

Tauranga Intermediate School 1:1 iPad Scheme 2015

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1:1 iPad Scheme

TAURANGA INTERMEDIATE SCHOOL

Vision:

Students will EXPLORE THEIR PERSONAL POTENTIAL

Our vision for students at Tauranga Intermediate School is to EXPLORE PERSONAL POTENTIAL through empowering students to be “confident, connected, actively involved, life-long learners” (NZC).

Policy Statement:

Each student, whilst enrolled at Tauranga Intermediate School, will be supplied with a BOT owned iPad for their exclusive educational use.

Rationale:

Tauranga Intermediate School wishes to provide for its students and teachers, a modern learning environment equipped with modern learning resources which can be used at school and home.

Information, communication technologies are an integral part of modern teaching and learning practice. They enable multifarious ways of accessing, manipulating and sharing information as well as facilitating a new educational paradigm of student centred, authentic, personalised learning, anywhere, anytime, at home or school.

Tauranga Intermediate believes that within a modern learning environment, the most versatile and cost effective information, communication technology is a personalised iPad.

Digital Citizenship Policy

Tauranga Intermediate School

Rationale

Tauranga Intermediate School supports a Digital Citizenship model for the promotion of safe and responsible use of technology.

The board recognises that by fostering a culture of successful digital citizenship in our students, staff and our wider community we are encouraging everyone to take responsibility for themselves and others in their use of ICTs. This allows us to harness the potential that technology brings to the teaching and learning process, while minimising *and* learning to effectively respond to the challenges we may experience while using them in a learning context.

The board is aware that preparing our students to make effective use of ICTs is an important part of their preparation for participation and contribution in society today and into the future.

It is our belief that we must prepare our students to actively participate in the world in which they live. It is clear that a key skill in this new world will be their ability to participate as effective digital citizens. An important part of learning these skills is being given the chance to experience the opportunities, and the challenges presented by technology in a safe, secure and nurturing environment, where clear, effective guidance can be sought as students and teachers learn.

The board recognises that its obligations under the National Administration Guidelines extend to use of the internet and related technologies.

Policy

Tauranga Intermediate School will develop and maintain procedures around the safe and responsible use of the internet and related technologies (ICTs). These internet safety procedures will recognise the value of the technology and encourage its use in a teaching and learning context while helping to minimise and manage the challenges that may be experienced by students, teachers and the wider school community.

The school will continue to consult with parents and the wider school community, as to how it intends to use ICT and where possible explain how it benefits the teaching and learning process.

These procedures will aim to not only maintain a safer school environment, but also aim to address the need of students and other members of the school community to receive education about the safe and responsible use of information and communication technologies.

Regulations:

National Administration Guidelines (NAG 5)

Each board of trustees is required to:

- provide a safe physical and emotional environment for students.
- comply in full with any legislation currently in force or that may be developed to ensure the safety of students and employees.

Procedures:

Management Procedures that are to be in place to support this Policy include (but are not limited to):

- Digital Citizenship

Digital Citizenship

TAURANGA INTERMEDIATE SCHOOL

Objective:

To maximise student safety while interacting in online environments.

Procedure:

- As a school we provide a managed and monitored gateway to protect students from inappropriate online content.
 - All students have an individual username and password that logs them on to the internet and tracks their history.
 - Increase the integration of digital literacy into the TIS school curriculum. This will support the development of school-wide understanding of the elements:
 - **Digital Access** - *Can all users participate in a digital society at acceptable levels if they choose?*
 - **Digital Commerce** - *Do users have the knowledge and protection to buy and sell in a digital world?*
 - **Digital Communication** - *Is there an understanding of the digital communication methods and when they are appropriate?*
 - **Digital Literacy** - *Have users taken the time to learn about digital technologies? Do they share that knowledge with others?*
 - **Digital Etiquette** - *Do users consider others when using digital technologies?*
 - **Digital Law** - *Are users aware of laws (rules, policies) that govern the use of digital technologies?*
 - **Digital Rights & Responsibilities** - *Are users ready to protect the rights of others to defend their own digital rights?*
 - **Digital Health & Wellness** - *Do users consider the risks (both physical and psychological) when using digital technologies?*
 - **Digital Security** - *Do users take the time to protect their information while creating precautions to protect others' data as well?*
- <http://www.digitalcitizenship.net/uploads/LL2008DCart.pdf>
- Teachers ascertain strengths and identify areas for class development from the elements outlined above.
 - Teachers are provided with a hub of online material to support them to respond to Digital Citizenship needs of their students.
 - Teachers are proactive in monitoring and reporting breaches of agreed use.
 - The Tauranga Intermediate School network will monitor the inappropriate use of the internet from our students.

