



BYOiPad Policy

Courageous, Creative
and Active Learners



2023

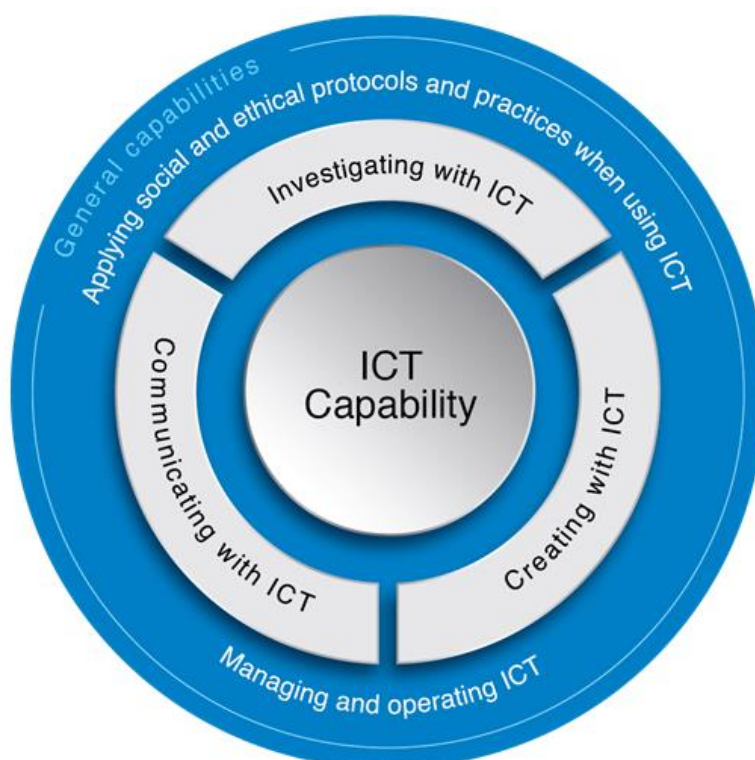
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1. Rationale

1.1 Vision for Learning

In empowering our community of learners, Patricks Road State School believes firmly in the importance of embedding technology into learning. Effective learning is complex and at Patricks Road State School, it is the continuous dynamic interaction between educators, parents, students and our extended community that results in powerful learning that drives us towards our vision. Technology plays a vital role in this interaction and has the potential to provide scope for students to make their thinking visible, to be active, creative, courageous and collaborative, to personalise their learning and to be empowered to make an impact on the world around them.



In consultation with the broader school community, Patricks Road State School has determined that explicit teaching of responsible use of technology is a critical component of digital literacy. The knowledge and confidence to navigate and use these technologies safely whilst developing digital literacy is a responsibility shared between parents, school, staff and students. Additionally, the Australian Curriculum shapes our approach to digital literacy with the ICT General Capability providing five interrelated elements which support students to prepare to participate in a knowledge-based economy and to be empowered within a technologically sophisticated society now and into the future.

Balance is another key element of our vision for learning that is enabled by technology and at Patricks Road State School. We believe that technology is most powerful when it is part of intentionally designed learning that combines a deep curriculum knowledge with appropriate pedagogical intent. Important to us is the need to offer technology free time during which students will engage in other activities appropriate to their learning and the social development.

1.2 Program Aims

The BYO iPad Program at Patricks Road State School is an integral part of the eLearning agenda that our school has established. Our school values the importance of being digitally connected with local and global communities. We are committed to supporting and empowering our students to maximise their full potential through the use of ICTs embedded within the eight Learning Areas of the Australian Curriculum.

The aims of the BYO iPad Program are to:

- enable personalisation of student learning through access to rich learning resources,
- facilitate 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,
- allow continuous access to educational materials allowing learning efficiency to happen anywhere, anytime,
- provide an engaging, interactive environment for learning, and
- strengthen links between home and school, giving parents the opportunity to see, every day, what their child is learning at school.

1.3 School Pedagogical Framework



2. Implementation

2.1 Implementation Approach

We have used a 7-step approach to prepare for the implementation and on-going development of the BYO iPad program at Patricks Road State School.

1. **Research** (visiting other state schools currently implementing BYOD programs)
2. **Strategic direction** (alignment to the Australian Curriculum and State departmental educational requirements).
3. **iPad management** (school policy and procedures)
4. **Curriculum alignment** (planning, and implementing learning activities)
5. **Pedagogy** (teachers coached and work within the school's pedagogical framework)
6. **Professional Development** (including sharing best practice)
7. **Celebrating SUCCESS.**

2.2 Year Levels

The only year levels involved in the BYO iPad Program in 2023 are Years 3, 4, 5 & 6. **All** students in these year levels are asked to bring an iPad to support and enable their learning.

