St. Francis Xavier’s Primary School

1:1 SFX iPad Program (BYOD)

An Information Booklet for Parents
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"We need technology in every classroom and in every student and teacher’s hand, because it is the pen and paper of our time, and it is the lens through which we experience much of our world."

David Warlick
VISION STATEMENT
At St Francis Xavier’s School our mission is to promote an authentic Christianity embracing the person and vision of Jesus. We are committed to working in partnership to provide a welcoming environment that values uniqueness and a respect of everyone.

We are dedicated to the education of the whole person so that individuals recognise and embrace their role in building a better world.

We will bring our vision to reality by working together as a community which reflects the passion and courage of Francis Xavier whose life emulated Christ’s love of teaching and learning, celebrating, building right relationships, and valuing justice for all.

Mission Statement:
The St Francis Xavier’s community is characterised by:

✔ Valuing the individual’s relationship with God with the Catholic tradition.
✔ Building capacity for spiritual, academic, social, emotional, physical, and ethical potential within a caring, stimulating and safe Christian environment.
✔ A strong community spirit of care, compassion, forgiveness and service.
✔ Complimentary and well developed relationships between students, parents, staff and the wider community.
✔ A deep sense of respect of the school’s heritage, history and culture.
✔ A high quality Catholic Education which helps to develop responsible, ethical, resourceful citizens of the world with a sense of our responsibility and obligation to look after and sustain the gift of creation, assisting in the formation of ecologically conscious minds.
✔ Upholding the highest standards of academic excellence within an educational foundation built upon social and emotional learning for the purpose of cultivating capable, caring, and responsible young people of strong, faith-filled character.
✔ Individual and collective strengths and talents being recognized, encouraged and celebrated.
✔ Inclusive practices where cultural diversity is celebrated.
✔ Staff who have the desire to improve, innovate and renew through a culture of professional generosity, collaboration and dialogue.

“Teaching in the Internet age means we must teach tomorrow’s skills today.”
Jennifer Fleming
How It Began

Purpose and Beginnings
In 2013 St. Francis Xavier’s School embraced a 1:1 technology model which began with the introduction of an iPad device into the Year 4 booklist. The purpose of this program is to encourage a community of life-long learners and to better support our student’s learning journey. We also hope that through this program we provide additional ways to support the development of each child’s God-given gifts through a learning that is deeply engaged whilst at the same time promoting strengths, interests and talents. The program also supports teachers to identify, improve areas of need and facilitate opportunities to realise talents and strengthen connections.

Our teachers are preparing our students for possible careers that do not currently exist. Through our iPad program we are helping our students to develop the skills they will need in the future such as creativity, critical thinking, problem solving, collaboration, and communication.

The iPad program allows the use of specific apps to better support and to meet individual needs. The program supports and encourages independent learning by offering an environment that can be self-paced and can encourage more opportunities for self-directed learning.

Our students can experience learning engagement at a more diverse range of places and spaces. The iPad program caters to a broader variety of ways for students to demonstrate their learning and understanding as they access, use, create and publish digital and online information. They are able to use this tool for reporting and evaluation as it can more diverse and allows students to promote their knowledge, strengths, interests, skills and learning journey.

This program has proven to be a very exciting project that aligns with our Schools’ vision of teaching our children in a digital age and context. We believe that since its introduction, this program has been remarkably positive and successful. Here at St. Francis Xavier’s we believe that the iPad is a tool of our ‘times’ that is useful to facilitate and manage their learning.

iPads provide an environment for our students will develop ICT skills which are age-appropriate. They will develop understandings including the acceptance of the responsibilities that come with the use of this tool and become responsible for their own personal actions and digital citizenship.

Whilst we acknowledge that it is important for our students to incorporate the tools of the times in our classrooms, we maintain our commitment to the support of each child’s social, emotional and spiritual development and this commitment will always be our greatest priority.

1:1 Explained
1 to 1 learning is where students, commencing in Year 4 have an iPad for their personal use between classroom and home. We are endeavouring to give every student access to the tools to learn and thrive in a digital age and it is important that there is joint participation in this program between student, parents and the school. Through the use of target specific apps and a wider level of access than previously possible, students will further realise their potential in a dynamic and motivational learning environment.
GETTING STARTED

Supplying the iPad and Suitability Requirements
Parents supply an iPad mini (no earlier than iPad2 generation) for their child to use at school and at home. It is recommended that the iPad is a minimum of 32GB and we strongly encourage parents to purchase an Apple Protection Plan when selecting their device to extend their warranty and insurance to 2 years. We also request that parents do not enable 3G or 4G networks during school (see Internet Access and Usage section for more information). It is expected that students bring their iPad to school every day as this iPad will be used for school purposes and it is considered an essential booklist item. (Year 4 students do not bring it in for the first two weeks of Term 1).

