1. Introduction

This document provides guidance and direction to principals, staff and school communities for the management of iPads. As we enter a new era of education with the new National Curriculum, schools are required to assist students to develop their 21st century learning skills. At Carlingford West Public School, based on current educational research we have established the iPad to be the most effective learning tool that facilitates the development of 21st century learning skills within primary school classrooms.

2. Key principles

Access to the Department of Education (DoE) WIFI network, including the Internet, will be made available all students. This network is protected by the Department of Education and blocks access to inappropriate sites whilst using the iPad at school.

3. Devices and usage at school

- **Transport of devices:** All devices are to be transported around our school in a secure tub/carry container. Students are not to carry more than 1 device at a time to minimize the chance of breakages. When transporting a single device, iPads are to be turned off and held in 2 hands close to the body. NO iPads are to be used whilst walking around the school grounds, unless supervised by a teacher for a class lesson.

- **Supervision of use:** Supervision of student use is the responsibility of the class teacher/support program teacher. Any incidents occurring about appropriate student use are to be recorded by the teacher. If the incident occurs during a support program (eg. Library, Sport, Community Language), the class teacher is to be notified of the incident for follow up (if required).

- **Appropriate use:** Class teachers/grades/stages set clear rules for student use of iPads based on student age and learning experiences. Some of the general guidelines are:
  - students use their own iPad/iPad assigned by the class teacher
  - students are ONLY using an app that a teacher has asked them to use
  - no taking photos of other students without their permission
  - stay on task on the iPad
  - no iPad usage during lunch and recess
  - students cannot go into ‘Settings’ without the teacher’s permission or the teacher being present to oversee the settings use
  - cannot go into messaging apps
  - no AirDropping or Instasharing of photos or work unless supervised by the teacher.
• **Student Use:** The student is responsible for the correct and appropriate use of their iPad and Apps. Students will not be able to use iPads during the school breaks and/or in playgrounds. Students are NOT permitted to use iPads before/after attending extra-curricula activities (eg. Band) unless completing homework.

• **Screen time per day:** Students use iPads throughout the school day where the class teacher feels it appropriate to enhance their learning. On average per day: K-2 (no more than 1 hour); Stage 2 (on average no more than 1hr 30mins); Stage 3 (on average no more than 2hrs). **PLEASE NOTE:** Some days, older students may be working on tasks that require longer amounts of time. However, this is balanced across the week to ensure students are experiencing a balanced curriculum and not spending large amounts of time on their device.

• **Breaks whilst using devices:** Teachers ensure students take regular breaks when using iPads. Students do not work on a device for more than 30 minutes without a break in K-2 and no more than 45 minutes without a break (3-6)

• **Digital homework:** Students may be assigned digital homework tasks to complete. These may vary between classes/grade/stages. Teachers will communicate tasks to parents in the younger grades (K-4) via homework sheets or the School App. Senior students (5-6) are encouraged to take responsibility for their own learning and communicate with parents about their homework tasks.

• **Games/Apps:** Students are NOT permitted to use ANY App that is not on our school App list whilst on school grounds. This includes before/after school. No Gaming talk is permitted during class time and may result in a warning if this becomes an ongoing issue. All Apps used at school have an educational purpose and are to be used appropriately. Please see the school App for the updated App list. If any new Apps are needed throughout the year, this information will be communicated via the School App.

• **Teaching and learning activities:** Class teachers/grades/stages provide a variety of learning experiences for students using iPads and digital technologies. For further information about the links to our NSW Curriculum and the types of activities students engage in at different stages, refer to the CWPS iPad Handbook (found on our website or through the School App in the Technology category)

• **Network access:** All iPads have access to the school’s WiFi network. The WiFi network is monitored by the DoE to ensure students are safe when accessing the Internet. This restricts the websites students are able to access. Younger students are not permitted to search the Internet without teacher supervision and only use Apps that restrict/filter images to ‘child-appropriate’ sites.
4. Managing incidents or concerns:

- **Breaching rules:** Any breach of the iPad use rules will incur a warning. Class teachers may restrict use temporarily or implement class rules/discipline system (eg. Remove Dojo points)

- **3 warning card system (Years 3-6):** If a student receives 3 warnings, they will be referred to the AP and will lose iPad privileges or not be allowed to use/bring their iPad to school for a period of time (determined by the Assistant Principal, Deputy Principal or Technology Coordinators)

- **Serious incidents:** If an incident is serious in nature (eg. Searching inappropriate websites, engaging in cyber-bullying) parents will be contacted immediately by the class teacher, Assistant or Deputy Principals for an interview and iPad use will be immediately restricted until the issue is resolved. If a child receives inappropriate messages or pictures outside of school hours from a friend, please contact your child’s teacher to notify them of the issue.

- **Dealing with concerns:** If you are concerned about your child’s iPad use or have any questions, contact the class teacher first to discuss the issue or concern.

Please refer to the Parent iPad handbook for further information (available on the School Website from November, 2016)