# BYOD Program

**Bring Your Own Device Program**

# Information and Guidelines Handbook

## Years 4-6

# Wellers Hill State School

*Everyone connected, Everyday striving to succeed, Everywhere learning*

## Table of Contents

# Wellers Hill State School
*Everyone connected, Everyday striving to succeed, Everywhere learning*

## Rationale

### Strategic Plan

Wellers Hill State School's Strategic Plan, specifically focuses on Student Achievement, Engagement and Wellbeing.

This plan is being enacted through

- A **teaching pedagogy** based on achieving **learning outcomes tailored** to each student. Encouraging students to demonstrate **accountability for their learning** through discussions of their learning goals and achievements;
- Teachers guiding, supporting and facilitating students through the **Australian Curriculum** and strategically **planning and negotiating** how students will learn based on their individual needs, interests and learning styles; including using technology to support and enhance learning.
- **Rigorous, on-going student assessment** based on demonstrated **consistent learning achievements** in a variety of settings and over time;
- **High standards** in **literacy and numeracy** across all eight Learning Areas including Technologies, The Arts and Digital Literacy capability;
- **Strong links** between **home, school** and our **community**.

### What is BYOD?

BYOD stands for Bring Your Own Device. This scheme allows parents to use an existing family-owned device or purchase a new device that meets the minimum requirements of the school. **Currently, the only device allowed in the Wellers Hill State School BOYD program is the iPad (NO iPad mini's).** The device will be able to connect to the school wireless network and access the school's filtered Internet connection as well as access some of the school network drives.

The iPad is used in classrooms as a learning tool to deliver the Australian Curriculum, supporting individual learning needs. An iPad is a powerful means of differentiating and personalising a student's education. Teachers will purposefully plan learning opportunities that incorporate appropriate formats for learning, leading to greater student engagement and success. Using an iPad as a tool for learning, assist students in learning digital literacy skills and educate students around issues with using technologies.

It is important to note that technology is just one aspect of education at Wellers Hill. Within our balanced curriculum students do not use their iPads any more than resources such as books, pencils, paint, blocks and other traditional materials. Wellers Hill combines the great traditions in education with contemporary innovation to prepare students for a modern world.

### Curriculum

The Australian Curriculum emphasises the significant differences inherent in learning in the 21st century. The whole curriculum is built around the development of 8 Learning areas and a set of general capabilities: literacy, numeracy, ICT capability, creative and critical thinking, ethical behaviour, personal and social capability, and intercultural understanding.

*"Schools have to prepare students for jobs that have not been created, technologies that have not yet been invented and problems that we don't know will arise."*
Andreas Schleicher
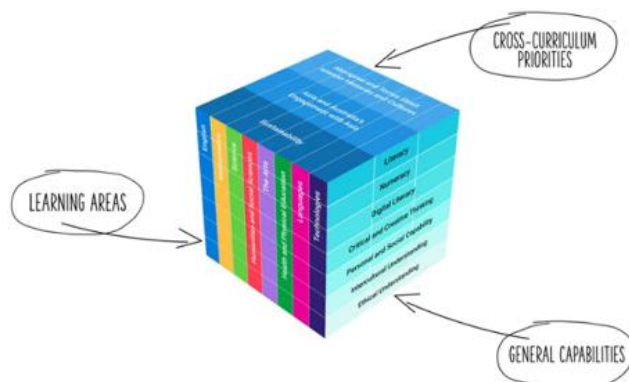
**Digital Literacy Capability -** In the Australian Curriculum, students develop knowledge and skills through the Digital Literacy (ICT) capability as they learn to use ICT effectively and appropriately to access, create and communicate information and ideas, solve problems and work collaboratively in all learning areas at school and in their lives beyond school. Digital Literacy capability involves students learning to make the most of the digital technologies available to them, adapting to new ways of doing things as technologies evolve and limiting the risks to themselves and others in a digital environment.

The aim of our Bring Your Own Device (BYOD) program is to exponentially enhance a student's learning engagement, and motivation to acquire the Australian Curriculum whilst developing their Digital Literacy general capability. Our BYOD classes allow teachers to become facilitators of learning, with students engaged and working collaboratively.

The Australian Curriculum demands high standards in literacy and numeracy across all learning areas in addition to the general capabilities. The BYOD classes provide differentiated opportunities for students to access these requirements through:

- Rigorous, on-going and real-time assessment,
- Consistent learning achievements across the curriculum utilising digital literacies
- Critical and Creative thinking skills- across the curriculum and a strong focus within Technologies
- Digital Literacy (ICT) – is a required capability to ensure students are familiar and confident users of technology

## Advantages of BYOD

The advantages of using the iPad include:

- Access knowledge and information through the plethora of **content and creation apps** (many of which are free) to support student learning;
- Access to a **wealth of information** on the Internet when they need it (using the speak ability via settings to read text for those students in the lower year levels or students with lower literacy levels than their peers) through wireless connectivity;
- Access to **rich media** including digital stories, image and video;
- **Increased productivity** through quick loading of apps and quick response of the iPad;
- The iPads operating system is very **reliable**, ensuring maximum up-time;
- Students are able to create a **diverse range of high-quality digital content** with **very little training** in the use of the applications. The device is lightweight and portable;
- Provides simple yet **sophisticated text, audio and video-based communication facilities** for collaboration with peers, teachers and experts in a local, national or global context;
- Ability to **personalise learning** and provide work targeted at the correct level for students; and
- **High student engagement** both independently and collaboratively.