When supplying your device, parents may choose one of the following options:

A. Supply your child with an existing family owned device if it meets the suitability requirements above OR
B. Opt into the iPad bulk purchase order OR
C. Purchase an iPad from your preferred supplier

Usage Agreements, Expectations and Requirements
The iPad is provided by parents for their child to use as a learning and educational tool. It is the responsibility of the students to comply with the St. Francis Xavier’s Computer Network Agreement Policy and Mobile Devices Policy.

Teaching staff will be able to access any information on the iPad at any time to ensure the content is consistent with the St. Francis Xavier’s Computer Network Agreement Policy and Mobile Device Policy.

Prior to iPads being used in the school and connected to the school’s network please follow these STEPS:

1. Parents/Carers and students read, sign and return the Diocesan ICT Device Consent Form annually
2. Parents/Carers and students read, sign and return the SFX Mobile Electronic Device Agreement annually
3. Parents/Carers and students read, sign and return the SFX Rules and Expectations Agreement annually
4. Parents/Carers complete and return to the classroom teacher the information sheet with essential information about the device (this information is kept confidential from the student). Parents are asked to update this information whenever changes occur
5. If parents are supplying their child a pre-owned iPad our preference will be that it is erased and set up as new for the commencement of Year 4
6. Parents/Carers set parental restrictions on the iPad (for advice visit https://support.apple.com/en-au/HT201304). If this password changes, please notify your child’s classroom teacher (see step 4)
7. Parents/Carers are responsible for installing the ‘apps’ specified by the school for the iPad (see p. 10)
8. Parents/Carers are responsible for creating an iTunes account or the management of an existing account and ensuring that this password is not disclosed to your child (see p. 6)
9. **Year 4 teachers request that the iPad is not brought to school until Week 3 of Term 1.** This is so teachers have the opportunity to establish best classroom practice and review iPad rules and expectations.
iTunes
An Apple ID is required to download the necessary applications for the iPad to be used at school. Parents/Carers may use an existing iTunes account or create a new account for the device. We recommend that parents do not share the password with their children.

*By using the iTunes software a user agrees to be bound by the terms and conditions of the Software Licence Agreement. Students MUST not create the iTunes accounts themselves as there is a 13+ age requirement. By using the iTunes Store Website a user agrees to be bound by the Terms and Conditions of Use that apply to the website. This ensures that an adult has control over the content that is being installed on the device.*

The administration of the iPad is a partnership between parents and the school and is strongly recommended that parents have a clear understanding of what is downloaded on your child’s iPad and its use is regularly monitored by parents.

If you wish you can install any additional apps onto the iPad however it’s the schools recommendation that you **DO NOT** use or store your credit card in iTunes and instead only use iTunes gift card redemptions for purchasing. This should safeguard from unintended purchases.

Students will receive an email with a list of apps that will need to be installed. Students will not be required to access the family iTunes account when at school and we again strongly encourage parents to not permit access to this account by sharing the iTunes passwords with your child.


Or for further information visit: [https://appleid.apple.com/](https://appleid.apple.com/)

iPad Tutorial: [https://www.apple.com/support/ipad/](https://www.apple.com/support/ipad/)


**IPAD MANAGEMENT AND MAINTENANCE**

**General Care**
Students must maintain and care for the iPad and parents must ensure the following:

- The iPad must come to the school each day in full working order.
- To not drink anywhere near your iPad and it is kept away from all moisture
- It is 100% charged upon arrival at school
- The protective case/cover always on as they are designed to reduce the impact of drops
- All school required apps installed
- System software is updated
- The iPad is never thrown or handled roughly
- To check the device regularly for cracks or damages. Cracked or smashed screens present a safety risk and must be repaired or replaced
- Never store the iPad underneath heavy objects or in high or low temperatures
- Never leave the iPad unattended in public or an unlocked car, even for a short time

Make sure the latest IOS updates are installed as sometimes adjustments are made to software, and that a regular backup is carried out via iCloud or by connecting to your home computer and backing up via your iTunes account.

To get the most out of your battery, charge the iPad to 100% and leave it connected to power overnight at least twice a week.

