



1:1 iPad Program



PARENT INFORMATION HANDBOOK

St Thomas More Catholic Primary School

Dear Parents,

St Thomas More Catholic Primary School is committed to constantly striving to provide our students with a future-focused education that is built upon higher-order thinking skills, incorporating problem solving, communication, creativity and innovation.

In an ever-increasing digital world, we must strive to ensure that our children are well equipped to take their place as leaders and positive contributors in our society. Our children's ability to manipulate and utilise the latest technologies available today will be integral to their future success in the workplace and contribution to their communities.

St Thomas More Catholic Primary School is also committed to the ideals and beliefs of 21st Century learning, based around the three pillars of;

1. Providing contemporary classroom learning environments that provide greater versatility and flexibility in structuring the learning environment to cater to the needs of the children at the time.
2. Providing increased opportunities for children to integrate the use of technology into their day-to-day learning, which the 1:1 iPad program will facilitate.
3. Teachers implementing 21st Century learning pedagogy in the classrooms, based around the use of 1:1 technology allowing for increased focus on research, collaboration amongst students, individualised and group learning, higher order thinking skills, open-ended tasks and problem solving, more creative solutions to tasks and enhanced presentation skills.

As you may be aware, we have already been using iPads in the classroom for some time. This has proven to be very effective in engaging students in learning while offering greater opportunities for individualised learning programs and differentiation. In order to further progress our commitment to 21st Century Learning, we began with a rollout of a 1:1 iPad program with the Year 4 and 5 cohort of 2019 and continue with our Year 3 and 4 classes bringing their own device from 2020 and into the future.

This program will provide flow-on benefits to the children in the early years from Kindy to Year 2, by gradually redeploying existing iPads from Years 3, 4, 5 and 6 classrooms down into the junior classrooms, increasing the number available in the Kindy to Year 2 classes.

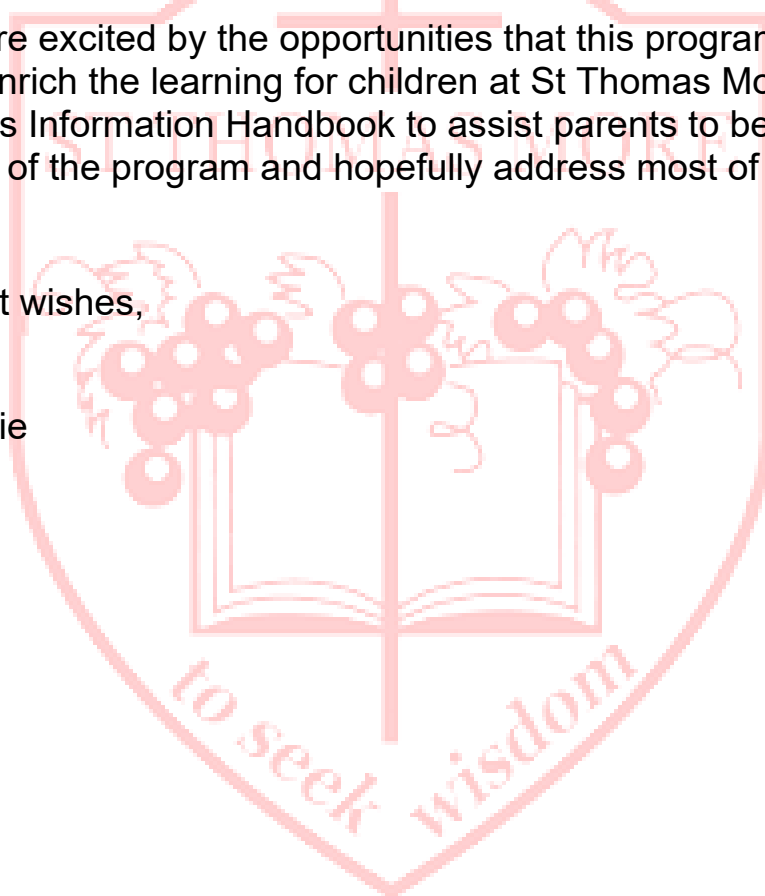
The perceived benefits for the students of implementing this program include:

1. Greater engagement and increased motivation to learn.
2. Increased flexibility to engage with the technology anywhere in the school.
3. The iPad is a small lightweight device and therefore, easy to carry and to use at the students' desks.
4. The iPad is a tool that allows for greater personalisation and organisation of learning tasks.
5. The use of the iPad as a collaboration tool in the classroom.
6. Enhanced opportunities for creative expression in solving tasks and the presentation of work.

