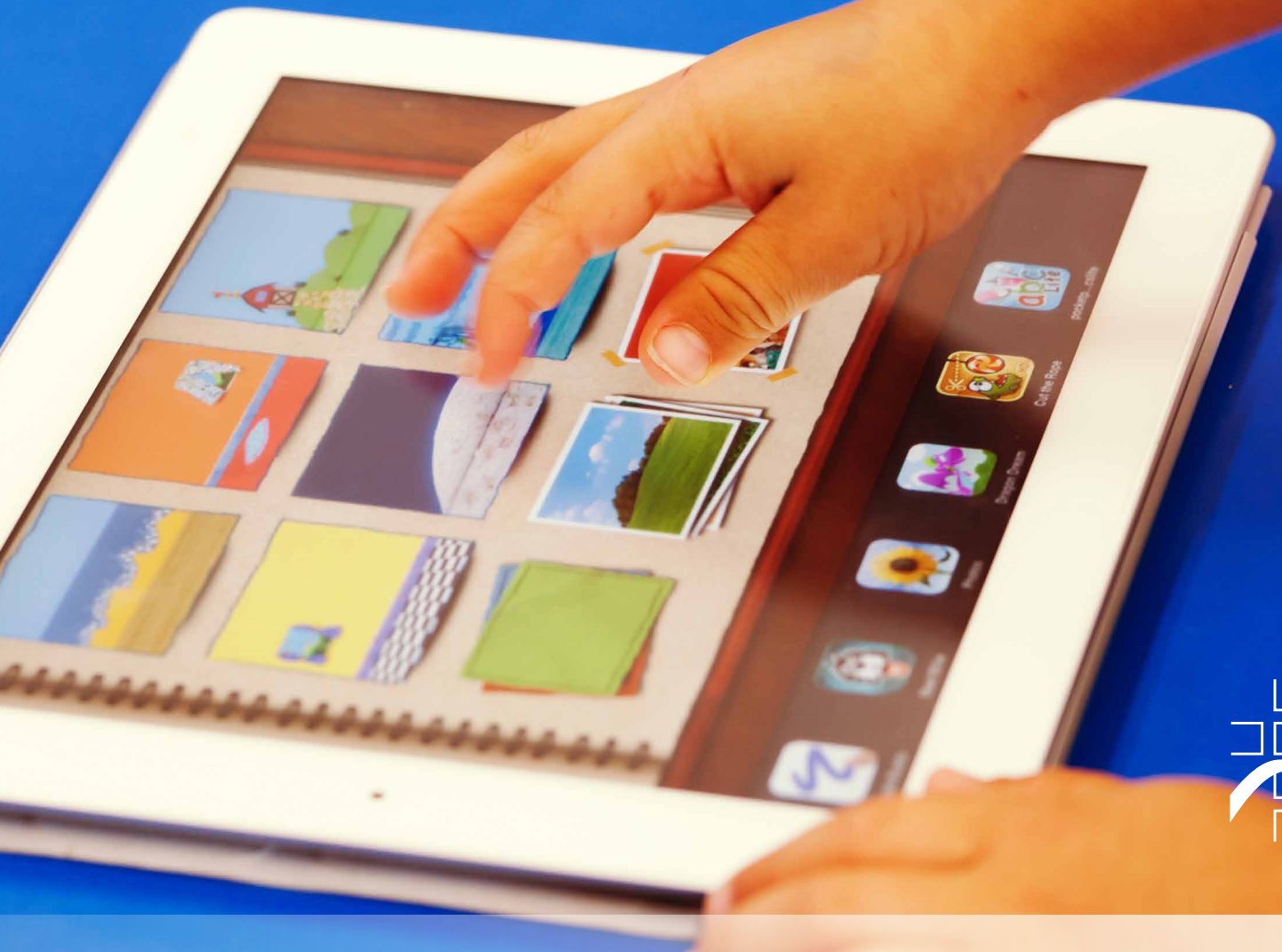


junior school
1:1 LEARNING



CONTENTS

Section 1: Introduction	4
Section 2: Program Information	5
Section 3: Policy and Process – Guidelines for Participation	6
Section 4: Caring for your Device	8
Section 5: Digital Citizenship	8
Section 6: Ergonomical use of iPads	9
Section 7: Frequently Asked Questions	10

section 1:

INTRODUCTION

4

WHY THE FOCUS ON 1:1 IPADS AT TATACHILLA LUTHERAN COLLEGE?

