

# BayView State School

## BYO iPad Program



### Minimum iPad Usage Requirements

BayView recommends the latest iPad - Minimum iOS 11.0 7<sup>th</sup> Gen or iPad Air (64gb min)

**iPad Mini's are not suitable and cannot be used**

Minimum requirements as follows:



- iPad minimum iOS 11.0 7<sup>th</sup> Gen or iPad Air
- Protective case
  - Tempered glass screen protector
  - Protective waterproof carry bag
  - Insurance recommended
  - In-ear headphones with microphone  
(Ensure headphones function with protective case)
  - Download Apps as per list attached
- BayView SS signed iPad Agreement
- Student Personal Apple ID (Apple stores run workshops on how to do this)



BayView recommends the latest iPad - Minimum iOS 11.0 7<sup>th</sup> Gen or iPad Air (64gb min)

**iPad Mini's are not suitable and cannot be used**

# *BayView* *BYO iPad Program*



## **BYO iPad Program Charter**

BayView's Technology programs support the 21st Century digital learning for a contemporary student; who creates, investigates, communicates, manages and operates ICT, which is linked to the Australian Curriculum.

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## **Our Teaching and Learning Vision**

BayView State School promotes 21<sup>st</sup> Century Learning through the creation, deepening and extension of knowledge through an explicit Teaching and Learning Framework.

In addition, the Culture Framework defined by the nine BayView Values identifies the actions and interactions of the entire school community which cultivates a safe, supportive and dynamic learning environment.

BayView State School promotes the inspiration, creation, investigation and celebration of knowledge. An ethos of pride, respect and achievement of goals is commonly valued by all, influencing our choices in learning and building relationships.

The BayView State School **BYO iPad Program** enables:

- Enhanced learning efficiency with personalised student learning in an engaging & interactive environment
- Development of knowledge and skills necessary for the 21st century
- Strengthens links between home and school providing parents with transparent communication.

The advantages of using the iPad include:

- ✓ Reliable Operating System
- ✓ Sophisticated digital communication
- ✓ Personalised targeted learning
- ✓ Enhances student engagement.
- ✓ Access to:
  - a vast range of content
  - A wealth of information for all levels of learning
  - Rich and engaging multi-media

## BYO iPad Program FAQs

- Q: Why allow only iPads and not mini's or other mobile devices eg. laptops?
- **A: A consistent approach ensures best technical support and best productivity maximising student learning outcomes.**
  
- Q: How much of the day will the iPads be used? Will the students still be using pencil and paper as well as handwriting?
- **A: Yes, students will continue to use pencil and paper to practise handwriting. The amount of time that students will spend on their iPad each day will vary from year level to year level, class to class, student to student and even day to day. The amount of time will also vary, based on how well the iPad, as a tool to support learning, benefits individual students.**
  
- Q: Will the iPads be managed at home or at school e.g. loading apps, updating the device?
- **A: The iPad will need to be managed at home however we can provide some technical support if needed. Parents may choose to load additional apps not required by school, however the use of such apps are not permitted at school.**
  
- Q: Will I be expected to purchase a brand new iPad and do I have to purchase from a particular store?
- **A: No, you can use an iPad that you already own that meets minimum requirements. BayView SS recommends an iPad iOS 11.0 7<sup>th</sup> Gen or Ipad Air (64gb min). We do not endorse any one supplier.**
  
- Q: Should we purchase a case, screen protector and waterproof bag for the iPad and if so, which one should we buy?
- **A: Yes, a case, screen protector and waterproof bag is required for your child's iPad. A fully enclosed (front & back) case with a clear tempered glass screen protector is recommended. We do not endorse any one supplier.**
  
- Q: Is a separate keyboard required?
- **A: A separate keyboard is not required however can be beneficial for developing keyboarding skills.**
  
- Q: Will students continue to have access to computers and other technologies?
- **A: Yes. All students at BayView SS will continue to have access to the computer lab and other relevant technologies to support learning outcomes.**
  
- Q: Can my child bring a 3G enabled iPad without the SIM?
- **A: Yes. We do not want external controlled Internet access, students will go through our school wireless, thus going through Education Queensland Internet filters, helping prevent and protect our students from accessing inappropriate content.**
  
