2017 BYO iPad Program Check List

Before Enrolling to Casper:

☐ All consent forms are signed and returned to the school’s eLearning Leading Teacher.
  o BYO iPad Program Participation Form
  o Google Apps for Education Permission Form
  o Digital Technologies and Cyber Safety Student Agreement
  o School Based Purchasing Plan Term and Conditions. (If required.)

☐ Device is enclosed in a protective case and is clearly labelled with the student’s name.

☐ Back up the data on the device, if you wish to retain existing data through iTunes or iCloud.
  (Note: Do not apply the backup, once the iPad is enrolled to Casper)

☐ Sign out of your iCloud Account. (Settings > iCloud > Sign Out)

☐ Remove Passcodes.

After Enrolling to Casper:

☐ Create an Apple ID and Sign in, if you haven’t done so.

☐ Ensure that all the Student Apps are installed.

☐ Apply a Passcode.
  (Note: It is not recommended that a passcode is used.)
Appendix A

Google Apps for Education Permission Form and FAQs

Dear Parents,

Preston West Primary School is a Google Apps for Education school. Google Apps for Education is a suite of productivity tools for classroom collaboration. It provides your child with a Preston West email address that is filtered and limited to the Preston West and Edumail domains. This email address is then used to access a Preston West Google Drive and Google Classroom account.

Please take the time to read through the attached information about Google Apps for Education and return this permission form by December 1\textsuperscript{st}, 2016.

Thank you,

Luke Begg
eLearning Coordinator

-----------------------------------------------------------------------------------------------------------

Student Name: ____________________________  Grade:___________

I hereby give permission for the above student to have access to a Preston West Primary School Google Apps for Education account.

Parent/guardian:

Signed: ____________________________  Date: ____________
Years 3-6 Google Apps for Education Parent Information

Google Apps for Education is a suite of productivity tools for classroom collaboration. It provides your child with a Preston West email address that is filtered and limited to the Preston West and Edumail domains. This email address is then used to access a Preston West Google Drive and Google Classroom account.

Google Apps for Education allows us to collaborate and learn more effectively through the use of technology, and offer a range of new learning opportunities for teachers and students.

Further information about Google Apps for Education can be found here
http://www.google.com/enterprise/apps/education/benefits.html

Facts about Google Apps for Education

• Google Apps for Education is used by many of the world’s leading educational institutions, including universities, secondary and primary schools. Many public, Catholic and independent schools within Australia are using Google Apps for Education right now.
• Google Apps for Education is completely free for schools and does not contain advertising anywhere within it.
• Google Apps for Education works on any device. This allows our students to continue learning beyond the classroom and the ability to access their content at any time.
• Students and teachers can work in teams, sharing calendars, documents and collaborating ideas to learn more effectively.

What should I be aware of?

• Google Apps for Education allows students to communicate and store information in both public and private spaces online.
• Unlike many other web services, Google Apps for Education acknowledges its users as the owners of content they produce and store.
• Google Apps for Education does not share any data or user information with any other party unlike other Google products such as Gmail.
• Your child will be provided an email address as part of the Google Apps for Education package. This email service is filtered and is restricted to sending and receiving emails from within the Preston West and Edumail domains only.
• The school has undertaken an Online Services Assessment to ensure the appropriateness of Google Apps for Education. This assessment can be provided upon request.
• Google Apps for Education terms of service can be read here.

We will be working with students to educate them around using Google Apps for Education in a productive and responsible manner. We also feel it necessary for parents to be aware of new technologies such as Google Apps for Education and encourage you to be proactive discussing and exploring it with your child.
Frequently Asked Questions and Answers for Parents/Guardians

Q: How is the Google Apps for Education account different from a Gmail account?
A: Only those Google services that are applicable to an educational setting are provided in our Google Apps for Education domain. Some of the tools available in a public Google account will not be available in the Google Apps for Education domain.

Q: Can I email my child at their Google Apps for Education Account email address?
A: No, their accounts are configured to only send and receive mail from within the Preston West and Edumail domains.

Q: Can I review my child’s Google documents?
A: Yes. Your child would need to share the documents with you under the “Share” option, or make those documents viewable to “anyone with a link” within that same “Share” option.

Q: Are there consequences if my child misuses his or her Google Account?
A: Yes. Your child’s Student Google Account is a privilege and if abused, its use will be revoked.

Q: I am using Google Chat at home. Why can’t my student use it?
A: Google Chat and Google Hangouts are currently disabled for students.

