



HANDBOOK – BYOiPAD PROGRAM

This handbook has been compiled to provide a ready source of information for parents and students about matters influencing the efficient running of the iPad program. Each student should be conversant with its contents and follow all guidelines.

Digital Literacies play a critical role in enhancing the learning process and across a broad range of activities in each subject of the Australian Curriculum. Through the seamless use of digital learning tools, we help students become knowledgeable about the nature of information, comfortable with technology and able to exploit its potential. The overall philosophy is to use digital literacies whenever its speed, power, graphics or interactive potential can enhance and extend the quality of work being undertaken. It is used to develop logical thinking, problem solving and the capability to use digital technologies in later life.

McDowall – a contemporary school

The vision for McDowall State School is for all our students to become active participants in a supportive contemporary learning environment. We will assist our students to achieve their full potential and equip them with qualities and skills to live in today's society as co-operative, creative and positive citizens. Through innovation, creativity and a futures orientation, we are building a community of contemporary teachers and learners.

iPad Set Up - what is needed?

Suggested iPad models:

- New Model – iPad (A16) or iPad Air (M3) 64GB model
- Pre-used – iPad (9th or 10th gen) 64GB

Students will need an iPad that is capable of running the latest version of iOS (operating system for iPads) and school required Apps. DoE (Department of Education) envisages a three to four year life span for mobile devices. Updating the operating system should be done once a term at home.

Apple ID and Family Sharing

We recommend that students create an Apple ID through Family Sharing; so that: Parents can share the purchases made with other members of the family and monitor the online use of their children. <https://support.apple.com/en-au/HT201060>

Apple Classroom

Students will be asked to accept teacher requests to join Apple Classroom so that teachers can guide students through lessons and see their progress without interrupting the flow of student engagement and work. When students have signed into Classroom, teachers are able to launch apps on every device or different apps for different students at the same time. Teachers are able to share documents and send web links to students effortlessly to assist in classroom activities.

Students are required to join their teacher's Apple Classroom and 'Always Allow' them to view the screen.

iPad cases



Protecting your child's iPad is something we all need to be concerned about. The majority of cases are not designed for school students – they are designed for adults. A stylish or attractive case may look appealing but not fulfil the need to protect your investment.

We strongly recommend a cover that **absorbs shocks from accidental drops and protects the screen.**

Names, labels on devices, cases and bags

Student iPads are to reflect their first and last name or school username on the iPad in General>About>Name. The naming convention is student class, student first name and first letter of last name. e.g. (5G3 – BillyS). Students should also have a clearly visible name label on the iPad case.

When should an iPad be brought to class?

Unless advised otherwise by their teacher, students should bring their fully charged 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. Students will not take devices on excursions or to camps unless otherwise directed to do so.

Leaving devices at home

Some lessons are designed to use iPads. If students inadvertently leave their device at home, they are to let their teacher know in the morning so that alternate arrangements can be made.

Saving work

Please back up your iPad to your home computer through iTunes so that the iPad can be restored if required. This is recommended at the end of each term. Students will also save work at school through OneDrive.

Learning together

One of the great successes of the iPad Program is the collaboration that occurs in classrooms. Students readily learn from each other. The iPad Program saw teachers model life-long learning attributes as they learnt alongside students.

iPad Program related equipment

Students may use a keyboard and/or Apple Pencil/stylus. These are not mandatory – it is up to parents.

Use of headphones in class

Students may not use headphones or play audio clips on their devices in class without the prior permission of the class teacher. A set of clearly named headphones/EarPods should be stored in the classroom.

Devices charged

Students should arrive at school with their devices fully charged. This should be a part of their normal homework routine. Overnight charging is recommended in a communal area.

Warranty and insurance



Families are responsible for warranty and insurance arrangements to suit their needs. Recognised Apple Vendors can explain the available options. Extended Apple Warranty provides 24-hour phone support and set up guidance.

