

BYO iPad Program Handbook

“Becoming entrepreneurs of tomorrow, students will need to become problem solvers, critical and creative thinkers and innovators.”

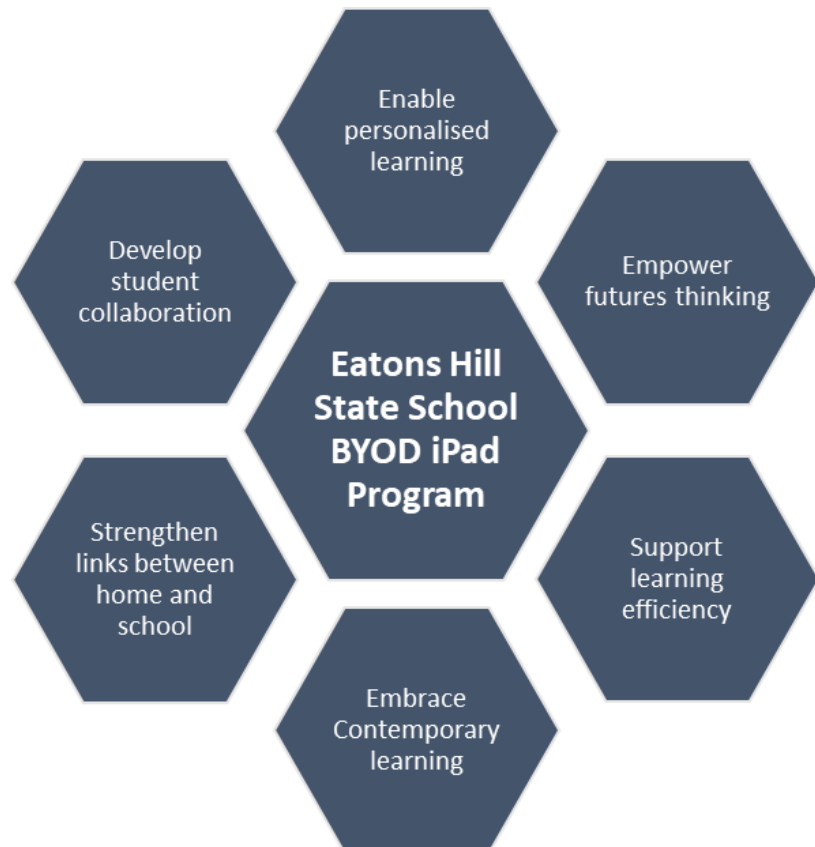
Advancing Education Action Plan
Education Queensland



BYO iPad Program

Vision & advantages of the iPad

Vision:



The advantages of using iPads include:

- access knowledge and information through the plethora of content and creation apps to support student learning
- access to a wealth of resources on the Internet, when students need it through wireless connectivity
- access to rich media including digital stories, image and video
- the ability to personalise learning and provide work targeted at the individual level for students
- high student engagement both independently and collaboratively
- increased productivity through quick loading of apps and rapid response of the iPad
- a very reliable operating system, ensuring maximum up-time
- access to simple yet sophisticated text, audio and video-based communication facilities for collaboration with peers, teachers and experts in a local, national or global context



BYO iPad Program

Belief Statement

At Eatons Hill State School the iPad is a portable tool that enhances a student's learning engagement and motivation to learn when delivering the Australian Curriculum. The Australian Curriculum emphasises the significant differences inherent in learning in the 21st century. It is built around the development of a set of general capabilities: literacy, numeracy, Information Communication Technology (ICT) capability, creative and critical thinking, ethical understanding, personal and social capability, and intercultural understanding.

The most critical factor in any classroom remains the teacher, the iPad is a teaching tool. Our emphasis is on pedagogy: best practice teaching for the best outcomes for students. The iPad enables rich, personalised, high-order, collaborative and creative learning experiences. Its use enables optimal learning outcomes when used as an individual device and not shared. The iPad is utilised as an inclusive learning tool that enables use by all students including those with disabilities and learning difficulties.

The iPad enables a variety of learning activities such as drill and repetition, reference, productivity and creativity. Our core belief is that it must be used intentionally with carefully selected apps thus creating a means to an end. The iPad is not intended to be used for the majority of any school day nor for the majority of teaching within a specific learning area.

The school believes it is essential that all staff are given appropriate, ongoing professional development in how best to utilise the iPad in the context of a classroom as well as given the opportunity to learn from each other.

The management of an iPad at home (i.e. updates, downloads, charging, accounts, etc.) reduces the time taken away from teaching and learning at school.



BYO iPad Program

6Cs of ICT learning & Program Implementation

Program Implementation:

The BYO iPad Program runs with all classes from Years 2 – 6 with full BYOD classes across each year level. Eatons Hill State School has an equity program which allows students access to school owned iPads during curriculum hours (9am – 3pm) if they are unable to provide their own device. On average >96% of families purchase their own device. The school owned machines **will not be permitted** to be taken home by students.

