



Learn for life

Craigislea State School



iLearn@Craigislea

BYO iPad Program 2017





Our Teaching and Learning Vision

Our School Vision

To deliver an education to develop successful 21st century citizens by maximising the learning achievements of every student, in every lesson, every day through highly effective teaching practices in a safe and supportive environment.

Our school learning & teaching vision includes:

- A **teaching pedagogy** based on **individual pathways** for each student. Teachers guide, support and facilitate students in their learning. Teachers also encourage students to demonstrate **accountability for their learning** through discussions of their learning goals and achievements;
- A focus on using **Information and Communication Technology (ICT)** to enhance the learning process where it is most appropriate;
- **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 8 Key Learning Areas;
- **Flexible learning spaces**, allowing students to negotiate where and how they learn depending on their needs, interests, learning styles and goals;
- Students who **value lifelong learning** and are **engaged in a global community**;
- **Strong links** between **home, school** and the **wider community**.

The Craigslea State School *BYO iPad Program*:

- Enables personalisation of student learning through access to rich learning resources;
- Best facilitates the development of knowledge and skills necessary for the 21st century workforce, including digital-age literacy, innovative and creative thinking, effective communication and high productivity;
- Allows continuous access to educational materials allowing learning efficiency to happen anywhere, anytime;
- Provides an engaging, interactive environment for learning; and,
- Strengthens links between home and school, giving parents the opportunity to see, every day, what their child is learning at school and have relevant, timely, accurate and quality conversations around student learning and progress;
- Allows students the opportunity to display prior knowledge of topics and be co-constructive in their own learning journey.

At Craigslea State School, students currently have access to digital devices to support their learning, including iPads that are shared across the school. The iPads have proved to be a very useful tool to support student learning and are the preferred device in the Craigslea State School BYO Program in 2017 to ensure consistency of practice and compatibility of software applications.

The advantages of using the iPads include:

- ✓ ICT staff experience and knowledge of iPads.
- ✓ The school can't guarantee other devices will have the same access to the school network and associated Apps.
- ✓ Access knowledge and information through the plethora of content and creation apps (many of which are free) to support student learning;



BYO - iPad Program 2017

- ✓ 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;
- ✓ 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;
- ✓ High student engagement both independently and collaboratively.



BYO iPad Program FAQs

Q: Will I be expected to purchase a brand new iPad?

A: No, you can choose to use an iPad that you already own or purchase a used iPad. We do not endorse any one store.

Q: If I do purchase a new iPad, what sort should I get?

A: We have no particular preference with your purchase. The main 2 types of iPads that have been brought to school by families so far are the iPad Air or the iPad Mini. Either of these devices are suitable.

Q: If I do purchase a new iPad, how big does it need to be?

For storage, most families have opted to purchase a 16GB, a 32GB or a 64GB.

The 16GB storage will meet our needs, however, if you are intending this device to last your child through high school, you may wish to consider purchasing a 32GB or 64GB.

Q: Can my child bring a 3G or 4G enabled iPad?

A: If you have already purchased a 3G or 4G enabled device which you are intending to let your child use as part of this program, we require that the SIM card is removed from the device before it comes to school. We can't have external controlled Internet access as students going through our school wireless are also going through Education Queensland Internet filters, helping protect our students from accessing inappropriate content.

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: The iPads will be used between 25%-75% of the school day. Students will still require pencils and paper, as handwriting is a valuable skill. Most assessments are hand-written so pencil and paper will always have a place in our classrooms.

Q: Will the iPads be managed at home or at school e.g. loading apps, updating the device?

A: The BYO iPad devices will be managed at home. Each device synchronises with a specific computer and any updates or apps are managed through this computer. Every year level will have a list of mandatory apps that are used for our teaching programs. Where possible, we have prioritised using free apps, but there may be one or two that have a cost but such apps have been determined to be highly valuable to our program. Parents can choose to load additional apps that are not required by the school however the use of such apps will be restricted at school.

REGARDING THE 2017 APP LIST - The price of these apps were correct as of 24/10/16. Please be aware that prices for apps do fluctuate, especially in peak seasons (over school holidays). Please see your 2017 classroom teacher if there are any concerns or issues purchasing or downloading apps.

