

Nundah State School BYO iPad Program 2021 Information and Procedures Handbook



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NOTE: For clarification of information in this handbook or for information/advice regarding any matter not covered by this handbook, please contact admin@nundahss.eq.edu.au, your child's teacher or a member of the Leadership Team.

This handbook has been compiled to provide a ready source of information for parents and students about matters influencing the efficient running of the iPad program. Each student should be conversant with its contents and follow all guidelines.

Information Communication Technologies play a critical role in enhancing the learning process and across a broad range of activities in each subject of the Australian Curriculum. Through the seamless use of digital learning tools, we help students become knowledgeable about the nature of information, comfortable with technology and able to exploit its potential. The overall philosophy is to use ICT whenever its speed, power, graphics or interactive potential can enhance and extend the quality of work being undertaken. It is used to develop logical thinking, problem solving and the capability to use digital technologies in later life.

Nundah – a contemporary school

The vision for Nundah State School is for all our students to become active participants in a supportive contemporary learning environment. We will assist our students to achieve their full potential, and equip them with qualities and skills to live in today's society as co-operative, creative and happy citizens. Through innovation, creativity and a futures orientation, we are building a community of contemporary teachers and learners.

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iPad Set Up

Which iPad do I choose?

We recommend the most recent generation of the standard iPad to last you for the duration of the BYO program. This is currently the iPad (7th gen).

We will support any of the following iPad models

- iPad - 6th Generation or higher
- iPad Air 3rd Generation
- iPad Pro – 2nd Generation or higher

We **strongly recommend the WIFI only model** to ensure internet traffic at Nundah SS is filtered and monitored for safety.

For more information - check out the Apple '[Compare the iPad models](#)' page.

Students will need an iPad that is capable of running the latest version of iOS (operating system for iPads) and school required Apps. DET (Department of Education, Training and Employment) envisages at least a three-year life span for mobile devices. Updating the operating system should be done once a term at home.

Apple ID and Family Sharing

We recommend that students create an Apple ID through Family Sharing so that:

- Parents can share the purchases made with other members of the family and monitor the online use of their children. <https://support.apple.com/en-au/HT201060>

Warranty and Insurance

Families are responsible for warranty and insurance arrangements to suit their needs. Recognised Apple vendors can explain the available options. Extended Apple Warranty provides 24-hour phone support and set up guidance.

iPad Program related equipment

Cases and Sleeves

Protecting your child's iPad is something we all need to be concerned about. The majority of cases are not designed for school students – they are designed for adults. A stylish or attractive case may look appealing but not fulfil the need to protect your investment.

We strongly recommend a cover that:

- absorbs shocks from accidental drops
- protects the screen

Some users prefer a protective cover and also use a padded travel sleeve over the top. The iPad never leaves its cover but is slipped out of the travel sleeve when it is in use in the student's classroom.

Keyboards

An external keyboard is now part of the school booklist. We recommend the use of an external keyboard over the on screen keyboard to assist with typing skill development and speed of word processing. This may be part of a keyboard folio case or a separate wired/wireless keyboard.

Headphones

Apple Earpods or other suitable headphones will be required for school use.

Students may not use headphones or play audio clips on their devices in class without the prior permission of the class teacher. A set of clearly named headphones should be stored in the classroom.

Stylus

Students may use an Apple Pencil/stylus. These are not mandatory – it is up to the parents.

Names, labels on devices, sleeves, cases and bags

Students should:

- Have a clearly visible name label on the iPad case.
- Use their first and last name or school username as the device name for the iPad in Settings>General>About>Name.
- Have a key tag for their iPad sleeve for ease of identification, if they choose to use a sleeve.

Apps

- We envisage about \$30 will be needed for apps and eBooks.
- Each year an updated list of apps may be sent home to parents (or emailed/Skoolbag) to be added to the student iPads. Updates for particular year levels may be sent out during the year.
- All *new* iPads come with many of the required Apps – Pages, Numbers, Keynote, Garage Band, iMovie, Clips (these apps cost over \$35 to purchase)

Support for setting up your student's iPad

- [iPad User Guide](#) (linked to the Apple website)
- Explore support offered by your vendor
- [Health and safety Fact Sheet](#)
- Apple in Education <http://www.apple.com/au/education/ipad/>

iPad Use at School

One of the great successes of the iPad Program is the collaboration that occurs in classrooms. Students readily learn from each other. The introduction of the iPad Program saw teachers model life-long learning attributes as they learnt alongside students.

