

WHOLE SCHOOL ICT & IPAD POLICY - STAFF

PREAMBLE

ICT forms an integral part of the classroom environment at North Tom Price Primary School. Students use digital learning technologies such as, desktop computers, laptops, iPads and interactive whiteboards to complete many of their day to day learning activities.

Students have access to a wide resource library through the use of the internet. Project research may take the form of visiting specifically designed websites or communicating online with people from all over the world.

iPads in particular are an increasingly flexible and innovative technology that has swept education institutions around the world. The intention of these devices varies with every application but at the end of the day, they are made accessible to enhance teaching and learning experiences and ultimately improve outcomes of students.

ORGANISATION

Currently the school has deployed thirty two iPad tablets, over forty desktop computers both in our labs and classrooms and twenty four laptops shared across classrooms on a term by term roster.

The organisation of these iPads will be:

- They will be housed in the iPad charge and sync trolley located in room eight.
- Staff only are to access the iPads from the trolley – due to the fragile nature of the connections.
- iPads will be re-connected at the end of each day. The last teacher to be timetabled for the iPads for the day will be responsible for ensuring they are all re-connected.
- Students are required to use the same iPad each time if possible. Teachers are to make the allocation using an allocation sheet in their classrooms.
- iPads are to be collected from the trolley and carried to the classroom – rather than move the trolley.

ACCESS

The allocation of these devices under this arrangement is to support the effective use and to maximise access across all year levels in the school. Future investment is planned to supplement these allocations as the program evolves.

It is envisaged that the school will eventually purchase another thirty two iPads and charge trolley to have one trolley in each computer lab for easier access for teachers. This could potentially increase the use of iPads in the classroom while also integrating them with existing technology such as interactive whiteboards and desktop computers.

TIMETABLING

- Staff are to use the timetable sheet to see their time slot for their classes and which numbers to take.
- Timetables will be renewed each term.

MANAGEMENT

Student iPads are set up in a specific way, and there 3 reasons for this:

- Effective management of large quantities of devices.
- Internet safety & Security management.
- Financial management of content that requires purchasing.

The Education Volume Purchasing Program manages purchased content and Apple Configurator to supervise and maintain devices. Staff may request, where reasonable, that settings and options are altered where there is an identified need to support the programs in their classes

APPS

Free & Paid Apps: To have apps installed; teachers will need to email the ICT coordinator with a completed copy of the iPad application request form to have their apps approved. The request form can be found in the following location on the shared drive:

S:\AdminShared\All Staff\iPads

There may be circumstances when apps are not approved due to 'doubling' up a particular type of app e.g. mental maths or if the app is not seen to be of benefit for students e.g. non educational apps.

Once approved, apps will be loaded onto the iPads at the beginning of each term.

WIFI ACCESS

For each device to access the internet via the schools' WiFi network it will require a **student** to log in using their firstname.lastname and password, the same way they would when logging into a school network computer. If the device will not allow a particular student to log in, check their status on DAM through the portal as they may require unlocking or password change. Alternatively, you can use another student's log in details. Staff are advised not to use their own E number & password.

TECHNICAL ISSUES

Inevitably technical issues will arise. Please 'log a job' with the ICT Coordinator via email at christopher.migliore@education.wa.edu.au, which will allow for the jobs to be attended to in a timely manner.

CONSEQUENCES - Students

Consequences will be put in place for students that are found defying the outlined Student ICT Code of Conduct according to the severity of their actions. These consequences are as follows:

- Cyber Bullying - No Tolerance: Complete ban from all ICT use for one term.
- Using other student passwords, Changing settings, taking inappropriate photos and accessing social media:
 1. Warning
 2. Note Home to Parents
 3. 1 Week Ban

Monitoring & Review

This policy will be review within two years and maintained by the teaching and administration staff.

This policy was ratified by staff on the 13/10/2014

This policy was ratified by the School Board on the 27/11/2014.