest you use Family Sharing for safety and security purposes. Please visit this link for more information: https://www.apple.com/family-sharing/

17. Will my child's iPad be safe at school?

It is important that students learn to manage their own technology and take responsibility for keeping their iPads (and accessories) by keeping them in their cases and ensuring they are in a safe and secure location at all times.

When the device is not in use, students will store their iPads securely in their classroom. Parents should discuss with the students suitable storage locations for iPads whilst at home.

18. What do I do if my iPad breaks?

If the iPad breaks due to being dropped or mistreated you will need to organise to have it repaired. Please visit your local Apple store or authorised repairer to explore repair options.

If you purchase an AppleCare protection plan with your device, there is a fixed fee payable for all repairs

19. What about warranty and service?

For general network support, our school technician will troubleshoot and resolve issues.

For hardware issues, such as physical damage or faults with buttons or screens, the device will need to be taken to an authorised Apple Service Centre.

Additional warranty coverage can be purchased through the Greenhills iPad portal website or your preferred independent retailer.

20. Which Apps will be required?

Once the iPad has been added to the school network, it will be loaded with all of the Apps your child needs for education. Parents will not be required to purchase additional apps themselves.

21. Can we put our own Apps/songs/media on the iPad?

Yes, provided there is enough remaining space to ensure the educational needs of the iPad can still be met.

Be advised that any content on the device prior to the start of the school year will need to be backed up, as the iPad will be cleared when being added to the network.

Please note, the Department of Education filters and blocks inappropriate content, which will result in certain apps becoming unusable when connected to the school network.

22. What is the Acceptable Use Policy?

This policy outlines the expectations and givens when using digital technologies at Greenhills Primary School. Families and students are required to agree to this policy at the start of the school year.

iPad Choice Form 2021

Please indicate your device preference for the 2021 school year

Return this form to the office by Friday 11th of December, 2020.

Student Name: …………………………………………………………………

2020 Class: …………………………………………………………………

❏ **We will purchase a new iPad from the portal**

    ❏ We understand that a $25 software and licence fee is payable.

    ❏ We have read the Frequently Asked Questions.

OR

❏ **We will be using an iPad we already own**

    ❏ We are using an existing iPad that is less than four years old

    ❏ We are purchasing a new iPad from an independent retailer.

    ❏ We understand that a $25 software and licence fee is payable.

    ❏ We have read the Frequently Asked Questions.

Greenhills Portal Website:
https://shop.compnow.com.au/school/greenhillsps

2021 iPad Software and Licence Fee Payment

Please return this section with your payment of $25.00 by 12th February, 2021.

Paid by: ☐ Cash/Chq $_____   ☐ QKR Ref. _____   ☐ Credit Card (See below).

Student name: _____ Grade: _____

Signed Parent/Guardian: _____ Date: ____/_____/20___

I wish to pay by: **VISA**   ☐   **MASTERCARD**   ☐

Expiry Date: ____ /____   **AMOUNT: $25.00**

CARD NUMBER

CARDHOLDER'S NAME _____ SIGNATURE _____

PLEASE NOTE: A receipt will be issued-please keep this as a record of your payment.

Digital Technologies Acceptable Use Policy 2021

This policy outlines the expectations and givens when using digital technologies at Greenhills Primary School in 2021. Please read through each section, sign at the bottom and return to the office.

Student Agreement

When I use TECHNOLOGY, both at school and at home, I have responsibilities and rules to follow.
I agree to:
- Transport and handle devices with care to ensure there is no damage or loss of information.
- Never participate in cyberbullying (this includes forwarding messages and supporting others in hurtful online behaviour).
- Report to an adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others.

When I use the INTERNET at school I have responsibilities and rules to follow.
I agree to:
- Keep myself and my friends safe by never giving out personal details including full names, telephone numbers, addresses and images.
- Understand that my use of the internet can be tracked and audited.
- Will not give out my password, to anyone other than my parents or teachers.
- Be respectful in how I talk and work with others online and never write or participate in cyberbullying.
- Not bring or download unauthorised programs, including games, to the school or run them on school computers without prior approval by the classroom teacher.
- Not to search for or attempt to access rude or offensive sites.
- I will talk to my teacher or another adult if:
    - I need help online.
    - I come across sites that are not suitable for our school.
    - Someone writes something I don't like or makes my friends and I feel uncomfortable or asks me to provide information that I know is private.
    - I feel that the welfare of other students at the school is being threatened by online activities

When I use online learning spaces like Google Classroom, Google Drive and Google Docs, I have responsibilities and rules to follow.

I agree to:
- Not edit the work of others without their permission
- Only post appropriate messages and comments
- Keep my Google Drive space organised

I acknowledge and agree to follow these rules. I understand that my access to the Internet and mobile technology at school will be reviewed if I do not act responsibly.

Parent / Guardian Agreement

As a parent/guardian of the Greenhills Primary School community I agree to:

- Discuss online expectations with my child.
- Only publish photos of other's children where I have permission from their parents/guardians.
- Not publish images or videos of other students that gives away personal information about them. Example: School name, full name.
- Notify the school of cyber issues that arise between students who attend our school and work with the school to resolve them.
- Not publish defamatory messages, photos or information about our school or staff on social media sites.
- My child accessing and using the internet at school.
- Contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact either the school directly or visit - https://esafety.gov.au for information and advice.

I understand the school will:

- provide supervision and education surrounding the use of technologies and that steps have been taken to minimise risk of exposure to unsuitable material.
- teach my child about cyber safety issues.
- deal with cyber safety issues which are reported to them and notify parents of such reports which involve their child/ren.
- reassess my child's use of technology at school and home if the above agreement has been breached.

BYOD Program Insurance and Liability

Greenhills Primary School does not accept liability for any loss, damage or theft of any BYOD device that is brought to the school under the BYOD program. The responsibility for the storage, safe-keeping and care of the device is the responsibility of the device owner. The Greenhills Primary School insurance policy does not apply to these devices; instead these are covered by the user's insurance policy. As such it is strongly recommended that families ensure that the details such as serial numbers and receipts of purchase for these devices are stored securely at home for insurance purposes.

If you have any questions or concerns about the policy, please don't hesitate to contact:

James Penson at james.penson@education.vic.gov.au
or
David Symeonidis at david.symeonidis@education.vic.gov.au

Acceptable Use Policy Agreement

Please read the **<u>DIGITAL TECHNOLOGIES ACCEPTABLE USE POLICY 2021</u>** with your child/ren, sign the agreement below and return it to school.

As a student of Greenhills Primary School, I agree with the terms outlined in the Greenhills Primary School **<u>DIGITAL TECHNOLOGIES ACCEPTABLE USE POLICY 2021.</u>**

Student Name: …………………………………………………………………….

Student Signature: …………………………………………………………………

Class: …………………………………………………………………….

Date: …………………………………………………………………….

As a parent/guardian of …………………………………………………………………….…... I agree to the terms of the **<u>DIGITAL TECHNOLOGIES ACCEPTABLE USE POLICY 2021</u>** and I give permission for the following.

❏   My child to be signed up to educational websites. Eg. Google Drive, Google Classroom.

❏   My child to be assigned an Education Department email account.

❏   My child to access important learning tasks through Google Drive.

❏   My child to submit digital pieces of work via email.

❏   My child to contribute to the publications on the Year 5/6 blog page.

Parent Name: …………………………………………………………….

Parent Signature: …………………………………………………………

Date: ………………………………………………….