



Santa Clara School

*Blessed with God's Truth,
growing in love,
preaching through prayer and action.*

Parent Handbook

Year 4

1:1 IPAD PROGRAM



The 1:1 iPad learning program provides every student with access to a personally assigned school iPad in a wireless environment, enabling learning at an individual pace and ability level. Globally, 1:1 device initiatives have been a key driver in transforming education and preparing students to thrive in a connected world.

Students use their assigned personal device with internet access to become self-directed learners. They use the devices as tools to engage in research, solve problems critically and creatively, collaborate on team projects, and communicate effectively. Through these experiences, students develop essential contemporary learning skills that will benefit them throughout their lives and future careers.

The Use of iPads in Education (Years 4–6)

At Santa Clara School, iPads are an important learning tool designed to enhance student engagement, creativity, and independence. From Years 4 to 6, students use iPads to access interactive resources, collaborate with peers, and develop essential digital literacy skills that are embedded across the Western Australian Curriculum.

The integration of iPads supports learning in key areas such as:

- **English** – developing writing, reading, and communication skills through digital platforms and apps.
- **Mathematics** – reinforcing problem-solving and numeracy through interactive activities and visual tools.
- **Science and Technologies** – encouraging inquiry, experimentation, and coding through hands-on applications.
- **Humanities and Social Sciences (HASS)** – accessing digital resources to explore history, geography, and civics.
- **The Arts** – fostering creativity through music, visual art, and media projects.
- **Health and Physical Education** – promoting wellbeing and safe online practices.

The use of iPads also aligns with the **ICT Capability** outlined in the WA Curriculum, ensuring students learn to use technology responsibly, ethically, and effectively. By embedding iPads into classroom practice, we aim to prepare students for the demands of a rapidly changing digital world while maintaining a strong focus on safety, balance, and purposeful use.



Device Usage Guidelines and Expectations

With each student having access and control of their device, many opportunities and learning experiences will be available to them. With these great opportunities comes responsibility. Students will be clearly informed that their responsibilities involve:

- **Respecting each individual's privacy and dignity** (including cyber safety practices)
- **Using the device for appropriate educational purposes**
- **Protecting and caring for their device to minimise breakages**

General Guidelines for Device Care

- Always handle devices gently and with respect.
- Keep devices in the class charging cases when not in use.
- Avoid eating or drinking near devices to prevent spills and damage.
- Do not drop, throw, or stack heavy items on top of devices.
- Carry devices with two hands and never by the screen.
- Plug in chargers carefully to avoid damaging ports; never force cables.
- Report any damage or technical issues immediately to the class teacher or IT support.
- Do not attempt to repair devices yourself.

Expectations for Students

At Santa Clara School, we expect students to:

- Ensure their device is put on charge before the end of the school day.
- Ensure their device is stored safely in the classroom charging case when not in use.
- Keep **student identification permanently visible** on the device and protective case.
- Use the device **only for school-related educational purposes**.
- Ensure all downloaded material complies with **copyright laws**.
- Follow all **usage directions and restrictions** outlined by the class teacher.
- Take care of both the iPad and its protective case at all times.

Acceptable Student Use

At the beginning of each school year, every student will be required to **read, understand, and sign the Information and Communications Technology (ICT) Procedures**. These procedures outline the expectations for responsible and safe use of technology at Santa Clara School.

A copy of the ICT Procedures will be sent home for both students and parents to review and co-sign, ensuring a shared commitment to appropriate use, cyber safety, and care of devices throughout the year.

Students will not be given access to their assigned device until the OCT

Inappropriate Use of School ICT Resources

Santa Clara School provides students with access to iPads and other ICT resources to support learning. All use of these resources must comply with the Student Code of Conduct, the school's ICT guidelines, and relevant laws.



Unacceptable Behaviours

Students must **not** engage in any of the following:

- Searching, downloading, distributing, or publishing offensive messages, images, or content.
- Using obscene or abusive language to harass, insult, or intimidate others.
- Deliberately wasting printing or internet resources.
- Damaging or attempting to damage devices, printers, or network equipment.
- Using unsupervised internet chat or messaging platforms.
- Connecting the device to any social networking sites.

Account Security

- Usernames and passwords must remain confidential and must not be shared with anyone other than the student's teacher or parent.
- Students must never use another student's or staff member's login credentials.

Monitoring

Santa Clara School operates a **security monitoring system** that alerts the leadership team to inappropriate searches or activities. This system identifies the specific device and what was searched.