- Serious breaches to the above will be referred to the Pastoral Team of the school and dealt with in line with school behavioural policies. Offences will be recorded on the school student management system (SMS).
- An offenders list will be kept by Lynden Ransley which will record incidents (this is in addition to our SMS records).
- Teachers will be provided with professional learning to raise their awareness of how social networking sites can be used as an educational tool to explore key elements of digital citizenship in a managed environment.
- The school will manage access to social media and monitor its use to ensure it is solely for educational purposes.
- Incidents of cyberbullying both at Tauranga Intermediate School and at home will not be tolerated. Serious breaches will be dealt with by the Senior Leadership Team who may recommend further consequences. In these situations at all times the major stakeholders will be communicated with (student, family, teacher, syndicate leader, ICT team, senior leaders and the BOT where applicable).

iPad School Policy

TAURANGA INTERMEDIATE SCHOOL

Tauranga Intermediate School Board of Trustees is committed to providing each student with a personalised iPad for their exclusive use in safe, well-managed, secure school environment.

Tauranga Intermediate School will take all practical steps to ensure the above by:

- operating each students ipad will operate under a controlled MDM profile
- directing and monitoring each student's internet access will be directed and monitored through a managed gateway.
- managing each students apple ID (all apple ID's will be managed by Tauranga Intermediate School)
- applying on-board restrictions to each students iPad
- continually raising student and family awareness to safe online practices
- continually raising students and families awareness of potential health and safety issues
- recording the details and status of all iPads on an online database
- empowering teachers and students to use their iPad to support and enhance teaching and learning
- empowering teachers to continually model and integrate safe online practices

This will be achieved under the management of an ICT team who will report compliance to the principal who in turn will report to the BOT.

The school policy is to be reviewed annually.

Procedures:

Management Procedures that are to be in place to support this Policy include (but are not limited to):

- iPad deployment to students
- Post deployment - Management, Monitoring & Maintenance
- Professional Learning & Development
- iPad Health & Safety Issues
- iPads use during school holidays

iPad Deployment

TAURANGA INTERMEDIATE SCHOOL

Pre Deployment Set-Up

- Network Diagnosis done - Thursday 19th March Quotes requested
- Required APs ordered
- Order iPads [prices may rise in April]
- VLANs setup and tested [one per house to reduce network chatter]
- Fortigate installed tested and deployed (Fortigate Tutorial - training on this)
- AP's installed setup and tested
- Caching Server turned on and operating with current iPads
- Meraki Tutorial - familiarise with this to be able to confidently deploy
- Request Sample covers from China

- Teacher Information Meeting - Tuesday 31st March at 3.15pm
- Parent information evening - see timeline for dates.
- Teacher PD sessions [TOD & ongoing professional development]
- Further parent information evenings with a focus on Digital Citizenship at home

- Order a supply of covers for re-sale to parents
- Apple ID's for all Students set up by parents
- Approved iPad covers purchased by parents
- Bring in all school owned teacher iPads and leased classroom iPads for formatting and setting up as close to rollout configuration as possible [ie set up and monitored with Meraki - however no DEP and no licenced free apple apps]
- Re-issue all classroom staff with a teaching ipad
- Set up 170 leased ipads with Meraki Profile and configure for stay-at-school use (issued to students who do not meet eligibility to take these home) - 5 or 6 per classroom

- DEP (4 weeks before we can get this authorized)
- Comprehensive Master Database is set up to track details of each ipad. [includes serial numbers and mac addresses, purchase details, depreciation, allocation, current status, maintenance history]
- Set up restriction to prevent removal of Profile through the APP.
- Upload iPad serial numbers through Resellers unique Order No.
- Meraki Certificate uploaded to DEP
- DEP Certificate downloaded to Meraki
- Profile then deployed to DEP

(Profile in Meraki to be setup - need to work through what we want on that profile, including inclusions and exclusions)

- Set up local unpassworded network [in two computer suites] and test
- iPads arrive at school, are checked and serial numbers noted
- A schedule of Houses / classes / students for deployment is formulated
- iPads prepared for deployment [two named labels attached to cellophane wrapping on each ipad about to be deployed.]
- Students receiving leased ipads for school use identified and their ipad configured and labelled then details entered into master database.

Classroom Distribution Procedure

New iPads:

- Students arrive with teacher at one of the computer suites.
- Students must have with them an Apple ID set up for them by a parent and an approved cover
- ICT staff to lead the first class deployment and thereafter will support teachers to lead.
- Student given unopened boxed iPad.
- Child takes iPad out of the box.
- The two named labels attached to the cellophane wrapping are transferred; one to the box, and the other to the back of the iPad.
- Students put the named iPad in their cover and return their named box to the front of the room.
- Turn on iPad.
- iPads receive Profile from DEP (Apple Serial Number controlled).
- iPad checks for DEP Enrollment.
- Then profile is pushed to iPad from Meraki.
- Student enter Apple ID and password before stepping through the download of free Apple Apps via VPP.
- Apple Software is deployed via Caching Server after first student downloads it. All other devices then check our caching server for updates.
- Students return to class with their allocated ipad only after everyone's software has been installed successfully and Meraki is actively managing all the class ipads.
- Labelled boxes are collected, and all relevant details are entered into the master Database.

