FLTp@Wellers Hill SS 2016

Future Learning Technologies programme

Information and Guidelines Handbook
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“21st century education integrates technologies, engaging students in ways not previously possible, creating new learning and teaching possibilities, enhancing achievement and extending interactions with local and global communities.”

MCEETYA – Contemporary Learning: Learning in an Online World (2005)
RATIONAL

Our current supply of Information and Communication Technologies (ICTs) at Wellers Hill State School has become a model which no longer meets the demands of teachers and students. Implementing the Future Learning Technologies programme (FLTp) will give more students greater access to using technology as a tool for their daily learning.

Contemporary learning environments offer flexibility and opportunities for collaboration, independence and connectivity to global resources. This sort of anytime, anywhere learning is supported by access to portable technologies.

ICTs have a critical role in enhancing the learning process at all levels and across a broad range of activities in each of the National Curriculum subject areas. Through the use of ICTs in the curriculum, we are helping students become knowledgeable about the nature of information, comfortable with the 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 by students. It is used to develop logical thinking, problem solving and control techniques and also to give confidence and the capability to use ICTs in later life. Our main goal is equipping and empowering students, rather than merely transferring knowledge - guiding students in learning to learn.

We believe students are eager to learn and with guidance they will seek out and discover knowledge on their own. In the FLTp we aim to establish an environment and a relationship with children where they can feel safe, comfortable and are encouraged to have success in all learning areas.

MANAGEMENT OF THE IPAD

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-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.

Students will be trained to be competent users and managers of their iPad. With permission, they will be able to download and delete apps and perform management updates when necessary. They will also be responsible for charging the iPad at home each night ready for the next school day.

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 iPad will be stored in a locked classroom when not in use during the school day.

At the start of each term a list of required apps will be distributed for student and parent downloading. Please refrain from downloading additional apps. It is the intention that students see the iPad as a tool for their learning and not an entertainment device. Also, by only downloading
requested apps, the students will be able to monitor the capacity of the iPad.

Students and parents are able to install additional home-based printers and other peripheral devices if they wish.

**FINANCE**

Families of students will cover the cost of the iPad, iPad 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.

**IPAD REQUIREMENTS**

The requirements for the iPad are as follows
- “Full size” iPad
- iPad 2 (at least)
- 32GB
- Battery that lasts the school day
- Wi-Fi
- No Sim card
- New or second-hand

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.

**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 recommended. Please be mindful of the amount of screen time students are exposed to, as “downtime” is extremely important in our busy lives. 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 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**
Students should arrive at school with their devices fully charged. 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, face consequences regarding their lack of preparation. If students inadvertently leave their device at home, they are to report to their teacher.

**Screens Down**
When devices are in use and the teacher wishes to address the class, it is best for students to put their screens down so that the machines are not a distraction. The instruction “Screens Down” is one the students will be familiar with and should comply with promptly.

**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**

Education Regulations provide that “A teacher may require pupils to undertake home study which will occupy such amount of time as the Principal shall decide”. At this school homework is set to help reinforce the learning that takes place in the classroom. Homework should not involve work that children have not yet learned or that is too onerous for them. In most cases written homework should be able to be completed in less than half an hour per night in years 4-7. It is expected that students will also engage in reading and parents are encouraged to help by listening and reading to children at home. Homework may also be set by specialist and instrumental music teachers. FLTp classes may access their homework through various elearning options.

**NAME LABELS ON DEVICES, CASES AND BAGS**

Students are expected to have a name label that is easily viewed while the case is on the iPad. Any accessories must be clearly labelled.
SCHOOL, STUDENT AND PARENT RESPONSIBILITIES

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 or remove student access to the intranet, extranet, internet or network facilities if parents or students do not adhere to the school’s network usage and access guidelines.

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.

Where possible, internet usage by students will be considered and prepared prior to class engagement, including filtering and checking sites students are directed to visit. An assessment should be made of the appropriate timeframe for access to the internet for completing the set task or duration a student should have access to the internet (e.g. during schools hours, outside of school hours).

What awareness is expected of students and their parents?

Students and their parents should:

Be aware that access to ICT facilities provides valuable learning experiences, therefore giving the student educational benefits in line with the school’s educational program;

Understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the school’s ICT network facilities and ensure they have the skills to report and discontinue access to harmful information if presented via the internet or e-mail;

Be aware that the ICT facilities should be utilised with good behaviour as stipulated under the Code of School Behaviour; and that students breaking these rules will be subject to appropriate action by the school.

Be aware that the internet gives access to information on and from a wide variety of organisations, subjects, people, places with origins from around the world. The school cannot control all information accessed through the internet. 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.
CREATING AN APPLE ID

An Apple ID must be created for your child. Parents will need to do this on behalf of the students because Apple’s Terms and Conditions state that the minimum age for an iTunes account holder is 13. 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/HT201084

It is expected that apps used throughout the program (excluding the core initial apps and app purchases throughout the year) will cost no more than $30.

