



Montmorency South Primary School

Together we Learn, Lead and Achieve

iPad Program 2026



GUIDELINES

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2026 Year 4-6 iPad Program at Monty South

Our school's iPad program is designed to enhance student learning by integrating technology into everyday classroom experiences.

1. Personalised and Engaging Learning

Every student having an iPad allows learning to be tailored to individual needs, interests, and learning styles. Apps, interactive activities, and creative tools help students stay engaged and take ownership of their learning.

2. Builds Digital Skills for the Future

Technology is an essential part of modern life. Using iPads helps students develop vital digital literacy skills — from safe online research to creating multimedia projects — preparing them for future education and the workforce.

3. Consistent Access to Learning Tools

When every child has their own device, all students can access the same learning platforms, resources, and apps, both at school and at home. This supports continuity in learning and makes homework and collaboration easier.

4. Supports Collaboration and Creativity

The iPad provides opportunities for students to work together on shared documents, projects, and presentations. They can express ideas creatively through video, photography, drawing, and design apps — giving every child a voice in their learning.

5. Safe, Managed, and Responsible Use

Our school's iPad program includes clear expectations and digital citizenship lessons to teach students how to use technology safely and responsibly. The school Wi-Fi is managed with filtering and monitoring tools to create a secure digital environment.

6. Strengthens Home–School Connections

Students can easily share their learning with families, continue projects at home, and use the same apps they use in class — helping parents stay involved in their child's education.

As well as using the iPads in the classroom

Digital Technologies and Digital Literacy

The iPad program supports the Victorian Curriculum: **Digital Technologies** and **Digital Literacy** by giving students daily, hands-on opportunities to use digital tools for learning, creativity, and problem-solving.

Through the use of their own iPads, students in Years 4–6 learn to:

- **Use digital systems effectively and safely**, understanding how hardware, software, and networks work together.
- **Create digital solutions** using apps for coding, design, data collection, and multimedia projects aligned with the Digital Technologies curriculum.
- **Develop digital literacy skills**, including researching responsibly online, evaluating information, and communicating ideas through different digital formats.
- **Collaborate and share learning** using cloud platforms such as Google Classroom, building teamwork and communication skills.
- **Practise digital citizenship**, learning about online safety, respectful communication, and managing their digital footprint.

Having individual iPads allows learning to be **personalised, creative, and interactive**, with students able to access a wide range of educational apps and tools both at school and at home. This program helps prepare students to confidently use technology in future learning and in an increasingly digital world.

Cyber Safety

At our school, teaching students to be safe, responsible, and respectful online is a key part of our Digital Technologies and classroom programs. Cyber safety is embedded into classroom learning from Prep to Year 6 to help students develop the knowledge and skills they need to use digital devices and the internet safely and confidently.

Through our Digital Technologies lessons and everyday classroom activities, students learn to:

- Protect their personal information and understand why privacy matters online.
- Recognise safe and unsafe online behaviours and know what to do if they see or experience something that makes them uncomfortable.
- Use strong passwords and understand the importance of keeping them private.
- Communicate respectfully online and consider how their words and actions affect others.
- Think critically about what they see online, including recognising advertising, misinformation, and scams.

We use engaging, age-appropriate resources such as eSafety Commissioner website, eSmart–Allanah and Madeline Foundation and the Cyber Safety Project, and interactive videos and discussions to reinforce these messages. Cyber safety topics are revisited regularly across year levels to build understanding as students grow and use technology in more complex ways.

Every second year we engage the Cyber Safety Project to provide workshops to our students in Years 4-6, these sessions look at the values of Responsibility, Integrity, Strength and Empathy with a focus on Digital Safety. These sessions also include parent webinars throughout the year. These session links are sent out through Compass, any missed sessions can be watched online.

<https://www.esafety.gov.au/>

<https://www.alannahandmadeline.org.au/what-we-do/prevention-programs/esmart>

<https://cybersafetyproject.com/>

Our goal is to ensure every student becomes a confident, informed, and ethical digital citizen who can use technology positively and safely.

Program Information

The information below and other documentation can be found on Compass.