Q: Will my child be able to use their Google Apps for Education Account outside of school?
A: Yes from a Windows, Mac, Chromebook, iPad or Android tablet with a supported browser and access to the Internet.

Q: I do not have internet at home. What resources are available to my student?
A: The Google Apps for Education domain can only be accessed using an internet connection. Your child will not be able to interact with their Google Apps for Education account in your home unless you have internet access. Public venues such as libraries offer free wireless internet connections that would allow students this access.

Q: What if my child already has a personal Gmail account. Can they use this account instead of the Preston West Google Apps for Education account?
A: No. Students can share their personal documents with their Google Apps for Education account, but they will need to use their Google Apps for Education accounts while at school.

If you have any further questions, please don’t hesitate to contact the school for further information.
Appendix B

Acceptable Use of Digital Technologies at Preston West Primary School 2017

1. Introduction
The purpose for using digital technologies at Preston West Primary School is to:
- Enhance student learning opportunities
- Promote student achievement
- Provide opportunities for engaged learning in a 21st century environment

The use of these digital technologies within school should be responsible, legal, appropriate and for educational purposes and should follow the guidelines outlined in this policy. This policy applies to the use of all school related digital technologies for educational purposes, whether provided by the school or the student.

2. Definitions
Digital technologies are any electronic device or related applications, which allow users to record, send, access or receive information, in textual, audio, image or video form. These may include but are not restricted to:
- Computer systems and related applications such as email, internet and other installed programs and apps.
- Discussion forums, chat rooms, blogs, social networking sites, podcasts, instant messaging systems.
- Video or still cameras
- Audio recording devices
- Tablets and smartphones
- Any other device that can be connected to the internet.

3. Acceptable use
   Netiquette
You should:
- Respect other users
- Behave online as you are expected to behave in real life
- Make sure that email and online messages are written carefully and politely
- Use appropriate language and keep messages short and precise
- Be careful about making jokes. Jokes can be misunderstood and hurt people’s feelings
- Do not type in all capitals. It is like shouting online. Shouting at someone is impolite
- Anything you post online or in an email should be checked by a teacher/adult before it is sent.
Respect resources
You should:
- Use digital technologies for educational purposes under teacher supervision
- Follow teacher directions for accessing files, programs, apps, email and internet resources
- Ask permission from your teacher before following online prompts
- Treat equipment carefully
- Only log on to the school computers using your school provided login.

You should not:
- Install, relocate or remove software or apps
- Download or share files without teacher permission
- Attempt to access or change settings on devices without teacher permission
- Attempt to fix equipment without teacher permission
- Connect any device (such as a USB drive, camera, phone, CD/DVD, iPod, tablet or music device) to, or attempt to run any software on school digital technologies without a teacher’s permission. This includes all wireless technologies.

Respect others
You should:
- Always respect the rights, beliefs and privacy of others
- Observe copyright rules by respecting the information, ideas and artistic works of others
- Acknowledge the author or publisher of information from digital resources
- Use your manners when communicating with other people

You should not:
- Post or send inappropriate, hurtful or inaccurate comments about another person
- Use disrespectful or inappropriate language
- Harass another person. If someone tells you to stop sending them messages, you must stop
- Re-post a private message without the permission of the person who sent the message
- Take or send photos, sound or video recordings of people without their permission
- Use the ideas or writings of others and present them as if they were your own
- Use technologies in a way that negatively effects the wellbeing of others both inside and outside of the school
- Expect replies to emails or instant messages from teachers and school staff outside of normal business hours
- Alter or delete anyone else’s work
Keep yourself safe online

You should:

- Keep personal work secure
- Use the Internet and email only under teacher supervision
- Use only school provided email accounts when communicating online
- Ask your teacher before sharing any personal details or photographs online or in an email
- Make ‘hard to guess’ usernames and passwords, and keep them a secret
- Tell a teacher if you come across something that upsets you or makes you feel uncomfortable when you are using digital technologies

You should not:

- Share your usernames or passwords with others
- Use another person’s username or password
- Send photos or post detailed personal information about yourself or other people (Personal contact information includes your home address, telephone or mobile number, school address, email addresses, photograph etc.)
- Meet with someone you have met online without your parent’s /guardian’s approval and participation
- Attempt to alter or bypass security, monitoring or filtering that is in place at Preston West Primary School
- Attempt to access inappropriate material

5. Notification

You should:

- Tell your teacher immediately about any messages you receive that are rude or that upset or worry you
- Turn off the monitor or close the iPad cover, and tell a teacher immediately if you accidentally access something inappropriate. This will allow teachers to follow up appropriately according to the School Acceptable Use Policy
- Tell a teacher if someone else is doing something which offends you or is not permitted
- All communications between students, parents and school staff will occur during normal business hours. Teachers will respond to communications at the earliest time possible without interruption to normal school program
Digital Technologies and Cybersafety Student Agreement 2017

Preston West Primary School recognises the need for students to be safe, smart and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with families and the school community. We request that families work with us and encourage safe, smart and responsible behaviour at home.