The new Australian Curriculum requires students to develop a sound ICT capability in order to appropriately access, create and communicate information and ideas, solve problems and work collaboratively in all learning areas at school, and in their lives beyond school as ethical global citizens.

The Melbourne Declaration on the Educational Goals for Young Australians (MCEETYA, 2008) recognises that in a digital age, and with rapid and continuing changes in the ways that people share, use, develop and communicate with ICT, young people need to be highly skilled in its use. 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, at work and in their communities.

One of the primary reasons for a 1:1 iPad Program is to allow teachers to modify and differentiate the curriculum for individual students. This means that a child's learning can become far more personalised to their specific needs. The College Strategic Directions encompasses the roll out of the 1:1 iPad Program and from 2017 the Commonwealth Government will be implementing NAPLAN (the national testing program) in an online environment.

iPads as a tool, are fast and intuitive, interactive and multimodal, and they support the rapid communication and representation of knowledge to many audiences and its adaptation in different contexts. They give students the opportunity to transform the ways that they think and learn and give them greater control over how, where and when they learn.



section 2:

PROGRAM INFORMATION

OWNERSHIP

The ownership model that has been determined for this program ensures the student has access to the iPad at home and at school. While the College will remain the 'owner' of the iPad for the duration of the program, students will exit the program with full ownership.

The College restricts the use of privately owned devices on the school network. This allows for:

- Ability to provide continuous service through swap out/loan devices, provision of spare parts and technical expertise;
- Volume licensing and standardisation of the platform;

Students entering the 1:1 Program in 2017 who own an iPad, which is compatible with the College network, may be permitted to continue with their device. This will be determined on a case by case basis and the Apps and Licensing Levy will be adjusted accordingly. All servicing of devices not associated with the program will be the responsibility of the student/parent.

INFRASTRUCTURE

A 1:1 Program is only as effective as the network that supports it. To this end, the College has installed a wireless network solution that covers all parts of the College site including the Eco Classroom. The College network is connected to the NBN which allows us to facilitate such initiatives as virtual classrooms, video and audio streaming, high definition video conferencing and the development of eLearning resources.

COST OF PARTICIPATION

The 1:1 acquisition fee entitles students access to the iPad at home as well as on the College campus, and ownership on leaving the College or end of the 1:1 Program.

This guarantees that students can access an iPad on and off the College campus, all licensing costs, Apps, insurance* and servicing for the duration of the program. Students who leave the College before the end of the program are able to negotiate a fee to exit with the device, or alternatively the iPad is returned undamaged to the College.

section 3: policy and process – **GUIDELINES FOR PARTICIPATION**

6

PRIOR TO DEVICES BEING TAKEN HOME BY STUDENTS

- Parents / Guardians must attend an information session for each student in the program, prior to this a written agreement will be signed by the student and the parent. (This is issued when students receive the iPad.)
- Each iPad must be prepared by the school, including loading relevant Apps, logging iPad details and registering an iPad against a unique student identifier.
- Each student must:
 - participate in our Digital Citizenship Program
 - have their ICT@TLC Agreement signed in their diary (Year 5 onwards)
 - have their own unique Apple ID.

ROLE OF PARENTS – TAKE IPAD HOME

- Tatchilla Lutheran College will be running “Take iPad Home” sessions, where information will be provided about caring for the iPad and how to set-up positive routines at home. Caregivers must be present at this session before students will be allowed to take the iPad home.

*** INSURANCE**

- All devices will be insured through the school for warranty and replacement purposes.
- The excess is currently \$250 for the 2017 academic year.
 - Should a student lose or have their iPad stolen, there are a prescribed set of forms that will be available via the College website and need to be lodged with the IT Department.
 - A maximum of two total claims (that is replacement iPad) is possible under the insurance policy.

ALTERATIONS TO THE APPEARANCE OF THE DEVICE

As the iPad will be ‘owned’ by the College until the student exits the program, no personalisation of the external appearance (including stickers) is allowed. Students will be responsible for any necessary cleaning / maintenance required to remove such material.

SOFTWARE LICENSING

Included in the program is access to all licensing. Any additional licensing will be the responsibility of the student. Apps installed by the school are copyright protected and must not be distributed or transferred without written permission from the school. Any Apps installed by the students must comply with software licensing laws, and the ICT@TLC agreement (found in the student diary).