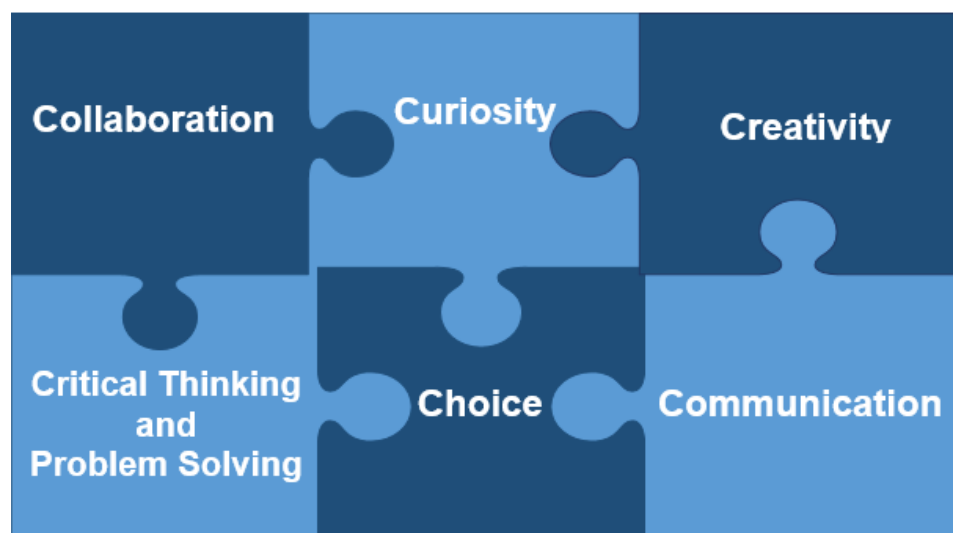
6Cs of ICT Learning:

- Collaboration
- Curiosity
- Creativity
- Critical Thinking and Problem Solving
- Choice
- Communication

The 6Cs of ICT in Learning Framework aligns with Eatons Hill State School's Pedagogical Framework, particularly in the dimensions of Lesson Design and Delivery and Quality Learning Environments.

Through the BYOD iPad Program, students will be engaged in productive, meaningful and stimulating learning experiences. Digital technology will be used to enhance learning at all levels. The use of digital technologies (iPads) will be built around strong pedagogy and quality learning outcomes.

Students will be explicitly taught to use digital technologies safely, ethically and responsibly. The use of iPads will ensure interesting classroom spaces and interesting learning.



BYO iPad Program

Responsibilities

Leadership's Responsibilities:

- Ensuring ongoing technical and logistical support
- Developing an annual budget
- Facilitating teacher professional development
- Facilitating ongoing teacher collaboration
- Maintaining ongoing communication and information sharing with parents
- Ongoing research into and monitoring of iPad classes
- Facilitate cyber safety sessions

Teacher's Responsibilities:

- Maintaining ongoing communication and information sharing with parents
- Facilitating ongoing teacher collaboration
- Utilising effective pedagogy
- Maintaining a core focus on the Australian Curriculum
- Engaging in professional development
- Establishing effective routines for an iPad class
- Reinforcing cyber safety messages

Parent's Responsibilities:

- Ensuring all equipment (with minimum specifications) is purchased/provided
- Ensuring all apps are downloaded
- Ensuring all iOS, app and virus software updates are downloaded in a timely manner
- Ensuring the iPad is charged every night
- Ensuring regular syncing and back-up
- Understanding there is no insurance through the school for theft or damage.
- Being responsive and responsible for repairs and maintenance issues.
- Communicating with the teacher and attending all BYOD meetings.
- Monitoring the use of the iPad outside school, regular checks of search history and online communication.

Student's Responsibilities:

- Ensuring responsible use at all times according to the school policy and guidelines
- Ensuring careful handling and movement with the iPad, especially when transporting to and from home
- Ensuring that iPads **are not** used before school, at lunch breaks or after school (including whilst waiting for parents, the bus etc.) unless given direct permission by a teacher.
- Ensuring the iPad is brought to school every day and fully charged
- Using the iPad in accordance with the school's: BYOD iPad Program Student Participation Agreement, iPad Acceptable Use Policy and Guidelines and Responsible Behaviour Plan.