**Using the iPad at School**

- iPads are not to be used outside of the classroom unless teacher directed
- iPads are not to be used during snack time, lunch time, before or after school and OSHC
- iPads must be carried inside a school bag when travelling to and from school
- On wet days extra precautions are recommended when carrying the iPad (ie. placed in a plastic bag inside the school bag)

**Using the iPad at Home**

- Parents must monitor the use of the iPad at home and the content being accessed by the children
- Store in a safe and secure location
- Ensure other siblings use the device with respect, understanding that it’s required for your child’s use at school
- Only age & content appropriate apps should be installed and it is the parents responsibility to ensure that your child is aware and respectful of the terms and conditions

**Transporting the iPad**

- Always keep a protective cover on the device, be mindful that decorative covers can sometimes not offer sufficient protection
- Do not overfill your school bag when storing your iPad in your backpack. Pressure on the iPad from books can cause permanent damage to the screen and other components
- Never leave your iPad in a car or in an exposed area where it can be stolen or overheat
- Always leave the iPad in the classroom during breaks. iPads are not to be used outside the classroom during breaks or outside of school hours

Refer to the following link for more information on how to best care for your iPad:

**Power Supply Management**
It is a classroom requirement that iPads are brought to school fully charged at the start of each day. Just like a pencil is sharpened when blunt, a ruler is replaced when broken, exercise book are replaced when full, an iPad is brought to school with 100% battery life. It causes much disruption to student learning and teaching if they are unable to use the tools to access the curriculum and complete classroom tasks without their iPad with sufficient battery life.

**Back Up / Recovery**
Students are responsible for the backup of their data. Backups can be completed through iTunes or iCloud. The school is not responsible for providing storage or for the backup of the devices. For further information in this area please visit:
WEB ACCESS

Responsible and Ethical Use
St. Francis Xavier’s uses the internet as a teaching and learning tool. We view the web as a valuable resource but we acknowledge that it must be used responsibly. Being an active participant of the 21st century, our students must develop an understanding of the responsibilities of being a digital citizen and therefore parents and the school need to work together to help our students to act responsibly.

At St. Francis Xavier’s we:
- Encourage cyber-safe thinking and choices. We reinforce the school’s rules and expectations when using technology
- Provide a filtered and monitored internet service
- Provide supervision and direction in internet activities
- Utilise mobile technologies for educational purposes
- Provide support, information and/or learning opportunities for parents and students to develop their understandings of e-safety.

At school the iPad and the internet are mostly used to support teaching and learning. At home, however, it is quite often used differently. We recommend parents encourage their child to share what they are doing online and use the following suggestions:
- Make time to sit with your child and see how they are using the internet
- Review who they are connected to online
- Have the computer/iPad in a shared and viewable space
- Ask them to show you the games they play and their ‘in app’ conversations
- Limit usage times and especially restrict the use of the iPad before bed. View this BTN article with your child to help them make better bed time choices: http://www.abc.net.au/btn/story/s3809197.htm

Email Accounts
All students are issued with an email address that is set up by your child’s classroom teacher on the device. Your child’s email address is generally; jcitizen@cnsstu.catholic.edu.au
We ask that students only use this email address and parents discourage students from establishing or using alternate email addresses. In the interest of protecting our students, our Diocese has a filter system that helps to monitor email correspondence between students.

Internet Access, Usage and Safety
Use of the iPad by students is governed by the Diocesan ICT Device Consent Form, the SFX Mobile Electronic Device Agreement and the SFX Rules and Expectations Agreement. Parents are to support their adherence outside of the school environment. Any inappropriate use of the internet is unacceptable and is subject to disciplinary action and exclusion from the school networks and resources. Parents may be notified that the iPad has been confiscated. It is our school requirement that the school iPad rules and expectations lockscreen is in place on your child’s device at all times when at school.

All internet access (email and web browsing) via our network and is routed through filters that are supplied by Catholic Education Services in the Cairns Diocese. Given the very nature of the internet, no filtering system is 100% accurate. This does not apply to use of the iPad outside of the school network. It is for this reason we request that parents do not enable 3G or 4G networks on the iPad as this outside internet service will be filtered or monitored by the school.

To further support the security levels at home and at school, we encourage parents to enable the parental controls on their child’s device. These settings alone are not a substitute for good supervision, but they do provide a comprehensive level of filtering and restrictions to inappropriate material.