Games

Students may have game Apps on their devices, but **they are not permitted to use these during school hours**. When storage limits are reached some of these games will need to be deleted to make room for school-related apps or created work.

Before, during and after school usage

Mobile devices are not permitted to be used on school grounds before or after school without the express permission of a teacher and under their direct supervision. Devices are not to be removed from school bags until they are in the classroom and their teacher has directed them to do so.

At lunchtimes, iPads can only be used with teacher supervision in the classroom or in the library where they can also be supervised. iPads are not to be used outside of the classroom or library areas, unless directly supervised by a teacher.

Security of devices

Devices will remain in classrooms between 8:45am and 3:00pm, with classrooms being locked whenever the class is not in the classroom and during breaks. Students may take their bags containing devices into classrooms once their teacher has opened the classroom for the day. Students must otherwise stay with their bag. Devices must be transported in cases and sleeves (or hardy case only) and contained in a school backpack. Under no circumstances should devices be left in unsupervised areas.

Outside School Hours Care

Students using their devices at OSHC Programs should follow the directions of supervisors and maintain cyber safety. Devices should only be used in designated areas for homework purposes.

Access to school network

All students involved in the iPad Program will be provided with access to the school internet network. The IT assistant will assist each student to set up the WIFI profiles to connect to the internet and enable the student's school email account, which is to be used only for school work.

Monitoring student machines for software infringements, inappropriate and offensive material

Students may be selected on a random basis to provide their device for inspection for compliance with school and legal requirements. Social media sites are not permitted by primary age school students. These sites require users to be over 16 years of age. It is fraudulent to create a social media account by lying about the user's name/age. Parents should not condone students to lie to create these accounts.

Cybersafety and digital citizenship



One of the positive features of the iPad Program is the time spent with students to enable them to become wise digital citizens. All students in the iPad Program will again undergo training in Cyber safety, Cyber bullying Awareness and copyright laws. This is ongoing and designed to make our students safer online, especially as they transition to high school.

We recommend parents visit the website below:

<https://www.commonsense.org/education/toolkit/family-engagement-resources>

Unacceptable uses of information and the internet

- Using the network for any illegal activity, including violation of copyright or other contracts.
- Uses relating to chain letters or broadcasting of lists to individuals in such a manner that might cause congestion of the network.
- Posting anonymous messages/files.
- Downloading, storing, creating, sending or printing files or messages that are deemed to be profane, obscene, or that use language that offends or degrades others.
- Giving personal information or agreeing to meet any person met through the Internet.
- Transmission of personal information about **any** member of the school community.
- Accessing offensive, dangerous or potentially destructive information.
- Downloading any files (including, but not limited to MP3, MPEG)
- Students should understand that if they have an iTunes account – it is not to be accessed at school for any purpose – including downloading Apps/updates.
- Not reporting unsolicited email messages particularly from unknown persons.

If a student comes upon any controversial/bullying material, they are to report it directly to their teacher.

Internet etiquette

All users are expected to abide by the accepted rules of internet etiquette. These include:

- Be polite. Do not swear, use vulgarities or any other inappropriate language.
- Always assume that any information or communications accessible from the network is private property.
- The subject line of an e-mail should indicate the content of the message.
- Always end with your name and e-mail address.
- Always acknowledge that you have received a document or file someone has sent you.
- After reading email messages they should be deleted or archived.
- Before sending an email, it should be proofread and edited to eliminate mistakes.
- Students must not use their email to send inappropriate messages. The school email account is for school work only.
- FaceTime is not to be used at school. It is also highly recommended by the school that this feature be deactivated.
- **iMessages are not to be sent at school. It is highly recommended by the school that this feature be deactivated.**
- **If you need to communicate with your child, this is still to be done through the office.**

Homework



At McDowall, we consider homework will be an activity that provides valuable learning experiences for students. Students will be encouraged to do homework, in particular reading, consolidation of Mathematics concepts, and planned parts of longer-term tasks and assignments to build time management and study skills.