BYO iPad Program

Equipment and Minimum Specifications & Cyber Safety

Students will require:

- 128GB or higher iPad with the latest operating system with WiFi capability (8th Gen or newer if purchasing new)
- All apps as per Year Level lists
- An iPad cover that will provide robust protection
- Headphones (over the head style)
- Keyboard from year 3

Optional:

- A stylus (must be similar size as a standard pencil)
- A carry bag

Cyber Safety:

Eatons Hill State School has policies in place that address Cyber Safety and Cyber Bullying. If concerns arise, parents should contact their child's classroom teacher and if necessary, the relevant Deputy Principal will follow up.

Parents can keep informed with up to date information by referring to the following websites:

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

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

<https://www.fosi.org/>

<https://www.cyber.gov.au/report-and-recover/report>



BYO iPad Program

Frequently Asked Questions

Will my child use their iPad all the time?

No. iPads are tools for learning that will be used along with all the other tools available at school and home (e.g. pen, paper, calculators, books, computers etc).

Will children use their iPads before school or during breaks?

When students arrive at school, they must leave their iPad in their bag. iPads will be left in the classroom during breaks. (Students may be involved in special, teacher-supervised activities during breaks that require iPads. In this case, the teacher-in-charge will manage the children while they collect, use and return their iPads.)

How will the iPads be stored at school?

Students will store their iPad in the classroom when they are not in use.

Will my child still learn handwriting?

Yes. iPads will not replace handwriting. The mode of communication used will depend on the learning opportunity.

Will internet access be filtered?

Yes. The Education Queensland network will be used. All internet access via our network (WiFi and wired) is routed through our filter. It is worth noting that no filter system is perfect given the dynamic nature of the internet. The filtering definitions for our system are updated nightly.

Can iPads with 3G/4G/5G access be used?

Yes, as long as this access is deactivated prior to your child's arrival at school each day.

Will iPads promote poor posture?

Poor posture and associated strain are generally the product of fixed body position for an extended period of time. Desktop computers and laptops are more likely to cause strain because they control posture. iPads are more mobile and light, which means they can be used with a wider variety of postures. It is easier to shift positions while remaining engaged. We will constantly raise awareness of the importance of good posture.



BYO iPad Program

Frequently Asked Questions

Will iPads cause eye strain?

Looking at any screen (computer, TV or iPad) for a long period of time without resting your eyes may cause eye strain. This is commonly called computer vision syndrome and relates to computer and laptop monitors. One of the reasons for using iPads is they potentially reduce the prospect of computer vision syndrome in the following ways:

- due to its mobile nature, the chance of staring at a fixed focal length for an extended period of time is reduced
- the brightness of the screen can easily be adjusted to match the lighting conditions
- it is easy to tilt the iPad or change body position to reduce glare
- iPads with retina displays help to address this issue

Teachers will constantly raise awareness of the importance of reducing eye strain using a simple guide: after 20 minutes, take a break for 20 seconds and look at something across the room.

What do you advise about volume levels for headphones?

As a general rule, the volume levels of headphones should be low enough to hear a person speaking at normal levels when standing one metre away. The volume for music can be limited on the iPad via Settings > Music > Volume Limit.

Where should I purchase my child's iPad?

Families should make their own decisions about where and how to purchase iPads. Leasing may also be an option.

Should I purchase an AppleCare Protection Plan?

An AppleCare Protection Plan provides an extra year of warranty and 24-7 telephone support for a full two years. Some families may find these facilities useful.

Should I insure my child's iPad?

We strongly recommend you consider insuring all non-consumable property that is brought to school.



Eatons Hill State School

ACCEPTABLE USE OF ICT SERVICES, FACILITIES AND DEVICES

The measures to ensure the acceptable use of ICT services, facilities and devices at Eatons Hill State School are based on our key virtues. To assist us to enhance learning through the safe use of information and communication technologies (ICTs), we ask you to read this document and sign the attached Acceptable Use of ICT Services, Facilities and Devices Form.

The computer network, Internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programs at our school and to the effective operation of the school. All ICT equipment on school premises is for educational purposes appropriate to this environment, whether it is used on or off the site.

The overall goal of Eatons Hill State School is to create and maintain a safe and positive digital literacy learning environment that is in keeping with our values and with legislative and professional obligations. BYOD IPAD Program Handbook includes information about student and staff obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the school environment.

Material sent and received using the network may be monitored and filtering and monitoring software are in place to restrict access to certain sites and data, including e-mail.

Attempts to access inappropriate sites by conducting searches based on inappropriate words or topics and emails containing unacceptable language are identified electronically and referred to the Systems Administrator for follow up. As identification relates to student logon information, password security is an important safeguard for all students and staff.

All students will be issued with a copy of the BYOD IPAD Program Handbook and once the Acceptable Use of ICT Services, Facilities and Devices agreement form has been signed and returned to school, students will be able to use the school ICT equipment.

Please contact our school if you have any concerns about your child's safety in using the Internet and ICT equipment/devices.

TERMINOLOGY

Cyber-safety refers to the safe use of the Internet and ICT equipment and devices, including mobile phones.