ACCESS TO THE COLLEGE NETWORK

As the College has wireless access across the whole site, students will be requested to log into the College network on arrival at school. This will then set up a monitored environment.

INTERNET USAGE

We have an internet filtering system at the College to ensure only age appropriate material is accessible to students at each year level. As is currently the policy, all students are given a nominal download quota per week. When a student has exceeded this amount, some investigation is carried out to monitor student use and determine its appropriateness to learning. The College is aware that the integration of ICT into the curriculum will require constant monitoring of the quota and it is amended accordingly.

EDUCATIONAL GAMES

Learning is the highest priority with 1:1 devices. Students have a growing responsibility for managing this priority and maintaining a balanced use of their time on the iPad. Teachers and parents will play an important role in building this sense of balance.

We know that there are significant educational benefits for some games. However, many games can be unproductive and distracting to student learning. Tatachilla Lutheran College staff will include educational games on the list of installed Apps to be provided with the iPads. As a general rule, the College will use the following criteria for determining game suitability:

- Educational value of games
- Potential for distraction/disruption
- Potential software piracy issues - ethical and moral issues re intellectual property
- Social impact

TECHNICAL SUPPORT (INCLUDING APPLE CARE WARRANTY SERVICES)

The College has a service agreement with Apple Australia, which has ensured a 48 hour turnaround on faulty and damaged machines and is covered under warranty. There are online resources and a helpdesk where students and parents can access support and information regarding their devices. Typically, we would expect each child to be without their iPad for up to six days per year for servicing or repairs.

SECURITY/STORAGE/LOAN AND REPLACEMENTS

During the school day when iPads are not being used (i.e. lunch, Physical Education etc.), students will be required to

store their iPad in their classroom. We have CCTV cameras around the school with 24/7 playback to assist with security monitoring. All students will be responsible for securing their own iPad, and should the above procedures not be followed, insurance may not cover theft, loss and/or damage. Students are instructed on how to minimise damage and appropriate ways to store their iPad in and out of class.

POWER ISSUES

All students with a 1:1 iPad are expected to come to school with it already charged. Should an iPad need to be charged during the school day, it can be dropped off at the IT Department. This may restrict the students access to learning experiences which require Apps and the use of their 1:1 device.



section 4:

CARING FOR YOUR DEVICE

8

The following advice is provided for students to ensure the iPad and associated equipment is maintained for the duration of the program.

PACKING AWAY YOUR DEVICE

- Always store your iPad with the screen facing away from the front of the bag.
- Do not wrap the cord too tightly around the power adapter or the cord will become damaged.
- Always place the iPad gently down, and face up.
- Be careful when putting the iPad in the car that no other items are on top of it, or the bag and nothing will roll onto it.

OPERATING CONDITIONS

Please don't place objects on top of your iPad.

Avoid exposing your iPad to:

- Direct sunlight or sources of heat such as desk lamps
- Dust, dirt, rain, liquids or moisture
- Heavy shock or vibration

section 5:

DIGITAL CITIZENSHIP

After receiving the iPad at school students will begin their digital citizenship journey. All students will participate in sessions, which will step them through setting up their iPad, responsible and ethical use of the internet, and correct storage of files at home and school, including a back-up process.

Students will also be prepared for setting up their unique Home User Agreement with their caregiver(s) and recommendations from our research can be found on the College website www.tatachilla.sa.edu.au. under the 1:1 Program tab.

We hope that this valuable information will guide you in setting up reasonable parameters around the use of the iPads at home.

The digital citizenship journey of your child will continue while they are at the College and is embedded in their core curricular areas as set out by the Australian Curriculum Learning Continuum from Reception to Year 12.

section 6:

ERGONOMICAL USE OF IPADS

The College has recently formed a partnership with Smart Health Training and Services who have provided the following recommendations. When using a tablet for extended periods of time (>20min), ensure you rest the tablet in an inclined fashion (either on a custom made stand or an inclined reading board) or in a tablet stand that allows for ideal biomechanics. Use the tablet resting on this stand while standing at a bench for ideal body posturing.

Use two hands when using a tablet to take photos, videos or voice memos. If holding your tablet in one hand, hold it in portrait orientation compared to landscape orientation.

