Friday, 13th November, 2015

Dear Grade 2 Parents,

Thank you for supporting our Grade 2 1:1 iPad Trial. We have been thrilled by the response. The children and teachers are looking forward to using their devices to support classroom learning as well as have the opportunity to share some of their learning at home.

In preparation for the trial, please take the time to review the attached documentation and return the relevant forms to your child’s class teacher.

Some key points to consider:

- Children will bring their iPad to school from Monday 23 November to Friday 4 December.
- iPads will be collected on the morning of Monday 23 November and set up on the eduPass system to allow access to WiFi while the device is at school.
- Please ensure requested apps are installed prior to sending the device to school – PM eCollection (free), Mathletics (free), Seesaw: The Learning Journal (free), Book Creator ($7.99) and Popplet ($7.99).
- It is suggested that iMessage, Mail and FaceTime are switched off while the device is at school.
- It is advised that children do not know the family iTunes password so that no apps/content can be installed while the device is at school.
- No ‘homework’ tasks will be set for students to complete however we encourage you and your child to share their learning and use of the device throughout the trial.

We hope families find this trial to be beneficial and look forward to your feedback in the coming weeks. In the meantime, should you have any further questions, please see your child’s class teacher.

Kind regards,

Susie Walton & Meagan Cofield

ICT Team
Grade Two
1:1 iPad Trial Guidelines

This term, Grade 2 students will be offered the opportunity to bring their own iPad from home to use during class time. The Bring Your Own Device (BYOD) Trial will run for two weeks, from Monday 23 November until Friday 4 December. Glen Iris Primary School has a strong commitment to preparing students for the future and believes that ICT plays a significant role in twenty-first century learning. Families wishing to take up this offer must read the following information and agree to the terms in the Student Agreement and Parent Agreement for iPad Use.

This document must be read in addition to the ICT Policy and ICT Acceptable Use Agreement Prep – 6 2015 sent home earlier this year. Please check the School’s website if you would like to re-read these documents.

General iPad Use

- The iPad is to be used in ways that are educational and appropriate, as directed by the teachers.
- The student must bring the iPad fully charged to school every day. Charging will not be available at school. Chargers should be left at home.
- The iPad should be brought to school each day and stored safely in the security area at recess, lunch and during Specialists classes.
- A bag bell rings at 8.55am enabling children to enter their classrooms. Prior to 8.55am all children are required to place their bags in the designated bag zone in the main building.
- The iPad must not be left sitting on the ground, on a chair or left outdoors at any time. They should be stored in the secure area provided when not in direct use.
- The iPad will not be taken outside without the direct permission of a teacher either during class time or recess or lunchtime.
- Students should never use the camera or video recorder functions on the iPad to photograph or video record any student or teacher without their permission.
- iPads must be clearly named.
- Teaching staff may ask to look at any application or file on the iPad at any time.
- All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone number of others.
- Glen Iris Primary School makes no guarantee, written or implied, that materials on the iPad, including student work, will be safe from deletion or corruption, accident or otherwise.
- The iPad must return to the student’s home at the end of each day.

Care and Maintenance of the iPad
- The care of the iPad is each student’s responsibility.
- Never leave an iPad unattended. When not in student’s personal possession, the iPad should be in a secure, locked environment.
- As the iPad is intended for daily use, iPads must be charged nightly so it is ready for use every day. Do not leave the iPad at school overnight.
- The iPad should be in a sturdy protective case.
- Students should not lend their iPad to another person.
- The iPad is an electronic device and care must be exercised when handling the iPad. Never throw or slide the iPad or a book bag that contains an iPad. Never carry the iPad in the same school bag compartment as a lunchbox and drink bottle. Avoid placing weight on the iPad.

**Damage or loss of equipment**

- Whilst all care will be taken, Glen Iris Primary School will not be held responsible for any damage or loss of an iPad.
Year 2 iPad Trial
Student and Parent Agreement for Use

This document must be read in addition to the ICT Policy, the ICT Acceptable Use Agreement 2015 and the Year 2 1:1 iPad Trial Guidelines.

Student Agreement:
1. I understand that the care of my iPad is my responsibility.
2. I will take good care of my iPad.
3. I will never leave my iPad unattended.
4. I will ensure that my iPad battery is charged nightly.
5. I will protect my iPad by keeping it in a protective case at all times.
6. I will never loan my iPad to other individuals.
7. I will use my iPad in ways that are educational and appropriate, as directed by my teachers.
8. I will follow the Glen Iris Primary School Acceptable Use Agreement and ICT Policy at all times.
9. I will know where my iPad is at all times.

I agree to the stipulations set forth in the Student Agreement for iPad Use.