When should an iPad be brought to class?

Unless advised otherwise by their teacher, **students should bring their fully charged device every day**. Some lessons will require the formal use of devices, while others will provide informal opportunities to use technology to complete tasks efficiently. It is imperative that the devices be available for use at the teacher's discretion. Students will not take devices on excursions or to camps unless otherwise directed to do so.

Security of Devices

Devices will remain in classrooms between 8:45am and 3:00pm, with classrooms being locked whenever the class is not in the classroom and during breaks. Students may take their bags containing devices into classrooms once their teacher has opened the classroom for the day. Students must otherwise stay with their bag. Devices must be transported in a case and sleeves or hardy case only and contained in a school backpack. Under no circumstances should devices be left in unsupervised areas.

Leaving devices at home

Some lessons are designed to use iPads. If students inadvertently leave their device at home, they are to let their teacher know in the morning so that alternate arrangements can be made.

Devices Charged

Students should arrive at school with their devices fully charged. This should be a part of normal homework routine. Overnight charging is recommended.

Access to school network

All students involved in the iPad Program will be provided with access to the school network. The IT assistant and eLearning Coach will assist each student to set up the DET profiles to connect to the internet and enable the student's school email account, which is to be used only for school work. This will also include a My Documents folder on the school server to store school related files only.

Apple Classroom

Students will be asked to accept teacher requests to join Apple Classroom so that teachers can guide students through lessons and see their progress without interrupting the flow of student engagement and work. When students are connected to Classroom, teachers are able to launch apps on student devices, mirror student work to the classroom TV and monitor student on-task behaviour. Teachers are able to share documents and send web links to students effortlessly to assist in classroom activities.

iPads Closed

When devices are in use and the teacher wishes to address the class, it is best for students to close the cover on the iPad so that it is not a distraction. The instructions "iPads closed/sleep mode", "black screen, flat screen" or "3,2,1, flip" are examples that students will become familiar with and should comply with promptly.

Saving Work

Students should:

- backup at home and sync to laptop or desktop regularly.
- save work at home or school to OneDrive

Third Party Keyboard Apps

These keyboards often do not have the full range of characters required and can be distracting to students and those around them. Students may have these on their devices, but **they are not permitted to use these during school hours**.

Games

Students may have game apps on their devices, but **they are not permitted to use these during school hours**. When storage limits are reached some of these 'home' games will need to be deleted to make room for school-related apps or created work.

iMessage

iMessages are not to be sent at school. **Contact from parents to students during school hours needs to go through the school office**. It is highly recommended by the school that this feature be deactivated or time-limited.

Support at School

eLearning Mentor

The eLearning mentor is a student in each Year 3-6 class who assists the teacher and students with iPad troubleshooting during the day. Students are elected to the position for the year in Term 1 after nominating themselves for the position.

On-site support

Students are able to access support by:

- visiting the school 'Service Centre' before school on Tuesday – Thursday. This is facilitated by the eLearning mentors and supported by teachers and the school technician.
- visiting the school technician at 2pm, Monday to Friday.

Support for temporary changes in Settings for NAPLAN Online Testing

The NAPLAN Online test, completed through the NAP browser app, requires certain settings to be switched off during the test period. Students will be guided through the settings by their teachers and asked to turn off particular features/settings for the duration of the testing week.

Upon completion of NAPLAN Online students can restore any personal settings.

Before School, Lunchtime and After School Usage

Mobile devices are not permitted to be used on school grounds before or after school without the express permission of a teacher and under their direct supervision. Devices are not to be removed from school bags until they are in the classroom and their teacher has directed them to do so.

At lunchtimes iPads can only be used with teacher supervision in the classroom or in the library where they can also be supervised. iPads are not to be used outside of the classroom or library areas, unless directly supervised by a teacher.

Outside School Hours Care

Students using their devices at OSHC Programs should follow the directions of supervisors and maintain cyber safety protocols. Devices should only be used in designated areas for homework purposes.