Leased iPads:

- Students receiving these bring their Apple ID and cover with them [optional]
- Student receive their preconfigured iPad and enter their Apple ID and password and replace the school cover with one of their own [optional]
- Accept any software updates and push notifications where applicable.

Management, Monitoring and Maintenance

TAURANGA INTERMEDIATE SCHOOL

Objective:

To ensure the ongoing success of the iPad implementation scheme with a particular focus on the monitoring of safe digital practices.

- iPads are monitored through Meraki [status and location] and also have their software updated and restrictions for home and school use applied. iPads can be locked or wiped from here.
- N4L will control all network activity within the school environs and record each users internet activity. Student will have to login to use internet resources and may have their use restricted to certain times. Individual iPads may be restricted through their mac addresses. School specific blacklists or whitelists can be allowed / disallowed for individuals / groups (eg facebook for teachers but not for students).
- iPads details will be held in a Master database to give instant feedback on the details of each ipad and its current user.
- iPads and chargers will be collected in over the Christmas Break, inspected and any problems noted.
- The ICT Department must be informed of any child with an iPad having an unexplained absence from school of more than one day.

iPads for Purchase

TAURANGA INTERMEDIATE SCHOOL

Objective:

To enable families to continue supporting their child's learning at home through purchasing their iPad.

Procedures

- Families will be made aware of their opportunity to purchase their iPad at the end of year eight or upon giving notice that they are leaving TIS.
- Communication will go home at the end of term three each year to families of year eight students. This will allow them to communicate their intention to purchase.
- A list of students purchasing iPads will be collated for Lynden and ICT team to prepare invoices and give the original box to the student and make arrangements for purchase of replacement iPad/s.
- The VPP for that serial number will be terminated and made available for the new iPad.
- iPads will be sold to families at the depreciated value which is generated from the database.
- iPad records will be removed to an archived database where we will record the new owner.
- iPads that are not purchased will be collected in, reformatted and reallocated.
- At the end of the depreciation cycle, the last user will be offered the iPad for a donation.

iPad Community Communication

TAURANGA INTERMEDIATE SCHOOL

Objective:

To engage with parents and whanau and keep them fully informed about the Tauranga Intermediate School 1:1 iPad Scheme.

Procedures

- Inform incoming families/whanau of the Tauranga Intermediate School 1:1 iPad Scheme (Vision, Rationale, Daily Operation and the benefits for teaching & learning).
- Parents to read and sign their child's iPad Care Agreement.
- Media communication to be managed by the Deputy Principal.
- Facilitate iPad Scheme sessions to share information and support families/whanau.
- Facilitate digital citizenship sessions to support families with safe practices at home.
- Regular communication with Tauranga Intermediate School PTA & BOT.
- Regular communication through existing school communication tools.
- Teaching and learning shared with the community through class blogs.
- Celebrate excellence in digital literacy through an annual event aimed at sharing our student's learning with the community.

Determining student eligibility to take an iPad home

TAURANGA INTERMEDIATE SCHOOL

Objectives:

- a. to maximise 24/7 access to personalised iPads for students who have proven their ability to act in a responsible way.
- b. to provide teachers with clear guidelines to determine which students in their class are allowed to take a BOT owned iPad home.
- c. to ensure that refusal of eligibility is primarily based on the care and protection of BOT owned assets. Eligibility must not be based on punishment or reward.

Procedures

1. Student Responsible Use Policy must be signed by the student and their parent/guardian.
2. Each classroom teacher must utilise the following sources to support them to generate a list of students who he/she recommends to be eligible to take a BOT owned iPad home:
 - personal knowledge of the student - ability to use the STARS in a range of contexts
 - eTap data from the Guidance section , specifically Click Cards and Behavioural section. Students should have received a Click Card each term (or be on- track to do so) and have no behavioural eTap entries over the last full school term.
3. Class lists of students recommended for approval to take iPads home are sent to Team Leaders. Team Leaders verify these recommendations, discussing any relevant concerns with AP/DP with house overview and seeking support from DP with overview of pastoral where necessary.
4. A copy of the verified class list is sent to the ICT leader and database is updated.
5. Students are taught how to transport their iPad to and from home as per: iPad to Home Transportation Procedure.
6. Students begin to take their iPad home each day.

NB. Individual student eligibility to take a BOT owned iPad home can be revoked at any stage if any of the above are breached or at the discretion of the classroom teacher, syndicate leader, Lynden Ransley or a member of the senior leadership team.

Some examples of breaches are:

- any incident of vandalism, theft or care and responsibility for the iPad
- failure to bring the iPad to school everyday
- repeated failure to bring the iPad to school charged (3 times is repeated)
- inappropriate use of iPad

Related Procedures:

iPad to Home Transportation Procedures

iPad Professional Learning & Development

TAURANGA INTERMEDIATE SCHOOL

Objective:

To support teachers in maximising educational benefits for our learners in a 1:1 environment.

