



# St Paul's Primary School 1 to 1 iPad Program 2019

Parent Handbook



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## **Program Overview**

Personal device learning (1:1) provides every student access to their own digital device in a wireless environment, allowing them to learn at their own pace and ability levels. 1:1 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 1:1 Program, students' access to a technological device and the internet enables them to be self-directed and receive highly personalised instruction. Teachers create Personal 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, email and academic course work. At the same time, they gain valuable skills that will be beneficial throughout their lives and careers.

Provision of 24/7 access to iPads makes it possible for students to access a wider array of resources to support their learning, to communicate with their peers and teachers, and to become fluent in their use of technological tools.

## **Educational Outcomes**

St Paul's Primary School endeavours to:

- provide a student-centred, experience-rich education
- employ the latest teaching practices, tools and technologies to deliver the competencies, knowledge, values and attitudes contained within the WA Curriculum
- connect education at St Paul's Primary School 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

Opportunities are created whereby students access, construct and publish information, utilising collaborative strategies, in real-time and virtual spaces. Students investigate how data is transformed into information, how information becomes knowledge, and how knowledge allows understanding and insight. A 1:1 digital device environment supports a dynamic and interactive learning space. This 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 real engagement and involvement in their learning. Learning experiences are purposefully designed to develop the attributes of a life-long learner.

## Acceptable Student Use

Each child will be asked to read, understand, sign and adhere to the Acceptable Student Use Policy for Years 4-6 at the beginning of each year.

## Program Guidelines and Information

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. cybersafety issues),
- Using the device for appropriate purposes,
- Protecting and caring for their device,
- Getting the balance correct in relation to educational and social priorities.

The following directives and instructions look to ensure students and teachers can maximise the teaching and learning opportunities available in a classroom environment free from interruptions, and secure both the safety and privacy of all members of the School community

1. Students are required to bring their device to school, fully charged. While not in use during lessons, the device is required to be stored in the student's class.
2. Students must take their device home each day.
3. Students must bring their device to school fully charged.
4. Each device is supplied with easy to use backup software. It is the student and parent's responsibility to undertake the backup of their files daily. The school will take no responsibility for data or files lost.
5. Student identification must remain permanently present on both a student's device, and their protective bag/case.
6. Students must travel with their device in their protective case at all times. A device should only be out of its protective bag in the classroom.
7. The device must only be used for school educational related purposes.
8. Due to the software embedded in these devices, they have the capacity to take digital images, both still and video. Unless appropriate permissions are sought, the taking of digital images is an invasion of personal rights. Under no circumstances may devices be used to take or distribute digital images without both the expressed permission of the person whose image is being taken and the supervising teacher.

9. Students and parents are responsible for all downloaded material present on a student's device. They must ensure that copyright laws are adhered to.
10. Students will abide by usage directions and restrictions outlined by the class teacher at the beginning of the year.

## Device

### Why an iPad?

- Improved ease of management
- Cost-effective solution
- Increased classroom-based applications

Students in Year 4 & 5 are required to bring a brand new iPad (still in the box) to school that meets or exceeds the following specifications:

- iPad (6<sup>th</sup> Gen)
- 32G
- 9.7 inch
- No cellular models
- No iPad minis



## Additional Items

Students are also required to have an iPad cover and keyboard. This can be purchased through the JB Hi-Fi portal or bought from any retailer. Parents may choose what cover and keyboard their child uses as part of the 1:1 program. The school strongly suggests a heavy-duty case, such as the STM Dux Plus Case and non-bluetooth keyboard, such as the Kensington Wired Keyboard pictured below.



## Purchasing

An online purchase portal has been set up through our purchase partner JB Hi-Fi. This is provided to all parents as a purchase option.

### Instructions for accessing the JB Hi-Fi online portal:

1. Log onto <https://www.ibeducation.com.au/byod/>
2. Enter School Code **STPAULSMTL19**
3. Select Student Program – ‘From Year 4 & 5’
4. Select pick up option – ‘School Pickup’ (iPads will be delivered to the school and enrolled onto the Zuludesk platform before being given back to parents prior to the end of Term 4)
5. Select “iPad (6<sup>th</sup> Gen) Wi-Fi 32G” (suggested size) or “iPad (6<sup>th</sup> Gen) Wi-Fi 128G
6. Add this to your cart
7. Select accessories - **protective case and keyboard are suggested** (all other items are completely optional)
8. Go to personal details
9. Click on “New Customer Continue” – this creates a customer profile
10. Enter personal details & Create Account
11. Review order and payment (**12 months interest free options available**)

Please note that this service is optional and parents may choose to purchase their child’s iPad through other means.

## **Warranty**

We strongly recommend that you purchase Apple Care with your iPad to ensure that adequate cover is provided over the duration of your child's time at St Paul's.

## **Financial Information & Insurance**

Parents are responsible for ensuring their mobile device is insured and has a suitable cover and keyboard. (These can be placed on your home and contents insurance policy).

## **IT Levy**

There will be a 50% reduction on the IT Levy for students in Years 4 - 6.

## **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, iPads, 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).