Acceptable use of iPads

Monitoring Student Machines for Software Infringements, Inappropriate and Offensive Material (Device Audit)

Students may be selected on a random basis to provide their device for inspection for compliance with school and legal requirements. Social media sites are not permitted by primary age school students. These sites require users to be over 13 years of age. It is fraudulent to create a social media account by lying about the user's name/age. Parents should not encourage students to lie to create these accounts.

Cyber Safety and Digital Citizenship

One of the positive features of the iPad Program is the time spent with students to enable them to become wise digital citizens. All students in the iPad Program will undergo training in cyber safety, cyber bullying awareness and copyright laws. This is ongoing and designed to make our students safer online, especially as they transition to high school.

At Nundah, we use the *Digital Literary and Citizenship* lessons by developed by *Common Sense Education* to engage students in conversations and teaching episodes to learn about Cyber-Safety and Online Conduct.

Unacceptable Uses of Information and the Internet

- a) Using the network for any illegal activity, including violation of copyright or other contracts.
- b) Uses relating to chain letters or broadcasting of lists to individuals in such a manner that might cause congestion of the network.
- c) Posting anonymous messages/files.
- d) Downloading, storing, creating, sending or printing files or messages that are deemed to be profane, obscene, or that use language that offends or degrades others.
- e) Giving personal information or agreeing to meet any person met through the Internet.
- f) Transmission of personal information about any member of the school community.
- g) Accessing offensive, dangerous or potentially destructive information.
- h) Downloading any files (including, but not limited to MP3, MPEG)
- i) Students should understand that if they have an iTunes account – it is not to be accessed at school for any purpose – including downloading apps/updates.
- j) Not reporting unsolicited email messages particularly from unknown persons.

If a student comes upon any controversial or bullying material, they are to report it directly to their teacher.

Internet Etiquette

All users are expected to abide by the accepted rules of internet etiquette. These include:

- Be polite.
- Do not swear, use vulgarities or any other inappropriate language.
- Always assume that any information or communications accessible from the network is private property.
- The subject line of an e-mail should indicate the content of the message.
- Always end with your name and e-mail address.
- Always acknowledge that you have received a document or file someone has sent you.
- After reading email messages they should be deleted or archived.
- Before sending an email it should be proofread and edited to eliminate mistakes.
- Students must not use their email to send inappropriate messages. The school email account is for school work only.
- FaceTime is not be used at school. It is also highly recommended by the school that this feature be deactivated.

Breaches of iPad Program Procedures

- a) Any breaches of these policies may result in the student being referred to school administration and discipline administered in accordance with the Responsible Behaviour Plan. This may include denial of access to iPads/computers and the network for a period of time, and other options.
- b) Any breaches of the policy may incur suspension of device use for a designated period.
- c) Distractibility will be dealt with in the same manner as other classroom instances of off-task behavior as per the class behaviour management plan.

Documentation

Please refer to the following documents associated with the iPad Program at Nundah State School. These can be accessed on the school websites BYO iPad information page or you can ask for a copy from the school office.

- Memorandum of Understanding indicating intended participation in the iPad Program (Y2 students only)
- Responsible Use Agreement – signed yearly
- Third Party Website Consent Form - Years 3-6 version
- Apps list (reviewed yearly)
- Parent checklist for start of Year 3
- Internet Use Agreement – completed on enrolment to the school

Homework

At Nundah we consider homework as a needs-satisfying activity that provides valuable learning experiences for students. Students will be encouraged to do homework, in particular reading, consolidation of maths concepts, and planned parts of longer term tasks and assignments to build time management and study skills.

Homework should support relationships between the teacher and students and within families. Teachers at Nundah recommend homework for students and will endeavour to make it purposeful, achievable and interesting. iPad classes will be offered the option of using their iPad for some homework activities.

iPads at Home

Nundah State School position:

- We view the student iPad as a tool for learning.
- We support parent decisions about setting of boundaries for iPad use at home.
- Students do not need games and entertainment apps on their iPads for school. Whether parents allow games and entertainment apps on their child's iPad is a family decision.