Some families may choose to supply the optional keyboards, and slope boards available to purchase in the eLearning section of the booklist, which may assist in achieving these recommendations.



section 7:

FREQUENTLY ASKED QUESTIONS

10

General

1. WHAT IS THE CURRENT SITUATION AT THE COLLEGE?

- We currently have College provided iPads for each student in Reception classes.
- In Year 1 and Year 5, students join the 1:1 iPad Program.
- Year 2 and Year 6 students are now part of the 1:1 Program, having received their iPad in 2016.
- Year 3 and Year 4 students will continue to use the College owned shared iPad sets.
- Year 5 will join the 1:1 Program in 2017.

The shared iPads are always in demand by classroom teachers and by specialist classes, resulting in each class having limited access. In a 1:1 program teachers can rely upon each child having their own iPad during learning time. Specific programs and tasks that meet a child's needs can be set up and settings maintained for your child.

It is cost prohibitive for schools to be able to fund a device for each student, which is why parent funded programs are now being rolled out in primary schools and Colleges in Australia and across the world.

2. WHY 1:1 WITH STUDENTS?

It is our belief, supported by current research and the practice in other schools across Australia that students in a Junior School setting are old enough to be able to manage their own device with the support of their class teacher. We implement the 1:1 iPad Program in Year 1 after an introductory year in Reception where students are guided in how an iPad can support their learning.

Having access to their own individual iPad gives students opportunities to maximise learning opportunities by always having the device available. They will be able to use the same device at school and at home.

The iPads work best as a single user device and they provide opportunities for personalised, student-centred learning. Your child having their own iPad also allows for a level of parental involvement in learning not previously possible.

3. WHY IPADS?

Staff and students are generally very familiar and confident in using iPads. The iPad is built for simplicity, convenience and mobility.

Teaching and Learning

1. HOW WILL WE KNOW HOW THE IPADS ARE BEING USED IN THE CLASSROOM?

By implementing a 1:1 iPad Program your child will be bringing their devices between home and school. This provides unprecedented access to your child's learning and affords you as parents the opportunity to become more actively involved in your child's education and see how their iPad is being used in class. Some parents have asked whether the iPad can remain at the College. Certainly this can be arranged until you feel confident that your child is able to manage the transition to and from school.

2. WILL MY CHILD STOP WRITING?

No. The development of fine motor and handwriting skills are still considered vitally important. Scheduled time each week for handwriting development will continue to be a core part of the Literacy program at Tatchilla Lutheran College.

3. HAVE TEACHERS BEEN TRAINED ON HOW TO USE THE IPADS IN THE CLASSROOM?

Teachers at Tatchilla Lutheran College have had, and will continue to have, access to rich and ongoing professional learning opportunities and support from many internal and external sources.

We consider teacher knowledge, understanding, skill, vision and openness to being a life-long learner vital to the success of our 1:1 iPad Program.

The College staff readily share their ICT wisdom with colleagues. We have a partnership with Apple Education that involves a professional development stream. We work with educational specialists, colleagues in other schools, both locally and nationally, and our staff attend regular professional development opportunities presented by a range of organisations.

4. WHAT APPS WILL BE REQUIRED AND WHO WILL PAY FOR THEM?

The College has identified a core set of Apps and these will be loaded onto each iPad prior to it coming home. The cost of these is included in the payment of the iPad or the BYOD fee.

5. CAN THE APPS BE INSTALLED ON OTHER MACS, IPHONE OR IPODS?

Apps additional to the core Apps provided by the College and purchased by the family become the property of the family and can be loaded onto any other device through family sharing.

6. WILL MY CHILD BE ABLE TO INSTALL OTHER APPS/PROGRAMS AND GAMES WHEN THEY HAVE THE DEVICE?

The purchase and installation of all Apps, games, music etc must be made with an Apple ID, which requires a password. The owner of the Apple ID must be at least 13 years of age and it is expected that this is a parent/caregiver. However, it is best to set up a unique ID on your child's behalf.

Parents therefore have control and security over the Apple ID password and what is installed on the iPads provided the **password or pin code is not shared** with the child.

If software is required by a class for academic purposes, the school will purchase licences and make arrangements for the installation of the App for student use at school.