Alternatively, IT Support can be contacted at 4925-IT@schools.vic.edu.au or jenny.hutchinson@education.vic.gov.au

Families are invited to provide a privately owned device. The school will:

- Allow the device to be connected to the school's network.
- Take no responsibility for damage or loss for privately owned devices.
- **If you choose not to provide a privately owned device, please let me know by Tuesday December 16th.**
jenny.hutchinson@education.vic.gov.au

If a parent is unable to provide an iPad, the student will use the current Year 3 iPad allocated to them. This device will be stored and charged at school and will be available for the students each day.

Purchasing a device

Families may bring an iPad they already own or are able to purchase an iPad through the school's preferred provider CompNow if they would like to, although this is not compulsory. Families can purchase outright or choose a 6-month interest free option.

This can be done at <https://shop.compnow.com.au/school/montysouth>

This site allows purchasing of school approved devices, as well as options for iPad covers, keyboard covers and warranties.

Guidelines for participation

- Parents and students must sign the Internet and Technology Acceptable Use Agreement at the beginning of 2026 which will be available on Compass as a digital document.
- Students will participate in an induction program to ensure they are familiar with their roles and responsibilities during Digi Tech classes and in their classroom at the beginning of each year.

Caring for iPads

- Always store the iPad in the protective case provided
- Avoid storing it in your backpack without the protective case – pressure from books can damage the screen
- Do not store anything additional to the iPad within the iPad cover (e.g. cords, papers or disks), as this may damage the screen
- Carry your iPad within its protective case inside your normal school bag. Do not overfill your school bag. (Pressure on the iPad can crack the screen)
- Never leave your iPad in a car or in an exposed area where it can be stolen or overheat
- Never leave your iPad in unsupervised areas during the school day. Classroom doors will be securely locked when they are unattended during the day.
- See Appendix 1 for Guidelines for students on *Caring for their iPad*.

Security

- Students will be required to lock their iPad away when out of the classroom or during breaks. At recess and lunchtimes, all classrooms will be locked.
- At OSHC (before or after school) the students will be directed to leave their bags inside the storeroom rather than outside the room.
- Students must not leave their school bag / iPad unattended before or after school.
- Students do not have access to the iTunes store, YouTube or other social networking sites on personal devices at school.
- If you do not want your child to take their iPad home, please contact me so that it can be stored at school overnight.

Internet usage

Use of iPads by students is governed by the Internet and Technology Acceptable Use Agreement that students and parents agree to for use of ICT within the school. Parents should familiarise themselves with the Acceptable Use Agreement to further support their adherence outside of the school environment.

- Appropriate use of the internet service within the school network is closely monitored by a filtering system which allows for inappropriate content blocking by a regularly updated list of categories and sites. This does not apply to use of iPads outside of the school network. Education and support are important for maintaining acceptable use of iPads, particularly in relation to internet access.

Any inappropriate use of the internet is unacceptable and is subject to disciplinary action and exclusion from the school networks and resources.

Cyber Safety Resources for parents and teachers are available at:

- eSafety- <https://www.esafety.gov.au/>
- <https://cybersafetyproject.com/families-hub/>

Apple ID (iTunes Account)

- It is a requirement of Apple that a person must be over 13 years of age to have an Apple ID.
- It is recommended that parents purchase an iTunes card to set up the iTunes account to avoid using a credit card.
- It is recommended that parents set up the Apple ID to their email, so they will be aware of any purchases made through the App store.
- Students will not be required to access the family's Apple ID at school. Parents can determine if children have access to the password at home.
- It is recommended that students back up their iPad through iTunes a minimum of once a week to avoid the loss of content.
- Follow this link for information about setting up an Apple ID for your child plus family sharing, restrictions etc. <https://support.apple.com/en-us/HT205763>

Apps

- All iPads must contain the school required apps. (see Compass and the MSPS Website for the latest iPad Apps List)
- Personal / family apps must allow enough space for school requirements
- If the iPad needs to be synced or updated the school takes no responsibility for lost files or software. These will need to be restored at home.

Non-school applications and files

Software, including music, movies and games will be allowed for academic and recreational reasons, provided copyright obligations are met. Personal music files may be stored on the iPad. Downloading music, games and videos from the internet during school hours is prohibited except when directed by a staff member. Students may be permitted to listen to digital music and/or participate in educational games/apps on their iPad while at school when given permission by a teacher for an educational purpose. Crude or explicit music or images will not be permitted at any time.