When developing our program, the following have been considered and incorporated within our units of teaching and learning:

- In any classroom, the most critical factor in learning is the teacher, the iPad is a tool;
- The emphasis is on pedagogy, not play: best practice teaching for the best outcomes for students;
- The iPad is not intended to be used for the majority of any school day nor for the majority of teaching within specific Learning Area;
- The iPad must be used intentionally with carefully selected Apps thus creating a means to an end;
- The iPad enables rich, personalised, high-order, collaborative and creative learning experiences;
- The iPad is our choice of device based on our staff learning and development program, support provided by Education Queensland, the screen size, and the quantity and quality of available Apps
- The iPad is an inclusive learning tool that enables use by students with disabilities and learning difficulties;
- The iPad enables a variety of learning methods such as repeated exposure/practise productivity and creativity;
- Young children live in a world of interactive media and are growing up at ease with digital devices, often taking more risks than adult learners;

- It is essential that all staff are given appropriate professional development in how best to utilise the iPad in the context of a classroom with 25-28 children as well as given the opportunity to learn from each other. Learning is a life-long journey!

The management of an iPad at home (i.e. updates, downloads, charging, accounts, etc.) reduces the time taken away from the teacher and school for more teaching-related activity.

Our BYOD Program enables each individual to achieve the best educational outcomes through a rich, diverse engaging curriculum, in a happy, safe and healthy community.

## BYOD iPad Requirements

The requirements for the iPad are as follows:

- iPad 10th generation model or newer, ***64gb as a minimum or greater is recommended*** for the storage of apps along with user data e.g. photos
- no SIM (Wi-Fi only)
- Screen size between 10.9" and 11" diagonally
- iPad Mini models are not acceptable
- fully charged battery that will last the school day
- Latest IOS uploaded/updated

Keep in mind that any personal applications and content placed on the device may interfere with the storage requirements for school use and school required apps must take priority.

Apple devices meet the specifications for Education Queensland and will work quickly and easily on our network at school and for you at home (Internet access is via wireless). Network and platform maintenance costs to support the successful operation of the iPad devices at school will be covered by the school however hardware issues are the responsibility of parents.

If you choose to use a second-hand device, please make sure you reset the iPad to clear all your data. You will need to set up a new Apple ID specifically for your child. Please ensure that the device is capable of updating the operating system or some apps may not function.

### Must have accessories
1. Headphones – students will need iPad compatible headphones
2. iPad cover/case – to protect the iPad
3. Keyboard – must be iPad compatible

### Encouraged items
1. Stylus – we recommend a generic stylus or you can purchase an Apple pencil or LongiTech Crayon (please check compatibility with your iPad)
2. Tempered glass screen protector
3. Apple Care can be purchased for additional cost and provides a warranty. Visit the Apple website for more information.
4. Insurance is an important consideration for the device your child brings to school. You can discuss insurance cover for the device with your home and content provider and add this item to your existing cover
5. Microfibre cloth for cleaning the iPad

## Third Party consent

Effective iPad use will require necessary apps to be installed at the cost of the parent (most are FREE). Wellers Hill staff thoughtfully select apps based on curriculum needs of the students and final approval for app selection is by the Principal.

A third-party website is any website that is not managed by the Department of Education and Training (DET) and is housed off the DET network (e.g.: most sites other than OneSchool or the Learning Place). When students are required to create an account or student personal information is required on a third-party website a Third-Party Website Consent form must be completed by the students' parents/guardians.

An Apps consent will be sent to families that outline the applications that will be used from year 4 to 6. At the end of each year, an application audit will occur to ensure that required apps continue to create the best learning environment for students. Some of the apps chosen will require a 'Third Party Website Consent' form to be completed by the parent.

## Technical Support

The school provides technical support limited to enabling the iPad to access the school network and software. Physical damage, faulty hardware and operating system software, or removal of non-school software that prevents the iPad from accessing the school network are the responsibility of the student and parent/caregiver.

## iPad Care and Damage/Loss

The student is responsible for taking care of and securing the iPad. Responsibility for loss or damage of an iPad at home, in transit and at school belongs to the student and parent. Independent advice should be sought regarding inclusion in home and contents insurance policy or separate insurance for the iPad. The school takes no responsibility for damage or loss. It is advised that accidental damage and warranty polies are discussed at point of purchase to minimise financial impact and disruption to learning should an iPad not be operational.

## Finance

Families of students will cover the cost of the device, case and apps. Insurance of the device does not fall within the existing school insurance policy that covers technical equipment. If families wish to insure the device, they will need to make enquiries with their insurance providers. Families that find the BYOD program a financial burden, are encouraged to make contact with the school.

## Acceptable Usage

### Acceptable device use

Students must follow the school expectations in the student code of conduct when using their iPad set out in the BYOD Student Participation Agreement (Appendix 4).

*It is expected that all students entering the BYOD program will sign the Student Participation Agreement form (appendix 4). This can be done digitally via the survey manager that will be emailed to families in Term 4.*

The expectations set out in the BYOD Student Participation Agreement apply to the device and the internet both on and off the school grounds.

### Student Expectations and Responsible Use Agreement

**General Use**

1. I understand that I need to **bring my iPad to school each day** for educational purposes only.
2. I will ensure the **iPad is charged** and ready to use at the beginning of each school day.
3. I will hold the **iPad with two hands** when carrying it and **will walk** with it at all times.
4. I will **ensure my iPad is kept in my school bag on my trip to and from school.**

5. I will **keep food and drinks away** from my iPad at school.
6. I will **immediately report any accidents or breakages** to my parents and teachers.
7. I will let the teacher know at the beginning of the day if I have forgotten my iPad.
8. I will seek permission from individuals prior to taking photos and recording sound or video.

## Content

1. I will use the iPad ONLY to **support my school learning program** whilst at Wellers Hill State School.
2. I understand that *no games are to be installed or if installed are locked during school time*
3. I will **NOT** *message family or friends during school time – this must be disabled.*
4. I permit my teachers and parents to **perform checks** to monitor that I have not installed illegal/unsuitable software applications 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.
5. I understand that I will use my iPad only when instructed for lessons.
6. I am responsible to ensure my iPad is **backed up**.