Recommendations for supervision:

1) Set boundaries

- Students don't need to use the iPad all the time at home
- Students need their sleep, so we strongly suggest that the iPad is not taken to bed – it may be best if the iPads don't go into bedrooms. Cyber safety experts advise all online devices need to be used in highly visible family areas.
- If you are experiencing problems, we recommend that you specify where in the house the iPad can be used and where it will be stored for charging.
- The use of the 'Guided Access' feature in Settings>General> Accessibility or 'Screen Time' may be helpful to some families.
- Whether children are allowed to install games and entertainment apps on their iPad is a family decision. (At school, students who play home games on their iPads are not following the Responsible Use

Agreement and will incur consequences. Inappropriate material may be deleted from the iPad and parents contacted.)

- Make it a routine to check your student's internet browsing by accessing the history in Safari or other browsing apps e.g. Google.
- Double tapping the home button will allow you to see the apps your child has been accessing from the most recently opened/used.
- Screen Time will give you a weekly summary of what apps have been used and for how long during the past 7 days.

2) Share the Experience:

- Ask your children to demonstrate the way they use their iPad for school.
- Ask your children to teach you to use one of the apps they use at school.
- Have a play with the iPad and the apps.

3) Remove Distractions:

- Before starting homework, if the iPad is to be used, request that all irrelevant apps are closed and all irrelevant web pages are closed.
- If you are experiencing problems with your child being off-task, there is the option of setting up Guided Access. Guided Access limits your device to a single app.
- Apple Classroom can also be used at home so parents can remotely monitor what apps students are using (from another Apple device). There is a feature that can 'lock' students in a single app if required.

4) Parental Controls – *Screen Time*

- Take care with Parental Controls as it can block features needed at school
- Apple has created a feature called Screen Time which you can use to access real-time reports about how much time is spent on your iPhone, iPad or iPod touch, and set limits for the use of apps and features. This can be set up on the device or from a separate device if using Family Sharing. For more information visit: <https://support.apple.com/en-au/HT208982>
- Most people choose to set a passcode for their child's iPad for security. Be advised, if they forget the passcode, the device will need to be wiped and reset to factory settings. This will mean you can reload all your purchased apps but any data within the apps i.e., your child's work will be lost. Some families send the passcode to their child's teacher for secure storage to avoid having the iPad reset.
- *iMessages* and *FaceTime* are not required at school as they can be a distraction and should be switched off through Screen Time>Child's Apple ID>Always Allowed and removed from the always allowed list. If you do allow students access to these apps, parents will need to monitor and discuss with the student appropriate use of these apps.
- *Down Time* allows you to schedule time where the iPad use is limited to particular apps of your choosing. You can set this to occur every day or for different times each day.

Parent Emails

To enhance communication between home and school via email, parents are requested to provide their email details to the Office upon enrolment but these may be requested again by the class teacher.

Frequently Asked Questions

Can we use a different tablet that is not an iPad?

Nundah State School has made the decision to use iPads for a number of reasons. A tablet computer (like an iPad) is a more flexible tool for a primary learning environment than a laptop computer. They provide opportunities for pedagogical transformation of learning activities rather than just substitution for existing teaching practises. The iPad has been selected as the Department of Education does not support Android device usage on a large scale due to the variance in operating system requirements. iPads also have a much larger range of quality apps to allow for educational opportunities.

How much time will the students spend on their iPads in a day?

An iPad will be used in class when a teacher gives instructions for its use. Using technology will not be done for the sake of it; it will be accessed when it is thought to be the best tool for the situation. There will be some lessons/blocks of the day or even whole days when technology is not needed, or not thought to have any benefit for the learning that is going on. Alternatively, there will be some days, where using technology may happen in every lesson. There will not be a fixed amount of time for using technology, it is a tool that students shall have with them in the classroom to use when it is appropriate. We still see a need for students to use pencil and paper and to practise handwriting. The staff at Nundah are influenced by the SAMR model (see below) to develop teaching and learning experiences for students that are authentic, meaningful and match the skills needed to live in the 21st century.

Will homework need to be completed on the iPad?

There may be elements of online activities and elements of written (sheet) work. This will depend on the learning activity and if the iPad is the best tool needed to complete the work. This will be up to the teacher's discretion, but there will be consistency across the year levels in the approach.

Will I be expected to purchase a new iPad and do I have to purchase from a particular store?