At our school, we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment
- Have an Acceptable Use of Digital Technologies policy that reflects our school’s values and clearly states the expected standards of student behaviour, including the consequences for inappropriate behaviour
- Educate our students to be safe, smart and responsible users of digital technologies
- Raise our students’ awareness of issues such as online privacy, cybersafety and intellectual property
- Supervise students when using digital technologies for educational purposes
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students
- Know that some online activities are illegal, and as such we are required to report these activities to the police
- Support families to understand the importance of safe, smart and responsible use of digital technologies, the potential issues that surround their use and strategies they can implement at home to support their child
- Provide families with a copy of this agreement.
Student Agreement Grades 3 - 6

I agree to use digital technologies in a safe, smart and responsible manner by ensuring that the rules below are followed at all times.

When I use digital technologies at Preston West Primary School I will respect resources, which means:

• I will follow teacher instructions for following prompts and accessing files, programs, apps, email and internet resources
• I will only use digital technologies for educational purposes
• I will not attempt to access or change settings on devices or download, install, relocate or remove software or apps without teacher permission
• I will not connect any device to the school hardware without teacher permission
• I will treat all equipment with care.

When I use digital technologies at Preston West Primary School I will respect others, which means:

• I will not use digital technologies to upset, offend, harass, threaten or in any way harm other people or the school, even if it is meant as a joke
• I will observe copyright rules by respecting the information, ideas and artistic works of others, and acknowledge the creator or publisher of digital resources
• I will not re-post private messages, or take or send photos, sound or video recordings of people without their permission
• I will always respect the rights, beliefs and privacy of others.

When I use digital technologies at Preston West Primary School I will keep myself safe online, which means:

• I will never share photos or personal information about myself or other people (including name, address, telephone number, email addresses, birthdate etc.)
• I will keep my usernames and passwords safe and secure
• I will not attempt to alter or bypass security, monitoring or filtering that is in place at school
• I will not deliberately attempt to access inappropriate or non-educational content • I will not meet with anyone I have met online.

If I accidentally access inappropriate material, I will:

• Not show others
• Turn off the screen or minimise the window and
• Report the incident to a teacher immediately.

Student Agreement

I understand that breaches of the rules will see me lose my digital technology access rights for a period of time determined by the Principal, eLearning Coordinator or my teacher.

Student Name ___________________________________ Grade ______________
Appendix C

School Based Purchasing Plan Terms and Conditions 2017

*** Please note that families may be required to sign an updated agreement should one become available ***

Dear Parents,

To ensure that all students have the opportunity to participate in the BYO iPad Program, Preston West Primary School is offering school-based payment plans. Families who choose this option will be able to pay for their iPad and a MacGuy Defender case in 12 instalments over a 12-month period.

At the end of the 12-month period, when all payments have been made, the iPad becomes the property of the family.

TERMS

1. Ownership
Preston West Primary School will purchase the iPad and participating families will make 12 scheduled payments over a 12-month period.

The iPad remains the property of the school until the end of the payment period.

2. Cost and Payment
Due to new releases from Apple and all devices with 16GB of storage being made redundant, we will be offering a single package for the 2017 iPad Program.

- Apple iPad Air 2 (WiFi, 32GB) + MacGuy Defender Case = $598.00
- Student’s name, laser engraving service (Optional) = Add $20.00 to the total price, payable with the deposit.

Payment Schedule
All models require a $100 deposit (plus engraving fee if purchased), payable by Friday 18th November 2017. Please note that no orders will be accepted after this date.