## Safety and Security

1. Whilst at school, I will only connect my iPad to Education Queensland's Managed Internet Service. I am not permitted to access 4G/5G Internet at school.
2. Whilst at school, I will **only use websites** that support my learning activities.
3. I will use my iPad for **school related activities** at home.
4. I will only use my **school email account** for mail related to my learning.
5. I will be **cybersafe** and **cyber smart** when using the internet.
6. I understand that teachers are able to check my iPad to ensure there is no inappropriate material stored on it and will contact my parents immediately if any such material is found.
7. I will demonstrate **responsibility and etiquette** when using my iPad
8. I will **only take photos and record sound and video** when granted permission by my teacher.
9. I will use my iPad lawfully and in accordance with the [Acceptable Use of ICT Services](#) guidelines 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 **will not share account names and passwords** with anyone unless requested by *Wellers Hill State School* staff when servicing the iPad.
11. I am **responsible for the security and use of my iPad while at *Wellers Hill State School***. iPads will remain in the classroom during lunch and play breaks and the classroom will be locked if unattended.

## School and Teacher expectations

The device will be used in accordance with Occupational Health and Safety Standards:
- Taking regular rest breaks (at least every 20 minutes; more often if the setup is not ideal to allow muscles and vision to recuperate)
- Not using the iPad for more than 1 hour in any session
- Working in an environment free from glare
- Using the iPad on a desk rather than on the lap whenever possible
- Changing the viewing angle to minimise the need to bend the neck
- Using a chair to maintain good posture
- Reducing the need to carry the iPad (where practicable)

## Professional Development for Teachers

The staff at Wellers Hill State School are committed to using the iPads successfully to deliver the Australian Curriculum. They engage in Professional Development to enhance their pedagogy with use of technology across the curriculum. It enables teachers and support staff to keep a universal approach for learning across the school.

## Usage/Storage

- iPads will only be used under the supervision of a teacher or teacher aide
- iPads will not be used outside of class time and will be stored safely in classrooms during breaks – students are not to have access to their iPads during break times
- Students must keep their devices in their bags before and after school – consequences can be applied should a student not meet these expectations
- **There is NO FREE TIME ON iPad at any time**

## Passwords

Usernames and passwords are to be kept by the student and not divulged to any other individual (e.g. a student should not give their fellow students their username and password). Students cannot use another student or staff member's username or password to access the school's network, including not trespassing in another person's files, home drive or e-mail. Additionally, students should not divulge personal information (e.g. name, parent's name, address), via the Internet or e-mail, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.

## 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.

Students should be mindful that the content and behaviours they have online are easily searchable and accessible. This content may form a permanent online record into the future.

Interactions within digital communities (TEAMS) and environments should mirror normal interpersonal expectations and behavioural guidelines, such as when in a class or the broader community.

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 (unsolicited email), or they have received a message or other online content that is inappropriate or makes them feel uncomfortable, they must inform their teacher, parent **or caregiver** as soon as is possible. On school laptops and desktops students are encouraged to explore and use the 'Cybersafety Help Button' to talk, report and learn about a range of cyber safety issues.

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 Online Awareness: Information for Parents and Caregivers. More information about helping your child enjoy a safe experience online can also be found at the E-Safety website.

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## Internet Use at School

The internet has become a powerful tool for teaching and learning; however, students need to be careful and vigilant regarding some web content. At school, students must agree to follow the Student Code of Conduct in relation to Internet Use. 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.

## 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.

Additionally, students should not divulge personal information via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school. It is important that students do not publish or disclose the email address of a staff member or student without that person's explicit permission. Students should also not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others. They should ensure that privacy and confidentiality is always maintained.

## 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 and parents will be responsible for the overall care of the iPad and management of applications (apps). Parents will have full administrator rights to the iPad and will be able to perform ongoing updates, apply restrictions in the settings and restore the iPad if it malfunctions. It is the parents' responsibility to enable the restrictions on the device by creating a 4 or 6 digit passcode. This passcode is to be kept from students. If a student knows the passcode, they are able to change the restrictions you have set. See 'Enabling Restrictions' in this Handbook for more information.

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

## Screen Care

Parents will supply a protective case for the iPad. Students will be required to treat the iPad with care and keep it within the protective case at all times. The screen can be damaged if subjected to rough treatment. They are particularly susceptible to damage from excessive pressure and can be costly to repair.

- Do not lean on the top of the iPad
- Do not place anything near the iPad that could put pressure on the screen
- Clean the screen with a soft, dry cloth or anti-static cloth

## Breakages and Breakdowns

A new iPad is covered by a one-year Apple warranty for hardware faults. If your device is in warranty, please take your iPad to the nearest Apple Store for assessment. They will advise on your options. If your device is out of warranty, there are a number of shops locally that can fix iPads, including screens.

# At Home

Monitoring student use of the iPad at home is essential. Please be mindful of the amount of screen time students are exposed to, as "downtime" is extremely important in our busy lives. Note the Health and Safety recommendations in the Overview. It is also important that students have "downtime" from their school friends and their schoolwork and they are not connected 24/7. It is recommended that the iPad is used only for school related activities and only the required apps are installed on the device. We also recommend that the device is not stored in the student's bedroom, especially in the evening and at weekends.

# At School

## Bring iPad every day

Unless specifically advised otherwise by their teacher, students should bring their 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.

## Devices Charged

iPad brought to school will need to be fully charged. *The power supply will not be required to be brought to school.* This should be a part of normal homework routine.

## Leaving devices at home

Since some lessons are specifically designed for the use of devices, students who fail to bring their device to school for a valid reason are to report to their teacher who will organise for a loan iPad should the school have one available.

## Peer Instruction

Students will learn from other students readily. More experienced users of technology may be paired with less experienced users. The same will apply for students coming into the program partway through the year. Students will be encouraged to share their strategies where appropriate and demonstrate ideas, shortcuts etc to the whole class. Students will be encouraged to ask other students before calling on the teacher when needing help with a device related task. "Ask two before me," meaning ask two classmates before asking your teacher, if appropriate.

