



BYOD Agreement and General Information for Parents and Guardians

Please note the school can only provide limited support for personal devices.

If you have any questions about the iPad, your first contact point should be Apple Support on 1300 321 456.

Alternatively you may wish to visit the nearest store for support:

Garden City – 125 Riseley Street, Booragoon, WA 6154 - (08) 6557 6000

Frequently Asked Questions

How do I backup the iPad?

A backup provides a copy of the iPad stored elsewhere, so that if something happens to your iPad, you can restore to that point. There are two main ways of backing up an iPad, either via iCloud or iTunes. More information can be found at <https://goo.gl/TK8att>

How do I clean the iPad if it becomes dirty?

The materials used to make Apple products vary; in some cases, each product might have specific cleaning requirements which vary in the part you're cleaning. To get you started, here are some tips that apply to all products:

- Use only a soft, lint-free cloth. Avoid abrasive cloths, towels, paper towels and similar items that might cause damage.
- Unplug all external power sources, devices, and cables.
- Keep liquids away from the product.
- Don't get moisture into any openings.
- Don't use aerosol sprays, solvents or abrasives.
- Don't spray cleaners directly onto the item.

The iPad has an oleophobic coating on the screen; simply wipe the iPad's screen with a soft, lint-free cloth to remove oil left by your hands. The ability of this coating to repel oil will diminish over time with normal usage, and rubbing the screen with an abrasive material will further diminish its effect and might scratch your screen.

How do I stop the screen becoming cluttered with so many apps?

Apps can be sorted into folders – this ensures that children can easily find the apps they should be accessing at school. For more information on how to create folders go to <https://goo.gl/zikYkF>

The battery seems to be running down quickly, what steps can improve battery performance?

The first step is to check that the iPad is running on the latest software. This can be done in the Settings App, by clicking on General > Software Update. Apple software updates often include advanced energy-saving technologies, so always make sure your device is using the latest version of iOS.

Your device is designed to perform well in a wide range of ambient temperatures, with 16°C to 22°C as the ideal comfort zone. It's especially important to avoid exposing your device to ambient temperatures higher than 35°C, which can permanently damage battery capacity. That is, your battery won't power your device as long on a given charge. When using your device in a very cold environment, you may notice a decrease in battery life, but this condition is temporary. Once the battery's temperature returns to its normal operating range, its performance will return to normal as well.

Charging the device in high ambient temperatures can damage it further. Even storing a battery in a hot environment can damage it irreversibly. Charging your device when it's inside certain styles of cases may generate excess heat, which can affect battery capacity. If you notice that your device gets hot when you charge it, take it out of its case first.

You can also optimise settings to increase battery life by adjusting your screen brightness. Dim the screen or turn on Auto-Brightness to extend battery life.

- To dim, swipe up from the bottom of any screen to open Control Centre and drag the Brightness slider to the left.
- Auto-Brightness adjusts your screen to lighting conditions automatically. To activate it, go to Settings > Display & Brightness and set Auto-Brightness (may also be called True Tone) to On.

With iOS, you can easily manage your device's battery life, because you can see the proportion of your battery used by each app (unless the device is charging). To view your usage, go to Settings > Battery and look at these key aspects:

Background Activity.

This indicates that the battery was used by the app while it was in the background — that is, while you were using another app.

- To improve battery life, you can turn off the feature that allows apps to refresh in the background. Go to Settings > General > Background App Refresh and set the switch to Off.

Location and Background Location.

This indicates that the app is using location services.

- You can optimise your battery life by turning off Location Services for the app. Turn off in Settings > Privacy > Location Services.
- In Location Services, you can see each app listed with its permission setting. Apps that recently used location services have an indicator next to the on/off switch.

Home & Lock Screen.

This indicates that the Home screen or Lock screen was displayed on your device. For example, the display was awakened by pressing the Home button or by a notification.

- If an app frequently wakes your display with notifications, you can turn off push notifications for the app in Settings > Notifications. Tap App and set Allow Notifications to Off.

Myth – Turning off my iPad regularly is helpful for the battery.

