



Dear Parents and Guardians,

Thank you for your support in participating in St Francis' Bring Your Own Device (BYOD) program.

Bring Your Own Device (BYOD) program allows students to bring their own iPad to class, which meets the school's specification requirements, and use it for their learning purposes. The program is designed to provide students with a personalised learning experience that caters to their individual learning styles and preferences.

The benefits of the BYOD program are numerous. Students can take ownership of their learning when they have their own iPad, seamlessly taking learning from school to the home environment. The iPad assists students to regularly upload their work and receive feedback on Seesaw and Teams, demonstrate their learning using apps such as Book Creator and record oral presentations. iPads are a way to develop critical and creative learners, so they have access to all the tools necessary for learning, whilst also valuing and engaging our learners into deep thinking, problem solving, and solution focus real world activities. Access to BYOD allows students to embrace the digital age as a foundation of their education and develops their technology knowledge to become intuitive, setting them up for a life where digital fluency will be core to their career and other areas of their lives.

To enrol your child's device into the BYOD program at school some preparation is required at home. Please follow the instructions on the next page labelled *Preparation for BYOD*.

We ask that your child brings their **iPad to school on the first Wednesday of Term 1** for enrolment into our school mobile management system called JAMF. JAMF allows us to monitor iPad use at school, lock settings, and download apps to your child's device. Once the iPad is enrolled, we will put a profile onto the device. **Under no circumstance should this profile be taken off the iPad.** Please be advised that the school may keep the iPad for up to a week to ensure correct set up.

Please take the time to read through the *St Francis of Assisi Catholic Primary School BYOD Acceptable Use and Code of Conduct* with your child.

If you have any questions or concerns about the BYOD program, please email [Thelp@stfrancisbutler.wa.edu.au](mailto:Thelp@stfrancisbutler.wa.edu.au).





## Preparation for BYOD

Dear Parents and Guardians,

To enable us to set up your child's 'Bring Your Own Device' smoothly and quickly, two important steps need to be undertaken at home first: Clearing the Passcode, logging out of iCloud and backing up the iPad. Please follow the steps below to prepare the iPad for school use:

### 1. Clearing the Passcode:

- Tap the **Settings** app on your iPad's home screen (it looks like gears turning).
- Scroll down and select **"Touch ID & Passcode"** or **"Face ID & Passcode"**, depending on your iPad model.
- Tap **"Turn Passcode Off"**.
- You'll be prompted to enter your existing passcode to confirm this change.
- Once confirmed, your iPad will no longer require a passcode to unlock

### 2. Logging Out of iCloud:

- Open the **Settings** app on the iPad.
- Tap your child's name at the top (if multiple profiles exist).
- Scroll down and select **"Sign Out"** (*Note: Please ensure the iPad is connected to Wifi*).
- Enter your child's Apple ID password and tap **"Turn Off."**
- Optionally, choose to keep a copy of data when prompted.

### 3. Backing Up the iPad:

- Using iCloud:
  - Go to **Settings** > [your child's name] > **iCloud** > **iCloud Backup**.
  - Turn on **iCloud Backup** (iPad must be connected to Wi-Fi and charging).
  - To manually back up, tap **"Back Up Now."**
  - View backups under **Settings** > [your child's name] > **iCloud** > **Manage Storage** > **Backups**.
  - To delete a backup, select it and tap **"Turn Off and Delete."**
- Using a Mac (macOS 10.15 or later):
  - Connect the iPad to your Mac using a cable.
  - Open **Finder** (not iTunes).
  - Select your child's iPad in the sidebar.
  - Click **"General"** and choose **"Back up all of the data on your iPad to this Mac."**
  - Optionally, select **"Encrypt local backup"** for added security.
  - Click **"Back Up Now."**
- Using a Windows PC (via iTunes):
  - Connect the iPad to your PC using a cable.
  - Open **iTunes**.
  - Click the iPad button in the top left.
  - Under **"Backups,"** click **"Back Up Now."**
  - To encrypt backups, set a password under **"Encrypt local backup."**

If you have any questions, please email [ithelp@stfrancisbutler.wa.edu.au](mailto:ithelp@stfrancisbutler.wa.edu.au).





# St Francis of Assisi Catholic Primary School

## BYOD Acceptable Use and Code of Conduct

The following is the St Francis of Assisi Catholic Primary School (SFOA) ICT Acceptable Use and Code of Conduct Agreement that relates specifically to the St Francis of Assisi Catholic Primary BYOD iPad Program. As a school, we endeavor to utilise (where possible and practicable) technology to enhance education and prepare our students for the future.