Homework should support relationships between the teacher and student and within families. Teachers at McDowall recommend homework for students and will endeavour to make it purposeful, achievable and interesting. iPad classes will be offered the option of using their iPad for some homework activities.

Documentation associated with the iPad Program at McDowall State School

- Memorandum of Understanding
- Apps List
- WIFI Set Up using Intune
- Responsible Use Agreement

Breaches of iPad Program procedures

- Any breaches of these policies may result in the student being referred to school administration and discipline administered in accordance with the Responsible School Behaviour Policy. This may include denial of access to iPads/computers and network for some time, and other options.
- Any breaches of the policy may incur suspension of device use for a designated period.
- Any breaches of these policies may result in demerits as set out in the classroom behaviour management policy.
- Distractibility will be dealt with in the same manner as other classroom instances of off-task behavior as per the class behaviour / management plan.

Recommendations for supervision

- Set boundaries.
- Students don't need to use the iPad all the time at home.
- Students need their sleep, so we strongly suggest that the iPad is not taken to bed – it may be best if the iPads don't go into bedrooms.
- Students do not need games and entertainment apps on their iPads for school. Whether parents allow games and entertainment apps on their child's iPad is a family decision.

Cybersafety experts advise all online devices need to be used in highly visible family areas and check regularly by a trusted adult.

- If you are experiencing problems, we recommend that you specify where in the house the iPad can be used and where it will be stored for charging.
- The use of the 'Guided Access' feature in Settings may be helpful to some families.
- Whether children are allowed to install games and entertainment apps on their iPad is a family decision. (At school, students who play home games on their iPads are not following the Responsible Use Agreement and will incur consequences. Inappropriate material may be deleted from the iPad and parents contacted.)
- Make it a routine to check your student's internet browsing by accessing the history in Safari or other browsing apps e.g. Google.



- Double tapping the home button will allow you to see the apps your child has been accessing from the most recently opened/used.

Share the experience

- Ask your children to demonstrate the way they use their iPad for school.
- Ask your children to teach you to use one of the Apps they use at school.
- Have a play with the iPad and the apps.

Remove distractions – Screen Time

- Before starting homework, if the iPad is to be used, request that all irrelevant apps are closed (check the multitask bar), all irrelevant web pages are closed.
- If you are experiencing problems with your child's use of the iPad, it is strongly recommended to set Downtime – for example from 7pm to 8am the following morning.
- Apple Classroom can also be used at home so parents can remotely monitor what apps students are using. There is a feature that can 'lock' students in a single app if required called Guided Access.

Parental controls – Screen Time

- Take care with Screen Time as it can block features needed at school
- Most people choose to set a passcode for their child's iPad for security. Be advised, if they forget the passcode, the device will need to be wiped and reset to factory settings. Some families send the passcode to their child's teacher for secure storage to avoid having the iPad reset. Other families choose to set a Passcode Change restriction in Screen Time settings.
- **Messages and FaceTime are not required at school as they can be a distraction and should be switched off. If you do allow students access to these apps, parents will need to monitor and discuss with the student appropriate use of these apps.**
- If you do allow Messages, use Screen Time to manage who can contact your child and when. This can be set to Always or off during Downtime. You can also have your child 'Ask' to add contacts so that you know who they messaging and when they can do this.

Apps

- All Apps your child needs for school are provided through a single App called Intune Company Portal. Company Portal is a free app that also provides the WIFI profile required to connect to our internet.

Support for setting up your student's iPad

- [iPad User Guide](#) (linked to the Apple website)
- Explore support offered by your vendor
- [Health and safety Fact Sheet](#)
- Apple in Education <http://www.apple.com/au/education/ipad/>

Note: For clarification of information in this handbook or for information/advice regarding any matter not covered by this handbook, please contact admin@mcdowallss.eq.edu.au or your child's teacher.