Student iPad Program (SIP)
Information Booklet

SIP POLICY

Rationale

Student iPad Program (SIP) aims to prepare our students for a rapidly-changing world, where technology plays large role in our personal, social and professional lives. By facilitating the SIP program, Amity College aims to enhance students' learning experience and empower them in the way they use technology for their learning.

Outcomes

Listed below are a range of opportunities that either could enhance or transform teaching and learning through the implementation of the SIP program:

- Textbooks and handouts available on devices
- Note-taking and organisation of digital notebooks
- Completion, annotation and submission of workbook in PDF format
- File sharing
- Knowledge interaction and transmission
- Internet research and communication
- Access to videos/animations that complement teaching
- Reading apps that include embedded dictionaries, search and note-taking
- Exploring mathematical concepts using CAS apps
- Digital storytelling and screen casting to reflect learning
- Anytime, anywhere access to learning and creation through a single device
- Collaborative brainstorming
- Instantaneous feedback loops and formative assessment
- Multimodal assessment tasks

Responsibilities

All students in Years 7-12 are expected to bring their School provided iPad to school every day. This device should only be used by the student who owns it.

Students must connect their device to the designated wireless network supplied by Amity College at school grounds. Access to the device and school network is strictly for educational purposes. Any other use is forbidden.

Students must use their device in accordance with the ICT Usage Policy.

Students must follow teachers' directions as to appropriate use of their devices in class.

Standard discipline procedures will apply in case a student fails to bring their device.

Each student is responsible for the care and conduct of their own device at all times. They must ensure that the device is brought to school with enough charge.

ICT USAGE POLICY

Information and Communication Technology (ICT) means all computer hardware, software, systems and telecommunications devices and technology (including the Internet and email) that may be used at school or accessed from the school campus with or without the assistance of school provided internet. This does not exempt personal devices whilst in use on the College campus.

Amity College recognises ICT as a privilege; therefore this privilege can be taken or revoked when it is deemed necessary by the college on the ground of violation of College's rules. Amity College provides ICT only for educational purposes, use of ICT for any other purpose is not allowed and students have entire responsibility of self-monitoring.

Students bear full responsibility for the following aspect of use of school's ICT services:
   o   Protecting their own personal information and data
   o   Adhering to rules of security in online environment for which school will provide basic training
   o   Respecting other people's privacy
   o   Upholding all relevant copyright rules and laws
   o   Expressing themselves in an acceptable manner to school on all occasions.

Students are solely responsible of maintenance and safe keeping of all ICT equipment. We expect our students to use their best judgement to treat equipment with utmost respect. School will not accept any responsibility if any personal ICT equipment is damaged or stolen.

Students will have to pay for damages or loss of any school ICT equipment.
Devices need to be labelled clearly with students' names and students need to have passwords for their own devices.

Students are responsible to charge their devices from home.
While using ICT, students have to abide by all relevant state and federal rules and regulations. Students are solely responsible for their commitment to uphold all relevant state and federal laws.

The college has the right to monitor and check the ICT use for all written, graphic, audio, and other materials created, produced, communicated, stored or accessed on school ICT by its students, including private or school provided email accounts.

The college is committed to ensure that all students and teachers have a basic understanding of its relevant policy. Furthermore it is students' responsibility to uphold school's rules and regulations. Any breach of school code of conduct in this regard will cause disciplinary action against those who violate rules of this policy.

Students are not allowed to use photo, camera and voice recording functions of devices unless directed by their instructor strictly for educational purposes.

Students cannot have access to their portable devices during recess, lunch and transition periods. During these times all personal ICT devices allowed at school grounds should be securely kept in personal lockers. Violations of this rule may cause evoking of your privilege to utilise these devices at school ground. Provisions may be made for students who want to use their devices for educational purposes during the breaks.