The document's purpose is to ensure that students are aware of their responsibilities when using their iPad at school and home. Before signing this form, you must read the BYOD Program Information and ICT Policy which is available on the school website. Should you have any questions regarding the information and policy contact [ithelp@stfrancisbutler.wa.edu.au](mailto:ithelp@stfrancisbutler.wa.edu.au)

The completion and returning of this consent form is an acknowledgement that the student and parent/ guardian nominated has read and agreed to the terms and conditions in BYOD Program Information and ICT Policy.

### iPad User Responsibility

**At St Francis of Assisi Catholic Primary School technology is a privilege. All students are responsible for their iPad and are expected to:**

#### **Be Safe:**

1. Use images, videos or work created at school only at school.
2. Only correspond with people approved by a teacher.
3. Never give out personal details.
4. Respect the privacy of others.
5. Only have age-appropriate content on your iPad

#### **Be Kind and Considerate:**

6. Turn screens off when other people are talking and when teachers are giving instructions.
7. Turn your device to silent unless a teacher directs otherwise.
8. Only use headphones and stylus' when directed.
9. Use polite and courteous digital language.

10. Ask for permission from the teacher and student before recording or taking photographs.

## **Appropriate Care for ICT**

11. Be gentle with your device.

12. Walk holding your iPad with two hands.

13. Always transport and store iPad in a safe and secure manner when not in use, ensuring it is permanently in a sturdy and robust cover.

14. Never leave the iPad unattended when in use. Never leave the iPad on the floor.

15. Keep your iPad in your bag before and after school.

16. Charge your iPad at home.

17. When not using your iPad or headphones, place them in your tray.

## **ICT For Learning:**

1. Use their device for their sole usage and purpose, hence, not loan their device to another student.

2. Use apps as instructed and only search as directed by your teacher.

3. Follow copyright procedures.

4. Do NOT use a passcode.

## **STUDENT**

The use of an iPad while at school is a privilege and not a right. I understand that if I am in breach of the St Francis of Assisi Catholic Primary School Code of Conduct and Agreement Policy, I may lose my technology resources privilege.

I, \_\_\_\_\_ have read and discussed this agreement with my parent(s); and accept the terms by which I shall use my iPad at St Francis of Assisi Catholic Primary School. I understand and hereby agree to comply with all requirements as set out in the BYOD Program Information and ICT Policy and understand that if breached, appropriate consequences may follow.

I understand that I am only permitted to connect one device to the school network and that this device must meet the minimum specifications outlined in the policy.

## **PARENT/CARER**

As the parent/carer of \_\_\_\_\_, I understand it is my responsibility to report and where appropriate, remind my child of the commitment made to St Francis of Assisi Catholic Primary School when signing this iPad Code of Conduct and Agreement.

I/We understand that it is my/our responsibility as parents to monitor and control my/our child's usage of their iPad out of school hours (3:00pm-8:15am). If my/our child is unwell, restrictions of the iPad will not be made. If my/our child is absent from school for two consecutive days or more (e.g. sickness/holiday) restrictions may be added to the iPad if I/we request them to the school. Please note that restrictions are lifted on weekends, school holidays, and pupil free days.

I/We release St Francis of Assisi Catholic Primary School and its personnel from any and all claims and damages of any nature arising from my child's use of our personally owned device. I/We accept responsibility for damages, repairs, loss or theft to our personally owned device.

I have read and discussed the terms of the agreement with my child; and will support the school and staff in the implementation of this Acceptable Use and Code of Conduct Agreement.

As the parent or legal guardian of the student I/we have read, understood and grant permission for my child to bring their device to school, be managed by the school and connect to the school network.

I/We understand that access is granted to students' subject to the restrictions contained in the BYOD Program Information and ICT Policy and that if breached, appropriate consequences may follow.

I/We acknowledge that some material available on the Internet may be objectionable, despite attempts to filter for appropriate content. In addition to the BYOD Program Information and ICT Policy, I/we have discussed appropriate restrictions and behaviours for the student when accessing or sharing information or material over the Internet.

**Parents and students understand:**

1. The iPad will be monitored and restricted between the hours of 8:15am and 3:00pm on school days.
2. St Francis of Assisi will only disable school restrictions of the iPad if a student is sick for two consecutive days or more. To get this done please contact the office.
3. The student must NOT remove the JAMF profile on the iPad. If the profile is removed this will result with the iPad being wiped without notice to upload the JAMF profiles to the iPad to ensure monitoring is achieved.

**By signing this agreement, we agree to the above Code of Conduct and responsibility to care of the BYOD iPad.**

**STUDENT**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**PARENT / CARER**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_