Usernames 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 or staff member's username or password.

Inappropriate use will be dealt with on an individual basis by the school Principal. St Paul's Primary School 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.

## **Distributing and returning the Program Agreement**

Parents & students must sign and return the Program Agreement before the students can start using their iPad at St Paul's. The Program Agreement & Acceptable Use Policy outlines the appropriate way to use and protect the device.



## ZuluDesk – Mobile Device Management Tool

ZuluDesk is a complete Mobile Device Management (MDM) solution for schools.

### Functions of ZuluDesk

- Provides school/classroom teacher with more control over devices – certain applications can be “locked out”.
- Allows teachers to send messages to all iPads simultaneously or individually
- Ensures iPads can be locked by teacher/s when required
- Permits easier management and deployment of applications – less intervention required by parents
- More uniform process for all devices and consistency for classroom teacher

### Device Enrolment

In order for ZuluDesk to be enrolled onto each child’s iPad, the individual devices will be required to be brought to school by Monday 3<sup>rd</sup> December. Those iPads purchased through the portal will automatically be delivered to the school. During the week our IT technicians will enrol the ZuluDesk profile onto each individual iPad and these will be given back to parents on Thursday 6 December. **As part of the process each iPad will be factory reset.** This means that any applications, photos or files on the iPad will be deleted. This is an essential part of the process for enrolling ZuluDesk. The school will not be providing assistance with restoring games, photos or applications after the factory reset has taken place. Ideally, the iPad should be brought to school untouched in the packaging, but we understand this may not be possible for every child.

## Frequently Asked Questions

### **How often will the iPad be used?**

The nature of the 1:1 device environment is that students will have their iPads with them and available for use throughout the school day. This does not mean though that they will be used in every lesson. Like other learning tools, the use of iPads will depend on the particular learning activity and this is at the discretion of the teacher. iPad activities will blend with others such as writing, reading, discussion, debate and testing and students will find that their use of iPads will vary from day to day. Other subjects will still receive the appropriate allocation of time and resources.

### **Will the iPad have Internet access from home?**

The school will provide Internet access when at school with appropriate filtering policies. Parents are responsible for providing Internet access at home *if they wish*. The school insists that any Internet use is permitted in an open environment and monitored at all times. If



supervision at home is unavailable for any particular reason, Internet use must not be allowed for that period of time.

**Where will students charge their iPads?**

It is the student's responsibility to ensure that their iPad battery is fully charged at home each night. Battery chargers are to be kept at home.

**How do I see my child's work?**

It is recognised that it is important for parents to be involved in all aspects of their child's work and parents are encouraged to regularly spend time with their child asking them to explain the work on the device. Parents must also have full access to both the device and their child's work. The school demands that all students make passwords available to parents. Parents who have difficulties in accessing their child's work for any reason should contact the classroom teacher immediately.

**Will students still be taught spelling, handwriting and writing, etc. using paper and pencils for work?**

Yes. The mobile device will be used as a complementary tool in the classroom. Students will still write and complete activities with paper and pencils. Spelling and handwriting will still be taught as it is part of the Curriculum.

**Will individual's devices be used by other students?**

No. Only the owner of the device will be using it. There will be times when students are working in groups and will need to share content. This will be done through wireless transfer of documents, photos, videos, etc.

**How and where will the devices be stored during the day?**

When not in use, mobile devices will be stored in each student's tub inside the classroom. At break times the classroom door will be locked to ensure devices are secure.

**Can the students take the devices home?**

Yes. It is your device and must be taken home every night and used for homework. They must be brought to school fully charged.

**Can student use of the internet be monitored by the teacher/school?**

Yes. As students will be connecting to the school wireless to access the internet, the school/CEWA internet filtering (Checkpoint) will be applied to student internet access on their devices.

**How will the school assess the 1:1 program to ensure student achievement remains a focus?**

The school will implement a rigorous standardised testing schedule at the beginning and end of the school year, as well as teacher formative/summative assessments throughout, to track student achievement. Our 2017-18 NAPLAN data is showing an upward trend.

**Will there be certain apps that students/ parents are required to download for use at school?**

No. Parents will download ZuluDesk to their child's device and the school will push out the required apps to all students.

**What if we cannot afford the device?**

If a family is not in a financial position to be able to afford a mobile device for their child they should make an appointment to see the Principal, Joanna Noonan, to discuss their individual circumstances.

**Can students/parents put their own apps/software on their device?**

Yes. It is your device and therefore the apps/software that you put on are up to you as a family. We recommend a discussion between parents and students when downloading new programs onto the device. It is important that parents manage the apps being chosen. However, we would insist that you consider what are appropriate apps for a Year 4 student. We will insist that apps that are not appropriate for school, are not to be used at school anytime during school hours and kept in a 'home' folder on the device.

**Will you keep us (parents) informed about the integration of devices into the curriculum? How?**

Yes, through teacher-parent communication – emails, parent nights etc. and also through students being able take their work home and show/explain to you what they are doing in class on the mobile devices. A survey is sent out at the end of each semester to track parent feedback on the program.