# Homework

## Home-school partnership

One of the benefits of the BYOD program is that families will have access to some of the work done by students at school. Families are able to enjoy the learning process in a more immediate way by asking students if there is

anything new on their iPad or by checking themselves.

Wellers Hill State School Homework Policy states that "Homework provides students with opportunities to consolidate their classroom learning'. The setting of homework at Wellers Hill State School takes into account the need for students to have a balanced lifestyle. Homework may also be set by specialist and instrumental music teachers. BYOD classes may access their homework through various eLearning options.

Additionally, your child may be expected to complete homework tasks on their iPad. These tasks will support learning in the classroom and assist those who missed lessons due to absence. The time spent on these homework tasks are specific to your child's grade. The policy is as follows:

*Homework tasks on the iPad tasks should be explicitly known to parents to make sure you know what your child should be working on. This will be communicated from the classroom or specialist teacher. Homework on the device will be kept to an absolute minimum.*

Students will continue to use handwriting as their primary form of communication in a classroom and for homework. As handwriting is part of the Australian Curriculum, Wellers Hill State School follows these guidelines.

## Creating an Apple ID

Parents will be required to set up an Apple ID and/or Family Sharing for their child/ren. Within Family Sharing a separate Apple ID will need to be created for each student. Parents will need to do this as the legal age for setting up an Apple ID account is 13 years or over. These details are required to install and update apps. Teachers will not know students' Apple ID details and are not responsible for installing or updating apps. We request that these account details are not shared with the student.

See the Apple website for information about setting up Family Sharing and Apple IDs for kids:

https://support.apple.com/en-au/HT201088

It is recommended that you enter an optional rescue email in case you forget your Apple ID details. Please use a parental or family email address not a student's email address.

It is recommended to turn off subscriptions so that the email inbox you have chosen for this Apple ID is not sent promotional material. More information about Apple IDs can be found on the Apple website by clicking on the link: https://support.apple.com/apple-id

## Frequently asked Questions

**How is the iPad used for learning?**
Teachers use apps such as word, page, book creator to type work and it uses speech-to-text for writing, excel (spreadsheets and graphs are used for our Math and Digital Technologies curriculum), taking photos, keynote and PowerPoint for presentations, mirroring and airdropping work to share with the class, Mathletics, Sora (digital library), recording presentations. Students can take the work home on their iPad and they can be airdropped documents after an absence. Some year levels use TEAMS to collaboratively work together.

**How does the Japanese program use iPads?**
All teachers use the iPad as a tool for learning to access the Australian Curriculum. Teachers use activities to consolidate concepts (e.g. quizzes) that can be accessed at home. Texts can be translated between English and Japanese.

**What is the punishment if a child is found using iPad outside class (e.g. what is the deterrent?)**
Students sign an acceptable use policy. iPad use outside of the classroom is specified in our major and minors behaviour categories.

**Will they have access to iPads outside of class time?**
Students should only use iPads under the supervision of the teacher. They may use it during an extra-curricular activity during lunch times as per the teacher's direction. iPads should be in school bags before and after school.

**If they need parental permission to download an app - how does this work?**
A consent form will be sent to parents/carers. It is up to the parents to download the required apps at home so they can be used at school.

**If consent is not given for an app how will the school make sure the students' education is not hindered?**
The iPad is a tool for learning. Teachers use many tools and will find an alternative activity for students that have not given consent. The apps are one of many tools teachers use to teach the Australian Curriculum

**What if you cannot afford an iPad?**
Talk to the teacher or the school. We have a bank of iPad that we can distribute to students when necessary.

**Is there a requirement for the device to be managed by the department?**
The device is managed by parents and algins with Ed Qld guidelines.

**Are there any plans to introduce more coding education for students to develop apps on the iPad?**
The teachers are mandated to teach the Australian Curriculum. Currently within the curriculum, Wellers Hill teachers are using Bee-Bots and Scratch in some year levels. There is a technologies extra-curricular activity one playtime a week in the STEM lab.

**What if they run low on battery?**
We ask students to charge the iPad at home but they can use a charger if they are low. It may restrict the use of the iPad and classrooms generally have a small number of chargers.

**Does the device need to be cellular or Wi-Fi only?**
Wi-fi only – students log on to the iDET network using their MIS logon. The Education Department has blocked sites and can monitor use on the school server. iPads can log on the Wi-Fi network you have at home.

**Do you have the data behind how using an iPad improves a student's well-being and learning?**
The iPad allows teachers to differentiate in the classroom and provide individualised learning activities to meet the needs of our students.

**Does it need to be "iPad"?**
Our teachers and our ILC plan units of work and assessment around the use of an iPad as a device for learning. The apps that students use support this. An iPad is lightweight and portable and can be transported between home and school, and between the classroom and specialist lessons.

**Believe many other state primary schools start using tablet at earlier grade. Why Wellers Hill starts from year 4-6? Does this still keep up with Australian curriculum?**
Students in P-3 have access to a bank of iPads to use and a bank of laptops. They share these and are not one per child. Our BYOD program starts in Year 4 as they enter the upper school and can be responsible for looking after their own device. Having an iPad for each child in Year 4 – 6 helps teaches digital literacy helps to keep up with the demands of the Australian Curriculum.

**What proportion of time will be split between using a device and using hand writing? How much time will be spent on iPads vs pen/paper?**
Using pens and books is very important in the classroom. The amount of iPad use will be different in each classroom and each day. Frequent rests are taken from the iPad every day.