It is the student's responsibility to ensure that there is enough hard drive space and memory available to engage in all educational requirements.

Copyright is a significant issue with the increased access and availability provided through iPads. Refer to the following for resources.

- The national Copyright Advisory Group (CAG) has developed the Smartcopying website <http://www.smartcopying.edu.au/> to provide a comprehensive guide to copyright issues affecting Australian schools
- eSafety - <https://www.esafety.gov.au/>

Technical support

- The school will be utilising the services of our DEECD technician
- The technician will be available for a limited number of hours per week
- Students are to inform their classroom teacher or the ICT Manager immediately of any problems and follow recommended procedures for logging computer issues & problems

Printing

- We anticipate that students will be required to use very little printing at school; however, when required they will have access to the school printer. Colour printing will be at the teacher's discretion
- The iPads will provide the students with access to multimedia, largely in the form of video, picture, music and sound files which are best presented on screen rather than in print format

iPad Applications

Students must abide by the school's Acceptable Use Agreement whenever the school equipment or services are involved. This includes the iPad regardless of location.

The Acceptable Use Agreement contains specific responsibilities to ensure student safety.

- Students will have access to iPad applications where appropriate educational opportunities are available

Power supply management

All iPads are to be fully charged at the start of every day.

- Students are expected to organise charging of iPads at home on a daily basis, as use of power cords at school involves numerous practical and safety issues
- If fully charged the iPad battery will last for the duration of a typical school day

Backup / Recovery

Students will be responsible for their own backup of critical data at all times.

<http://www.apple.com/au/ipad/>

Setting Up the iPad

Follow the link for a step by step guide to set up new iPad to make it ready for use. This guide will explain how you can setup your iPad from its unpacking, what options to select on iTunes and what settings you need to do on iPad itself.

<https://support.apple.com/en-us/HT202639>

Download iTunes or Update Your iTunes to the Latest Version

From there, connect your iPad device to your computer using the cable that came with the device. In a matter of seconds, the iPad will sync to the iTunes program, introducing you to your tablet and helping you register your device and get set up further. The iPad will also be updated to the latest software edition, should it be an older model.

If this sync option isn't a prompt don't panic. You probably just don't have the latest version of iTunes installed. If you haven't updated, your iPad will charge but it won't show up in iTunes.

Press continue to get to the setting up and click through the license agreement. Sign in with your iTunes account or set one up if you don't have one already. You might get a message that says an iPad has previously been synced with your computer.

If this prompt comes up Select "Set up as a new iPad" and continue.

Get In Sync

Once your iPad is successfully synched through the iPad, all you need to do is start clicking and dragging.

Considering your space availability, however, it is best practice to stick with manual uploading

Disconnect your device and move over to the Settings menu, where you can set up wallpaper options. This usually includes uploading photos through Photos.

Below is a list of sites where you can find useful tutorial guides on how to get started using your iPad.

iPad Support:

<http://www.apple.com/au/ipad/>

How to load apps:

<https://support.apple.com/en-au/HT204266>

iTunes:

<https://support.apple.com/en-au/guide/ipad/ipaddd072760/ipados>

Photos:

<https://support.apple.com/en-au/guide/ipad/ipad99c6ed03/ipados>

Internet / Safari:

<https://support.apple.com/en-au/guide/ipad/ipad999d68f9/ipados>

iBooks: (books/ PDF's)

<https://apps.apple.com/us/app/apple-books/id364709193>

Appendix 1: Caring for your iPad

Caring For The iPad Screen

- The screen is made out of glass but it has a special coating in order to protect it from fingerprints. Officially, it means that it's oil resistant. It is important to take good care of the screen to get the most out of the coating. Here are some ways to protect your iPad screen:
- Don't drop it on hard surfaces. It is glass and it can break.
- Clean the screen with a soft, slightly damp, lint-free cloth.
- Do not clean it with window cleaners, glass cleaners, aerosol sprays, abrasives, or alcohol.