Student Name (Please Print): _________________

Student Signature: ___________________________ Date: _____________

Parent Name (Please Print): _________________

Parent Signature: ___________________________ Date: _____________

Parent Agreement:
1. I understand that my child will be bringing our personal iPad to school each day during the trial, which will run from Monday 23 November to Friday 4 December.
2. I understand that the iPad will be used in ways that are educational, and as such, will ensure the requested apps are installed on the device.
3. I understand that teachers may ask to access content on the iPad at any time.
4. I am aware that the iPad will be stored securely in the classroom during school time and that children arriving at school prior to 8.55am must place their school bag in the designated bag zone near the teacher work space in the main building.
5. I understand that Glen Iris Primary School will not be held responsible for any damage or loss of the iPad.
6. I authorise the school to accept the EduPass Terms of Service on behalf of my child in order to use the school’s WiFi network.

I agree to the stipulations set forth in the Parent Agreement for iPad Use.

Parent Name (Please Print): _________________

Parent Signature: ___________________________ Date: _____________
You agree to be bound by the following terms (Terms of Service) which apply to your use of (i) the identity management solution; and (ii) any other system or service which you are authorised to access using EduPass (Authorised Service). You should read and understand the Terms of Service before agreeing to be bound by them.

1. Acceptance of Terms

1.1 These Terms of Service constitute a legal agreement between you and the State of Victoria represented by and acting through the Department of Education and Training (Department) and govern your access to and use of eduPass and each Authorised System.

2. Terms of Service documents and priority

These Terms of Service consist of the following (in order of priority):

2.1 these Terms of Service;
2.2 any requirements specified on this website, the eduPass website or the website of any Authorised System;
2.3 applicable Victorian government policies which may apply to eduPass or Authorised Systems, including but not limited to the Department’s Acceptable Use Policy (Victorian government policies) as amended from time to time; and
2.4 if you are a student enrolled at a Victorian Government school, applicable Victorian government school policies which may apply to Edupass or Authorised Systems, including any Acceptable Use Policies as amended from time to time.

3. Access and use of eduPass and Authorised Systems

3.1 You must comply with the Terms of Service when accessing or using eduPass or any Authorised System.

3.2 You must comply with any additional terms that apply to any Authorised System that you use.

3.3 You must not:

(a) access or use eduPass or any Authorised System unless you are authorised by the Department to do so;

(b) use eduPass or any Authorised System to search for, access, store or send any material which is pornographic, abusive, obscene, offensive, threatening or harassing;

(c) use eduPass or any Authorised System in any manner that could damage, disable, overburden or impair eduPass or any Authorised System or interfere with any other person’s use and enjoyment of eduPass or any Authorised System, or disobey any requirements, procedures, policies, or regulations of networks connected to eduPass or any Authorised System;

(d) make available or upload files that contain a virus, worm, trojan or corrupt data that may damage the operation of the computer, system or property of another;

(e) attempt to gain unauthorised access to any of eduPass or any Authorised System, other accounts, applications, computer systems or networks connected to eduPass or any Authorised System through hacking, password mining or any other means;

(f) threaten, abuse, disrupt, stalk or otherwise violate the legal rights (including rights of privacy and publicity) of others, including as set out by the Privacy Act 1988 (Cth);

(g) use any information or material in any manner that infringes any copyright, trademark, patent or other proprietary right of any person.

3.4 You must comply with all applicable state, Commonwealth and international laws conventions or regulations when accessing or using eduPass or any Authorised System.
4. Registration, UserID/username and password

4.1 You warrant that all registration details (registration details) you provide to register your access to and use of eduPass or any Authorised System are accurate, complete and current when provided to the Department. You will update the Department of any change that occurs to your registration details to ensure your registration details remain accurate, complete and current at all times.

4.2 You must maintain the confidentiality of your unique username (UserID/username) and related password (password) for eduPass, and not provide them to any other person.

4.3 You must not allow another person to access or use eduPass or any Authorised System except where expressly permitted by these Terms of Service.

4.4 You must immediately notify the Department if:

(a) your registration details change; or

(b) you become aware that your UserID/username or password is known or being used by another person.

4.5 Where your UserID/username is used in conjunction with your password, the Department will identify you as the user of eduPass.

4.6 You are responsible for all use of eduPass or any Authorised System that occurs when your UserID/username is used in conjunction with your password.

4.7 You must not:

(a) use another person’s UserID/username to access or use eduPass; or

(b) impersonate any person or entity for the purpose of misleading others when accessing or using eduPass or any Authorised System.

5. Access facilities

5.1 You are responsible for providing any facilities (including but not limited to hardware, software and systems) necessary to access and use eduPass or any Authorised System, except where such facilities are provided by the Department.

5.2 The Department is not responsible for any deficiency in the facilities used to access eduPass or any Authorised System.

6. Privacy and monitoring

6.2 You acknowledge and agree that the Department may:

(a) collect and handle your personal information and registration details in accordance with these Terms of Service and the Department’s Online Privacy Statement; and

(b) monitor your use of eduPass or any Authorised System as required to ensure you comply with these Terms of Service and, where relevant additional terms.