As a staff we are excited by the opportunities that this program will provide to enhance and enrich the learning for children at St Thomas More. We have put together this Information Handbook to assist parents to become familiar with the details of the program and hopefully address most of the queries you might have.

Peace and best wishes,

Mr Russell Wylie
Principal



The 1:1 Program refers to 1 device per child. Each student in the classroom has their own personal device that they use at school and home which allows their learning to transition smoothly between two locations.

Section 2: Why iPad?

We feel it is important that we choose the device that will be the most beneficial to our students and will provide them with the most efficient way to assist and enhance their current learning. We have closely explored many different options and believe that the iPad is the device most suitable to meet our student's needs.

Some of the reasons we have decided to go with iPads over a Laptop are:

- Battery Life

The iPad has a superior battery life compared to other Laptop devices.

- Manoeuvrability/Mobility

One of our current goals is to have the students extending their use of media to create and enhance their work. We chose a device that was easiest for students to hold, move and manipulate.

- Size and Weight

The iPad is a smaller device that will take up less space on the student's work area and is easy to store out of the way. The iPad is a lighter device which benefits the students when carrying it between home and school, but is also beneficial when students need to work, photograph or film around the school and classroom.

- Responsiveness

The iPads start up time is much quicker than a laptop's allowing students to get on to their work much sooner. This is also beneficial as students can be asked to switch their iPads off when teachers are giving an explanation and are able to be working again within seconds of being asked to switch the iPad's back on.

- Functionality

The iPad incorporates a camera/video function which enables children to take photos and video footage in an easily handled unit, to be used in their

work and presentations. A laptop in comparison is heavier and does not incorporate the facility for taking photos/video footage and quickly incorporating it into student's work.

Section 3: Device Program

The iPad - minimum requirements

Purchasing new iPad or bringing an iPad from home:

- Apple iPad, 32GB or higher
- Protective case
- 2 year Apple Care Protection Plan – *recommended (new devices only)*
- iPad screen protector – *optional*

The device

For parents who already have an iPad at home that they wish for their child to use, the minimum requirement is an Apple iPad Air with 32 GB storage. Parents need to be aware that older devices will possibly incur some loss of functionality as they get older. It is probable that the operating system, upgrades and newer apps may not work or work less efficiently on the older models of the iPad.

The iPad mini and the cellular model are not approved for the St Thomas More 1:1 Program. If a cellular model is purchased, due to possible breaches of internet security, the 3G sim will need to be removed from the device before entering the school.

Apps on iPads

All iPads will be put onto our Mobile Device management system – Zuludesk. This will allow apps to be pushed out onto the student devices for them to use.

Students wishing to purchase their own apps may do so at their parent's discretion but will not be able to use these apps whilst at school. It is preferred that any apps downloaded at home are placed in a 'Home' folder that is not accessed at school.

Protective case

It is important that parents also budget for a case for their child's iPad. A case may protect the iPad from accidental scratching or damage when not in use. Whilst it is up to the parents which case they choose to buy, it is important that they choose a case that suits their child's use.

Insurance

St Thomas More is unable to provide insurance on iPads that are brought from home. It is the responsibility of the parents to insure their child's device. iPads fitted with a recommended case will survive many years if treated responsibly. There can be a significant cost to parents who do not have appropriate insurance or warranty cover. Repairs can be costly and often result in students needing a new device.