Direct Debit payments will commence on the 14th December and will be required to be paid thereon the 14th of each month until all 12 instalments have been paid. Monthly instalments will total $41.50 per month.
3. Termination of Agreement

a. This agreement comes to an end:
   (i) At the end of the payment period.
   (ii) In the event of default as defined in subclause (b) hereof

b. Default occurs if:
   (i) When the student leaves Preston West Primary School prior to the end of the payment period. (Where a student ceases to be enrolled at the school for any reason, the payment plan is to be paid out in its entirety or the iPad returned to the school in full working order, including all accessories and components.)
   (ii) If payments are not made by the due date, Preston West Primary School will request the iPad to be returned.
   (iii) If the iPad is not used in accordance with the Preston West Primary School Digital Technologies Acceptable Use Agreement.
   (iv) If the signatory is subject to insolvency or other proceedings which place the iPad at risk for loss or seizure by others.

4. iPad Use
The student will operate, maintain and store the iPad with due care and in compliance with the instructions and recommendations of the supplier and manufacturer of the iPad. The iPad is to be used in accordance with the Preston West Primary School Digital Technologies Acceptable Use Agreement.

5. Warranty and Insurance
All iPads come with an Apple Limited Warranty. This does not cover accidental damage.

Accidental damage, including screen breakage or case damage should be reported to the eLearning coordinator as soon as possible. Parents will be required to cover any cost in repairs as Preston West Primary School is not liable for user-based damages. The iPads are not insured for loss or theft, and in the event of loss or theft, parents would be required to continue to pay instalments in full until the payment is fulfilled in entirety.

Parents may purchase additional insurance through the provider of their choice, or insure the iPad under their contents insurance at their discretion.
Preston West Primary School iPad
Payment Plan Agreement 2017

This agreement is made and is effective as at: .................................................................

Between: Preston West Primary School
383 Murray Road
Preston, 3072

And: Parent / Guardian (Full Name): ......................................................................................

Address: ..................................................................................................................................

....................................................................................................................................................

....................................................................................................................................................

I hereby agree to the Terms (including the payment schedule) which form a part of this agreement.

The Payment Plan is agreed to for the following items:

**Apple Air 2 Package - $598.00**
- Apple iPad Air 2 (WiFi, 32GB)
  - □ Silver    □ Gold    □ Space Grey (Please tick the colour desired)
- MacGuy Defender Case

☐ Laser Engraving Service with the student’s full name. (Tick the box if required. Total price: $618.00)

For use by (student’s name) ...........................................................................................................

Signed:

....................................................................................................................................................

Signed: ........................................................................................................... Date.................................

(Parent/Guardian)
DATE: …/…/……
CLASS: ………………………
STUDENT: ………………………………………………………………………………………
PAYMENT FOR: ………………………………………………………………………………………
AMOUNT $…………………………

☐ Visa ☐ Mastercard
Card No: ___ ___ ___ / ___ ___ ___ / ___ ___ ___ / ___ ___ ___ CCV ___
Card Holders Name: ………………………………………………… Expiry: ___ ___/ ___ ___
Dear Parents,

Please take the time to read through the BYO iPad Implementation Book (available from the office) – it contains important information about the program and links to useful documentation.

Luke Begg

eLearning Coordinator

---

Student name: ___________________________________          Teacher: ________________________

My child will be participating in the BYO iPad Program, and we will be:

☐ Providing an iPad from home that we already own (please specify).
  ☐ iPad 4   ☐ iPad Air/Air 2   ☐ iPad Mini 2/3/4

☐ Purchasing an iPad through Beyond the Box
  
  Please contact Beyond the Box directly, quoting the school's name and Tim Booth (our Beyond the Box rep). This will ensure you get education pricing. Phone: (03) 9372 8899

☐ Purchasing an iPad through another retailer (please specify).
  ☐ iPad 4   ☐ iPad Air/Air 2   ☐ iPad Mini /2/3/4

☐ Purchasing an iPad through the School Purchase Plan

Note: Please be aware that as of 2017, cellular devices will be accepted, however the sim card must be removed from the device.

Student access to Apple FaceTime and iMessage.
FaceTime and iMessage are Apple supported apps that will allow video and text communication between any Apple devices. This is an optional function with the BYO iPad Program for parents that wish to maintain communication with the children whilst travelling. Please note that FaceTime and iMessage will not be allowed during school hours. If you need to contact your child during school hours you will need to call the school office.

☐ I would like my child's device to access FaceTime and iMessage.
☐ I would NOT like my child's device to have access to FaceTime and iMessage.

Parent Name: ________________________________________________________________

Signature: ______________________________________ Date: ___________________

NOTE: Please make sure the device is NOT signed in with iCloud, otherwise Casper Suite cannot be installed.