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: http://support.apple.com/kb/ht2731
REQUIRED APP LIST

These apps can be downloaded by going into the App Store on the iPad. Additional apps to be downloaded will be advised term by term. Apps are thoughtfully selected by staff based on research and curriculum needs.

## FLTp Required App List 2016

**Apple Apps that are free of charge with iPads purchased after 2013**

<table>
<thead>
<tr>
<th>App</th>
<th>Icon</th>
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</thead>
<tbody>
<tr>
<td>Keynote</td>
<td><img src="image" alt="Keynote Icon" /></td>
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<tr>
<td>Pages</td>
<td><img src="image" alt="Pages Icon" /></td>
</tr>
<tr>
<td>iMovie</td>
<td><img src="image" alt="iMovie Icon" /></td>
</tr>
<tr>
<td>Numbers</td>
<td><img src="image" alt="Numbers Icon" /></td>
</tr>
<tr>
<td>Garage Band</td>
<td><img src="image" alt="Garage Band Icon" /></td>
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<tr>
<td>iBooks</td>
<td><img src="image" alt="iBooks Icon" /></td>
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<tr>
<td>iTunesU</td>
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**Free Apps**

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<tr>
<th>App</th>
<th>Icon</th>
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</thead>
<tbody>
<tr>
<td>Overdrive</td>
<td><img src="image" alt="Overdrive Icon" /></td>
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<tr>
<td>QR Reader</td>
<td><img src="image" alt="QR Reader Icon" /></td>
</tr>
<tr>
<td>Spelling City</td>
<td><img src="image" alt="Spelling City Icon" /></td>
</tr>
<tr>
<td>iBrainstorm</td>
<td><img src="image" alt="iBrainstorm Icon" /></td>
</tr>
<tr>
<td>School A to Z</td>
<td><img src="image" alt="School A to Z Icon" /></td>
</tr>
<tr>
<td>OWA (student email)</td>
<td><img src="image" alt="OWA Icon" /></td>
</tr>
<tr>
<td>WordWeb</td>
<td><img src="image" alt="WordWeb Icon" /></td>
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<tr>
<td>Mathletics</td>
<td><img src="image" alt="Mathletics Icon" /></td>
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**Paid Apps**

<table>
<thead>
<tr>
<th>App</th>
<th>Icon</th>
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</thead>
<tbody>
<tr>
<td>Explain Everything</td>
<td><img src="image" alt="Explain Everything Icon" /></td>
</tr>
<tr>
<td>Book Creator for iPad</td>
<td><img src="image" alt="Book Creator Icon" /></td>
</tr>
<tr>
<td>CalculatorX</td>
<td><img src="image" alt="CalculatorX Icon" /></td>
</tr>
<tr>
<td>Showbie</td>
<td><img src="image" alt="Showbie Icon" /></td>
</tr>
<tr>
<td>Maths Drills Lite</td>
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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.

1. Go to Settings
2. Tap General
3. Tap Restrictions
4. Enable Restrictions
*Please do not give this passcode to the student.

Students will not be permitted to use their device if these restrictions have not been set or if there is a breach of security.

Once you have enabled restrictions, you will then be prompted to set the restrictions for the iPad.

The above image reflects the suggested restrictions. Turning off in-app purchases 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.
‘READY FOR FLTP’ PARENT CHECKLIST

☐ Create an **Apple id and Password** (we advise you **NOT to tell your child** the Apple id / Password).

☐ Discuss, sign and return the **ICT Acceptable Use Policy** (Parent and Student copy).

☐ Discuss the elements of **School, Parent and Student Responsibilities** in the FLTp Handbook.

☐ Ensure that your child understands they are **NOT to share** their iPad with other students.

☐ Ensure that your child understands that they are not to capture photo, video or audio unless advised to do so by their class teacher.

☐ Ensure that your 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.

☐ Have purchased a **protective cover** for your child’s iPad and considered a **tempered glass screen protector** and **water resistant carry bag sleeve**.

☐ It is advised that your child’s iPad is in a **different compartment** to their drink bottle (in school bag).

☐ Loaded the required apps on your child’s iPad as per the **required apps list** (found in the FLTp Handbook).

☐ You are aware of the log in details, username and password, for your child for the following:
  - **Education Queensland Network** (same as Learning Place and Student Email)
  - **Mathletics**

☐ Other apps may request a new username and password to be created. Please **do not set this up**.

☐ **Wireless setup** to access school Wi-Fi, load the DET WiFi Profile directly onto the iPad:
  https://hilliardss.eq.edu.au/Supportandresources/Formsanddocuments/Documents/BYO%20iPad%20docs/iDET%20Wifi%20v1.mobileconfig

☐ **Email setup** to access school email, download the **OWA app** for iPad and enter your child’s user name and password (if your child does not know their school user name and password, they will be provided at the beginning of the school year).

*Please see your child’s class teacher if you experience difficulties with any items on this checklist*