- Third- party screen repairs are not Apple approved repairs and will **void** your iPad AppleCare and possibly any insurance policies.
- We recommend you ensure that your insurance policies suit your personal requirements. We also strongly recommend that families repair/replace iPad screens quickly in the event that they're broken to avoid injuries from broken glass.
- Parents may also wish to check with their own insurance company to see what coverage they may be able to arrange. Some home and contents insurers will also offer, for an additional premium, coverage of portable electronic equipment such as iPads. Some of these policies will cover all such items (iPads, laptops, smart phones, portable bluetooth music devices, GPS devices, digital cameras etc.) in the home and away from the home in the car, work, school etc.

Section 4: iPad Use

The nature of the 1:1 environment is that students will have their device with them and available for use through the school day. This does not mean 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. Students will find that their device use will vary from day to day.

Personal device

A child's personal device is their own property. Students are not permitted to use another student's device. St Thomas More suggests that parents use a similar guide for home, with the student being the only one who uses the device. This will reinforce the responsibility the child has for the device.

Personal use

Whilst at school, the use of the iPad will fall under school policy and guidelines. Students will not be allowed to use the iPad for personal use when they are at school. At home, iPad use will be at the discretion of the parents.

Installing apps

Students are not permitted to add or remove apps without permission from their teacher or parent. St Thomas More suggests that parents manage their child's Apple ID account so that they are aware of the apps that are installed on their child's device. Students should not have access to the password for this account.

Internet use

The students will be provided with internet access whilst at school. Internet access at home will need to be provided by the parents. Internet connectivity at home will be integral to the iPad use for school work at home. Families experiencing problems with this will be able to discuss this further with the school.

Offensive material

Students are prohibited from accessing or storing offensive images, video or audio on any ICT device used at school. This includes content that is offensive to other cultures, religions and learning abilities. Students will be subject to school ICT use policies and behaviour management policies.

Battery (charging)

It is the student's responsibility to ensure they charge their iPad battery each night and the device is brought fully charged to school. Battery chargers are to be kept at home.

Transport

iPads are to be covered in their case when they are being carried. This includes transporting the iPad around the school, between classes or to and from home. When arriving or leaving school grounds, iPads are not to be taken out of the student's bag. iPads will not be used during recess or lunch time.

Storage

When at home, it is the family's responsibility to take care of the iPad at all times. At home the iPad should be stored in a safe place, out of reach of younger children and away from areas of excessive heat. At school during lunch and recess breaks or when the iPads are not in use, they will be stored in the student's tub in the classroom.

Care in use

When in use, students need to ensure that the iPads are used in a safe and secure manner in all learning environments. Students need to ensure that their iPad is being used in a physically safe and supportive way. iPads must be held with 2 hands when carried.

Back-ups

You can use iCloud or iTunes to backup and restore content on the iPad. We suggest this is done at the end of each month.

Cleaning and Care

Students are responsible for ensuring that their iPad is always kept in a clean condition.

Warranty Claims

Parents are able to deal with Apple directly in regards to any warranty claims.

Section 5: Maintaining a Safe Environment

Our staff work hard to ensure that your children are safe and that the environment that they work in is also safe. This also applies to the use of iPads.

We have taken the following steps to ensure your student and their property is safe:

- iPads are kept inside the classroom (not in bags).
- Students will keep their iPads in their tubs when not in use.
- Classrooms are locked when the class is outside.
- iPads are not to be used outside of the classroom without the teacher's permission.
- The school internet connection is provided by the Catholic Education Office and passes through all of the filters for Catholic Schools.

St Thomas More strongly encourages active supervision of your child's use of technology at home. The internet is an excellent learning tool and enables access to information that supports all areas of the curriculum.

Our school will endeavour to provide parents with support resources and information for appropriate and safe use of ICT tools.

Section 6: FAQ's

Why do parents have to fund this?

The school simply does not have the financial resources to fund iPads for every student. The only way it could be funded would be to increase school fees by a corresponding amount, which is the same effect as parents acquiring the iPads directly.

What happens if my son/daughter already has an iPad?

Great. If your child already has an iPad at home and it meets the minimum requirements, we recommend they use it at school.