Caring For Your Batteries

Part of caring for your iPad means caring for the batteries. The batteries in your iPad are lithium polymer (rechargeable) and they will eventually wear out. It will take a long time before that happens, but there are some things you can do to care for your batteries and get the most out of them.

- Make sure you keep up on the latest iPad updates. Apple will sometimes make adjustments to software which helps with drain on resources and battery life.
- Go through one charge cycle per month. To do this all you have to do is charge the iPad to 100% and then run it completely out.

Caring For Your iPad: Environmental

There are also a few environmental ways to care for your iPad. Some of these are obvious while a few are not so obvious.

- Keep the iPad out of heat for an extended length of time
- Keep the iPad out of cold for an extended period of time
- Keep it out of water or extremely humid locations
- Do not dry it with an external heat source, hair dryer.
- It should also go without saying that part of caring for your iPad is to make sure you do not insert anything into the port connections other than the intended peripherals. Jamming things into the port connectors could render it unusable (and void the warranty).

Appendix 2: Acceptable Use Agreement

Digital Technology at Montmorency South Primary School



iPad Program 2026 Information for parents

Our commitment to the responsible use of digital technology

At Montmorency South Primary School (MSPS) we are committed to building a culture of respect and responsibility. We show this in the way we use technology and interact online. We teach our students about responsible digital behaviours, including how to recognise and respond to online dangers and threats. We support students to develop the digital skills they need to make a positive impact in the world. We are intentional and discerning about our integration of digital tools into the curriculum, providing rich, interactive and personalised experiences, while ensuring a balance with offline learning opportunities.

What we do

	<p>We set clear expectations</p> <ul style="list-style-type: none"> We have clear expectations about appropriate conduct using digital technologies. Our Mobile Phone Policy outlines our school's expectations relating to students using mobile phones during school hours. We have clear and appropriate consequences when students breach these expectations, in line with our Student Wellbeing and Engagement Policy.
	<p>We teach appropriate conduct</p> <ul style="list-style-type: none"> We teach our students to be safe, intentional and responsible users of digital technologies, including age-appropriate instruction on important digital issues such as cybercybersecurity and cyberbullying. Additionally, we provide cybercybersecurity training with an external provider to Years 4-6 every second year.
	<p>We partner with families</p> <ul style="list-style-type: none"> We work with parents and carers to understand the digital technology-related issues they are facing at home. We support them with information and tools that help.
	<p>We provide access to technology</p> <ul style="list-style-type: none"> We provide access to educational software for students to use. Some of these include Pages, Keynote, iMovie, Canva, Google Earth, Mathletics, Microsoft apps, Minecraft Education. We create student email accounts which are non-identifiable.
	<p>We supervise digital learning</p> <ul style="list-style-type: none"> We supervise students using digital technologies in the classroom, consistent with our duty of care. While Apple Classroom does offer this, we currently don't use it at school. Students are only able to use their devices with teacher supervision. We use clear protocols and procedures to protect students working in online spaces.
	<p>We take appropriate steps to protect students</p> <ul style="list-style-type: none"> We provide a filtered internet service to block inappropriate content. Full protection from inappropriate content cannot be guaranteed, however, we have processes to report and act on inappropriate content. We may access and monitor messages and files sent or saved our network, if necessary and appropriate.
	<p>We appropriately manage and respond to online incidents</p> <ul style="list-style-type: none"> We work to prevent, respond, and learn from issues or incidents relating to the use of digital technology, including cybersecurity incidents, cyberbullying and risks to child safety. We refer suspected illegal online acts to the police.



Digital Technology at Montmorency South Primary School

How parents and carers can help

Learning about technology and its impacts doesn't stop at the school gate. Below are our suggestions for ways you can support your children to responsibly use digital technology.