Education and parental support are essential for maintaining acceptable use of the iPad, particularly in relation to internet access. Also parental restrictions limit the way the iPad can be used. For example you are able to turn off the default browser, turn off YouTube access, iTunes and the installation and deletion of Apps (for a ‘How to..’ guide refer to Agreements and Requirements section p. 5 and 6). (To set parental restrictions refer to p. 5).
Safety Resources and Other Useful Information

www.NetSmartz.org
www.netsafe.org.nz
www.commonsensemedia.org
www.thinkyouknow.org.uk
www.bullying.org
www.wiredsafety.org
www.digizen.org.uk
www.esmartschools.org.au
www.netalert.net.au/
www.kidsmatter.edu.au/families/enewsletter/keeping-children-safe-online


Resources Specifically for Queensland Parents: www.esafety.gov.au/education-resources/parent-resources

Social Networking and CyberBullying

Students are expected to use their devices in an acceptable and ethical manner, while following the St Francis Xavier’s “Be the Four” rules. These rules and expectations are designed to support acceptable standards of behaviour that are expected during and outside of school hours.

As Facebook, Instagram, Snapchat, Skype and most social networking accounts have a 13+ age legal requirement they should not be setup for your child. Catholic Education restrict access to social networking at school. As most social networking sites are blocked, this blocking will not extend to use at home. Students who do not meet the terms and conditions of the account provider will be reported to the provider (i.e. Facebook, Instagram etc) so that their account can be closed.

<table>
<thead>
<tr>
<th>Social Networking Sites</th>
<th>Age Requirement</th>
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<tbody>
<tr>
<td>Omegle</td>
<td>18</td>
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<tr>
<td>Facebook</td>
<td>13</td>
</tr>
<tr>
<td>Skype</td>
<td>13</td>
</tr>
<tr>
<td>Twitter</td>
<td>13</td>
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<tr>
<td>Snapchat</td>
<td>13</td>
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<td>KiK</td>
<td>17</td>
</tr>
<tr>
<td>Instagram</td>
<td>13</td>
</tr>
<tr>
<td>YouTube</td>
<td>13</td>
</tr>
<tr>
<td>Tumblr</td>
<td>13</td>
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<tr>
<td>iTunes</td>
<td>13</td>
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Here at St. Francis Xavier’s School protecting our students is a priority. It is very easy for a child to unintentionally disclose personal information and their physical location, especially as pictures do tell a thousand words after all. Social networking sites can offer instant gratification especially when they get a new friend request or when someone ‘likes’ their comment or image so it is especially important to protect their self-esteem and sense of self-worth. Bullying and nastiness can occur on social networks and these issues eventually negatively impact the school, parents need to ensure that they do not place their child in this situation and allow access to sites when it is not within the legal requirements. It is also about protecting your child's safety, image, reputation, 'digital footprint' and self-concept and about teaching our students that rules do matter in real life and online.


Kids Needing Someone to Talk To:

Kids can call Kids Helpline, a free and confidential online and phone counselling service for young people. Kids Helpline are available 24 hours a day, 7 days a week on 1800 55 1800. http://www.kidshelpline.com.au/
The Office of the Children’s eSafety provides comprehensive internet safety initiatives and education programs as part of the Australian Government’s eSafety policy. This site offers parent information, tips and advice to help you and your family and offer free, general internet safety awareness presentations. These presentations are easy to understand, thorough, non-technical and provide valuable tips to help our children stay safe online. Visit: https://www.esafety.gov.au/esafety-information

Digital Citizenship
St. Francis Xavier’s School believe that educating our students to be safe and ethical cybercitizens is absolutely essential both at school and as a partnership between home and school. Our students are spending more and more time in online environments and we need our students to be people who ‘chose to do the right thing’ especially so when ‘no one is watching’. Safe and ethical behaviour is explicitly taught and we request that this is supported at home too. Sometimes the online environment ‘feels’ different and sometimes it feels anonymous. We encourage our students to be respectful at all times of both themselves and others and not participate, but report, hurtful online behaviours. We recommend to parents to regularly check their child’s email and online activities and participate in active discussion about respectful behaviours. If your child experiences meanness, bullying or any inappropriate behaviour, take a screen shot of the activity and report it immediately.

APPLICATIONS (APPS)

Non-School Related Apps and Files
Personal apps, music, images and movies will be allowed for academic and recreational purposes provided copyright obligations are met. We ask that no more than three personal game apps are loaded onto the iPad.