No, you can choose to use an iPad that you already own or purchase a new or used iPad. JB HiFi has set up a Purchasing Portal for parents (see details below) that contains iPads, warranties and accessories with different payment options, however you may purchase an iPad from a location of your choice. The iPad will need to meet the minimum specifications outlined in this document in order to support the apps your child will be using at school.

JB HiFi Purchasing Portal <https://www.jbeducation.com.au/byod/>

School Code: NUNDAHBYOD

Can I buy a second-hand iPad? What do I need to be aware of?

Yes. Every iPad has a serial number and with this number, Apple track the date and place of purchase, length of any remaining warranty and whether it has been reported as stolen. Before buying a used iPad, it may be worthwhile noting the serial number and contacting Apple Care.

How long will the iPad last? When will I need to replace this technology?

Generally, an iPad has a life span of 3-4 years before needing to be replaced or upgraded. Although, when treated well, the device will continue to operate well past this timeframe. The school requirement is that the iPad can run the latest version of the operating system (iPadOS) for that year, in order to access all required apps and functions.

Who is responsible for insuring the device?

Because the iPad will belong to the family, it will be the family's responsibility to insure the iPad if it is lost or damaged. It is recommended that families consider including the iPad in their home contents insurance. Apple Care Plus for iPad provides up to two years of expert telephone technical support and additional hardware coverage from Apple, including up to two incidents of accidental damage coverage, each subject to a service fee. This cover does not include lost or theft. More information about AppleCare Plus can be accessed at here.

Should we purchase a case and/or cover for the iPad, and if so, which one should we buy?

Yes, we have included an iPad case as a recommendation in the specs that will minimise the risk of damage to the iPad. We suggest that the cover is one that 'closes' over the iPad with a front cover—keyboard preferable. We also recommend a waterproof cover, to protect the iPad in case of drink spillage in school bags. There are many competitively priced cases and covers on eBay or you can choose to purchase from a department store.

Will my child need a Bluetooth/iPad cabled keyboard?

A keyboard is essential, but the type is at the discretion of the parents. The onscreen keyboard is not always suitable as it greatly reduces the 'screen size' available for viewing. An external keyboard is also highly beneficial for ergonomic reasons as well as to develop student's typing abilities.

Who is responsible for charging the device?

It is the child's responsibility to bring the iPad to school fully-charged each day.

Do you allow the use of iMessage on the personal iPads?

When at school, iMessage is not appropriate for students to use. It is not needed as a learning tool, and we do not consider that these students need to interact in this online environment. The use of this program during learning time will constitute a behavioural breach of our expectations.

How will inappropriate behaviour on the iPad technology be managed?

The use of the iPad in school is always at the teacher's discretion. If the teacher has not asked students to use the iPad then it should be left alone. Some teachers may request that the iPads are stored away from their desks. If the teacher feels that a student has not been using the iPad responsibly then they will ask them to put it away and may issue a consequence (in accordance with the School's Responsible Behaviour Plan) which may include having the iPad confiscated or the school contacting parents.

How could the risk of my child losing their iPad at school or in transit be minimised?

Parents may choose to have the iPad engraved for identification/extra protection –please ensure this will not void the warranty. The iPad has "Find My Phone" inbuilt and with this turned on, it is possible to find the whereabouts of the iPad when it is connected to the Internet. For more information from Apple if your iPad becomes lost or stolen, click [here](#).

What happens if the iPad is damaged or stolen by another child at school?

The school will take every possible measure to protect equipment, however, accidents do happen. Ultimately, the person responsible for the damage will also be responsible for the cost of repairs. If a teacher damages a device, the school will cover the cost of repairs. If another child damages/steals a device, their family will be responsible for the cost of repairs/replacement. We will do all we can to avoid any loss/damage to student devices and will work with families to resolve any issues.

Who do I talk to if I have a technical problem?

Students will seek technical support through their classroom teacher, the school ICT technician and the eLearning Mentors. All warranty issues are to be addressed through individual suppliers. Parents are also encouraged to purchase Apple Care Plus.

Who do I talk to if there is a behavioural or cyber-security problem?

Your first point of contact will always be your child's classroom teacher. If the teacher then feels it is necessary, he/she will make contact with a member of the School Leadership Team (i.e. Principal/Deputy Principal).

What if my question hasn't been answered here?

Please ask. We welcome input from parents, staff and students and will update the FAQ section as the Program evolves.