

BYOD Program Acceptable Use Agreement (Year 5 & 6)



iPad General Use:

- The use of privately owned iPads while at school will follow the same regulations as applies to all school owned iPads and devices.
- Devices will be transported to school in a zipped up school bag.
- Students are to bring their iPads into the classroom at 8:45 a.m. so that they can be stored in their locked classroom.
- iPads will not be used during recess / lunch times.
- Devices must be configured so that educational/school apps are on the front screen of the device. The next screen will be blank. Other appropriate apps/games not related to school may be on the 3rd screen in a single folder. These **must not** be accessed at school at any time.
- Students are responsible for all information and content on their device. The content needs to meet the guidelines as set out in this document.
- iPads are not to be taken outside of the classroom unless students are moving between classes or completing teacher directed work.

Ownership:

- The device is owned by the parents/student but is made available for use as part of the school learning program.
- Parents/students should be aware that files stored on the device are private but may be publicly accessed as part of learning programs.

Software and access:

- The school will provide information about standard software programs and applications required for installation on personal devices and will advise when new software or applications need to be purchased/downloaded.
- Parents are responsible for purchasing and installing new programs on personal devices. Parents are advised to set up a separate family account (not use their own accounts) to manage purchases for their child's device.
- The school will provide no cost access to some software and applications through eduStar.

School support:

Support **will be** provided for:

- Connecting the device to the school network, internet and other digital technologies
- Set up and management of school, student email accounts
- All school-based software and associated issues with school applications.

Support **will not** be provided for:

- Connecting to home networks, the internet, printers, or other devices
- Personal email accounts and settings
- Software / Hardware issues

Damage or loss of equipment:

- Parents are responsible for making sure the device is covered under their insurance, so that it can be replaced if lost or damaged and student learning is not interrupted. Like all personal items brought to school, the school is not liable if the item is lost or damaged.

User responsibilities:

Students are responsible for:

- Bringing portable devices fully charged to school every day
- Ensuring the device has appropriate virus protection
- Carrying their device in an appropriate protective case at all times.

iTunes:

- a) An iTunes account is necessary to download applications (software) to allow the iPad to function and download apps for use at school. We strongly advise this should be in the parent's name. It is not necessary to use credit card details for the creation of an iTunes account.
- b) By using the iTunes software (Software) a user agrees to be bound by the terms and conditions of the Software Licence Agreement.
- c) By using the iTunes Store website (Site) a user agrees to be bound by the terms and conditions of use (Terms of Use) that apply to the website.

- d) Parents may choose to use an existing iTunes account to allow access to previously purchased music or other items. Before deciding to take this course of action, please consider that all apps that are purchased will sync to any device using the same account and vice versa.
- e) A user is responsible for maintaining the confidentiality of information held in the user's account, including the user's password and for an activity that occurs under the user's account as a result of failing to keep this information secure and confidential.
- f) Additional applications purchased will be the responsibility of the parent/guardian and reflect the behaviours promoted in this document.
- g) Parents must be listed as an email contact for the iTunes account when software is being purchased (term used for free programs also) so they can track the usage.
- h) Parents will provide the school with the student's Apple account at the commencement of the year to enable apps to be pushed out to devices. This is an email address. This can be determined by going into Settings>iTunes & App Store.
- i) Parent controls should be set on the iTunes account and password protected to ensure they stay in place. These controls are found in iTunes menu>Preferences>Parental>Age Restrictions. Password protecting is the padlock icon on the bottom left of the window. This will assist in managing content within iTunes.

iPad Restrictions:

- We strongly suggest that parents look at the restrictions area in the iPad settings. It would be appropriate to enable restrictions to the section at the bottom of the menu for "Allow Content". This can be made appropriate for the senior Primary School age group for each different category. The passcode should not be known by your child. Restrictions can be found on the iPad Settings >General>Restrictions (Restrictions for "Apps" will need to be left open.)

13+ and 17+ Software:

- There are a number of applications which have a 13+ and 17+ rating on the iTunes store. These applications should not be on the student iPad at any time, unless the school has granted permission.
- Some applications are rated 17+ for the simple reason that they can access the internet. Web browsers such as, Safari and Chrome are prime examples of this. As a result, students will need some 13+ or 17+ apps on their iPad. The apps that we list that are rated as such will not have any inappropriate content on them, they will simply be apps that can access the internet and so must be rated as such by Apple for legal reasons.
- Unfortunately this is unavoidable, but it is also the reason why we ask for the iTunes accounts for each iPad be set up in the parent's name, with their email address as the official contact for the account.

This BYOD Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities.

Student Signature:

I will follow the BYOD Acceptable Use Agreement when I use digital technologies at school.

Student's Name: _____ Grade _____

Student's Signature: _____ Date: _____

Parent/Guardian Signature:

I have explained to my child and understand that my child needs to comply with the terms of the BYOD Acceptable Use Agreement and expected standards of behaviour set out within this Agreement. I understand that there are actions and consequences established if my child does not behave appropriately. This may result in, but not limited to verbal warnings and/or access suspended as outlined in the Digital Technologies Acceptable Use Agreement.

Parent/Guardian Name _____

Parent/Guardian Signature: _____ Date: _____

This policy is to be read in conjunction with the DE&T Acceptable Use Policy <http://www.education.vic.gov.au/Documents/school/principals/infrastructure/ictacceptableusepolicy.pdf> and the school's eSmart Policy.