Downloading music, games and videos from the internet during school hours is prohibited excepted by specifically directed by the classroom teacher. Occasionally students are permitted to listen to music and/or participate in games when given express permission by their teacher for an educational purpose. Inappropriate music or images will not be permitted at any time.

It is the student’s responsibility to ensure that there is enough memory available to engage in all educational requirements.

It is the parent’s responsibility to ensure that any apps, images, books and music are suitable for a school environment. If teacher’s find that apps, images, books or music are not suitable they will request that they are removed from the device.

School Related Apps and Files
**Students will receive an email with a list of apps that are required to be installed on theiriPad at the start and then throughout the year, depending on curriculum needs. Please ensure that these are installed promptly onto the iPad. Parents are not required to purchase these apps as they have already been purchased by the school, however, parents are requested to install these apps onto the iPad. The school will automatically remove the apps when they are no longer required. Your child will receive an email with instructions for you to follow. If you need support with this, please see your child’s classroom teacher.**

TECHNICAL SUPPORT

The most common and useful fix to solve most problems is to **Restart your iPad.**

1. Restart the iPad by holding down on the On/Off button until the red slider appears, then slide to shut off (approx. 1min)
2. To power up hold the On/Off button until the Apple logo appears and let go of the button.

The second biggest problem that we find students encounter is when they have forgotten their passcode. To reset this visit: https://support.apple.com/en-au/HT204306

Parents/Carers your child’s iPad must be fully functional and fit for purpose in your child’s learning environment. If the school needs to perform technical support on your iPad there may be circumstances where the device needs to be erased. Such action would always be a last resort, however, the assumption would be that you have a current back up of the device. Our focus is returning your child’s iPad to working order as a priority so teaching and learning can resume.

For further support visit: https://www.apple.com/au/support/ipad/
### SCHOOL DEVICE SETTINGS, CONNECTIONS AND SETUP

The following steps are not a 'how to' guide. They will be completed in class with the assistance of their classroom teacher. We have included this information so that parents are informed of the settings that will be required to access the school network.

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Name your iPad</th>
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<tbody>
<tr>
<td><strong>Name your iPad</strong></td>
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<tr>
<td>Go to Settings</td>
<td></td>
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<tr>
<td>General</td>
<td></td>
</tr>
<tr>
<td>About</td>
<td></td>
</tr>
<tr>
<td>Name – add your SFX username. For example John Smith would name his iPad, John</td>
<td></td>
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</tbody>
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<thead>
<tr>
<th>Step 2</th>
<th>Connecting to the St. Frannies Wifi</th>
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<tbody>
<tr>
<td><strong>Connect to Wi-Fi</strong></td>
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<tr>
<td>Open Settings</td>
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<tr>
<td>Tap Wi-Fi</td>
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<table>
<thead>
<tr>
<th>Step 3</th>
<th>Set proxy to AUTO</th>
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<tbody>
<tr>
<td><strong>Set Proxy</strong></td>
<td></td>
</tr>
<tr>
<td>Tap the wireless name (it should be showing a tick next to the name)</td>
<td></td>
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<tr>
<td>On the screen that opens, set the HTTP proxy to auto</td>
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<thead>
<tr>
<th>Step 4</th>
<th>Email setup</th>
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<tbody>
<tr>
<td><strong>Setup Email</strong></td>
<td></td>
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<tr>
<td>Go to Settings</td>
<td></td>
</tr>
<tr>
<td>Tap mail, contacts, calendar</td>
<td></td>
</tr>
<tr>
<td>Tap add account and select Google</td>
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<table>
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<tr>
<th>Step 5</th>
<th>Email setup continued</th>
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<tbody>
<tr>
<td><strong>Setup Email</strong></td>
<td></td>
</tr>
<tr>
<td>Enter - Student display name</td>
<td></td>
</tr>
<tr>
<td>Email address - <a href="mailto:CESusername@crssx.catholic.edu.au">CESusername@crssx.catholic.edu.au</a></td>
<td></td>
</tr>
<tr>
<td>Password - CES supplied password</td>
<td></td>
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<tr>
<td>Tap next, you should then be presented with a tick when setup is done.</td>
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<tr>
<th>Step 6</th>
<th>‘MDM’ Mobile Device Management (Internet Security)</th>
</tr>
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<tbody>
<tr>
<td><strong>Enrol the iPad into Lightspeed Mobile Manager</strong></td>
<td></td>
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<tr>
<td>To check a mobile device is enrolled go into:</td>
<td></td>
</tr>
<tr>
<td>Settings</td>
<td></td>
</tr>
<tr>
<td>Profiles or Device Management: and ensure there is a mobile device management Lightspeed MDM Profile present</td>
<td></td>
</tr>
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<table>
<thead>
<tr>
<th>Step 7</th>
<th>Setting passlock. This step can be done at home. A 4 digit passlock is recommended – Parents are asked to know this code</th>
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<tbody>
<tr>
<td><strong>Set your passcode</strong></td>
<td></td>
</tr>
<tr>
<td>Go to Settings</td>
<td></td>
</tr>
<tr>
<td>General</td>
<td></td>
</tr>
<tr>
<td>Passcode Lock-turn passcode on</td>
<td></td>
</tr>
<tr>
<td>Enter a 4 digit code &amp; remember it.</td>
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<tr>
<th>Step 8</th>
<th>Setting your lockscreen. School rules &amp; expectations must be set to have access network</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Set your lock screen image</strong></td>
<td></td>
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<tr>
<td>Your teacher has emailed you an image of the iPad rules and expectations.</td>
<td></td>
</tr>
<tr>
<td>Open this email and save the image to your iPad</td>
<td></td>
</tr>
<tr>
<td>Once saved, set this photo as your lock screen photo. You will need to resize the image to fit the screen before you save. See screenshots at the end of these steps</td>
<td></td>
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<table>
<thead>
<tr>
<th>Step 9</th>
<th>Parental Controls</th>
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<tr>
<td><strong>Parental Controls</strong></td>
<td></td>
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<tr>
<td>All student devices should have Parent Restrictions in place.</td>
<td></td>
</tr>
<tr>
<td>To check this open Settings</td>
<td></td>
</tr>
<tr>
<td>Restrictions and confirm restrictions are on.</td>
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<table>
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<tr>
<th>Step 10</th>
<th>3G/4G Internet Access Check</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3G Internet</strong></td>
<td></td>
</tr>
<tr>
<td>No devices are to be brought to school with 3G (cellular internet access)</td>
<td></td>
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<tr>
<td>To checklist look at the top left of the screen, if a device has 3G it will be displayed next to the WiFi signal band.</td>
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FREQUENTLY ASKED QUESTIONS