7. WILL STUDENTS BE ABLE TO STORE MUSIC ON THE IPADS?

Yes, students can store their music on the iPad. Again this requires the use of the Apple ID which the parent must have control over.

8. WHAT HAPPENS IF INAPPROPRIATE APPS/ PROGRAMS OR MUSIC ARE ON THE IPAD?

Each day the child's iPad will connect to the College Wi-fi system. ICT staff are able to scan devices for inappropriate use, and staff will contact parents directly if any Apps on the iPads are deemed inappropriate and ask for these to be removed. Parents and staff will work together to ensure that our ICT Policy and Conditions of Use Policy are respected and adhered to.

Educational applications will be considered the priority on the iPads and the school reserves the right to request that any Apps which interfere with learning, or with the running of the device, be removed.

9. CAN MY CHILD ACCESS IMESSAGING OR OTHER APPS NOT RECOMMENDED BY THE COLLEGE?

The College expects that iMessaging will be disabled on the iPad through the security settings. We recommend that families follow the age restrictions for all social media platforms.

10. WILL STUDENTS BE ABLE TO USE SOCIAL MEDIA ON THE DEVICE?

Users of social media generally have to be 13 years of age or older, therefore we recommend that it not be used on the iPad. Access to popular social media, such as Facebook is blocked at the College.

11. HOW MUCH TIME WILL STUDENTS USE THE IPADS IN THE CLASSROOM?

The amount of time the iPads will be used will vary from day to day at the discretion of the teacher and depending on the task involved. The amount of use depends on individual student need, as well as the learning activity or project at hand.

There is the potential to use the iPads for all subject areas including specialist subjects such as Science, Health and Music.

Teachers will decide when and how much the iPads will be used within any given lesson and per week based upon individual and classroom needs. Parents can be assured that the iPad will be used as part of a 'balanced diet' to maximise their child's educational outcomes, without compromising the development of other important learning opportunities and skillsets. The iPad, just as computers and previous technology have been, are considered a learning tool – one of many tools that students will use and engage with at varying times each day.

The use of iPads in lessons is very task-specific, some tasks lend themselves to the use of the iPad, others do not. This means that the iPad comes out when and if required. The iPads will provide additional support for student learning, and therefore students will be supervised, as they would be for any learning activity. The issues of screen time is also apparent for us as educators and it will be more common for students to engage in short, sharp bursts with the iPads, than long blocks of continuous time.

With Federal Government programs going online, such as NAPLAN online, student use of iPads during these periods will be mandated by Government requirements. As Federal and State Governments finalise details, these will be forwarded to parents for your information.

Device Usage

1. WILL STUDENTS BE ABLE TO USE THE DEVICES AT RECESS AND LUNCHTIME, OR BEFORE AND AFTER SCHOOL?

Students are encouraged to be active and socialise during break times, and the potential for damage increases, therefore the use of the iPads will not be allowed during these times. Extreme weather may permit the use inside under teacher supervision.

2. WILL MY CHILD'S INTERNET USAGE BE MONITORED AT SCHOOL?

The College has an internet filtering system that aims to block and filter inappropriate material reaching the students. Students can expect their iPad to be periodically inspected and monitored for appropriate usage. College personnel may request access to the browser history and/or caches as well as any and all files belonging to the student, as well as stored on the College's server.

Students and parents need to be aware that files stored locally or on server sites are not private. Teacher vigilance and student reporting will also be important in monitoring student usage and behaviour online, and student education has and will continue to reinforce expectations and 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, just as you would be at home, is preferable to them dealing with the issue in unsupported circumstances.

3. HOW WILL THE COLLEGE REGULATE STUDENT USE OF THE INTERNET AT HOME?

The College is unable to regulate student internet usage at home, which means that parents/caregivers need to remain vigilant and informed and have good family rules in place. We encourage parents to be aware of what their child is doing on any Internet enabled device (computer, iPads, iPhone, iPod) already and strongly encourage the use of these devices in family areas only, and not in private areas such as bedrooms. We will discuss ways that families can regulate student use at Parent Sessions in 2017. We also recommend charging in a common area overnight to avoid the temptation of using the iPad late at night unsupervised.

Payment and Purchase

1. DO I HAVE TO PAY FOR THE IPAD?

As this is a College wide program, through the 1:1 iPad Program as part of the strategic directions for our future, parents/caregivers will need to pay for the iPad. The iPads will be provided to the students at the start of the year and the costs will be included on term fees across the term of the program. If you need financial assistance, please contact our Assistant Business Manager to discuss payment options.