Components of professional learning will include:

- effective daily management of the devices to ensure safe and responsible practices.
- developing a shared vision around the educational benefits of 1:1 teaching and learning.
- a focus on enhancing literacy and numeracy teaching and learning practices through the effective integration of the iPad.
- a focus on structures aimed at growing e-learning leadership across the schools inclusive of learners, teachers and leaders.
- the development of collaborative practices through the regular sharing of effective and successful teaching and learning in a 1:1 environment.

Procedures:

- *Effective daily management of the devices to ensure safe and responsible practices.*
 - Initial staff workshops (inclusive of all staff) just prior to roll out to support teachers in the effective management of the devices. For example: transportation to and from school, student eligibility, safe classroom management, user agreement, digital citizenship.
- *Developing a shared vision around the educational benefits of 1:1 teaching and learning.*
 - **WHY?** Mark Osborne (Keynote Speaker) to outline the changing educational landscape and the implications on teaching and learning.
 - Teacher Only Day focused on developing teacher capability for a 1:1 environment.
- *Provide support for teachers to enhance literacy and numeracy teaching and learning practices through the effective integration of the iPad.*
- *Growing e-learning leadership across the schools inclusive of learners, teachers and leaders.*
- *Developing collaborative practices through the regular sharing of effective and successful teaching and learning in a 1:1 environment.*
 - Identify a small suite of essential applications that promote effective literacy and numeracy teaching and learning.
 - Provide varied and multiple opportunities for teachers to explore how these applications can be integrated in their classroom (both out of and in class support).
 - Develop a core group of students (Tech Angels) to provide additional support within their own class and across the school.
 - Teachers identify and extend their professional learning networks (online and face to face).

- Systems implemented to support the regular sharing and development of best practice.

iPad Theft & Damage Procedures

TAURANGA INTERMEDIATE SCHOOL

Objective:

To maximise safe keeping of the iPad while at school and home, preventing damage and theft.

Procedures:

1. Upon eligibility for students to take an iPad home they are agreeing to the following:
 - i. respect the equipment (iPad and power charger) by always looking after it and keeping it safe.
 - ii. take the iPad home, and keep it safe when they are not using it.
 - iii. no food or drink is allowed near the iPad.
 - iv. the iPad must be locked and in a safe place.

2. To prevent theft or damage while at school teachers and students will ensure:
 - i. Students must not be left inside the classroom unsupervised.
 - ii. During wet intervals and lunchtimes the iPads are locked away unless their classroom teacher is supervising them. During wet lunchtimes the internet will be shut down for students.
 - iii. No food or drink is allowed near an iPad
 - iv. When the class leaves their room the classroom will be locked.
 - v. The iPad will be protected with an approved cover at all times.
 - vi. Students will respect the equipment (The iPad and power charger) by always looking after it and keeping it safe.
 - vii. Students will not access another student's iPad without permission.
 - viii. Students will always be in the right place, at the right time when they are online. If in doubt they will ask a teacher or parent.
 - ix. When a reliever is in the classroom they follow the regular routine.
 - x. When students travel to and from school with their iPad, it will be stored securely in their bag (see iPad to Home - Transportation Policy).

In the case of theft or damage at home or school:

- Damage must be immediately reported to Lynden Ransley. At this stage an incident report form will be completed. This will ascertain:
 - The circumstances of the theft or damage
 - Subsequent actions (Police Report, Insurance Claim, restitution by family or arrange for repair).
- In the event of damage or theft to an iPad we will follow this procedure:

- Damage or theft must be reported by the student to the teacher as soon as possible. (examples - charger damage, dents, deep scratches, cracked screen, dropped in water).
 - Teacher reports damage or theft to Lynden Ransley.
 - Damage or theft assessed and decisions made whether accidental or careless.
 - Theft will result in a Police referral. If this has occurred at home we will be encouraging the family to make this referral.
 - In an incident where it is accidental, the school will negotiate with the family for help with restitution.
 - In an incident where there has been careless damage the cost will be the responsibility of the family.
 - Any damage discovered over the summer holidays will be treated as careless damage.
 - If the iPad is a write-off (repair exceeds value or stolen) as a result of careless use the family will be charged the depreciated value.
-
- All iPads will have a one year warranty and warrantable repairs will be claimed under this policy. Repairs outside this timeframe will be the responsibility of the school or family.
 - An anticipated damage will be that of a cracked screen. We have made provision with the Technology Centre to have these replaced professionally at a favourable cost.
 - If a child does not return to school (moves away from Tauranga) and the iPad has not been returned, this will be treated as theft and the Police will be informed.

Related Procedures

- iPad to Home Transportation Procedures

Apps for iPads

TAURANGA INTERMEDIATE SCHOOL

Objective:

To provide BOT owned iPads with an evidence-based suite of educational applications that have the potential to optimise teaching and learning.