What are the educational benefits of iPads?
Research suggests that most students already own and use digital tools on a daily basis for their educational, social and personal needs. At St. Francis Xavier’s, we believe that it is our responsibility as a school to keep up with technological change and be at the cutting edge. It is our mission to build student capacity for spiritual, academic, social, emotional, physical, and ethical potential within a caring, stimulating and safe Christian environment and we believe that the iPad as a companion device, will be a useful and motivating tool to aid the growth and development of our students.

What about handwriting?
Students will continue to write with paper and pen and work to improve their handwriting.

Will my child be using the iPad all day?
No. The iPad is a tool for learning that will be used along with all the other useful tools available in the home and school (e.g. pen, paper, paints, books, calculators, laptops etc).

How many GBs should I get?
GB or “Gigabytes” refers to the volume of data the device is capable of storing. We have found from previous experience that a 16Gb model is insufficient. The more applications, pictures, music and movies you want to store permanently on the device will determine the model you require. We recommend 32GB or greater.

Do I need to buy a case to protect the iPad?
Yes. We strongly encourage you buy a case for your child’s iPad in order to protect the device from damage. The iPad is not indestructible. Students need to protect their device and a case will certainly assist them in looking after it. We recommend investing in a ‘Survivor’ case.

Which iPad model should I buy?
This is entirely a personal choice, however, we do strongly recommend you think of the long-term investment when selecting your child’s iPad. Our program at St. Francis Xavier’s is incorporated across Year 4, Year 5 and Year 6. The model (iPad2 or 3, iPad Mini), and we do suggest a minimum size of 32Gb to better cope with content storage however this is entirely up to you. We strongly recommend that parents purchase the Apple Protection Plan for the iPad to extend the warranty and support period to two years.

My child already has an iPad. Can that be used instead of purchasing a new one?
Yes. If your child already has an iPad 2 or later model and it meets the requirements of this program they may use this as a school device. Please refer to set up requirements on page 5.

What apps should I purchase and install so I am ready for school?
You will not need to purchase any apps but you will be required to install them onto your child's iPad. Your child will receive an email (Term 1 and then sporadically throughout the year) with a list of apps that you will need to install onto the iPad. Just click onto the link for each app and install.