What if I simply can't afford to buy an iPad for my child?

Please see the Principal in cases of genuine financial hardship to discuss your particular circumstances.

What if my child loses their iPad?

As parents will be purchasing the iPad, it will be their responsibility to replace it should a child lose it.

How much time will students use the iPads in the classrooms?

It is envisaged that the students will use their iPads around 25% of class time. This does not mean they will be used continuously for that time period, and they may be used in small bursts to enhance some sections of a lesson. The use of iPads will be integrated into the curriculum to support and enhance our current educational programs and assist in developing higher order thinking skills.

Are the children too young to be using an iPad at this age and aren't the basics of reading, writing and maths more important at this stage?

The use of a device from Year 3 is considered both age appropriate and in line with current education practice and thinking. The device will not replace the traditional classroom activities but aim to enhance and engage the students further. The practice of introducing iPads into the educational program has proven to be an effective and worthwhile addition to meet the student's needs.

The students will continue to be taught curriculum content which will be supported by the 1:1 program. The iPad program will assist classroom teachers to differentiate and cater for individual learning needs. An integral part of the 1:1 program is teaching our students to be responsible digital users and citizens.

Students will still be taught and learn the content in the curriculum - the basic curriculum does not change. It is envisaged, however, that iPads will

complement all learning areas. The point of difference in our current education model is the implementation of the Western Australian Curriculum by which the use of ICT is embedded in all learning areas. This does not mean that all aspects of Literacy and Numeracy hold less weight in the curriculum, but rather, are given greater emphasis, as Literacy and Numeracy are not only taught as separate learning areas, but like ICT, are also embedded in other subject areas.

Will my son/daughter stop handwriting?

No. The development of fine motor and handwriting skills are considered fundamental at St Thomas More Catholic Primary School.

Will the iPads improve the skills of my child?

The iPad is a very effective tool to assist in education much like a book or a calculator which do not in themselves improve skills but are an important tool and resource that assists in the education process.

The benefits of a 1:1 iPad program should be considered more in respect of the capacity to engage student attention, to encourage student motivation, to enable student access to information, to develop skills including problem solving and collaborative learning as well as to enable a greater range of opportunities for students to construct and express their knowledge and skills in relevant and meaningful ways.

Such benefits form the foundation and focus for an effective iPad program, which will certainly aim to enhance the development of student's higher order thinking skills. However, formal assessments will still be determined by each student's ability and readiness to address the requirements of the assessment tasks they encounter in the curriculum. The iPad is primarily about giving students greater access to knowledge and developing skills that are perhaps more in keeping with what is required for a 21st century learner.

My child can't even look after their lunchbox. How are they expected to look after an expensive piece of equipment?

One of the many positive aspects of the 1:1 iPad program is that it instills responsibility in our children and they learn to value property and take accountability for their belongings. We have every confidence that, in

partnership with parents, the children will learn to be responsible for their device.

What professional development will be given to teachers?

We view our teachers as learners too. All teaching staff have already had opportunities for professional development in the ICT area. They will be given ongoing professional development and support specific to iPad technology both from others already in our school system as well as through external sources.

Why is it important that everyone has the same device? Can I buy my child a Samsung Galaxy Tablet or other non-Apple device?

We at St Thomas More have chosen to use Apple products. Other devices will not be supported as technology and software needs to be consistent between all the students and the teacher. This ensures that no students are disadvantaged because their device cannot support the required technology and apps. It also ensures the teaching and learning program is run as efficiently as possible and unique or specific issues or problems cannot detrimentally affect the program for the rest of the class.

What is the technology plan for the school and how does the program fit in with those plans?

We will continue to develop a comprehensive plan for improving technology throughout the school for the benefit of all students. The 1:1 iPad program plays an important part in the school's strategic plan for information technology but is not the single solution. It is envisaged that from next year, all Year 3 to 6 students will have an iPad.

Can you print from the iPad?