Procedures

1. Senior Leadership team to work collaboratively with staff and students to identify compulsory applications.
2. All identified applications to be installed on all iPads as part of the initial set-up.
3. Installation of additional applications must be done with teacher and /or parent permission. As a school we are committed, where possible, to utilise free applications.
4. Applications cannot be removed by the student once installed. This provides a safety measure.

LOCATE	iPhoto for iPad QR Code Reader Google Earth Khan Academy Youtube Dropbox Mail / Gmail App (can use both) iBooks ePlatform (eReader app for library books)
CREATE	Pages for iPad Numbers for iPad Keynote for iPad iMovie for iPad Garageband for iPad Google Docs Google Slides Google Sheets Google Drive ThingLink
COMMUNICATE	Explain Everything (or similar) Book Creator Blogger/Kid Blog?

	Recordium- or similar
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Protect Yourself - iPad Health & Safety

TAURANGA INTERMEDIATE SCHOOL

Objective:

To provide information and assist students to develop sound working practices when using their iPad.

Procedures:

Adopt a good posture

A good working posture is one which can be sustained with the minimum of static muscular effort. In general, a varied working position which is better than a fixed working posture. However, a working position which is static and relaxed is better than one which is static and tense.

Your upper body is most comfortable when:

- Your head is up
- Your back is supported
- Your upper arms are relaxed

Your hands and wrists are comfortable when:

- Your forearm is nearly at a right angle to your upper arm
- Your wrist is in a straight line with your hand and forearm

Adjust your seating position

In order to improve your posture adjust your chair so that:

- The iPad is directly in front of you, not on an angle
- Your lower back is supported
- Your knees are level with your hips
- Your feet are flat on the floor

Type using both hands or better still, learn to touch type.

If your arms are raised or your wrists are bent for long periods of typing, tendon and nerve disorders may result.

Repetitive Strain Injury

RSI at the iPad is caused by a combination of rapid keyboard movements and by arms held in a static position, over a long period of time.

There are several factors that can lead to iPad related RSI such as:

- Rapid, repetitive movements
- An awkward working position
- Inadequate rest breaks
- An excessive workload

To prevent symptoms of RSI, watch your posture, work at a steady rate and take regular breaks from the screen.

Eyes right

Medical evidence suggests screen time is not associated with damage to your eyes or eyesight, nor does it make existing defects worse. However, muscles that shift focus between your source document and a screen for a long period of time can tire. Some people who have difficulties with their sight may also become more aware of them.

The symptoms of eye strain include:

- Fatigue
- Itching
- Burning eyes
- Blurring
- Headaches
- Nausea

Glare

In addition, try to position your iPad to minimise glare and reflections on the screen. Suitable lighting is important. Glare can occur either directly or by reflection from the screen. Glare from windows can usually be eliminated by curtains or blinds, or by facing the screen in a different direction. It might be a good idea to make adjustments from time to time during the day, as light changes. You should aim to have general lighting, artificial or natural, that illuminates the whole room adequately.

Take a break

You should take a break before the onset of fatigue, not in order to recuperate. The timing of the break is more important than its length.

Short frequent breaks are more satisfactory than occasional, longer breaks. A break of thirty seconds to two minutes after 20-30 minutes of continuous work with the screen and keyboard is likely to be more effective than a 15 minute break every two hours.

Breaks should be away from the screen whenever possible. It is also a good idea to stretch and look into the distance during breaks.

Children must not eat or drink when using their iPad.

Use of iPads During School Holidays

TAURANGA INTERMEDIATE SCHOOL

Objectives:

1. To optimise learning opportunities by maximising 24/7 access to personalised iPads for students who have proven their ability to act in a responsible way.
2. To provide teachers with clear guidelines to determine which students in their class are allowed to take a BOT owned during the school holidays.
3. To ensure that refusal of eligibility is primarily based on the care and protection of BOT owned assets. Eligibility must not be based on punishment or reward.

Procedures:

1. Term Breaks - April, July and Sept/Oct

- a) All conditions as per *Determining Student Eligibility to Take An iPad Home* procedure apply.
- b) In addition, classroom teachers must revisit their class lists and consider if the students recommended for approval to take iPads home have in fact proven their ability to care and protect the iPad.
- c) Any changes to the list need to be verified with their Team Leaders and any relevant concerns discussed with AP/DP with house overview.
- d) Changes must also be communicated to the ICT leader so that the database can be updated.

2. End of Year Break – Dec/Jan

YEAR 8 STUDENTS

- a) Year 8 students may have the opportunity to purchase the iPad that has been allocated to them as per the iPad for purchase procedure. If the iPad is not purchased it must be returned to school.

YEAR 7 STUDENTS

- a) Year 7 students who are returning to TIS must hand the iPad in for storage and maintenance over the summer holiday period.

STUDENT ABSENT DURING TERM TIME (TRAVEL, HOLIDAY, SICKNESS)

If a child is going away during the term for an extended period (travel, overseas holiday, sickness) they must inform their teacher. The teacher will discuss this with Mr Ransley and each case will be looked at individually as to whether they can take their iPad or it is left at school.