**How does the school handle malicious scripts that can potentially be in PowerPoint, excel, and word?** We haven't experienced malicious scripts in Microsoft Office. All emails sent to and from Queensland state school students are scanned by Microsoft's automated systems to identify viruses, phishing scams, spam and other malicious materials. The department has a responsibility in ensuring the safety of students while using the internet at school and will ensure websites and web applications are blocked if they are inappropriate, malicious, illegal, dangerous or conflict departmental policy. Parents are reminded that filtering and monitoring systems are not foolproof and do not replace the need for parental supervision when children are online.

**How will the teacher supervise students using an iPad?**
Teachers monitor use by actively supervising class and can use classroom app to view student iPads.

**A few parents complained that kids played games in a class with relief teachers. Do kids play games in a class occasionally?**
Students should not have free time to play games in class. The iPad is a tool for learning aligned to the Australian Curriculum.

**How do I restrict access to some apps on the iPad?**
Instructions are in the BYOD handbook with links to appropriate sites for extra assistance or the apple store is a good point of call.
Information about restrictions can also be found at Cybersafety in Queensland schools -
https://www.qld.gov.au/education/schools/health/cybersafety/cybersafety-qss

**What if my student forgets their iPad? Will there be loan iPads for students when/if their iPad is in for repair?**
There are school devices that the student can borrow on the day if they don't have their iPad. They will not be allowed to take this iPad home.

**How do they log on to the school network?**
Student MIS ID and password. This can be reset by the classroom teacher if needed.

**What if there is a problem with the iPad?**
The teacher would be the first point of contact at school, we have an IT Support person at school 2 days per week. Any hardware issues will need to be looked at by the parent.

**Have you considered recent research about negative effects of increased screen exposure for children?**
We recommend regular rest breaks at least every 20 minutes and no more than 1 hour of iPad use per session when they are using the iPad at school.

**How do you lock the apps during the day?**
iPads are only used under the supervision of the teacher. iPads are stored safely in the breaks. Parents can put restrictions on apps and limit screen time. Instructions on how to manage restrictions is in the BYOD Handbook and can be found in the Cybersafety in Queensland Schools.

**How much time should they be working on the iPad at home?**
Teachers will have some activities to do on the iPad at home – but they should notify you. Ask the teacher if you have any concerns.

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## Getting ready for the start of school in 2025 checklist

- ☐ Read the BYOD 2024 information handbook
- ☐ Purchase an iPad or check you have a current device at home that meets the minimum recommendations identified in this handbook
- ☐ Ensure the iPad has a protective case/cover
- ☐ Purchase or check you have the peripheral devices and iPad accessories identified in this handbook.
- ☐ Review the encouraged accessories (recommended but optional)
- ☐ Clearly engrave or label all equipment with the student's name
- ☐ Turn on and setup your iPad over an internet connection
- ☐ Setup Apple ID
- ☐ Setup Family Sharing
- ☐ Read and setup Parental controls
- ☐ Check your peripheral devices connect to the iPad
- ☐ Download the required apps as outlined in this handbook
- ☐ The BYOD agreement must be read and signed by both parent/s and caregivers and students (Appendix 3 and 4)

## First day of school in 2025

- ☐ Your child brings in a fully charged device, and accessories in their school bag (they should not be carried by hand around the school)
- ☐ The iPad will be taken in to the classroom and secured during the day
- ☐ Students cannot access the school's wireless network if the agreement is not completed
- ☐ Students cannot access any third-party websites and apps until the Third-Party Consent form has been completed

## Required apps

Please download the following apps on your student's iPad.

| App | | **These apps are free for EQ students.** | |
|-----|---|---|---|
| Pages | | Word | |
| Keynote | | Power Point | |
| iMovie | | OneNote | |
| iTunesU | | Excel | |
| GarageBand | | Outlook | |
| Numbers | | Teams | |
| Apple Books | | | |
| Sora | | | |
| Classroom | | | |

Install and set up Office on an iPad
https://support.microsoft.com/en-gb/office/install-and-set-up-office-on-an-iphone-or-ipad-9df6d10c-7281-4671-8666-6ca8e339b628

**Download the app and login using DoE username and password (classroom teachers will be able to provide this information)**

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## Appendices

### Appendix 1: Enabling Restrictions on the iPad

Restrictions need to be enabled by parents. This ensures certain controls can be exercised over what can and cannot be viewed on the iPad. Although the restrictions go some way towards filtering inappropriate material, it cannot be relied upon. Therefore, it is very important that students are monitored when using the iPad, especially when using the Internet. Please speak with your child about appropriate access and encourage them to inform you if they inadvertently come across something they should not have access to. Unfortunately, the makers of inappropriate material have ways around filtering systems, so it is important that students have strategies and know what to do if this situation occurs. Students should feel comfortable and be actively encouraged to inform their parents and teachers if they accidently access inappropriate material.

**Screen time**
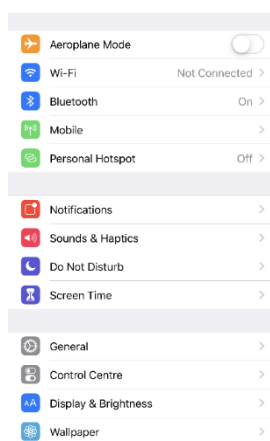
The new IOS update now allows users to schedule blocks of time to limit device use. Parents have the option of setting downtime, in which apps will 'turn off' between certain hours of the day. Time limits can be set on certain apps and some apps like phone or books can be chosen to always be available. Each week, a screen time report is sent to better understand and manage your device usage. This gives parents an understanding of where their child spends their time and can assist them to set app limits for them. This feature is highly recommended to help students limit their screen time and keep good sleep hygiene. Shutting down electronics at least an hour before bed will help your child naturally produce melatonin and keep their circadian rhythm regulated.
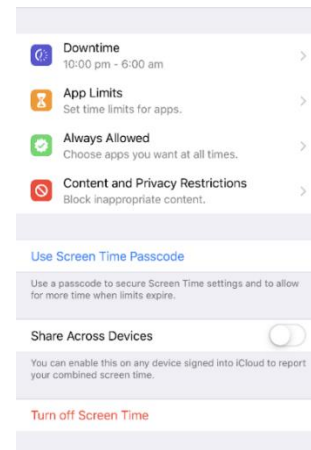
Screen Time also allows you to turn off **in-app purchases** (in **Content and Privacy Restrictions> Content And Privacy Restrictions** see **Appendix 1**) which protects the student from inadvertently spending money whilst using apps. Some app developers use this function to entice users to download extra features for a cost. Often their apps are free to download initially and they use underhand ways of causing the user to inadvertently agree to in-app purchases. Turning off **deleting apps** will ensure that apps are not inadvertently deleted and have to be re-loaded. We also suggest **installing apps** be switched off throughout the program. Each term this may be switched temporarily back on as new apps will need installing and some apps may require updating. You will need to go through each tab in **Allowed Content** and select **clean**, **G rated** and **restricted** where required. Be guided by the image above. At school the Education Queensland network will block any inappropriate content but you will need to manage content restrictions at home.