Yes, we have wireless enabled printers, so that students will be able to print and collect their printing without leaving the classrooms. Students can print from home if their printer is configured for wireless printing and is configured to support the iPad.

How do you save work created on an iPad?

iPads do not have a hard drive or USB input to save and access work. iPads are designed to work with 'Cloud' technology. Cloud technology is an online storage facility that allows access to files, documents, photos and music anytime anywhere, as long as you have access to the internet. Cloud technology is developing at a rapid rate. Students will have access to store their files on our 'Cloud' through the Office 365 platform.

What is the battery life of an iPad and what happens if my child's iPad is not fully charged each day?

The iPad life is sufficient to last for up to 10 hours. Students will be educated as to the importance of charging their battery. It is the student's responsibility to have their iPad fully charged for the commencement of the school day.

I am concerned about my child using the internet and having access to it. What policies and procedures will be utilised to ensure only appropriate internet access is allowed.

At school there is protection provided by the Catholic Education Office proxy filters that restrict access to inappropriate sites and materials. Also, as part of the program, the school will have comprehensive policies and procedures dealing with internet use. Internet access will be supervised at all times.

The school takes no responsibility for inappropriate usage and internet access outside school hours. Below is a link to Apple, which discusses the use of Parental Controls or Restrictions available on an iPad.

http://support.apple.com/kb/HT4213?viewlocale=en_US&locale=en_US

Will students be able to access Facebook on the device?

Users of Facebook have to be 13 years of age or older, hence Facebook should not be used on the device.

Is there an agreement I need to sign before my child is allowed to use his/her iPad?

Yes. A Student ICT Contract in relation to using an iPad and internet on the school network will be given out for parents and students to sign.

Could my child have their iPad confiscated if misuse is reported?

Yes. The school reserves the right to remove the privilege. The iPad will be removed if your child is in breach of the Student ICT contract. In such an instance where an iPad is confiscated, the child's parents will be contacted by the school and informed of the situation. They can then arrange to collect the iPad from their child's class teacher, or a member of the school Leadership Team, depending on the severity of the breach.

What happens if another student damages my child's iPad?

The ICT Contract strictly states that iPads are not to be loaned to other students and must be kept in a safe place at all times. However, in the instance where an iPad is damaged accidentally or maliciously by another student the incident should be reported immediately to your child's teacher.

Your teacher will then follow strict protocols, which will involve consultation with the school leadership team to find a satisfactory solution. It is strongly recommended that parents **do not** contact other parents or students directly regarding the damaged item.

What happens if the iPad just stops working?

Any issues with the iPads technical operations need to be brought to the attention of the teacher and parents. There may be a spare iPad for use whilst repairs are undertaken but this cannot be guaranteed.

Can my child use their iPad if the screen is damaged?