As a school we are committed to students learning anywhere and anytime therefore we will endeavour to support the iPad accompanying the student when they are not at school.

iPad Home Policy

TAURANGA INTERMEDIATE SCHOOL

Tauranga Intermediate School Board of Trustees is committed to providing each student with a personalised iPad for their exclusive educational use at home within the boundaries of mutually agreed responsibilities.

Tauranga Intermediate School will take all practical steps to ensure the above by:

- informing students, families/whanau of safe online practices
- devising criteria to allow the iPad to go home with the student
- informing students, families/whanau of how to maximise the educational benefits of the device
- limiting home access to the TIS student only
- applying each students iPad with on-board and Meraki restrictions
- providing clear guidelines for transportation between home and school and school and home
- providing clear guidelines for home security
- reserving the right to provide students with the option to purchase their iPad at the conclusion of their schooling at TIS.

This will be achieved under the management of an ICT team who will report compliance to the principal who in turn will report to the BOT.

The home policy is to be reviewed annually.

Procedures:

Management Procedures that are to be in place to support this Policy include (but are not limited to):

- Theft and damage
- iPad to Home Transportation
- iPad Health & Safety

iPad Transportation - to and from school

TAURANGA INTERMEDIATE SCHOOL

Objective:

To maximise safe transportation of the iPad to and from Tauranga Intermediate School.

Procedures

1. A TIS approved cover (must protect front and back) must be purchased before iPad is allocated.
2. A student's iPad must be in their school-bag before being dismissed from class at the end of the day.
3. All school bags must be able to be securely closed and not left unattended.
4. iPads must remain in the school bag between home and school when travelling by foot, bike or bus.
5. iPads are to remain in students bags until they enter a supervised classroom.
6. When at home iPads are to be used under the supervision of a parent or caregiver.
7. iPads must be protected from the weather or liquid spills when travelling to and from school (e.g. put in a plastic zip lock bag to protect from wet).
8. Ipads should be fully charged at home and therefore chargers should not be transported to and from school.
9. Students will be taught to be mindful of how they carry their bag which contains their iPad.

iPad Theft & Damage Procedures

TAURANGA INTERMEDIATE SCHOOL

Objective:

To maximise safe keeping of the iPad while at school and home, preventing damage and theft.

Procedures:

1. Upon eligibility for students to take an iPad home they are agreeing to the following:
 - i. respect the equipment (iPad and power charger) by always looking after it and keeping it safe.
 - ii. keeping it safe when I am not using it at school and home.
 - iii. no food or drink is allowed near the iPad.
 - iv. when not home the iPad must be locked and in a safe place.

2. To prevent theft or damage while at school teachers and students will ensure:
 - i. Students must not be left inside the classroom unsupervised. Please refer to the iPad to Home Transportation Procedures
 - ii. During wet intervals and lunchtimes the iPads are locked away unless their classroom teacher is supervising them. During wet lunchtimes the internet will be shut down for students.
 - iii. No food or drink is allowed near your iPad.
 - iv. When the class leaves their room they will ensure the classroom is locked.
 - v. We will ensure the iPad is protected with an approved cover at all times.
 - vi. Students will respect the equipment (The iPad and power charger) by always looking after it and keeping it safe.
 - vii. Students will not access another student's iPad without permission.
 - viii. Students will always be in the right place, at the right time when am online. If in doubt they will ask their teacher or parent.
 - ix. When a reliever is in the classroom they follow the regular routine.
 - x. When students travel to and from school their iPad will be stored securely in their bag (see iPad to Home - Transportation Policy).

In the case of theft or damage at home or school:

- Damage must be immediately reported to Lynden Ransley. At this stage an incident report form will be completed. This will ascertain:
 - The circumstances of the theft or damage
 - Subsequent actions (Police Report, Insurance Claim, restitution by family or arrange for repair).
- In the event of damage or theft to an iPad we will follow this procedure:
 - Damage or theft must be reported by the student to the teacher as soon as possible. (examples - charger damage, dents, deep scratches, cracked screen, dropped in water).
 - Teacher reports damage or theft to Lynden Ransley.
 - Damage or theft assessed and decisions made whether accidental or careless.
 - Theft will result in a Police referral. If this has occurred at home we will be encouraging the family to make this referral.
 - In an incident where it is accidental, the school will negotiate with the family for help with restitution.
 - In an incident where there has been careless damage the cost will be the responsibility of the family.
 - Any damage discovered once the iPads have been collected (December) will be treated as careless damage.
 - If the iPad is a write-off (repair exceeds value or stolen) as a result of careless use the family will be charged the depreciated value.
- All iPads will have a one year warranty and warrantable repairs will be claimed under this policy. Repairs outside this timeframe will be the responsibility of the school or family.
- An anticipated damage will be that of a cracked screen. We have made provision with the Technology Centre to have these replaced professionally at a favourable cost.
- If a child does not return to school (moves away from Tauranga) and the iPad has not been returned, this will be treated as theft and the Police will be informed.