**iMessage**

We ask that notifications for iMessage be turned off during school hours. Time limits can also be set on the messages app to limit your child's access to instant messaging. We ask student to refrain from the use of iMessage and that the app be removed from the iPad. If the app does need to remain on the iPad it should be managed under screen time in settings.

## Appendix 2: Screen Time Explained

Wondering how to set up parental controls on an iPhone, iPad, or iPod Touch?
Need to block or limit access to apps, websites, and content? Look no further than Restrictions!

If you share your iPhone, iPad, or iPod Touch with your children or other family members and friends, you probably use the Restrictions feature. This feature allows us to put our iDevice into a Kids Mode, where we can prevent other users (i.e. our kids) from making unauthorized App and Music purchases, viewing adult content, or using specific apps. However, Restrictions in iOS 12 is not easy to find!

**Follow These Quick Tips to Find and Update your iPad Restrictions**
1. Find Restrictions in Screen Time's Settings
2. Open **Settings > Screen Time** and tap **Content & Privacy Restrictions**

**Screen Time is a Setting, Not an App**
One of the most confusing things about Screen Time is that it's not an app! You won't find screen time on your Home Screen. Instead, Screen Time is part of your Settings App (**Settings > Screen Time**.)

**What is Screen Time?**
Apple designed Screen Time to help all of us get a better handle on how we use and spend time on our devices.

Screen Time creates detailed Activity Reports, statistics, and graphs that break down the total time you (and any family members) spend in each app category (like games, social networking, entertainment, productivity, reading and references, creativity, and so forth.)

**Screen Time Gathers Data from All Devices**
The Screen Time Setting gives you an accurate snapshot of your iDevice use because it's set up across all your devices signed in with the same Apple ID. So, if you have an iPad or iPod Touch and an iPhone connected to the same Apple ID, all the stats are synced and updated between devices, including app usage, pickups, notifications, and so forth.

To collect all this data, the only requirement is that all your devices run iOS 12 or higher.

**Screen Time Houses All the Parental Controls**
Within Screen Time is a tab for Content & Privacy Controls. This location is where Apple stores our Restrictions feature from previous iOS versions.

To access these controls, you must create a Screen Time Passcode. Once you create one, you can limit the activities, settings, and content that's allowed on your device.

Apple provides parents with a lot of controls to filter content or restrict access, so take your time when reviewing its parental controls!

**Opening Screen Time for the First Time? Set-Up Restrictions and Parental Controls**    When you open Screen Time (Settings > Screen Time> Turn On Screen Time) for the first time, select your parental control options
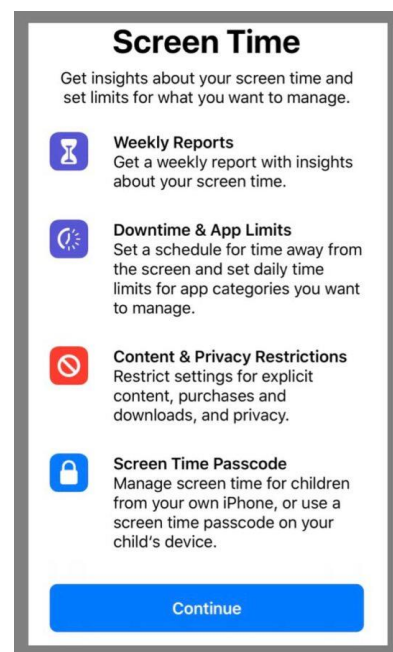
1. **If the iDevice is for your child only? Select This is My Child's (device)**Follow the on-screen prompts to set-up the different Screen Time services, including Downtime, App Limits, and Content & Privacy Choose Not Now if you don't need to set-up the service or if you're not ready to set it up
2. Create a Parent Passcode and be sure to write this down or save it for times when you want to disable or make changes
   If you forget your Screen Time passcode please look up
3. Passcode When the Device is yours but you intend to share it, select This is My iPhone

**If your child (or someone else) uses your device,**
1. Tap Content & Privacy Restrictions
2. Toggle Content & Privacy Restrictions to on
3. Select which services you want to disallow.