	<p>Establish clear routines</p> <ul style="list-style-type: none"> • Talk to your child about expectations including when, where, and how digital devices can be used at home, ensuring these rules are age-appropriate and consistent. These can include: <ul style="list-style-type: none"> ◦ Requiring devices to be used in a common area, such as a living room or kitchen ◦ Setting up a specific area for charging devices overnight, away from bedrooms, to promote better sleep hygiene. • Be present when your child is using digital devices, especially for younger children who may not yet understand online risks. • The link to enable parental controls is sent to the parents with a recommendation to enable them at the beginning of each year.
	<p>Restrict inappropriate content</p> <ul style="list-style-type: none"> • Use built-in parental controls on devices and apps to help manage their device access and restrict inappropriate content, including apps and websites that are not suitable for their age group. • Consider restricting the use of non-educational apps and apps with addictive game mechanics (e.g. rewards, badges, limited exit options). • The link to enable parental controls is sent to the parents with a recommendation to enable them at the beginning of each year. Our previous agreement states the age restrictions on social media apps which have changed to 16+ as of December 10th 2025.
	<p>Talk about online safety</p> <ul style="list-style-type: none"> • Talk with your child about the importance of protecting personal information and recognising online scams. • Encourage your child to talk to you or another trusted adult if they feel unsafe online.
	<p>Model responsible and balanced technology use</p> <ul style="list-style-type: none"> • Encourage a healthy balance between screen time and offline activities, especially outdoor unstructured play and time with friends and family, face-to-face. * • Demonstrate responsible and balanced tech use in your own daily routine to set a good example for your child.
	<p>Work with us</p> <ul style="list-style-type: none"> • Let your child's teacher know about concerns you have regarding their technology use • Keep informed about what your child is learning at school, so you can help reinforce positive messages at home.

*Australia's physical activity and sedentary behaviour guidelines include the following recommendations for children between 5-17 years-old regarding sedentary recreational screen time:

- no more than 2 hours of sedentary recreational screen time per day
- avoiding screen time 1 hour before sleep
- keeping screens out of the bedroom.

Source: Australia's physical activity and sedentary behaviour guidelines, <https://www.health.gov.au/topics/physical-activity-and-exercise/physical-activity-and-exercise-guidelines-for-all-australians/for-children-and-young-people-5-to-17-years>.

Support for parents and carers To learn more about how to support the safe, intentional and responsible use of digital technologies at home, the eSafety Commissioner provides [resources for parents](#), and outlines available [counselling and support services](#).



Digital Technology at Montmorency South Primary School

Personal devices at Montmorency South Primary School

MSPS operates an iPad program for our Years 4-6 students.

Technical specifications for iPads brought from home

To ensure smooth and reliable technology access and student support, we have set the following technical specifications for all personal devices. If purchasing or supplying a personal device to use at MSPS, please ensure that it complies with the following specifications:

- Device must be an iPad, not an alternative tablet
- We recommend devices that are a minimum 7th generation model as they are still supported by IOS updates.

Required device features:

- Preferably standard size over mini
- Minimum storage is 32gb
- Wi-Fi only capability (no cellular)
- Headphones are required

Highly recommended device features:

- Screen protection
- Insurance
- Parental Controls

Behavioural Expectations – Personal devices

When bringing a personal device to schools, students must ensure that:

- it is fully charged each morning
- it is carried to school with appropriate care in a carry case and stored in lockable storage when not in use
- any physical device damage is immediately reported and if necessary, repaired
- it is clearly labelled with the student's name and class

Supports and services provided

MSPS will provide the following technical support services for personal devices brought to school:

- Support to access software e.g. Microsoft 365, Apple
- Connecting devices to the internet
- Providing student log-in credentials to access the schools network, including a school email account
- Technical support is available to the school via the TSSS

Please note that our school does not have insurance to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device.

Students, parents and carers who would like more information or assistance regarding our iPad program are encouraged to contact Jenny Hutchinson- Digi-Tech Specialist on 9439 6201.



Digital Technology at Montmorency South Primary School

For students

What we expect

Below are our expectations of students at MSPS when using digital technologies.