Students cannot access any social media outlets whilst they are at school grounds with or without the assistance of school network

Students cannot access internet with the help of any other network other than school provided network

Mobile phones cannot be used to replace iPads. Students will be held accountable for the use of mobile phone in accordance with relevant mobile phone policies.
Transmitting and accessing materials which are deemed to be inappropriate by the College is strictly forbidden. These inappropriate materials can be classified but not limited to the following:

- Any kind or form of threat or harassment
- Sexually explicit
- Any material that may cause emotional or physical harm
- Any material that may be used to bully others
- Any material that is racially or culturally offensive to others
- Any material that infringes all relevant copyright and licensing laws and regulations
- Any material that breaches state and federal laws

If students receive materials falling into categories listed above from others without their consent and fail to notify school admin, they will be equally held responsible for accessing these sort of materials
The following will require disciplinary actions within the guidelines of Student Handbook:

- Communication of information that may cause security risks to ICT system including but not limited to passwords or any other confidential information
- Plagiarising by using College's ICT
- Breaching copyright and all relevant licensing rules and regulations
- Unauthorized download of any digital material including software programs, apps, videos, music, pictures and copying them on other portable mediums
- Communication of unauthorized information that include original or modified images, audio or video of staff members
- Downloading any personal material or any material that is not related to any class work by using school ICT
- Refusing to follow teacher's instructions in relation to device usage in class

Refusing adhere to these rules and regulations and not following teachers' and administration's direction will be ground for evoking privilege to use these devices at the school. School reserves its right to temporarily confiscate and/or ban these devices to individual students due to violations.

FREQUENTLY ASKED QUESTIONS

My child forgot to bring their device. Can they borrow one from somewhere?

No.

Where can my child charge their device if they forgot to charge it at home?

School does not provide any charging facilities, therefore it is necessary that devices are brought to school fully charged.

Who can provide assistance if the device won't connect to the school internet?

Consult IT Desk located in GHS Library.

Will my child use their device all the time?

No. iPads are tools for learning that will be used along with all the other tools available at school and home (e.g. pen, paper, calculators, books, computers etc).

What happens if my child does not bring iPad to school?

Standard discipline procedures will apply just like in cases where student does not bring required resources to class.

How can the device be protected from damage?

We strongly recommend purchasing a strong case for your child's device.

What if my child's device is damaged or stolen?

Each student is responsible for the care and conduct of their own device at all times. School is not responsible for devices that are broken/damaged/lost/stolen while at school or during school-related activities.

Should I be concerned about overuse of technology?

Like everything else, excessive use of technology may lead to problems. We do not require the students to use their iPads all the time; it is important that they engage in other activities.

Although iPads with retina display address this issue, looking at any screen for a long period of time without resting your eyes may cause eye strain. To reduce eye strain: after 20 minutes, take a break for 20 seconds and look at something across the room.

What if I need to remove my child's access to device as a discipline measure?

We understand that this may be required but this shouldn't affect your child's school tasks.

Do you have advice about online safety?
Cybersmart is a national cybersafety education program managed by the Australian Communications and Media Authority (ACMA) as part of the Australian Government's commitment to cybersafety. The program is specifically designed to meet the needs of children, young people, parents and teachers. We recommend every parent to take a look at pages about online safety at http://www.cybersmart.gov.au/Parents.aspx.

I am worried about my child's unwise use of the iPad out of school time. How can I be sure that they are using it for education?

Some homework, set activities and assessment tasks will require your child to use their iPad at home. Besides these, it is your decision about when and how your child uses their iPad. If you have any doubts about the nature of set work, please contact your child's teacher. School's position is:

- iPad provides an environment for learning; that is its main purpose.
- Students can use it for other purposes but these must be appropriate to the context - school or home - and subject to permission.
- School supports parent decisions about the setting of boundaries at home as long as school work can be completed.
- Students do not need games and entertainment apps on their devices for school.

How can my child stay focused on a specific app while using iPad?

Use Guided Access with iPhone
Guided Access helps you to stay focused on a task while using your iPhone, iPad or iPod touch. Guided Access limits your device to a single app and lets you control which app features are available.

You can use Guided Access to:
– Temporarily restrict your iOS device to a single app
– Disable areas of the screen that aren't relevant to a task, or areas where an accidental gesture might cause a distraction
– Disable the hardware buttons

Set up Guided Access
– Tap Settings > General > Accessibility > Guided Access to set up Guided Access. From there, here's what you can do:
– Turn Guided Access on or off
– Set a passcode that controls the use of Guided Access and prevents someone from leaving an active session
– Set whether the device can go to sleep during a session

Start a Guided Access session
To start a Guided Access session, follow these steps:
– Open the app you want to use.
– Triple-click the Home button.
– Adjust settings for the session, and then tap Start.
– Control apps, screen sensitivity, and motion sensitivity

End a Guided Access session
– Triple-click the Home button.
– Enter the Guided Access passcode.

For more information visit support.apple.com