



## Student iPad BYOD User Agreement

14-36 Lesdon Avenue Cranbourne 3977 Tel: 5996 8900

Email: [rangebank.ps@edumail.vic.gov.au](mailto:rangebank.ps@edumail.vic.gov.au)

Website: <http://www.rangebankps.vic.edu.au/>

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To the parent/carer, please:

1. Read this page carefully, to understand your responsibilities under this agreement
2. Sign the appropriate section on this form and return it to the school

I understand that Rangebank Primary School will:

- Do its best to enhance learning through the safe use of ICT. This includes working towards building a better understanding of being cyber safe and the responsible use of ICT and related technology
- Work with children and their families to encourage and develop an understanding of the importance of technology to support student learning
- Keep a copy of the signed User Agreement Form on file
- Respond to any breaches of the Agreement in an appropriate manner
- Welcome enquiries from parents/carers about digital citizenship issues

My responsibilities include:

- I will support the school's BYOD iPad program
- I will support the school's Cybersafety program by encouraging my child to use technology safely and responsibly
- I will contact the Principal or classroom teacher to discuss any questions I might have about using an iPad at school, staying safe online and I am welcome to do this at any time.

**I have read the above document and understand the school's and my responsibilities.**

Parent/Carer Name: \_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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### iPad General Use

The iPad must come to school each day fully charged. Charging will NOT be an option at school.

The iPad must be stored in the designated area when not in use. The iPad should not be left sitting on the ground, on a chair or left outside at any time.

The iPad should be in a suitable hard case at all times.

In the case that an iPad with 3G is being used in the program, the sim card should NOT be brought to school and the iPad should only use the school wireless network for internet.

Teaching staff have the right to look at any applications or files on the iPad at any time.

Personal applications should be in a separate folder on the iPad and not used during school hours without the permission of the teacher.

The school recommends that when using the iPad at home it is used in a family or common area and not in bedrooms.

### iTunes

- a) It is a requirement of Apple that a person must be over 13 years of age to have an iTunes account.
- b) An iTunes account is necessary to download applications (apps) to allow the iPad to function.
- c) Parents/Carers will be asked at the onset of the program to purchase core educational apps from the iTunes Store as directed by the school.
- d) It is not necessary to use credit card details for the creation of an iTunes account. We strongly recommend that you do not use credit card details but rather use iTunes cards for credit.
- e) By using the iTunes software a user agrees to be bound by the terms and conditions of the Software Licence Agreement.
- f) By using the iTunes Store website a user agrees to be bound by the Terms and Conditions of Use that apply to the website.
- g) Parents may choose to use an existing iTunes account to allow access to previously purchased music or other items.
- h) A user is entirely responsible for maintaining the confidentiality of information held in the user's account, including the user's password and for any activity that occurs under the user's account as a result, to keep this information secure and confidential.
- i) Additional applications purchased will be the responsibility of the Parent/Carer and reflect the behaviours promoted in the school iPad User Agreement.
- j) The School would highly recommend that a parent be listed as an email contact for the iTunes account when software is being purchased (term used for free apps also) so that they can track the usage.
- k) Students will not be required to access the iTunes account at school. Parents can determine if children can have access to the iTunes account password at home.
- l) Parental controls should be set on the iTunes account and password protected to ensure they stay in place.

### iPad Restrictions



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We strongly suggest that you look at the restrictions area in the iPad settings. It would be appropriate to enable restrictions to the section at the bottom of the menu for 'Allow Content'. This can be made appropriate for the Primary School age group for the different categories. The passcode should not be known by the student.

### **eSmart**

Rangebank Primary School is registered as an eSmart school. This is a whole school program designed in conjunction with the Education Department and The Alannah and Madeline Foundation for schools across Australia. This is a comprehensive Cyber Safety Program which students are expected to meet the guidelines. This program will develop throughout the year.

### **Responsibility for the iPad**

It is the student's responsibility to ensure that the iPad is looked after. Like all personal items bought to school, the school has no liability for damage or loss of any personal items.

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During classroom activities students will have access to their iPad and the opportunity to use a range of the school's technologies, some of which include; the school iPads, digital cameras, video cameras and netbooks. They will also have access to the internet.

When I use my iPad, technologies and the internet, I have responsibilities and rules to follow. These rules will help us to stay safe when using ICT at school.

The rules are as follows:

1. I cannot use the iPad at school until my parent/carer has signed my use agreement form.
2. I can only use the iPad and other ICT equipment with a teacher's permission.
3. I can only go online or use the Internet at school when a teacher gives permission and an adult is present.
4. If there is something I am not sure about, I will ask my teacher.
5. I will be respectful with the photos I take or video I capture and never use these as a tool for bullying.
6. I will not use the iPad, the Internet, email, mobile phones, or any other ICT equipment to be mean, rude or unkind about other people.
7. I will not tell anyone my username or password.
8. If I find anything that upsets me, is mean or rude, or things I know are not acceptable at our school, I will:
  - Not show others
  - Turn off the screen and
  - Seek help from a teacher straight away
9. I will ask my teacher's permission before I put any personal information online.  
Personal information includes:
  - Name
  - Photos
  - Any reference to Rangebank Primary School.
10. The following personal information should **NEVER** be put online:
  - Address
  - Email address
  - Phone Numbers
11. I will be careful and will look after the iPad and all school ICT equipment by:
  - Not being silly and playing around with it
  - Storing the iPad where the teacher tells me to
  - Using the iPad where the teacher tells me to
  - Following our School Responsible Use rules
  - Telling a teacher immediately about anything that is wrong or damaged.
12. I can only use school directed apps while at school unless the teacher tells me otherwise.
13. I understand that if I break these rules the school will inform my Parents/Carers and appropriate consequences will be put into place. These consequences may include:



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- A meeting with my parents
- That the iPad be left at home for a period of time.
- Being banned from the 1:1 iPad program altogether.

Please note: Any incidences of bullying or harassment will be dealt with according to the School Anti-bullying Behaviour Policy and will not be tolerated.

### Student Section

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

I have read, with my Parents/Carers, the Rangebank Primary School BYOD iPad Program User Agreement. I agree to follow the rules contained in the Agreement.

I understand that failure to follow the User Agreement may result in me having my privilege suspended or revoked.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Parent/Carer Section

I have read and discussed the Rangebank Primary School BYOD iPad Program User Agreement with my child. I give permission for my child to participate.

I understand that failure to follow the User Agreement may result in my child having their privilege suspended or revoked.

Parent/Carer Name: \_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_

Date: \_\_\_\_\_