Guidelines for students: managing iPad use

Teachers, parents and students all need to work together to ensure that the iPad is used in a responsible way to achieve the objectives of the iPad program: in particular, to enhance learning and communication.

iPad use in classroom:

- You are always expected to comply with your teachers’ requests and instructions in regard to your iPads. The iPad is school property and teachers therefore have every right and responsibility to control and monitor its use.
- If the iPad is not required at any time during a lesson, you will be instructed to close the lid and must refrain from opening it until instructed to do so.
- When using the iPad, set it up in a ‘triangle’ formation as this places the least amount of stress on your neck, shoulders and back.
- Your teachers, tutor and parents have the right to check your iPad history at any time, or to look at any other screens that you have open.
- You will be asked to complete quite a lot of your work in your own handwriting even though the iPad has a keyboarding facility. Writing by hand is still important because research indicates that it is helpful to your understanding and retention of information, and because most external assessments like the WACE exams are still completed by hand.
- If you wish to take a photograph of notes on the board for some reason, ask the teacher’s permission to do so. Do not make a habit of doing this – copying the information helps you to learn it.
- Good document and backup management skills are essential. For standard office documents in 2016 students are encouraged to use Office 365 and OneDrive, which automatically syncs documents to the Microsoft cloud. For apps that do not support OneDrive, manual backups are recommended via email or Airdrop.
- Email etiquette is very important when you are in touch with your teachers. You need to write a formal salutation (Dear Mr/Ms…) and use formal language. Thanking your teachers for their time is also an expected courtesy. Remember that teachers have families and personal lives as well as busy professional lives; they cannot always respond quickly to your emails. Do not ask them to do things for you when you should have done these for yourself.
- Your teacher may allow you to access emails at the beginning or end of lessons on occasion but do not do so when the lesson is underway – use your time before school and after school to attend to emails.
- There are consequences for misuse of iPads in the classroom; and teachers will apply these consequences.

iPad use outside classroom:

- You should not have your iPad open or in use as you walk around the school, as this makes expensive accidental damage more likely.
- iPads should not be used in the refectory where food/drinks are being consumed, as expensive accidental damage is likely.
• Dealing with fears of addiction: if you realise that you are constantly absorbed in or distracted by your iPad, whether inside or beyond the classroom, talk to your parent, a teacher, your tutor or head of house of your concerns – effective help is available
• Keyboarding – keyboarding is a desirable but not essential skill and as such it is not taught during school time. There are many facilities for learning to type including online lessons (for example typing.com), holiday programs and/or courses (such as UWA or keyfast.com.au)

Remember the following rules around iPad use
• Students are to refrain from taking and/or publishing photos and/or video of other students or staff without explicit prior consent of the person(s) involved
• Students are prohibited from playing games or engaging in any off-task access between 8:30am and 3:05pm each school day
• Students are prohibited from using the iPad during recess
• Students are always to abide by the school’s acceptable use policy, which can be found at https://www.ccgs.wa.edu.au/learning-at-christ-church/ipad-program. Be especially aware of the costs that you will incur if your iPad is damaged, and of how you should report any damage to this piece of school property.