- Q: Are we required to purchase a stylus pen?
- **A: No.**
  
- Q: Where will the iPads be stored during the day?
- **A: iPads will be stored in the student's tidy tray during the day.**
  
- Q: When buying a used iPad, what do I need to be aware of?
- **A: 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.**
  
- Q: Should I create an Apple ID and password for my child?
- **A: Yes. This stops family ID content being seen on student iPad.**
  
- Q: I can't remember the passcode that is set on my iPad and it is locked. How do I unlock it?
- **A: You will need to restore the iPad to a previous backup.**

## Information for Students and their Parents about Acceptable Usage

### Acceptable device use

Students must follow the BayView State School Responsible Behaviour Plan including the School Rules and Values when using their iPad.

Students must comply with the [Acceptable Use of the Department's Information, Communication and Technology \(ICT\) Policy and Procedures](#).

Communication through internet and online communication services must also comply with the department's [Code of School Behaviour](#).

Examples of acceptable use includes:

- engagement in class work including research, referencing, authoring text & audio materials and assignments set by teachers
- developing appropriate 21<sup>st</sup> Century knowledge, skills and behaviours
- communicating or collaborating with other students, teachers, parents, caregivers or experts as part of assigned school work
- ensuring the device is fully charged before bringing it to school to enable continuity of learning.

Students should be courteous, considerate and respectful of others when using their iPad.

### Unacceptable device use

Examples of unacceptable use includes:

- using the device in an unlawful manner
- downloading unauthorised software/viruses, compromising the Departments network & distributing or publishing offensive messages or pictures
- using obscene, inflammatory, racist, discriminatory or derogatory language
- using language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- working on an app/ website, the teacher has not asked the student to go to
- intentionally damaging any devices/accessories
- using unsupervised internet chat to insult, harass or attack others
- sending chain letters or spam email (junk mail)
- accessing private 3G/4G networks during the school day
- using the device's camera anywhere a normal camera would be considered inappropriate
- invading someone's privacy by recording personal conversations or daily activities and forwarding/sharing such material
- divulging personal information via the Internet or e-mail
- Taking photos or recordings of Staff and/or Students without teacher permission.

### What is expected of schools when providing student's with access to ICT facilities?

Schools will provide information in relation to student access and usage of its network and reserves the right to restrict/remove student access if parents or students do not adhere to the school's network usage and access guideline/statement.

The school will educate students on cyber bullying, safe internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to incorporate these safe practices in their daily behaviour at school.

## What awareness is expected of students and their parents?

### Students and their parents should:

- Understand the responsibility and behaviour requirements that come with accessing the school's ICT network facilities as stipulated under the code of School Behaviour. Students breaking these rules will be subject to appropriate action by the school
- Be aware that access to ICT facilities provides valuable learning experiences in line with the school's educational program
- Understand that teachers will always exercise their duty of care, but protection, mitigation and discontinued access to harmful information requires responsible use by the student.

### Internet Use at School

At school, Internet access is provided by Education Queensland's Managed Internet Service (MIS) and provides students with Content-filtered Internet access and Virus-filtered email.

MIS provides the means to filter students' access to web pages from a global level; controlled by Education Queensland and from a school level when appropriate.

### Internet Use at Home

The iPads can be configured to connect to a home wireless or wired network. This configuration can be performed as with a normal iPad. Parents need to regularly monitor iPad internet history and delete sites accessed at home which are not endorsed by school policy or expectation.

### E-Mail Use

While at BayView SS, students have access to a Department of Education, Training and Employment email account, which they can access from home and school for the purposes of learning. Email traffic is monitored for inappropriate use, content and language.

### Digital citizenship

Students should be conscious creators of the content and behaviours they exhibit online and take active responsibility for building a positive online reputation. They should be conscious of the way they portray themselves, and the way they treat others online.

Parents are requested to ensure that their child understands this responsibility and expectation.

### Cybersafety

If a student believes they have received a computer virus, spam or inappropriate messages that makes them feel uncomfortable, they must inform their teacher, parent or caregiver as soon as is possible.

Students must never initiate or knowingly forward emails, or other online content, containing:

- a message sent to them in confidence
- a computer virus or attachment that is capable of damaging the recipients' computer
- chain letters or hoax emails
- spam (such as unsolicited advertising).

