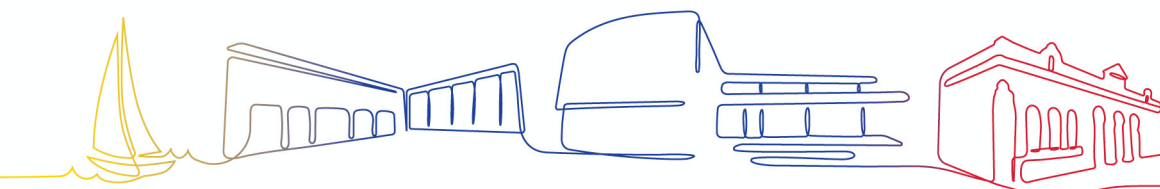




WILLIAMSTOWN
HIGH SCHOOL

iPad Policy

Review cycle	3 - 4 years
Department of Education DE requirement for local policy	Local Policy
Source of requirement	
Consultation requirement	Recommended with School Council
Approval requirements	Principal
Developed/Approved	26/08/2025
Due for review	01/07/2029



HOLD FAST

1. Rationale

Williamstown High School is a BYOD (bring your own device) school.

It is expected that all WHS students have a working, fully charged device to use throughout the school day.

If a student is without their device, the school can provide an interim iPad; however, this can only happen after a discussion between the student, their homegroup teacher, and their parent/caregiver.

All parties must be aware that **a school iPad is a temporary measure, and not a long-term solution**. If a student is without a device long-term, school intervention may be necessary.

2. Purpose

- To ensure students still have access to digital learning if their device is damaged, whilst maintaining WHS is a BYOD school.
- To ensure students have access to the school iPads on a temporary basis only.
- To identify instances where students are without a device long-term, and whether school intervention is necessary.
- To inform staff and students that the library has a charging station available if students need to charge their device.
- To ensure appropriate iPad use and care.

3. Implementation

WHAT TO DO WHEN A STUDENT HAS A DAMAGED OR BROKEN DEVICE

- If a student has a damaged or broken device, **they must tell their homegroup teacher**.
- The homegroup teacher will then email the student's parent/caregiver to confirm:
 - the parent/caregiver is aware of the issue;
 - they are taking steps to have the device either repaired or replaced; and
 - when they anticipate the issue will be resolved.
- Once the homegroup teacher has this information, they will let the Bayview Library staff know via a note on the student's Compass portal.
- The Bayview Library staff will add the student to their iPad loan register.
- The student may then borrow an iPad from the library at the start of the day, and return the iPad at the end of the day.
- The student will have access to an iPad for 28 days.
- If the student is still without a working device after this time, the library staff will defer the matter to their year level coordinators.

IPAD BORROWING RULES AND STUDENT RESPONSIBILITIES

- Students must return their iPad by 3:04pm daily. If a student hasn't returned their iPad by this time, they may face borrowing restrictions.
- If a student has any overdue school resources on their library account, they may face borrowing restrictions.
- Before returning the iPads, students must sign out of all school/Google accounts and delete any personal content from the device.
- If the library is unattended, students can return the iPad to the front office.
- Students are responsible for the treatment and care of the iPad whilst it is loaned out in their name. Damage to the iPad may result in a fee.

CHARGING STATION

In the event a student's device has run out of battery, they may be able to charge it in the library office. The charging station in the library office has the following cables:

- USB-C
- Apple Lightning
- 2.5mm barrel connector

Students may bring compatible devices to the library for charging during the school day.

Please note: Student devices can only be charged in the library office; charging cables are not available for student loan.