6.3 The Department collects personal information and registration details for the primary purpose of obtaining additional information on external users to improve security and privacy for all Department applications and systems.

6.4 If the personal information requested is not provided, your registration to use eduPass may be denied.

6.5 You may seek to gain access to, update or correct any personal information held by the Department by contacting the Department’s FOI Unit on (03) 9637 2670.

7. Intellectual property rights
7.1 The Department owns or is the licensee of all intellectual property rights, including copyright, trade marks and any other information, design, text, graphics, materials, images, 'look and feel' and all software and source codes (intellectual property rights) connected with eduPass and Authorised System.

7.2 The Department grants you an exclusive, revocable, non-transferable licence to use the intellectual property rights required to access and use eduPass and Authorised System.

7.3 The Department does not claim ownership of any suggestion, idea, enhancement requests, feedback or recommendation (materials) that you provide to the Department in connection with eduPass and Authorised Systems. You grant the Department (including its officers, consultants, employees, agents and contractors) a worldwide, royalty free, non-exclusive licence to copy, distribute, transmit, reproduce, publicly display, edit, translate or publish all materials that you provide to the Department in connection with eduPass or any Authorised System.

8. Exclusion of liability and indemnity

8.1 You acknowledge that eduPass and any Authorised System is made available to you on an ‘as is’ basis without any representation or endorsement made by the Department and you access and use eduPass and any Authorised System at your own risk.

8.2 Without limiting clause 8.1, the Department does not represent or warrant that:
(a) your access to or use of eduPass or any Authorised System will be secure, uninterrupted, error-free or timely;
(b) errors or defects in the operation of eduPass or any Authorised System will be able to be corrected; or
(c) eduPass or any Authorised System will be free of computer viruses, trojans, worms or other malicious programs or code.

8.3 To the fullest extent permitted by law, the Department expressly disclaims any conditions and warranties, including but not limited to the implied warranties of satisfactory quality, fitness for a particular purpose, non-infringement, compatibility, security and accuracy that would otherwise apply to your access to, or use of, eduPass or any Authorised System.

8.4 The Department (including its officers, consultants, employees, agents or contractors) is not liable for any loss or damage (including but not limited to any direct, indirect, special, incidental, punitive, exemplary or consequential loss or damage of any kind, whether based on contract, tort - including negligence - or otherwise) which arises out of connection with your access to, or use of, eduPass or any Authorised System.

8.5 You agree to continually indemnify, defend and hold the Department, and its officers, consultants, employees, agents, and contractors harmless from and against any breach by you of these Terms of Service and any claim or demand brought against the Department by any third party arising out of your use of eduPass and any Authorised System, including without limitation, all claims, actions, proceedings, losses, liabilities, damages, costs, expenses (including reasonable legal costs and expenses) howsoever suffered or incurred by the Department in consequence of your breach of these Terms of Service, or from your violation of any applicable law.

9. Termination and suspension

9.1 The Department may suspend your access to eduPass and any Authorised System at any time.

9.2 The Department may immediately terminate your access to eduPass or any Authorised System if:
(a) you breach any of these Terms of Service (including any Victorian government policies);
(b) the Department determines, in its sole discretion, that you are no longer authorised to use eduPass or Authorised System respectively in accordance with any applicable policies of the Department or a Victorian government school as amended from time to time
(d) the Department determines, in its sole discretion, to cease providing you with access to eduPass or Authorised System.
9.3 You may terminate your access to eduPass or any Authorised System by providing 30 days written notice to the Department.

10. General

Assignment

10.1 You may not assign or transfer any of your rights or obligations under these Terms of Service.

Waiver

10.2 Any failure by the Department to exercise or enforce any legal right or remedy which is contained in these Terms of Service will not be construed as a waiver by the Department.

Changes to Terms of Service

10.3 The Department may make changes to these Terms of Service from time to time by making a new version of these Terms of Service available on this website.

10.4 If you use eduPass or any Authorised System after the Department has made any change to these Terms of Service in accordance with clause 10.3, then you will be deemed to have agreed to such change.

Survival

10.5 The covenants, conditions and provisions of these Terms of Service, which are capable of having effect after the termination of these Terms of Service, will remain in full force and effect following such termination.

Severability

10.6 If any provision of these Terms of Service is invalid, unenforceable or illegal for any reason then the provision will be deemed to be removed from these Terms of Service and the remaining provisions will remain valid and enforceable.

Governing law and jurisdiction

10.7 These Terms of Service will be governed by and construed in accordance with the laws of the State of Victoria, and you submit to the non-exclusive jurisdiction of the courts of the State of Victoria, Australia.

Entire agreement

10.8 These Terms of Service constitute the entire agreement between you and the Department in connection with their subject matter and supersede all prior representations, agreements, statements and understandings, whether verbal or in writing.