Students must never send, post or publish:

- inappropriate or unlawful content which is offensive, abusive or discriminatory
- threats, bullying or harassment of another person
- sexually explicit or sexually suggestive content or correspondence
- false or defamatory information about a person or organisation.

Parents, caregivers and students are encouraged to read the department's [Cybersafety Guide](#).

### **Web filtering**

The internet has become a powerful tool for teaching and learning, however students need to be careful and vigilant regarding some web content. At all times students, while using ICT facilities and devices, will be required to act in line with the requirements of the BayView State School Responsible Behaviour Plan and any specific rules of the school. To help protect students (and staff) from malicious web activity and inappropriate websites, the school operates a comprehensive web filtering system. Any device connected to the internet through the school network will have filtering applied.

Students are required to report any internet site accessed that is considered inappropriate. Any suspected security breach involving students, users from other schools, or from outside the Queensland DETE network must also be reported to the school.

The personally-owned devices have access to home and other out of school internet services and those services may not include any internet filtering. Parents/caregivers are responsible for appropriate internet use by their child outside the school.

Parents, caregivers and students are also encouraged to visit the [Australian Communications and Media Authority's CyberSmart website](https://www.esafety.gov.au) (<https://www.esafety.gov.au>) for resources and practical advice to help young people safely enjoy the online world.

### **Privacy and confidentiality**

Students must not use another student or staff member's username or password to access the school network or another student's device, including not trespassing in another person's files, home drive, email or accessing unauthorised network drives or systems.

### **Monitoring and reporting**

Students should be aware that all use of internet and online communication services can be audited and traced to the account of the user.

All material on the device is subject to audit by authorised school staff. If at any stage there is a police request, the school may be required to provide the authorities with access to the device and personal holdings associated with its use.

### **Misuse and breaches of acceptable usage**

Students should be aware that they are held responsible for their actions while using the internet and online communication services. Students will be held responsible for any breaches caused by other person(s) knowingly using their account to access internet and online communication services.

The school reserves the right to restrict/remove access of personally owned mobile devices to the intranet, internet, email or other network facilities to ensure the integrity and security of the network and to provide a safe working and learning environment for all network users. The misuse of personally owned mobile devices may result in disciplinary action which includes, but is not limited to, the withdrawal of access to school supplied services.

## General Care (Students are responsible for the general care of the iPad)

### General Precautions

- It is recommended that food or drink should not be next to your iPad when in use
- Cords, cables, and removable storage must be inserted into, and removed from the iPad carefully
- Students should never carry their iPad while the screen is open, unless directed to do so by a teacher
- The iPad should never be left in a car or any unsupervised area
- Students are responsible for ensuring the battery is charged for school each day.

### Transporting the iPad

The iPad should always be in a protective, waterproof bag when transported.

### Screen Care

The screen can be damaged if subjected to rough treatment including excessive pressure

- Do not lean or put any pressure on the screen of the iPad
- Do not place anything in the carry case that will press against the cover
- Use a screen protector on the iPad
- Clean the screen with a soft, dry cloth or anti-static cloth.

## Occupational Health and Safety

Students are advised to consider the following advice when using their iPad to minimise the risk of strain or injury.

- Taking regular rest breaks e.g. every 30 minutes; more often if necessary to allow muscles and vision to recuperate
- Avoid using the iPad for more than 2 hours in any session
- Setting the screen at an angle that reduces the need to bend your neck and minimises reflection
- Where possible, sit at a comfortable chair to maintain good posture and place the iPad on a desk at a height where the elbows are at 90 degrees and the wrists kept straight
- It is recommended when wearing earbuds and similar to keep the volume below 60%, limit listening to under 60 minutes per day & maintain hygiene as per manufacturer's instructions
- Reduce the need to carry the iPad (where practicable).

### Potential Hazards

Mobile devices have minimal ergonomic adjustment – this promotes poor posture.

If the screen is at the optimal height for the operator then the keyboard is too high, and if the keyboard is at the optimal height then the screen is too low. Both scenarios may contribute to muscle discomfort or strain to varying degrees.