Do I need wireless Internet at home?
While having Internet access is certainly an advantage in terms of giving students access to online collaboration and learning materials and to install apps, it is not a requirement. Many apps will work without an Internet connection. Free Wi-Fi can be accessed at your local library and student’s iPads will be connected to the school Wi-Fi network when at school. Please see your child’s classroom teacher for support.

Can the iPad open Microsoft Office documents such as Word, Excel or PowerPoint?
Yes. With specific applications such as Pages, Numbers and Keynote any document type containing images and text can be created, viewed and edited.

Can I back up my child’s iPad on a PC?
The iPad connects to either a Mac or a PC via iTunes. The iPad will sync, backup and talk to both Windows PC or iMac desktops and laptops. We recommend that the iPad is backed up on a home computer/icloud in case of damage or theft. Information about the restoring and backing up iPads can be found at the Apple website http://support.apple.com/en-au/HT201252.
Can parents control the use of the iPad at home?
Yes. The use of the iPad and time spent on it will be entirely up to parents to negotiate with their child. We encourage parents to set very clear time limits on its use during home time. The Internet has many benefits and risks and it should not be used by children without adult supervision and parental control. It is expected that students bring their iPad to school every day as it is an essential booklist item (Year 4 students do not bring it in until Week 3 of Term 1).

Will their iPad be secure at school?
The security of the iPad outside of school hours is the responsibility of the parent/carer. When students arrive at school, they put their iPad in their classroom and are kept in the locked classroom during breaks. We do recommend that parents invest in the Apple Care Plan and check their contents insurance.

How should the iPad be transported to and from school?
The iPad must be in its protective case at all times. Students must take their iPad home each night to recharge the battery.

Does my child bring the iPad to school on the first day of Year 4?
No. We would like to establish clear expectations and classroom practices before iPads are brought into school. Teachers will discuss with the children how the iPads are transported, managed, stored, used and set up before we ask the students to bring them.

Will my child’s eyes be adversely affected by looking at an iPad screen all day at school?
Our children and students are spending many hours absorbed in some form of entertainment media / screen time, be it television, mobile phones, MP3 players, handheld gaming units, and iPad’s.

All of that time engrossed in displays of some type or another can put a tremendous strain on your vision, and may have lasting consequences for your long-term eye health. These are some simple things you can do to prevent any lasting effects:

1. 3 B’s: Blink, Breathe, and Break. When looking at a computer or handheld digital device they tend to blink two to three times less than they normally would. This can often lead to “dry eye”. That may seem like something inconsequential, but in reality—for power digital users—can lead to permanent vision damage.
2. The 20/20/20 Rule. While working on the computer, reading the iPad, Kindle, etc., every few minutes look at another object in the distance to allow eyes to refocus.
3. Consult your Doctor. Let your eye doctor know if they are a “power user” of handheld devices. Their eye doctor may provide them with a separate lens prescription for digital devices, to lower eye strain and avoid permanent damage. One pair of glasses or one prescription may not fit all.
4. Monitor Lighting. Make sure they are in a well lit room, or outside. Eye strain is often a function of lighting. Glare, and low light can really hurt their eyes, and when they are looking at a digital device the back-lighting of the device combined with the room’s lighting could be very detrimental.

Will iPads promote poor posture?
Poor posture and associated strain are generally the product of fixed body position for an extended period of time. Desktop computers and laptops are just as likely to cause strain because they control posture. iPads are more mobile and light, which means they can be used with a wider variety of postures. It is easier to shift positions while remaining engaged.

Will the iPad battery last all day?
Yes. As long as the iPad has been brought to school with 100% battery power it will last approximately 10 hours.

Can the school’s network handle the load of every student and teacher having an iPad?
The school has invested quite heavily in infrastructure to ensure that the network will be able to cope with the demands of all the students and staff having laptops and iPads that require network access.

What if my question isn't answered here?
Please ask!
St Francis Xavier’s School
Mobile Electronic Device Agreement (Completed Annually)

Student

I have read and/or had explained to me St. Francis Xavier’s Mobile Electronic Device Policy, and I understand acceptable uses as stated in the Policy attached.

I understand that if the school decides I have broken this agreement, I may be prevented from using the school’s computers and other electronic devices for a period of time.

Student Name: (please print) ____________________
Class: ____________
Student Signature: _____________________
Date: _____________

Parent or Carer

I understand that the School’s computer network system can provide students with valuable learning experiences. I also understand that, although unlikely, it may give access to information that is illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information must depend upon responsible use by students. (ie. students must follow teacher’s instructions).