Turning off the iPad regularly actually wastes more of the battery. The power required to boot up (where you see the white screen and Apple logo) is much more than when the screen is turned off and the iPad simply needs to wake from sleep mode.

Can I setup restrictions on the iPad?

Setting restrictions on an iPad is possible and can allow you to place limits on what children can do on their iPad. While this is possible, if you choose to set restrictions it is important to consider the impact this may have at school. Some of the apps used at school require location services or the ability to record the screen of the iPad. If you choose to turn on restrictions, please ensure you check that all school required apps still function correctly.

Common Sense Media – Internet Safety Tips

- All personal information is private and should not be shared online.
- Any photos or videos taken on your iPad must be appropriate and must be with the permission of the people/person in the images.
- Photos, videos or audio must not be taken at school without the permission of a teacher.
- Images and video of other people should not be uploaded to the internet without their permission.
- Any images taken at school must never be uploaded online in any circumstance.
- Always speak respectfully to others.
- Children should be taught to speak to their parent or guardian if they see or experience anything online that makes them feel uncomfortable.

General Care at School and Home

1. Heavy objects should never be placed or stacked on top of the iPad. This includes books, musical instruments, sports equipment, etc.
2. Use both hands when carrying the iPad.
3. Covers should be in place anytime the iPad is not in use.
4. Always put the iPad in a safe place when it is not being used.
5. The iPad may be damaged by water. Keep it away from drinks, other liquids and rain.
6. Don't drink or eat while using the iPad.
7. Clean the iPad with a soft lint free or microfiber cloth. Never use cleaning liquids.

8. Take care when inserting and removing cords into the iPad. Never force cords into it as it may cause damage.
 9. Do not expose the iPad to extreme temperatures, direct sunlight or ultraviolet light for extended periods of time.
-

BYOD Acceptable Use Agreement

Technology at St Vincent's School is for Learning.

St Vincent's School requires students in Year 4 and Year 5 to bring to school an iPad with a minimum of 32GB of space. The iPad must have at least 2GB of free space, once all school apps have been downloaded.

Internet

Only the Internet gateway provided by the school must be used at school. The school has the ability to track all data transmitted over the network. Any other method of connecting to the Internet while the device is at school is not permitted.

Security and Damage

Students are responsible for their own device, as such, protective cases are highly recommended. Teachers will direct students to appropriate storage locations for their devices when they are not being used. When teachers leave their classroom and there are no students in the room, all doors are locked.

St Vincent's School takes all care, but no responsibility for any loss or damage incurred to the device either at school or in transit to and from school and insurance is the responsibility of the family. There is no option with our school insurance to cover any personal objects students bring to school, including iPads. Any issues with the device are the responsibility of the student/family to resolve.

Device Damage Procedures

Parents/guardians are encouraged to have insurance for their child's iPad. If there is an incident resulting in damage to the iPad that occurs while on school premises, during school hours, teachers will complete an iPad incident report form. Whilst most damage to devices is the result of an accident, occasionally there will be conflicting accounts of the incident and some further investigation will be necessary. In undertaking any investigation, teachers and parents acknowledge the difficulty in establishing responsibility for damage when two conflicting accounts are given.

Incident investigation process:

- Initial investigation of any damage by the teacher.
- If clearly established that the owner is at fault, the teacher completes a damage investigation form (including photo of the damaged iPad). The teacher and student sign the form, and this is sent home.
- If the cause and origin of damage is unclear the teacher includes all information gained to this point in the investigation form. The incident is referred to the principal.
- Parents are informed of the damage and next steps in the process.
- The principal talks with all those involved in the incident and any witnesses to the incident. These discussions are documented.
- Parents are informed of the outcome of the investigation.
 - If responsibility for the damage is clearly established, contact is made with all parties to negotiate a resolution and repairs.
 - When a result is unclear, responsibility for repairs would remain with parents. The school would try (where possible) to provide a device whilst repair or replacement occurs.