Potential injuries that can occur through using iPads include:

- Occupational Overuse syndrome (OOS) also known as repetitive strain injury (RSI)
- Eye strain through use in environments where there is poor lighting, glare, or reflection
- Manual handling strain through carrying the iPad for extended periods
- Tripping hazards where the mobile device has external cables attached.

## **Preventing Eye Strain**

Eyestrain and headaches can be caused by the constant viewing of small objects on small screens, incorrect monitor position, glare or reflection from lighting sources. The risk of eyestrain can be reduced by ensuring students:

- Work in environments free from glare or reflection
- Have adequate lighting
- Increasing font size for comfortable viewing
- Position the iPad screen for comfortable viewing distance
- Taking frequent rest breaks and regularly blinking
- Adjusting the screen brightness, colours and/or contrasts can also assist in reducing eyestrain.

## **References**

- Australian Standard AS 3590 (1990) screen-based workstations, workstation furniture and input devices.
- Occupational Overuse syndrome – Keyboard Operators: Reducing the Risk
- Workplace Health and Safety – <http://www.dir.qld.gov.au/workplace/index.htm>
- Using your device safely, Department of Education, Victoria
- Education Queensland.

## BYO iPad Program Supported Device Requirements

### Apple iPad supported product

<u>Device Name</u>	<u>WiFi Model</u>	<u>Cellular (3G) Model</u>
iPad 7th Generation	YES	NO
Any iPad 7 <sup>th</sup> Gen or above	YES	NO

All storage versions are supported in the **BYO iPad program** at BayView SS – (32GB, 64GB, 128GB)  
BayView SS recommends an iPad device with the latest iOS.

Apple devices meet the specifications for Education Queensland and will work efficiently on both school and home networks. School network and platform maintenance will be covered by the school however hardware issues are the responsibility of parents. Visit the Apple website at [www.apple.com.au](http://www.apple.com.au) for information about Apple warranty.

### Charging the Device and Battery Maintenance

- **iPads must be fully charged when brought to school.**
- **The power supply is not required at school.** This reduces the weight of the equipment student's transport to and from school and reduces likelihood of damage and/or loss.
- **iPad battery life will be assisted if you**
  - ✓ Lock the screen and close all apps when not in use
  - ✓ Reduce the screen brightness and
  - ✓ Drain the battery completely at least once a week.

iPads can be left overnight at school, however must have enough battery for the next day. iPads must go home each weekend.

### Other Privately Owned Devices

Apple iPads are the only mobile device allowed at BayView as part of the **BYO iPad program**.

### Mobile Network (3G & 4G) Connectivity

Due to school-based policy, 3G and 4G compatible devices are not allowed into school. This includes mobile phones, mobile broadband devices and any other device with the capability of connecting to an external cellular network.

### Security, Insurance and Finance

While the BYO iPads will be securely stored in locked classrooms during break times, parents are encouraged to seek personal insurance.

### Damage in transit

All iPads will require a protective waterproof case when being transported.

### Damage at school

All devices are monitored by teachers at school and rules are in place to prevent foreseeable problems and damage however, from time to time, accidents may occur. If any damage to a device is through negligence of the school, the school will cover the cost of repair. If damage is caused by deliberate or careless actions of a student (owner or others), the costs of repair will be passed onto those involved and necessary behaviour consequences may apply. The decision around the responsibility for repair costs is at the discretion of the Principal.

**Required apps**

Each privately owned iPad in the BYO program will require necessary apps to be installed...most are FREE. The list of required apps can be found on *page 14* of this document.

At BayView State School, criteria is used to select required apps for the BayView SS BYO iPad Program. The two levels of required apps at BayView SS are:

- Whole School (all classes at BayView SS use these apps)
- Year Level (all classes in a year level use these apps)

**App Selection Criteria****App design**

- ✓ Design graphics/sound are appealing and visually stimulating.
- ✓ Promote creativity and imagination.
- ✓ Encourages the use of higher order thinking skills including remembering, understanding, applying, analysing, evaluating and creating.

**Appropriate Content**

- ✓ Content is appropriate for age of student.

**Differentiation**

- ✓ Customise Apps to meet individual student needs.

**Engaging**

- ✓ App is motivating.

