



Bring Your Own iPad Program



Growing 21st Century Learners

Rationale

Our Vision

Eagle Junction State School promotes a teaching and learning culture that prioritises and supports curriculum delivery to meet the needs of every student. Our vision is to ensure students access teaching and learning through a variety of modes including digital learning to support and enhance teaching practice and learning rigour.

The Eagle Junction 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 productivity
- Promotes continuous access to educational materials allowing learning efficiency to happen anywhere, anytime
- Provides an engaging, interactive environment for learning
- Strengthens links between home and school, giving parents the opportunity to see what their child is learning at school
- Allows students the opportunity to display prior knowledge of topics and thus be co-constructive in their own learning journey
- Store relevant learning episodes on personal devices for easy recall and access throughout the year
- Enables the demands of the Australian Curriculum's general capabilities (literacy, numeracy, ICT competence, creative and critical thinking, ethical behaviour, personal and social competence and intercultural understanding) to be taught flexibly and seamlessly across the learning areas

The teacher, through their guidance and explicit direction of the learning journey remains the most critical factor within every classroom.

Our Context

At Eagle Junction State School, students currently have access to a large number of digital devices to support their learning. Over 340 iPads are currently operational throughout the school and are used for whole class, small group and individual learning activities. These are in addition to the Education Department issued and approved student and teacher laptops also utilised to meet the requirements of delivering the cross-curriculum capability of ICT. iPads will be the only mobile device incorporated into the Eagle Junction State School educational programs.

The Benefits

The advantages of using an iPad have been researched and investigated in consultation with educators and technology consultants. Our findings and reasoning include but are not limited to –

- Age appropriate knowledge and information can be accessed through a plethora of content and educational Apps (many of which are cost neutral) to support student learning
- Information and global connectivity sourced through the internet can be accessed via wireless connectivity when supervised and appropriate
- The 'speak function' can be activated to allow younger students or those with developing literacy abilities to access text
- Information can be presented and shared with students through media rich environments including digital stories, images and videos
- Increased learning productivity and ICT access available through preloaded applications and recording (camera/video) tools
- The iPad operating system is both compatible and reliable with EQ's wireless provisions ensuring maximum connection time
- Facilitates simple yet sophisticated text, audio and video-based communication for collaboration with peers, teachers and families
- The ability to personalise learning and provide work that is directed at students individual instructional or interest level
- High student engagement to facilitate independent and collaborative learning
- Access to Education Queensland technicians and educational consultants who can support the professional learning of staff and ongoing upkeep of infrastructure and hardware
- Continued collaboration with professional educational networks to maintain contemporary and reflective professional capacity building to improve student learning.

Information for EJSS Parents and Students on School Network Usage

Student access to Education Queensland ICT infrastructure

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-centred; recognising the demand, from both students and their parents, for seamless movement between learning at school, home, work and play.

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. Eagle Junction State School has access to Regional and school-based staff who oversee and manage the ICT infrastructure within our school. The Department contributes a nominated amount of money within each year's global budget to ensure the maintenance and support of these structures.

Acceptable ICT and network use/behaviour by a student

It is essential 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; and access to online references such as dictionaries, encyclopaedias, etc. Students can also collaborate, research and learn through Education Queensland's e-learning environment known as the *Learning Place*. Parents and students will sign a **Memorandum of Understanding** at the beginning of the school year.

Unacceptable/inappropriate use/behaviour by a student

It is unacceptable for any student to: download, distribute or publish offensive messages or pictures; use obscene or abusive language to harass, insult or attack others; deliberately waste printing and Internet resources; damage computers, printers or the network equipment; violate copyright laws which includes plagiarism; use unsupervised internet chat; and use online email services (e.g. Hotmail), send chain letters or Spam e-mail (junk mail).

Username 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.

School expectations when providing students with access to ICT facilities

Schools will provide information in relation to student access and usage of its network and reserves the right to restrict/remove student access 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 (e.g. explicitly teach processes for disregarding (or ceasing access) to information, the process for reporting accidental access to harmful information and reporting approaches from unknown persons via the internet to the supervising teacher or school staff member).

When iPads are being used, students will be closely monitored by teachers. Prior to class engagement, teachers will prepare the sites and directions given to students when accessing the internet – This will include 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 school hours, outside of school hours).