Consequences

Any breach of these guidelines will be addressed by a member of the leadership team on a one-to-one basis and may result in:

- Restriction or removal of access to the device, internet, or school network.
- Additional disciplinary action in accordance with the breaches of the Student Code of Conduct.

Santa Clara School reserves the right to restrict or remove student access if these guidelines are not adhered to.

Warranty

As the devices are the property of the school, warranty jobs and repairs will be carried out through our school's leasing agreement with the provider. The school will take responsibility for dealing with any warranty issues. In the interim of a device being fixed the student will be given another device to use to ensure that they can continue with no interruptions to their school work.

The following peripherals are not covered within the agreement:

- Charger and Keyboard case
- Screen protector

If it is determined a student has deliberately damaged the above, parents will be contacted as the cost of the replacement may be passed onto the parent.



One to One Device Levy

Please note the levy to cover the cost of an assigned student iPad device is separate to school fees.

The levy covers:

- Use of the device
- Insurance
- Technical support
- Repairs
- Accessories: 1 x screen protector, 1 x iPad case, 1 x charger, 1 x keyboard
- Apps (applications)

Any information regarding costings and payment is to be made directly to the Principal, Julie Southwell, or Bursar, Jacqueline Wilson.



iPads in Years 4–6: Parent FAQ

Who owns the device? The device remains school property until the end of Year 6. Ownership transfers to parents at the end of Year 6 only if all fees are paid in full by the last day of Term 4 that children attend. Prior to the iPad being issued to the Parent, all school related apps and security will be removed by our IT services.

How will iPads be used in the classroom? iPads are integrated into lessons to support learning across English, Mathematics, Science, HASS, The Arts, and Health. They provide access to interactive apps, research tools, and creative platforms aligned with the WA Curriculum.

How much screen time will my child have? iPads are used purposefully during lessons, not continuously. Teachers balance digital learning with traditional teaching methods, group work, and hands-on activities.

What apps will be installed? Only approved educational apps that support curriculum outcomes will be used. These are selected by the school and managed centrally to ensure safety and relevance.

How is online safety managed? All devices are filtered through school internet security systems. Students are taught responsible use, digital citizenship, and safe online practices as part of the WA Curriculum.

Can the school issued iPad be used at home? No, School issued iPads will remain at school on charge each evening. The school iPad is for educational purposes and as such remains the property of the school until your child finishes Year 6. At the end of Year 6 if all school fees are paid by the last day for students, then your child's assigned iPad will be returned to factory settings and sent home with them to keep.

What if my child misuses their iPad? The school has clear guidelines for responsible use. Misuse will be addressed in line with our behaviour and ICT policies, with communication to parents as needed.

When will be child be issued with a device? Parents and students must sign and return the Program Agreement before the device is issued. This agreement outlines how to use and protect the device.

Can my child install their own apps? No. Students cannot install or delete apps. All apps are managed by the school.

My child is in Year 6. When will they receive their iPad to keep? Year 6 iPads, charges and case are handed in to the office Thursday and Friday Week 8, Term 4. At the beginning of Week 9, all iPads will be restored to factory settings and returned to students to take home across the week. The school will retain any iPads belonging to students with unsettled school accounts.



Santa Clara School

2026 Acceptable Use Agreement for School-Assigned iPads Yrs 4

Dear Parent/Guardian,

At Santa Clara School, we are committed to providing students with access to technology that enhances learning. Each student will be issued an iPad for educational purposes. With this privilege comes responsibility.

Please read the following guidelines carefully with your child. Both student and parent/guardian must sign this agreement to confirm understanding and acceptance of these expectations.

Student Responsibilities

- I will use the iPad **only for school-related educational purposes**.
- I will **respect others' privacy and dignity** online and follow all cyber safety rules.
- I will **handle the iPad with care** to avoid damage:
 - Keep it in its protective case at all times.
 - Avoid eating or drinking near the device.
 - Carry it with two hands and never by the screen.
- I will **store the iPad safely in the classroom** when not in use.
- I will **follow all teacher directions** regarding device use.
- I will **report any damage or technical issues immediately** and will not attempt repairs myself.
- I will ensure all downloaded material complies with **copyright laws**.

Parent/Guardian Responsibilities

- I will support my child in following these guidelines.
- I understand that my child is responsible for the condition and appropriate use of the iPad.
- I will ensure that any concerns or issues are reported promptly to the school.

Acknowledgment and Agreement

By signing below, we acknowledge that we have read, understood, and agree to abide by the **Santa Clara School Acceptable Use Guidelines** for school-assigned iPads.

Student Name: _____

Student Signature: _____

Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____