**Feedback**

- ✓ App provides specific and useful feedback.

**General**

- ✓ No in-app purchases required for use.

**Privacy**

- ✓ Student personal details are not shared.
- ✓ Students are not required to enter personal details to create an account.

**Relevance**

- ✓ The app's focus has curriculum connection appropriate for the intended learning.

**Sharing**

- ✓ Content/Data can easily be exported, copied or printed.

**Usability**

- ✓ Student can launch and operate the app independently.

**User Data**

- ✓ User data is saved from session to session.

# BYO iPad Program Student Participation Agreement

## General Use

1. I understand it is recommended that I **bring my personal iPad to school each day** inside its case/cover.
2. I will bring **In- Ear Headphones with attached mic** in a named zip locked bag.
3. I will ensure the **iPad is charged** and ready to use at the beginning of each school day.
4. I will hold the **iPad with two hands** when carrying it and **will walk** with it at all times.
5. I will **ensure my iPad is kept in my school bag on my trip to and from school.**
6. I will **keep food and drinks away** from my iPad at school.
7. I will **immediately report any accidents or breakages** to my parents and teachers.
8. I will **only take photos and record sound and video** when granted permission by my teacher.
9. I will disable all app notifications except my school email, see saw and itunes during school hours.
10. I will follow all staff directions in relation to the use of my iPad.
11. I understand that if any damage to a device is through substantiated negligence of the school, the school will cover the cost of repair. If damage is caused by deliberate or careless actions of a student (owner or others), the costs of repair will be passed onto those involved and necessary behaviour consequences may apply. The decision around the responsibility for repair costs is at the discretion of the Principal.

## Content

1. I will have the **Digital Citizenship Student Workbook iBook** on my iPad and understand the iPad will not be used until the Digital Citizenship Student Workbook iBook is on my iPad.
2. I will use the iPad only to **support my school learning program** whilst at BayView State School.
3. I permit my teachers and parents to **perform checks** to monitor that I have not installed illegal / unsuitable software and content and to check the websites which I visit. I understand there will be **consequences** for inappropriate use including, but not limited to, loss of privilege of using the iPad for a period of time.
4. I will ensure there is adequate free storage available on my device for classroom use. Social networking apps are not permitted and only appropriate pictures and videos are to be stored on the device.
5. I am responsible to ensure my iPad is **backed up**.

## Safety and Security

1. Whilst at school, I will only connect my iPad to DETE's filtered Internet service, Education Queensland's Managed Internet Service only. When devices are used at home, parents are advised to monitor student online activity.
2. Whilst at school, I will **only go to websites** that support my learning activities.
3. Whilst at school, I will **only use apps** my teacher permits me to access.
4. I will only use my **school email account** for mail related to my learning.
5. Electronic messaging, communications and file transfer may be used for **educational purposes only**, under the direction of your teacher.
6. I will not reveal names, personal details or images of myself or others, online or in electronic communication unless it is safe and you are authorised to do so. Parents and students are encouraged to visit the government eSafety site at <https://www.esafety.gov.au/> and discuss online safety and privacy.
7. I will **only take photos and record sound and video** when granted permission by my teacher.
8. The school and class names, crest or uniform must not be used in any way which would result in a negative impact for the school and its community. I will not post photos, audio or video of such.
9. I will use my iPad lawfully and in accordance with the *Appropriate Usage section of the iPad Program Charter* regarding **ethical use** of equipment, technology, use of legal software, use of the Internet and the protection of personal data.
10. For security reasons, I am **not to share account names and passwords** with anyone unless requested by *BayView State School* staff when servicing the iPad.
11. I am **responsible for the security and use of my iPad while at BayView State School**. iPads are to be stored in tidy trays when they are not being used. The classroom will be locked during lunch and play breaks.

I have read and understand the BayView SS BYO iPad Program Charter and the BayView SS Responsible Behaviour Plan for Students. I agree to abide by the guidelines outlined by both documents.

I am aware that non-compliance or irresponsible behaviour, as per the intent of the Charter and the Responsible Behaviour Plan, will result in consequences relative to the behaviour, to be determined by the school.

I understand that these expectations also apply when using other school technology equipment.

Name of Student: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Class: \_\_\_\_\_