Please note, there may be times during the school year where parents and students are required to purchase or download apps that are not on the initial app list.

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

A: Yes! You must have a case on the iPad before it comes to school. We do not recommend any particular store or any particular case. However please be aware that most available cases offer protection only for the front and back of the iPad, but not the corners. It is highly recommended that you invest in a case that will protect all areas of the iPad.

Q: Will students using BYO iPad devices continue to have access to computers and other technologies?

A: Yes. All students using BYO devices will still access computers in the computer lab, at the same ratio of other classes.



BYO - iPad Program 2017

Q: What about security and insurance for the iPads?

A: It is your child's responsibility to ensure their iPad is secure at all times: before school, bags are never to be left unattended, the iPads are to be locked away securely at break times and they are never to be left on desks unattended. Parents are encouraged to seek personal insurance to cover theft or accidental damage to the iPads.

Q: What about iPad damage that occurs at school?

A: 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. The decision around the responsibility for repair costs is at the discretion of the Principal.

Q: Is there anything I can do in case the iPad is stolen outside of school?

A: The latest operating system has Find my iPhone inbuilt and with this turned on, it is possible to find the whereabouts of the iPad when it is next connected to the Internet (you must know your Apple id and password).

Q: Can my child leave their water bottle at school to prevent accidental spillage in their school bag which may damage the iPad?

A: Yes, BYO iPad class teachers will allow your child to leave their drink bottle at school during the week but it should go home with your child on Friday afternoon.

Q: Are we required to purchase a stylus pen and keyboard?

A: No, this is optional.

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.

Also, the older versions of IPADS (which do not have the lightning connector), eventually will be phased out, as no more IOS updates are being created for these IPADS. These IPADS will most likely work in 2017, but will likely be less functional as time goes on. IPAD Air and any other of an IPAD with a lightning connector, will continue to work.

Q: Why not allow BYO iPads across the whole school?

A: At Craigslea SS, we have gradually rolled out the use of iPads in classrooms across the middle phase of learning. At this stage, we are not running the BYO iPad program in the lower school however, the students in these classrooms share the regular use of school iPads. Given the large amount of personal responsibility required for the iPads at school, it is more suitable for older students.

Q: Can I get finance for the purchase of a device through the school?

A: No. The school cannot enter into any finance arrangements with families for the iPads.

Q: Is my child required to know our Apple ID and password?

A: No.

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 connect the iPad to the computer it is synced to and restore it to a previous backup



Information for Students and Parents on School Network Usage

Why are schools providing students access to ICT facilities?

To ensure young Queenslanders are well equipped to contribute fully to the information economy, the education sector is responding to the innovation directions of the *Smart State Strategy* through *Smart Classrooms*.

Smart Classrooms is a comprehensive strategy for digital education in Queensland state schools. The key to the strategy is that it is student-centric; recognising the demand, from both students and their parents, for seamless movement between learning at school, home, work and play. Smart Classrooms provides direction for harnessing the learning and business potential of ICT now and into the future.

An essential tool for schools in the provision of innovative educational programs is the utilisation of intranet, Internet and network services. Therefore, access to these technologies is an increasingly essential part of the modern educational program provided in schools.

What is acceptable for students?

It is acceptable for students to use school computers and network infrastructure for:

- assigned class work and assignments set by teachers
- developing literacy, communication and information skills
- authoring text, artwork, audio and visual material for publication on the Intranet or Internet, solely for educational purposes as supervised and approved by the school
- conducting research for school activities and projects
- communicating with other students, teachers, parents or experts in relation to school work
- access to online references such as dictionaries, encyclopaedias, etc.
- students can also collaborate, research and learn through Education Queensland's e-learning environment.

What is inappropriate for students?

It is unacceptable for students to:

- share their username and/or passwords with other individuals
- access a computer, iPad or other technologies using another student's or staff member's usernames or passwords
- download, distribute or publish offensive messages or pictures
- use obscene or abusive language to harass, insult, attack or bully others
- deliberately waste printing and Internet resources
- damage computers, printers or the network equipment
- violate copyright laws which includes plagiarism
- use unsupervised internet chat
- use online email services (e.g. Hotmail), send chain letters or Spam e-mail (junk mail).
- use social media (primary-school-aged children should not have access to social media sites such as Facebook, Twitter, Instagram, among others, as these sites are only available to adolescents 13 years and older)
- use messaging services (such as iMessage) to communicate with other students or parents while at school
- use iPads or computers to divulge personal information about themselves (eg – name, age, birthday, address) via the internet or email



Potential Hazards

Occupational Health and Safety

Students are advised to consider the following advice when using their iPad.