Related Procedures

- iPad to Home and School Transportation Procedures

Protect Yourself - iPad Health & Safety

TAURANGA INTERMEDIATE SCHOOL

Objective:

To provide information and assist students to develop sound working practices when using their iPad.

Adopt a good posture

A good working posture is one which can be sustained with the minimum of static muscular effort. In general, a varied working position which is better than a fixed working posture. However, a working position which is static and relaxed is better than one which is static and tense.

Your upper body is most comfortable when:

- Your head is up
- Your back is supported
- Your upper arms are relaxed

Your hands and wrists are comfortable when:

- Your forearm is nearly at a right angle to your upper arm
- Your wrist is in a straight line with your hand and forearm

Adjust your seating position

In order to improve your posture adjust your chair so that:

- The iPad is directly in front of you, not on an angle
- Your lower back is supported
- Your knees are level with your hips
- Your feet are flat on the floor

Type using both hands or better still, learn to touch type.

If your arms are raised or your wrists are bent for long periods of typing, tendon and nerve disorders may result.

Repetitive Strain Injury

RSI at the iPad is caused by a combination of rapid keyboard movements and by arms held in a static position, over a long period of time.

There are several factors that can lead to iPad related RSI such as:

- Rapid, repetitive movements
- An awkward working position
- Inadequate rest breaks
- An excessive workload

To prevent symptoms of RSI, watch your posture, work at a steady rate and take regular breaks from the screen.

Eyes right

Medical evidence suggests screen time is not associated with damage to your eyes or eyesight, nor does it make existing defects worse. However, muscles that shift focus between your source document and a screen for a long period of time can tire. Some people who have difficulties with their sight may also become more aware of them.

The symptoms of eyestrain include:

- Fatigue
- Itching
- Burning eyes
- Blurring
- Headaches
- Nausea

Glare

In addition, try to position your iPad to minimise glare and reflections on the screen. Suitable lighting is important. Glare can occur either directly or by reflection from the screen. Glare from windows can usually be eliminated by curtains or blinds, or by facing the screen in a different direction. It might be a good idea to make adjustments from time to time during the day, as light changes. You should aim to have general lighting, artificial or natural, that illuminates the whole room adequately.

Take a break

You should take a break before the onset of fatigue, not in order to recuperate. The timing of the break is more important than its length.

Short frequent breaks are more satisfactory than occasional, longer breaks. A break of thirty seconds to two minutes after 20-30 minutes of continuous work with the screen and keyboard is likely to be more effective than a 15 minute break every two hours.

Breaks should be away from the screen whenever possible. It is also a good idea to stretch and look into the distance during breaks.

Children should not eat or drink when using their iPad.

iPad preparation and deployment timeline 2015

TAURANGA INTERMEDIATE SCHOOL

This timeline outlines our intentions for deployment. This will be reviewed constantly and may be adjusted as different aspects impact on it.

Week of Monday 16 March

- iPad Cover sample ordered from China
- Technology Centre completing the wireless analysis
- TECT Community Funding Application to be completed
- BOT Meeting - Friday 20 March at 4.00pm

Week of Monday 23 March

- Confirm provisional order of the 856 iPad Mini 2 with the Technology Centre
- Initial communication with the school community - iPad 1:1 Scheme

Week of Monday 30 March

- VLAN setup
- Fortigate setup
- Meraki setup
- Full staff iPad Meeting - Tuesday 3.15pm
- Recall 172 iPad Mini 1 (leased)
- Recall teacher iPads

Week of Monday 6 April (School holidays)

- VLAN setup
- Fortigate setup
- Meraki setup
- Reformat 172 iPad Mini 1
- Reformat teacher iPads
- Plan Professional Learning Plan for Term Two
- Plan Term Two Teacher Only Day

Week of Monday 13 April (School holidays)

- VLAN setup
- Fortigate setup

- Meraki setup
- Reformat 172 iPad Mini 1
- Reformat teacher iPads
- Plan Professional Learning Plan for Term Two
- Plan Term Two Teacher Only Day

Week of Monday 20 April (Term Two, Week One)

- Proposed arrival of 856 iPad Mini 2 (subject to availability)
- Prepare iPads
 - labelling
 - deployment procedures refined
 - deployment procedures refined
- Parent Information Sessions - Why iPads 1:1?

Week of Monday 27 April (Term Two, Week Two)

- Prepare iPads
 - labelling
 - deployment procedures refined
- Parent Information Sessions - Why iPads 1:1?