2. WHAT HAPPENS IF THE DEVICE IS DAMAGED, LOST OR STOLEN?

An insurance excess applies to each claim (\$250 per claim) which must be paid by the parent/caregiver before the device can be repaired or replaced. Where available, the College will provide access to a device in school while the iPad is being repaired.

3. IS A CASE INCLUDED?

A case for the iPad is included in the cost. To protect the iPad it should remain in the case at all times. The case is a UZBL Kids iPad case (Shockwave).

4. CAN I PURCHASE THE DEVICE UPFRONT?

Yes, if the family is supplying the device. If you are ordering the device through the school then it is part of the 1:1 iPad Program and is paid off over the lifetime of the program.

5. MY CHILD ALREADY HAS AN IPAD, CAN THEY USE THIS?

Yes, however the device will be configured to the College network and will need to be available each day for use at school. A fee will be applicable for Apps (\$55 per year). A family supplied device must have minimum requirements of 32GB, with the following core Apps: Numbers, Pages, Keynote, iMovie and GarageBand.

Technical

1. WHAT IS THE WEIGHT OF THE IPAD?

The iPad's approximate weight is 680grams without a cover. A cover will add additional weight but is essential for the protection of the device. The iPad is light enough to carry each day.

2. HOW DO WE BACKUP THE DATA AND APPS ON THE DEVICE?

Data on the device can be backed up via iTunes on a computer at home or via Apple's iCloud service over the internet. Information on backing up the iPad will be covered next year in a Parent Information Session.

3. HOW WILL IT BE PROTECTED FROM DAMAGE TO AND FROM SCHOOL?

Students must keep the iPad in its case when travelling to and from locations. Care of the iPad to minimise damage is another area that will be covered in Term 1.

4. WILL THE BATTERY LAST ALL DAY?

The iPad has a 10 hour battery life when used on Wi-fi which is more than adequate for a day's use in the classroom. It is important that the iPads are charged at home overnight and brought to school fully charged each day.

5. WHAT HAPPENS IF THE IPAD STOPS WORKING OR IF A STUDENT FORGETS TO BRING IT TO SCHOOL?

Although the iPads selected are expected to be robust and reliable, the reality is that sometime things will go wrong. All iPads are covered by a College based two year AppleCare warranty (this does not include screen breakages) and then insurance over the four year period. Any hardware fault is covered under the AppleCare warranty. More importantly, the College will have a small bank of iPads that will be swapped in and out of service when a device might require a repair.

6. WHAT HAPPENS IF THE IPAD DOESN'T WORK DURING THE SCHOOL HOLIDAYS?

College IT staff are onsite during school holiday periods apart from closure over the Christmas/New Year period. Phoning the College first is best during these periods.

7. WHAT IF THE IPAD BREAKS DOWN IN TERM TIME?

If an iPad breaks down in term time, families still bring the device to school and can attend the IT Helpdesk. From there the job will be assessed and if need be, logged for actioning.

8. ARE THE IPADS COVERED BY INSURANCE FOR DAMAGE, LOSS OR THEFT?

Insurance will cover the iPad from all non-warrantable damage, loss or theft at school, home or in transit. Any replacement of an iPad will be on a like for like basis. A standard excess of \$250 applies.

9. WITH THE WARRANTY, IS IT OUR RESPONSIBILITY TO DELIVER THE IPAD TO THE SUPPLIER FOR REPAIR?

No. The College will make arrangements for this if the iPad is part of the 1:1 Program.

10. WHAT HAPPENS IF A STUDENT LEAVES THE SCHOOL?

Students who leave the College before the end of the program are able to negotiate a fee to exit with the iPad, or alternatively the undamaged device is returned to the College.

11. WHAT HAPPENS WHEN THE IPADS ARE FOUR YEARS OLD?

The iPad is owned outright by the family. Currently a new device is then engaged from Year 5 and then again in Year 9.



TATACHILLA
LUTHERAN
COLLEGE



211 tatachilla road
po box 175 mclaren vale 5171 south australia
| p 08 8323 9588 | f 08 8323 9788
| e tlc@tatachilla.sa.edu.au

ABN 44 094 272

tatachilla.sa.edu.au