For example, tap iTunes & App Store Purchases to disallow these purchases and downloads.
Tap on the items you want not to allow (like installing apps, deleting apps, or in-app purchases) and choose **Don't Allow.**

Go through the entire list of options and choose what to allow and what not to allow–the default is Allow so be mindful.
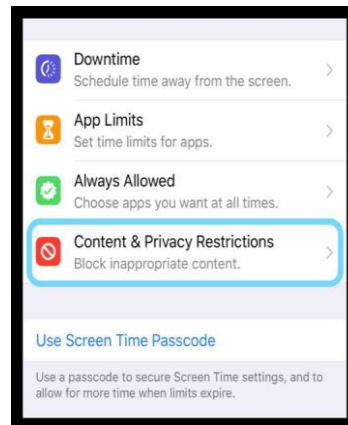
*There are a lot of options in Content & Privacy so take your time reviewing these choices.*

Once you make all your selections, go back to the previous screen and choose **Use.**
**Screen Time Passcode**
1. Enter a passcode you'll remember
2. Confirm the passcode
3. Write it down or save it for later to make changes and to disable these restrictions
4. Your restrictions are now active
- If you forget your Screen Time passcode, see this article for tips on How-To Reset the Screen Time Passcode
- To disable, tap Content & Privacy Restrictions again
- Enter your Screen Time Passcode
- Toggle Content & Privacy Restrictions Off to regain full access to your Device

**Toggle Restrictions ON whenever you hand-off your device to your child or someone else**
1. Just tap Settings > Screen Time > Content & Privacy Restrictions
2. Toggle Content & Privacy Restrictions on
3. Then go to your Home Screen
4. All those restrictions set-up earlier is active until you disable them using your Screen Time passcode

**Already Using Screen Time But Need To Set-Up Restrictions and Parental Controls?**
**If you previously set-up Screen Time and did not put in any restrictions, you can add these in at any time!**
1. If you have a Screen Time Passcode
2. Tap Content & Privacy Restrictions and toggle it on
3. Follow steps 3-4 listed in the section "**If the Device is yours**"
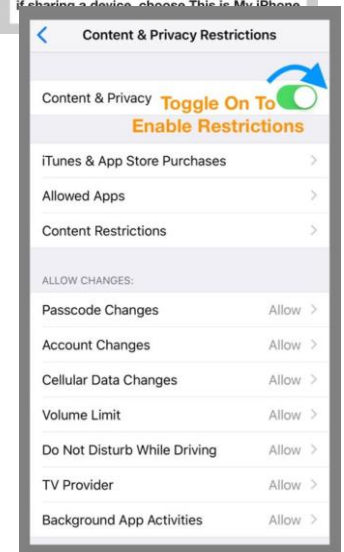
4. Once you make all your selections, tap the back button in the top-left to return to the main Screen Time Settings page
5. Go to your Home Screen
6. Your Restrictions are now active. To disable them, follow the directions from Step 6
7. If you do not have a Screen Time Passcode
8. Open **Settings > Screen Time**
9. Follow all the steps listed in the section "If the Device is yours"

**Have A Family Sharing Plan?**

If you have a family sharing plan and are the family organizer, you can also manage devices and Screen Time remotely.

Go to **Settings > Apple ID Profile > Family Sharing >** and select **Screen Time** under Shared Features

**Want to Disable Restrictions on your iPhone, iPad, or iPod Touch?**

**Turning off Restrictions is really easy using Screen Time**

1. Go to **Settings > Screen Time**
2. Tap Content & Privacy Restrictions
3. Enter your Screen Time passcode, if requested
4. Toggle Content & Privacy Restrictions off
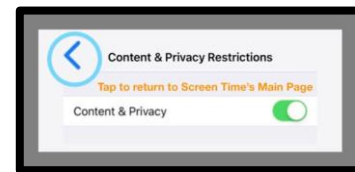
When you disable Restrictions, it does save your previous Restrictions Settings. So, the next time you enable Restrictions, it brings up your previous decisions on what to "allow" and what to "don't allow."

**Want to Disable Screen Time?**

If you'd rather your iPhone, iPad, or iPod Touch not collect data on how you use your device, you can indeed turn off Screen Time

1. Go to Settings > Screen Time
2. Scroll down to Turn Off Screen Time
3. Enter your Screen Time passcode, if requested

Turning off Screen Time on your device deletes all your app, website, and notification history. With Screen Time off, your device does not save any data. Only when you re-enable Screen Time does it collect any data.

Appendix 3: Parent Agreement – emailed via Survey Manager

Dear Parents/Caregivers,

This survey is to inform you of the Wellers Hill State School Bring Your Own Device (BYOD) Parent Agreement and Student Responsible Use Agreement.

Parents and students must agree and adhere to the following to participate in the Wellers Hill State School Bring Your Own Device program. Students that have incomplete agreements will be unable to use their iPad's as a tool for learning. This agreement must be completed every year for each student in Year 4, 5 and 6.

By completing this survey, you are to agreeing to the iPad Terms of Use.

*Authorisation and controls*
The principal reserves the right to restrict student access to the school's ICT services, facilities and devices if access and usage requirements are not met or are breached. However restricted access will not disrupt the provision of the student's educational program. For example, a student with restricted school network access may be allocated a stand-alone computer to continue their educational program activities.

The Department of Education monitors access to and use of its network. For example, email and internet monitoring occurs to identify inappropriate use, protect system security and maintain system performance in determining compliance with state and departmental policy.

The department may conduct security audits and scans, and restrict or deny access to the department's network by any personal mobile device if there is any suspicion that the integrity of the network might be at risk.

**Parent Agreement**

**I agree to**
- Create an **Apple ID and Password** (we advise you **NOT to tell your child** the Apple ID / Password).
- Discuss the **Student Responsible Use Agreement** with your student/s. (A copy is in this survey)
- Discuss the elements of **School, Parent and Student Responsibilities** in the BYOD Handbook.
- Employ caution with an iPad as it can store significant numbers of files some of which may be unacceptable at school (e.g. games and 'exe' files). They can install undesirable, inappropriate or malicious software or programs.
- Remove any inappropriate material or unlicensed software from the iPad before bringing to school and such material is not to be shared with other students.
- Ensure that my child understands they are **NOT to share** their iPad with other students.
- Ensure that my child understands that they are not to capture photo, video or audio unless advised to do so by their class teacher.
- Understand that unacceptable use will lead to the iPad being confiscated by a school employee, with its collection to occur at the end of the school day where there is no further investigation required.
- Ensure that my child understands that if their regular teacher is away, the **iPads may be expected to be locked away**. Students must not negotiate otherwise with relief teachers.
- Purchase a **protective cover** for my child's iPad and consider a **tempered glass screen protector** and **water-resistant carry bag sleeve**.
- Remind my child to place the iPad in a **different compartment** to their drink bottle – where possible (in school bag).
- Install the apps as required by Wellers Hill State School to support learning.
- Ensure that **all games or apps** other than those requested by the school will be locked/hidden during school hours.
- **Disable messaging services on the iPad during school hours.**

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***Parent or Guardian Sign off:***

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 believe _____ (insert child's name) 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 the parent agreement and the Student Code of Conduct
- I agree to abide by the above that is outlined in the parent agreement.