School ICT refers to the school's computer network, Internet access facilities, computers, and other ICT equipment and devices as outlined below.

ICT equipment and devices include computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs), cameras (such as video and digital cameras and webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar technologies.

Inappropriate material means material that deals with matters such as sexual behaviour, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a nurturing school environment.

E-crime occurs when computers or other electronic communication equipment/devices (e.g. Internet, mobile phones) are used to commit an offence, are targeted in an offence, or act as storage devices in an offence.

CYBER-BULLYING

Cyber-bullying is bullying which uses e-technology as a means of victimising others. It is the repeated or ongoing use of an Internet service or mobile technologies such as e-mail, chat room discussion groups, instant messaging, web pages or text messaging with the intention of tormenting, threatening, harassing, humiliating or otherwise targeting another person.

No-one has the right to bully another person. At its most serious, cyber bullying is illegal and can be investigated by the police.

Staff members have the responsibility to ensure that:

- students are informed and educated about safe and appropriate cyber communication and usage in particular the Acceptable use of ICT services, facilities and devices User Agreement Guidelines for our school
- students and staff are aware of the nature of cyber bullying and its potential impacts on both the victim and the perpetrator
- students are aware of the consequences of cyber bullying
- all cases of cyber bullying are reported and responded to promptly
- there is supervision of technology use that is effective for monitoring and deterring cyber bullying

Students have a responsibility to ensure that they:

- do not participate in cyber bullying
- do not use mobile phones, cameras or other ICT equipment or devices without authorisation by the principal or a teacher or to record audio and visual material that is not authorised as part of the school curriculum program
- do not breach the privacy of students, staff and members of the school community through any unauthorised recording or filming
- do not disseminate inappropriate information through digital media or other means
- report incidents of cyber bullying to a member of staff or trusted adult

ICT AND THE CURRICULUM

Students use ICT as an integral part of their learning and to equip them to live and work successfully in the digital world. In the Prep to Year 10 Australian Curriculum in all learning areas, students develop capability in using ICT for tasks associated with information access and management, information creation and presentation, problem-solving, decision-making, communication, creative expression and empirical reasoning. This includes conducting research, creating multimedia information products, analysing data, designing solutions to problems, controlling processes and devices, and supporting computation while working independently and in collaboration with others.

Students develop knowledge, skills and dispositions around ICT and its use, and the ability to transfer these across environments and applications. They learn to use ICT with confidence, care and consideration, understanding its possibilities, limitations and impact on individuals, groups and communities.

ACCEPTABLE USE OF ICT SERVICES, FACILITIES AND DEVICES FORM

Parent or Guardian:

I understand that the school provides my child with access to the school's information and communication technology (ICT) services, facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information from around the world; that the school cannot control what is available online; and that a small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT services, facilities and devices. Furthermore, I will advise the school if any inappropriate material is received by my child that may have come from the school or from other students.

I understand that the school is not responsible for safeguarding information stored by my child on a departmentally-owned student computer or mobile device.

I understand that the school may remotely access the departmentally-owned student computer or mobile device for management purposes.

I understand that the school does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's services, facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any mobile device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.

I believe _____ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT services, facilities and devices (including the internet) under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the Student Code of Conduct. This may include loss of access and usage of the school's ICT services, facilities and devices for some time.

I have read and understood this BYOD IPAD Program Handbook and the Student Code of Conduct.

I agree to abide by the above rules / the procedure/policy/statement/guideline.

_____ (Parent/Guardian's name)

_____ (Parent/Guardian's signature) _____ (Date)

ACCEPTABLE USE OF ICT SERVICES, FACILITIES AND DEVICES FORM

Student Name:

Class:

Student:
(Students in Yr 4-6 to sign)

I understand that the school's information and communication technology (ICT) services, facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information around the world.

While I have access to the school's ICT services, facilities and devices: I will use it only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account.

Specifically in relation to internet usage, should any offensive information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/guardians if I am at home.

If I receive any inappropriate emails at school I will tell my teacher. If I receive any at home I will tell my parents/guardians.

When using email or the internet I will not:

- reveal names, home addresses or phone numbers – mine or that of any other person
- use the school's ICT service, facilities and devices (including the internet) to annoy or offend anyone else.

I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT services, facilities and devices inside or outside of school hours.

I understand that if the school decides I have broken the rules for using its ICT services, facilities and devices, appropriate action may be taken as per the school's Student Code of Conduct, which may include loss of access to the network (including the internet) for a period of time.

I have read and understood this BYOD Ipad Program Handbook and the Student Code of Conduct.

I agree to abide by the above rules/the procedure/policy/statement/guideline.

_____ (Student's name)

_____ (Student's signature) _____ (Date)