<p>Be safe</p> 	<p>At MSPS, we protect personal information and keep safe online.</p> <p>We do this by:</p> <ul style="list-style-type: none">• Not sharing our password or using someone else's username or password.• Logging out of our devices when they are not in use.• Restricting the personal information, we post online, including images and videos.
<p>Be respectful</p> 	<p>At MSPS, we are kind and show respect to others when using technology.</p> <p>We do this by:</p> <ul style="list-style-type: none">• Acting with kindness and never bullying others online.• Thinking about how our words might make others feel before we say or write them.• Only taking photos or recordings of others when they are aware and have given us permission to do so.• Seeking permission before sharing others' information online.
<p>Be responsible</p> 	<p>At MSPS, we are honest, handle technology with care and follow the school rules.</p> <p>We do this by:</p> <ul style="list-style-type: none">• Handling devices with care.• Not interfering with devices, school systems, or other students' work.• Not downloading or using inappropriate programs like games.• Not using technology to cheat or steal, and always acknowledging when we use information sourced from others.• Turning off and securely storing our mobile phone during school hours.• Ensuring a healthy balance between screen time and offline activities at school.
<p>Ask for help</p> 	<p>At MSPS, we ask for help if we feel unsure or see something inappropriate.</p> <p>We do this by talking to a teacher or a trusted adult if:</p> <ul style="list-style-type: none">• We feel uncomfortable or unsafe.• We see others participating in unsafe, inappropriate, or hurtful online behaviour.• We notice any damage to school technologies.• We need help understanding about a digital tool or how it can be used.

Support for students:

The e-safety commissioner's [eSafety kids](#) page has helpful information to help you stay safe online.

Digital Technology at Montmorency South Primary School



My ideas on safe and responsible online behaviour

Your task:

- Talk with your classmates and/or your parents about what safe and responsible online behaviour means for you.
- Write or draw your response in the boxes below:

Be safe - I protect personal information and keep safe online. This means I:

(write or draw...)



Be respectful - I am kind and show respect to others when using technology. This means I:

(write or draw...)



Be responsible - I am honest, handle technology with care and follow the school rules. This means I:

(write or draw...)



Ask for help - I ask for help if I feel unsure or see something inappropriate. This means I:

(write or draw...)





Digital Technology at Montmorency South Primary School

Instructions

- Students are encouraged to speak with their parents or teachers prior to signing this agreement if they don't understand what it means, or if they have questions they would like to discuss.
- Complete the agreement, including parent/carer acknowledgement and return it by the provided date.
- Completed agreements can be provided to the classroom teacher if it's printed or email directly to Montmorency.south.ps@education.vic.gov.au

Student Agreement

(Student name)

I understand and commit to uphold the expectations on me as a student at Montmorency South Primary School when using digital technology.

I will do my best to:

- **be safe** to protect personal information and keep safe online.
- **be respectful and kind** to others when using technology.
- **be responsible** by demonstrating honesty, handling technology with care and following the school rules.
- **ask for help** if I feel unsure or see something inappropriate.

I will continue to learn about how to use digital technology in a safe and responsible way.

(Student's signature)

(Date)

Parent/carer acknowledgement

(Parent/carer name)

I acknowledge your commitment and will support you to safely use and learn about digital technologies.



Appendix 3: iPad Expectations 2026

Travelling to School:

- Leave your iPad in your school bag on the way to school.
- NO playing with iPads before school.
- In the morning when you arrive at school, put your iPad into the cupboard straight away.



At School:

- You need your teacher's permission to use your iPad.
- Carry your iPad with two hands and walk sensibly.
- Put your iPad into the cupboard when you have finished using it, at recess and lunchtime as the cupboard will be locked.
- You are only permitted to use your iPad for school tasks. iPads are only to be used during set class time, not before or after school, at lunch and recess or during wet/hot day timetables.
- You must only use school approved apps that are on the current app list, not your own personal apps.
- No drinks or food are allowed near iPads.
- Never use anyone else's iPad without their permission.
- Cyber safety: ask an adult for help if you come across anything that makes you feel uncomfortable.
- You must use the school Wi-Fi only to access the internet
- **Messenger is NOT to be used while at school. Your parents will need to contact the office with any messages for you.**
- Your iPad may be confiscated by your teacher if you are not following the expectations.

Travelling Home from School:

- At the end of the school day, bring your school bag into the classroom and pack your iPad safely into your bag. Remember to zip your bag up!
- Keep your iPad in your school bag until you get home.
- iPads are not to be used in the school yard after school.

At Home:

- Make sure your iPad is charged ready for the next day, as charging at school is not available
- We recommend the iPads are charged/stored in a shared living space