Student Responsibilities

The use of the iPad at school is a privilege. Inappropriate or unauthorised use of the device at school may result in this privilege being removed. Please read through and discuss these responsibilities with your child. Students must sign this document to indicate they understand they will:

1. Follow all of the rules as stated in the Student Use of Internet and Technology Agreement.
2. Take good care of their iPad.

3. Only use the device when allowed by the teacher.
4. Follow all teacher instructions regarding the use of the iPad.
5. Ensure that the case and iPad remain free of writing, stickers and labels – except for name labels.
6. Only use apps approved by the school or teacher.
7. Not use the device during unsupervised times (before school, recess, lunch or afterschool).
8. Take care when transporting the device to and from school, and will ensure that it is in a waterproof cover in their school bag at all times.
9. Not drop, kick or throw their school bag when it contains the iPad.
10. Use the iPad in ways that are appropriate, meet school expectations and are educational.
11. Report damage to an iPad immediately to the teacher.
12. Agree that any inappropriate use of the device will result in school discipline that may include the confiscation of the device for the remainder of the day, requirement for the parent or guardian to personally collect the iPad, loss of the privilege to use the device at school or other school consequences. Inappropriate use includes, but is not limited to:
 - a. Visiting inappropriate websites
 - b. Possessing inappropriate material including pictures, music and videos
 - c. Using inappropriate apps
 - d. Unauthorised use of the device
 - e. Using the camera to take pictures or videos without the teacher's permission.
13. Inform the teacher if you have accidentally accessed inappropriate material.
14. Not download any apps, music or videos at school unless given permission from my teacher.
15. Bring the iPad to school each day, fully charged. (Children will not be able to charge their iPad at school.)
16. Only take photos or videos when instructed by the teacher. Photos or videos taken at school may not be uploaded to the Internet at any time, which includes social media sites (for example, but not limited to, Facebook, Instagram, Kik and Snapchat).
17. Inform the teacher or others when using the camera and audio recording functions.
18. Understand that any audio or video taken at school cannot be transmitted, broadcast or transferred without the permission of the teacher or a member of the Leadership Team.
19. Ensure that the iPad is password/code locked.
20. Maintain the Catholic Ethos of St Vincent's School if choosing to install backgrounds or wallpapers.
21. Have the volume of devices muted at the beginning of each lesson.
22. Respect the privacy of others including other students and staff members.

Parent/Guardian Responsibilities and Understandings

1. It is expected that the iPad will be brought to school each day fully charged.
2. Parents/guardians are responsible for monitoring their child's use of the iPad at home. A family discussion and agreement about this is highly recommended.
3. An Apple ID is required to download apps and other content onto the iPad. The owner of an Apple ID must be at least 13 years old; hence parents/guardians are responsible for the Apple ID used with the iPad and what content is downloaded.
4. Parents/guardians are responsible for downloading apps that are required by the school as outlined on the Required Apps List available from the teacher. All required apps must be downloaded. An estimated App budget was a school requirement as outlined on the booklist.
5. Parents/guardians are responsible for checking for app updates on a weekly basis. App updates can be set to automatically occur in Settings > iTunes & App Store > Automatic Downloads > Updates turned on.
6. All material on the device should be legally licensed and suitable for a primary school aged child.
7. A 'Jail Broken' device (a device that has been tampered with to gain access to apps or software that they are not entitled to) will not be added to the school network. If a tablet is discovered to be Jail Broken at a later stage, then it will not be able to be used at school until it is restored to a standard state.
8. If the iPad becomes damaged or broken, the parent is to repair the iPad promptly.
9. The school has the right to collect and examine any device.
10. Parents/guardians should notify the classroom teacher if their child is unable to bring the iPad to school.
11. If there is an issue or concern with the iPad, the first contact point should be Apple.



BYOD Acceptable Use Agreement

Signatures below indicate we have read, understood, and agree to follow all responsibilities and expectations as outlined in the St Vincent's School BYOD Acceptable Use Agreement.

Student Name: _____

Signature: _____

Parent / Guardian Name: _____

Signature: _____

Class: _____ Date: ____ / ____ / ____

This page should be signed and returned to school by Friday, Week 2.

All other pages should be kept by parents / guardians.