**I am aware of**

☐ My child's log in details for the following sites and that they may require a new username or password to be created on the device.

- o **Education Queensland Network** (Used for access to the iDet Wi-fi and student email)
- o **Mathletics**

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## Appendix 4: Student Responsible Use Agreement

**General Use**
- I understand that I need to **bring my iPad to school each day** for educational purposes only.
- I will ensure the **iPad is charged** and ready to use at the beginning of each school day.
- I will hold the **iPad with two hands** when carrying it and **will walk** with it at all times.
- I will **ensure my iPad is kept in my school bag on my trip to and from school.**
- I will **keep food and drinks away** from my iPad at school.
- I will **immediately report any accidents or breakages** to my parents and teachers.
- I will let the teacher know at the beginning of the day if I have forgotten my iPad.
- I will seek permission from individuals prior to taking photos and recording sound or video.

**Content**
- I am responsible for the security, integrity, insurance and maintenance of the iPad and private network.
- I will demonstrate safe, lawful and ethical behaviour when using the school's ICT network.
- I will not download, distribute or publish offensive messages and pictures or use obscene, inflammatory, racist, discriminatory or derogatory language.
- I will not use language and/or threats of violence that may amount to bullying and/or harassment, or stalking and not insult, harass or attack others or use obscene or abusive language.
- I will use the iPad ONLY to support my school learning program whilst at Wellers Hill State School.
- I understand that *No games are to be installed or if installed are locked during school time*
- I will **NOT** *message family or friends during school time – this must be disabled.*
- I permit my teachers and parents to **perform checks** to monitor that I have not installed illegal/unsuitable software applications 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.
- I understand that I will use my iPad only when instructed for lessons.
- I am responsible to ensure my iPad is **backed up**.

**Safety and Security**
- Whilst at school, I will only connect my iPad to Education Queensland's Managed Internet Service. I am not permitted to access 3G/4G/5G Internet at school.
- Whilst at school, I will **only use websites** that support my learning activities.
- I will use my iPad for **school related activities** at home.
- I will only use my **school email account** for mail related to my learning.
- I will be **cybersafe** and **cyber smart** when using the internet.
- I understand that teachers are able to check my iPad to ensure there is no inappropriate material stored on it and will contact my parents immediately if any such material is found.
- I will demonstrate **responsibility and etiquette** when using my iPad
- I will **only take photos and record sound and video** when granted permission by my teacher.
- I will use my iPad lawfully and in accordance with the Acceptable Use of ICT Services guidelines regarding **ethical use** of equipment, technology, use of legal software, use of the Internet and the protection of personal data.
- For security reasons, I will make my password difficult to guess by other users and I **will not share account names and passwords** with anyone unless requested by *Wellers Hill State School* staff when servicing the iPad.
- I will not use another student's username and password to access the school network and I will not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.
- I am aware that copying software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from enforcement agencies.
- I am **responsible for the security and use of my iPad while at *Wellers Hill State School***. iPads will be stored in classrooms during lunch and play breaks.

*Sign off by student:*

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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 student agreement and the Student Code of Conduct.

I agree to abide by the above agreement.

**I/We have read through and agree to the iPad Terms of Use and Participation Agreement with my child.**

| | |
|---|---|
| Student Name: | Current class: |
| Student Signature: | Parent Name: |
| Date: | Parent Signature: |

**A Year 4 - 6 Online Services Consent Form will be sent to you separately.**

The Online Services Consent will give you information of the online services used at our school and how student information may be recorded, used, disclosed and published. A third-party website is any website that is not managed by the Department of Education and Training (DET) and is housed off the DET network (e.g.: most sites other than One School or the Learning Place). When students are required to create an account or student personal information is required on a third-party website a Third-Party Website Consent form must be completed by the students' parents/guardians.

The Department of Education through its Information privacy and right to information procedure is collecting your personal information in accordance with the *Education (General Provisions) Act 2006* (Qld) in order to ensure:
- appropriate usage of the school network
- appropriate usage of personal mobile devices within the school network.

The information will only be accessed by authorised school employees to ensure compliance with its Information privacy and right to information procedure. Personal information collected on this form may

also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.

## Appendix 5: iPad Posters at school

School posters examples of appropriate iPad usage – these are updated yearly and displayed in every classroom.



TREAT YOUR IPAD WITH RESPECT

**PERMISSION**
only open websites and apps you've been given permission to use and log in with your own username and password

TREAT YOUR IPAD WITH RESPECT

**ETIQUETTE**
use appropriate communication channels during school time and always use positive language. Research appropriate topics.

TREAT YOUR IPAD WITH RESPECT

**SCREENS DOWN**
iPad is turned over when told

TREAT YOUR IPAD WITH RESPECT

**RECHARGE**
your iPad every Night to 100%

TREAT YOUR IPAD WITH RESPECT

**CARE**
for your iPad. Keep it in safe place and away from food and drink.

TREAT YOUR IPAD WITH RESPECT

**TRAVEL**
safely with your iPad in your bag and in a protective case. Label and look after your accessories.

Thank you for completing the BYOD Parent Agreement and Student Responsible Use Agreement for the BYOD program in Years 4 - 6.
If you have any further questions, please contact your classroom teacher.