I give permission for (print student’s name): ____________________________ in Class: _______ to use the School’s computer network. I understand that students who break the school’s computer usage policy may be prevented from using the school’s computers and other electronic devices, and/or have other disciplinary action taken against them.

Violations of this Acceptable Use Procedure may cause immediate suspension of your student’s electronic communication privileges and access to the Local Area Network and may result in further disciplinary actions being taken by St Francis Xavier’s School staff.

As per the school requirement, I acknowledge that I have enabled parental restrictions and will ensure that my child not know this code. I agree that the school has full authorisation to make appropriate changes to the settings on my child’s device.

By signing this document I agree that I have discussed the responsibilities as outlined above with my son/daughter.

Parent or Carer Name (please print): ____________________________
Parent or Carer Signature: _____________________
Date: ____________
iPad Rules and Expectations

Our school rules, be respectful ‘Be Responsible, Be Safe and Be a Learner’ apply when using mobile devices, especially iPads. The following is a list of rules and expectations that our students participating in the 1:1 iPad program are expected to abide by. Please discuss this list with your child. Upon revising the rules and expectations, please sign and return to your child’s classroom teacher.

‘Be the Four’

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<tr>
<th>Be Responsible</th>
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<tbody>
<tr>
<td>o I will only use my school email account</td>
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<tr>
<td>o I will bring my iPad fully charged every day with sufficient storage space</td>
</tr>
<tr>
<td>o I will always know where my iPad is and make sure that it is secure</td>
</tr>
<tr>
<td>o I will always tell the teacher if something is wrong</td>
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<tr>
<td>o I will not alter iPad settings and will keep the rules as my lock screen</td>
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<th>Be Respectful</th>
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<tr>
<td>o I will only use respectful language and images</td>
</tr>
<tr>
<td>o I will always ask permission before photographing, recording or filming</td>
</tr>
<tr>
<td>o I will always respect the SFX Acceptable Use policy and report inappropriate use</td>
</tr>
<tr>
<td>o I will always only touch my own iPad</td>
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<tr>
<th>Be Safe</th>
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<tbody>
<tr>
<td>o I will not share my full name, address, phone number, passwords or my plans online</td>
</tr>
<tr>
<td>o I will not know the parental restrictions or the Apple ID passwords</td>
</tr>
<tr>
<td>o I will only share my passwords with my parents and teacher</td>
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<th>Be a Learner</th>
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<tr>
<td>o I will always be on task when using the iPad</td>
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<tr>
<td>o I will only use approved forms of social media</td>
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<tr>
<td>o I will only use apps and programs my teacher instructs me to use</td>
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<td>o I will not browse unrelated web pages</td>
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I understand these rules and expectations and understand that failure to follow these rules and expectations may result in a loss of future privileges and possible disciplinary action which may include the suspension of my use of the iPad.

I agree to abide to the above rules and expectations.

Student: ___________________________________________________________ Date: _____/_____/_____

I have thoroughly discussed these rules and expectations with my child.

Parent/Guardian: ____________________________________________________ Date: _____/_____/_____
Parent/Guardian: ____________________________________________________ Date: _____/_____/_____

St. Francis Xavier’s 1:1 iPad Program Information Booklet for Parents
CONFIDENTIAL – FOR USE OF CLASSROOM TEACHER AND PARENT/CARERS ONLY

Dear Parents/Carers,

"We need technology in every classroom and in every student and teacher’s hand, because it is the pen and paper of our time, and it is the lens through which we experience much of our world." David Warlick

These last few years of our 1:1 iPad Program have taught us that there is an absolute need to work in partnership with our parents. We are asking for your assistance to make our 1:1 iPad Program as successful as possible by sharing with us some information that will help to make the program more efficient in the classroom.

Some helpful sites are blocked by the security settings and in these few instances, the parental restrictions code is required for students to access the site. We are asking that you share some of this information with your child’s classroom teacher. This information will be kept confidential and will only be shared between yourselves and the classroom teacher. We will ensure that the code is reset to maintain security and protection.

If any of the information below changes at any time, please notify your child’s classroom teacher with the updated information. Please place this confidential note in the supplied envelope and return to your child’s teacher.

Thanking you for your ongoing support,

St. Francis Xavier’s Teaching Team 1:1 iPad Program

Student Name: ____________________________

Class: ___________ Date: ___________

Your child’s iPad name: __________________________

Your child’s passcode: __________________________

Parental Restrictions Password: ________________