BYOD Procedures

Travelling to and from School:
When travelling to and from school, iPads will be stored safely in a student’s backpack. Under no circumstances should an iPad be removed from storage when in transit. This applies to students who walk/ride and catch the bus. Students who do not follow this procedure will face consequences as dictated by our Acceptable Use Agreement and iPad User Agreement.

Upon Arrival:
Students will deliver their iPad to the library immediately upon arrival at school, prior to placing their bag in the assembly area. iPads will be placed in a clearly labelled class iPad trolley. Each iPad will be placed in the trolley on its spine to ensure that there is no damage to the screen. Trolleys will be delivered to the classroom each morning as part of the classroom routine. At the end of each day, students will place their iPad safely in their backpack and the iPad trolley will be returned to the library so it is ready for the next day.

Recess and Lunch:
Devices will be stored in a lockable storage cupboard in each classroom during recess and lunch. Under no circumstances will students be allowed to take their iPad onto the playground at this time. On wet days, it is expected that iPads will be stored safely in the locked storage cupboard and only be accessed under direct teacher supervision. It is the opinion of the school that iPads are to be used as tools for learning and they are not to be accessed for any ‘free time’ activities.

Classroom:
In the classroom, iPads are to be used as tools to assist learning. When not in use, an iPad should be stored safely on a student’s desk. It is up to the student to ensure that this is the case. An iPad is never to be left unsupervised on the floor or any other location. Lockable storage is available if a student requires it.

BASCA:
A secure storage location will be provided for those students who attend BASCA. It is expected that students observe all responsibilities as stated in the school’s Acceptable Use Agreement and iPad User Agreements while they are attending BASCA.