BYO iPad Program Supported Devices

Apple iPad products

Device Name	Wi-Fi Model	Cellular (3G) Model	
iPad 1 st , 2 nd , 3 rd , 4 th , 5 th and 6 th Generation	NO	NO	<p>Please note that if buying a brand new iPad for Year 4 - the optimum model is a 128GB iPad.</p> <p>Purchase of this device ensures that the life of the device will endure over the 3 years of Primary school.</p>
iPad Mini	NO	NO	
iPad Air 1 & 2 Generation	NO	NO	
iPad Pro 1 & 2	NO	NO	
iPad Air 3 & 4 Generation	YES	YES - No SIM Card	
iPad 7 th , 8 th & 9 th Generation	YES	YES - No SIM Card	
iPad Pro 3 rd & 4 th Generation	YES [^]	YES - No SIM Card	

[^] Recommend only the 9.7 inch or 10.5 inch (avoid 12.9 inch)

All storage versions are supported in the BYO iPad Program however a minimum of 32GB is recommended

Apple devices meet the specifications for Education Queensland and will work quickly and easily on our network at school and for you at home. Network and platform maintenance costs for the iPad devices will be covered by the school however hardware issues will be covered under Apple warranty terms and conditions. Visit the Apple website at www.apple.com.au for further information about these devices.

Mobile Network (4G & 5G) Connectivity

Due to school-based policy, 4G and 5G compatible devices are not allowed into school. This includes mobile phones, mobile broadband devices, and any other device with the capability of connecting to an external cellular network. This policy has been made to ensure that our school network is not compromised and that students are not able to access an unfiltered internet connection whilst at school. Unfortunately, there is no way to block a cellular connection from iPads with this capability, therefore, Wi-Fi only models of the iPad are the only supported devices for the BYO iPad Program.

Purchasing and Finance

The school cannot enter into any financial arrangements with families for the iPads.

Security and Insurance

While the BYO iPads will be stored in classrooms during break times, parents are encouraged to seek personal insurance. Check with your preferred insurance company (or even the iPad reseller) about your insurance cover at home and, to and from school, for your iPad.

Damage in transit

All iPads will require a protective case or sleeve when being transported. This will be an additional cost but is well worth the outlay. It is the best form of insurance for iPads and will often protect the device from impacts and accidents, especially when the iPads are inside a school bag.

Damage at school

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

How to Get Set for School

- **Install a passcode for your child** - write this down in multiple locations and encourage your child to practice using it independently. This will be one of the first things your teacher asks for when iPads need to be accessed by them.
- **Take a screen shot** - It is highly likely your child will be in a class with more than 20 iPads. Personalising the device with a screen shot of them makes it instantly recognisable and allows teachers to monitor that students are only using their own iPads.
- **Create a 'School Folder'** - Tap and hold on an app until it starts to shake then drag the app over another icon that will be school appropriate and then release. Your iPad will create a folder with both apps in it. The folder will be named according to the content of the apps but you can rename it e.g. **'Billy's School Folder'**
- **Purchase the recommended protective case** - You can also personalise this case with a name label (professional identity stickers are more durable). We do not recommend a multitude of novelty stickers. Remember this is a tool for learning.
- **Need some tech support** - For the latest iPad manuals, troubleshooting guides, help files and other resources click on the following link <http://www.apple.com/au/support/ipad/>



Expectations and Processes

Students and their parents should:

- Understand the responsibility and behaviour requirements 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.
- 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.

Charging Batteries

iPads brought to school will need to be fully charged. **The power supply will not be required to be brought to school.** The school will have a number of iPad power supplies to charge the iPad in the event of a battery being depleted. Leaving power supplies at home reduces the weight of the equipment student's transport to and from school and reduces likelihood of damage and/or loss.

Due to the iPad 3rd and 4th Generation including the Retina display, battery life of these devices can be reduced dramatically when using display intensive processes. Testing has been conducted and normal class use of these Retina models will see the battery lasting all day if charged before school.

Other Privately Owned Devices

Only Apple iPads will be able to be used in the **BYO iPad Program**.

Eagle Junction State School will not sanction any other privately owned devices connecting to the school network, other than the devices nominated in the **BYO iPad Program**. This policy is to prevent exposure of the school network to security risks.

Internet Use at School

At school, students must agree to follow the Appropriate Use/Behaviour of School Network guidelines in relation to Internet Use and sign the **Memorandum of Understanding**. Internet access is provided by Education Queensland's Managed Internet Service (MIS) and provides students with:

- Content-filtered Internet access
- Virus-filtered email
- School website hosting

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

iPads can be configured to connect to a home wireless or wired network. Whilst at home any student activity is the direct responsibility of the parent/guardian.

Operating system

Most new Apple iPad's will be pre-installed with the latest iOS operating system (iPads can be updated at home through iTunes).