- Taking regular rest breaks (at least every 20 minutes)
- Not using the iPad for more than 2 hours 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 that maintains good posture.
- Reducing the need to carry the iPad (where practicable).

Preventing Eye Strain

Eyestrain and headaches can be caused by the constant viewing of small objects on small screens, incorrect monitor position, or 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.
- Increase font size for comfortable viewing.
- Position the iPad screen for comfortable viewing distance.
- Take frequent rest breaks. (An old but valid idea is the 20/20 rule that states “every 20 minutes look at something about 6 metres for 20 seconds”).
- Regularly blink to lubricate your eyes.
- 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.

What Schools Need To Do

Schools will provide information in relation to student access and usage of its network and reserves the right to restrict/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 guideline/statement.

Schools will prepare students for the possibility of unanticipated access to harmful information, materials or approaches from unknown persons via the Internet.

Where possible, classes involving internet usage by students will be prepared prior to class engagement, including, filtering and checking sites students are directed to visit.

Internet Use at School

At school, students must agree to follow the Appropriate Use/Behaviour of School Network guidelines 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
- Virus-filtered email – for school use only and this email is monitored by the Department of Education for inappropriate use, content and language



What Students and Parents Need To Do

Students and their parents should:

- 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. This may include restricted network access for a period as deemed appropriate by the school.
- 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;
- 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 information accessed through the internet; and information may be accessed or accidentally displayed which could be illegal, dangerous or offensive, with or without the student's immediate knowledge; and
- 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.
- Understand that there may be times throughout the year when certain apps require purchasing/ downloading. Teachers will always try and utilise free versions where possible.
- Understand that the price for apps does fluctuate, particularly over holiday periods.

Charging Batteries:

- iPads must be fully charged for each school day. **The power supply is not to be brought to school.** A fully charged iPad should easily last for an entire day of use
- If you have concerns about the device on the battery running down too quickly, check the brightness setting for the screen or the Bluetooth settings on your device
- Also check that apps are fully closed down after use (this is done by double-tapping the home button and swiping the app up – or down - to fully close)

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

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
- Students are responsible for securing their iPad before leaving their classroom at break times

Transporting the iPad

- The iPad should always be within a protective case when carried
- It is recommended that students do not carry drink bottles of any kind in their backpacks

Screen Care

- Do not lean on the top of the iPad or place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carry case that will press against the cover.
- Do not poke the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth. Do NOT use cleaning products on the device.



Student Participation Agreement 2017

General Use

1. I understand it is recommended that I **bring my personal iPad to school each day**.
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 **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 Craigslea State School.
2. 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.
3. I am responsible to ensure my iPad is **backed up** and that all **apps and IOS is up to date**.

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 3G Internet at school.
2. Whilst at school, I will **only go to websites at school** that support my learning activities.
3. I will only use my **school email account** for mail related to my learning.
4. I will be **cyber-safe** and **cyber-smart** when using the internet.
5. I will demonstrate **etiquette** when using my iPad / other equipment with regard to other people.
6. I will **only take photos and record sound and video** when granted permission by my teacher.
7. I will use my iPad lawfully and in accordance with the *Appropriate Use/Behaviour of School Network* guidelines regarding **ethical use** of equipment, technology, use of legal software, use of the Internet and the protection of personal data.
8. For security reasons, I am **not to share account names and passwords** with anyone unless requested by *Craigslea State School* staff when servicing the iPad.
9. I am **responsible for the security and use of my iPad while at Craigslea State School**. Lockable storage will be provided for students to place their equipment during lunch and play breaks.

I understand if the above conditions are not followed, I may lose my privilege to use my iPad at Craigslea State School for a period of time, determined by the school.

Name of Student: _____ Student Signature: _____

Name of Parent: _____ Parent Signature: _____

Date: _____ 2017 Year Level: _____

Authorised at Craigslea State School by:

Principal Name: _____ Principal Signature: _____

Date: _____