Week of Monday 4 May (Term Two, Week Three)

- Parent Cyberbullying Sessions - Netsafe
- Proposed Teacher Only Day

Week of Monday 11 May (Term Two, Week Four)

- Deployment of iPads following this order
 - Totara
 - Tawa
 - Miro
 - Rata
 - Matai
 - Kahikatea
 - Manuka
 - Tanekaha
 - Kauri

iPad Code of Care

TAURANGA INTERMEDIATE SCHOOL

The Code of Care is an agreement between students, parents and our school to ensure the best care and responsibility is exercised with the iPad during each student's time at Tauranga Intermediate School. There are four important areas to acknowledge as a user of the iPad:

- **Responsible user agreement:**
 - Student
 - Whanau
 - School
- **iPad to Home:**
 - Connecting to the internet
- **Insurance:**
 - User conditions
- **Acknowledgements of Rights and Responsibilities**

Please ensure that you read each section of the Code of Care. To acknowledge that you understand and agree to the terms in each section, please initial.

★ **Responsible use agreement:**

● **Student Agreement**

- If I would not feel OK about Mr Diver, my family or my teacher seeing it, then it shouldn't be on the screen.
- I will never give away my full name, address or phone number, even to people I think I know well.
- I will respect others by always using this iPad to interact with anyone in a kind, positive and helpful way.
- I will always be in the right place, at the right time when I am online. If in doubt I will ask my teacher or parent.
- I will keep my password/s completely secret from all others students.
- I will ensure the iPad is protected with an approved cover at all times.
- I will respect the equipment (The iPad and power charger) by always looking after it and keeping it safe.
- I will only use a clean, soft cloth on the screen of my iPad.

- I will only mark or name my iPad cover and not the iPad.
- I will ensure that it is used for school learning purposes responsibly at all times and only by me - not by friends or brothers and sisters (extended family).
- I will make the most of this opportunity to learn lots of new things and to share these with others.
- I will ensure that while in my care, no applications or additional software of any type are installed on the iPad without teacher or parent permission.
- I will ensure that my iPad is for exclusive use at home and school only.
- When I take the iPad home, I will keep it safe when I am not using it.
- Once I am able to take the iPad home, I will bring it back to school everyday, charged and ready to use.
- I will not subject my iPad to rough treatment.
- If I supply earbuds/headphones I can only use them at school with teacher permission.
- I understand that at anytime my iPad can be collected for inspection.
- I understand that if I breach any conditions outlined in this agreement the school reserves the right to remove the home use of my iPad.

● **Whanau Agreement**

- I will support and put systems in place to ensure our child is a good Digital Citizen.
- I will interact with my child's learning in a kind, positive and helpful way.
- I understand that this iPad is School equipment, provided as a learning device for my child only.
- I will encourage and support my child to fulfil their agreement conditions.

● **School Agreement**

- To offer technical support for the iPads where applicable.
- To ensure the classroom environment adheres to the elements of a good Digital Citizen.
- To support parents to engage with their son/daughter's school work.
- To provide managed access to the internet while at school.
- To lock classrooms during break-times
- To provide teachers with on-going professional learning to maximise the effective use of iPads.

Parent/Caregivers initial: _____
Student initial: _____
Teacher initial: _____

★ **iPad to Home: Connecting to the Internet**

If you have the internet at home it is your responsibility to ensure that you have safe practices in place to ensure that your child is safe online.

If you do not have internet at home you can use your device offline. Organise yourself to have all other information ready to work offline at home. Any work you do can be uploaded to your online accounts when you get to school the next day.

Parent/Caregivers initial: _____
Student initial: _____
Teacher initial: _____

★ Insurance/Loss/Damage/Theft

● User conditions

All iPads must have a safe place for charging and storing at home.

When using your iPad:

1. No food or drink is allowed near your iPad.
2. If you are working at a table, keep your iPad away from the edges and other areas that could lead to the damage of your device.
3. If you are working on the floor, choose a space where people can see you, so they don't trip over and hurt you, themselves or the iPad.
4. If you leave the classroom or house, your iPad must be locked in the chosen safe place.

When moving your iPad:

1. When carrying your iPad do so with care and don't run.

When iPads are being transported to and from school [by foot, bike or bus]:

1. They must be inside a suitable school bag/backpack.
2. They must be protected from rain, wet, damp or hot conditions at all times.

★ Acknowledgements

I acknowledge:

- Tauranga Intermediate School reserves the right to allow the iPad to be taken home.
- Tauranga Intermediate School reserves the right to offer the iPad to parents, for purchase at the residual value, upon their child leaving the school.
- Tauranga Intermediate School takes no responsibility for security or insurance of the iPad when it is off the school site.

Parent/Caregivers initial: _____
Student initial: _____
Teacher initial: _____

Tauranga Intermediate School Whanau Engagement : Digital Citizenship Practices

Parents are welcomed to attend Digital Citizenship support sessions. These sessions will give helpful and informative information on how to keep your child safe in a digital world.

The following teacher, student and parent(s) have recognised the terms in The Code of Care and have agreed to partner together to ensure all elements of this document will be upheld during the user's time at Tauranga Intermediate School.

(Teacher)
(Student)
(Parent)

Date: _____

Once signed, a copy of this agreement will be held on file at the student's school.