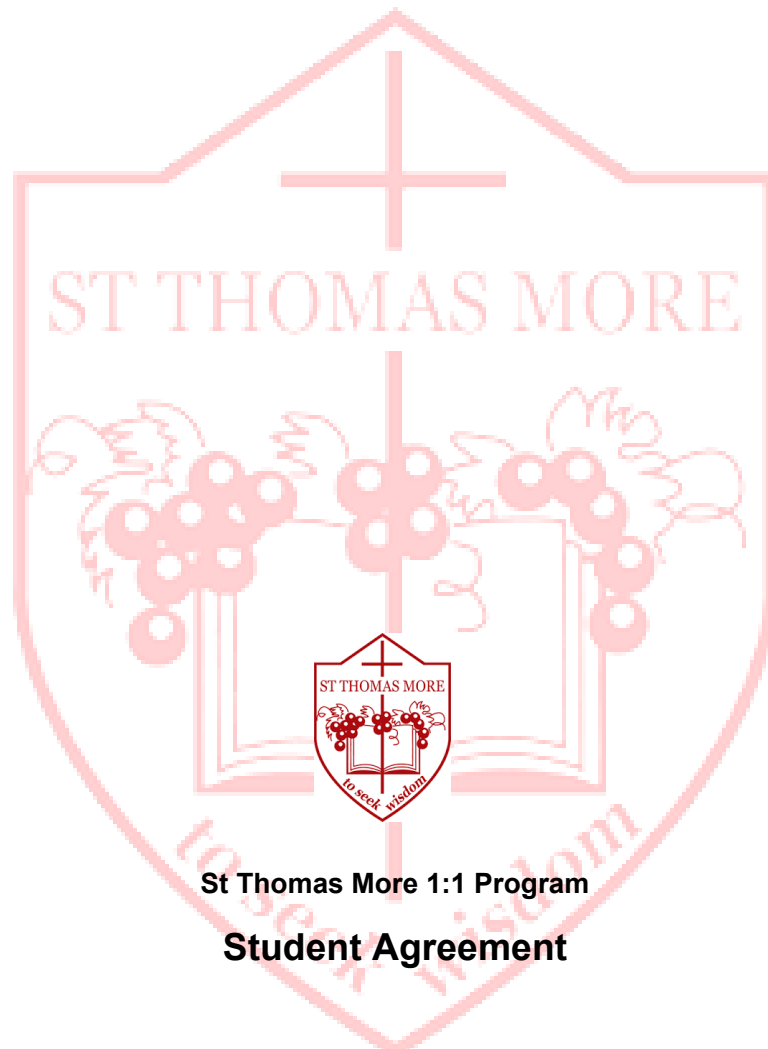
No, because the tiny shards of glass and potential leakage of harmful chemicals from a damaged screen may cause injury to your child. If damage to the screen has occurred, for the safety of your child and to minimize disruption to your child's learning, it is important that the damaged screen is attended to immediately.

Why does my child have to bring the iPad home? Wouldn't it be easier and safer to keep them at school?

The students are required to take their iPads home each night for security reasons. Another reason being the need to recharge and sync the iPad each night so that it can be used to its full potential the following day. It also allows

a greater connection between home and school, allowing students to continue working on projects or activities started during the day.

If you have any other questions, queries or concerns, please contact the Principal. Also, look out for updates in the school newsletter or website.



Students at St Thomas More wishing to use ICT, either the school's property or their own digital device (BYOD) must agree to abide by the following rules and sign the following contract below. The terms and agreements of this contract should be discussed with the child so they are understood.

Please return this form to the classroom teacher.

General Use

1. I will bring my iPad to school each day.
2. I will ensure the iPad is charged at the beginning of each school day.
3. I will ensure the iPad is left in its protective case.
4. I will leave my iPad charger at home.
5. I will close my protective case and hold my iPad with two hands when carrying it.

6. I will keep food and drink away from the iPad.
7. I will immediately report any accidents or breakages to my parents.
8. I will not add or remove any software on my device.

Content

1. I will follow teacher direction and use devices, applications and Internet only when instructed.
2. I permit my teachers and parents to perform checks to monitor that I have not installed illegal/unsuitable software applications and content and to check websites, which I visit.
3. I will not use personal games and applications in school time.
4. I will not access social media e.g. Facebook, Twitter, Instagram etc.
5. I will only use my school email account at school and for school use at home e.g. homework use.
6. I am responsible to ensure that backups of my device are made using iCloud/iTunes.

Safety and Security

1. I will only access websites at school that support my learning activities.
2. I will be cyber smart and cyber safe when using the internet.
3. I will demonstrate responsible behaviour when using my iPad and other equipment.
4. I will not allow any other students to use my iPad.
5. I will treat my own device, school devices and other students' devices with respect at all times.
6. I will use the iPad lawfully and in accordance to the school's ICT Use by Students Policy.
7. For security reasons, I am not to share account names and passwords with anyone unless requested by school staff or my parents/guardians.
8. I am responsible for the security and use of this device. When not in use, I will secure the iPad in my classroom, which will be locked at all times and will only be accessible with the approval of my class teacher.

I understand that if the above conditions are not followed, I will not be allowed to use my iPad at school.

Name of student _____

Signature of student _____ **Date:** _____

Name of parent _____

Signature of parent _____ **Date:** _____