Necessary apps

Each privately owned iPad in the **BYOD Program** will require a number of apps to be installed. Most apps are free. However, where there are costs these will be met by the parents. Teachers will communicate with parents which apps they recommend for student use during the school year. Most App recommendations will occur at the end of a term or unit of work to provide parents with time to download these apps.

Apps will be required to be stored in a "School Folder" clearly labelled on the iPad so there is no confusion between home applications and those that are prioritised for learning at school.

Some apps have free and purchase versions. When teachers request the paid version, please avoid the free version as they have either limited features or are set for a trial period which will eventually stop the app from operating.

NB - A demonstration of how to set up your child's iPad for school use will occur early in the school year.

E-Mail Use

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

General Care of a Mobile Device

Students are responsible for the general care of their iPad.

General Precautions

- It is recommended that food or drink should not be next to your iPad when in use. Please encourage children to carry drink bottles in the external pockets of their backpack.
- 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.
- iPads must remain in a student's bag before and after school.

Transporting the iPad

A protective iPad cover has sufficient structure to protect the equipment from normal treatment and provide a suitable means for carrying the iPad within the school. The guidelines below should be followed:

- The iPad should always be within a protective case when carried.
- Some carrying cases can hold other objects, such as clipboards and exercise books but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.

Eagle Junction State School specifically recommends the purchase of the **Griffin Survivor Case** for its proven durability especially whilst being used by younger students. *(Please see recommended accessories page 11)*

Screen Care

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.
- Do not place anything in the carry case that will press against the cover.
- Do not poke the screen with an object.
- Clean the screen with a soft, dry cloth or anti-static cloth.

Battery Maintenance

The battery life of portable devices is improving as technological enhancements are made. To get the most out of the battery life of the iPads, follow these simple tips:

- Reduce the screen brightness to a comfortable level.
- Disable connectivity such as Wi-Fi and Bluetooth when not in use.
- Lock the iPad screen when not in use.
- Close all running apps when not in use.

Occupational Health and Safety and Student Well Being

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

- Take regular rest breaks (at least every 20 minutes; more often if the setup is not ideal to allow muscles and vision to recuperate). Please note students will not be attending to iPads within the prep year for more than this time allocation.
- 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).

Potential Hazards

Potential injuries that can occur through using iPads include:

- Occupational Overuse Syndrome (OOS) [also known as repetitive strain injury (RSI)] as a result of sustained unnatural postures and/or prolonged tension on muscles, tendons, and other soft tissues.
- Eye strain through use in environments where there is poor lighting, glare, or reflection, and as a result of straining to view details on small screens.
- Manual handling strain through carrying the iPad for extended periods and/or lifting them out of awkward spaces. Strain may be the aggravation of an existing injury.
- Tripping hazards can also exist where the mobile device has external cables attached such as mains power cords or external drive connectors.

Minimising the Risk of Strain or Injury

- Where possible, place the iPad on a desk at a height where the elbows are at 90 degrees and the wrists kept straight.
- Wherever possible sit in a comfortable chair at a desk.
- Take frequent rest breaks at least every 20 minutes but more often if the setup is not optimal to allow eyes and muscles to recuperate.
- Avoid using the iPad for extended periods (maximum of 2 hours in any session).
- Setting the screen at an angle that reduces, as far as possible, the need to bend your neck and minimises reflection.

References

- Australian Standard AS 3590 (1990) screen-based workstations, workstation furniture and input devices.
- Occupational Overuse syndrome - Keyboard Operators: Reducing the Risk.
- Using your device safely, Department of Education, Victoria.
- Workplace Health and Safety - <https://www.worksafe.qld.gov.au/news/2017/learning-the-art-of-office-ergonomics>
- Health and safety in the Office. Department of Education, WA.
- Officewise. Victoria Work Cover <https://www.worksafe.vic.gov.au/resources/officewise-guide-health-and-safety-office-handbook>

Recommended Accessories



The Griffin Survivor Case

Tested and certified to meet or exceed US Department of Defence Standard 810F, Griffin's Survivor Military-Duty Case is designed from the inside out to protect your iPad from extreme conditions ... dirt, sand, rain, shock, vibration and a host of other environmental factors.

Survivor is built on a shatter-resistant polycarbonate frame clad in rugged, shock absorbing silicone. A built-in screen protector seals your Multi-Touch display from the outside environment, while hinged plugs seal the dock connector, camera lens, headphone port, hold switch and volume controls. The included stand clips on, then folds open for landscape viewing and typing.

Survivor is independently tested and verified to meet or exceed environmental testing standards for blown rain, blown dust & grit, vibration, shock, temperature and humidity. You can view videos and test results online at

www.griffintechology.com/survivor

Retails at approx. \$75.00