The future expansion of the BYO iPad Program will be as follows:

2023	Year 3, 4, 5 & 6
2024	As above

2.3 Accepted Device/s

Currently the only device accepted in Patricks Road State School BYO Program is an iPad.

Why the iPad?

We chose iPads for a variety of reasons:

- Many families already have these devices in their homes
 - These devices are seen as a powerful tool, which easily log into the Managed Internet Service (MIS) that all State Schools are required to use. This makes the necessity of time-consuming logging on redundant.
 - Apple's commitment and continued investment in education ensure that high quality apps with additional teacher support and professional development are available.
 - For the need of consistency of apps, tools and teacher delivery, it is necessary to provide a universal platform across the school. It is the same as having a common textbook (such as Soundwaves) or Mathematics textbook, such as Signpost, across a year level.
 - The devices have proven to be robust. We currently have iPads more than four years old accessing our school network. Like most devices, technology these days can become quickly dated and need upgrading over time.
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Advantages of the iPad, allowing us to meet the aims of the program, include:

- access to a plethora of content and creation apps (many of which are free) to support student learning;
- access to a wealth of information on the Internet, as required, through wireless connectivity;
- access to rich media including digital stories, images and video;
- increased productivity through quick loading of apps and quick response of the iPad;
- very reliable iPad operating system, ensuring maximum up-time;
- simple yet sophisticated text, audio and video-based communication functionality for collaboration with peers, teachers and experts in a local, national or global context;
- ability to more effectively personalise learning and provide work targeted at the correct level for students;
- high student engagement both independent and collaborative.

The iPad is already an established tool at Patricks Road. Students currently have access to iPads in each class from Prep to Year 6. Additionally, every classroom teacher has an iPad to support learning and professional activities. These school devices are part of the suite of ICT tools that are used in combination to support student learning and integrate well in our eLearning environment.

2.4 Minimum Device Requirements

Patricks Road State School understands that every one of our families is different and that financial access to a device may differ. As such, we accept a variety of iPad models in the program, which all utilise the latest operating system (OS 13) and support the installation of the most recent applications. This minimum requirement list allows families to choose to send with their child a device already owned or purchased second hand. ***As all devices must be subject to the filtering of our internet system, cellular devices are not recommended.***

2.4.1 BYO iPad Program Supported Devices

Apple iPad products	Storage required	Wi-Fi Model
iPad 9 th or 8 th Gen	64GB or higher	YES
iPad Air 5 th Gen	64GB or higher	YES
iPad Pro 11 inch 3 rd Gen	64GB or higher	YES

Please note that if buying a brand-new iPad for Year 3 – the optimum model is an iPad 9th generation – 128 GB (or greater storage) with Wi-Fi.

The minimum storage capacity for devices in our program is 64GB. With our students working within digital portfolios which include multimedia, lower capacity iPads will not enable students to engage with the learning appropriately. Please also note that any personal applications and content placed on the device may interfere with the storage requirements for school use.

Note: We understand that some parents/caregivers may choose to purchase or provide a second-hand iPad, iPad Air, or iPad Pro (older models). It is important to note that older model iPads must be capable of running iPad OS 15. It is also important for parents/caregivers to consider that the life of an older model iPad will be significantly reduced and may/may not last your child’s primary schooling years.

2.4.2 Required Apps

Each privately owned iPad in the program will require necessary apps to be installed at the cost of the parent (most are free). The list of required year level apps can be seen in Appendix 1. We would recommend buying an iTunes card when on special which can save you up to 30%. We also recommend the use of Apple's Family Sharing to ensure that apps need only be purchased once for a whole family's use.

2.5 Recommended Peripheral Devices

Students will need a pair of iPad compatible headphones to support learning. Things to consider when purchasing headphones:

- ensure they are a comfortable fit for your child
- wireless earbuds or headphones are good for movement and flexibility, but require regular charging.

Whilst not compulsory, we do recommend the use of a suitable stylus in Years 3 to 6. An Apple Pencil is recommended and we find that some parents choose to buy one of these within the first year of the program.

2.6 Finance

The school cannot enter into any finance arrangements with families for the purchase of personal iPads. We do have available a hire scheme, similar to the instrumental music hire scheme. The cost to hire under this scheme is \$265 for the first year and \$200 for each year after that. Families who elect to hire an iPad will be sent home the relevant forms to complete.

Patricks Road State School understands that the BYO Program may be a financial burden on some families. As part of our responsibilities, the school will have some devices available which will provide student access to the technology; however, these devices may be shared with other students and will not be permitted to go home with students. We also encourage parents to contact their relevant Deputy Principal should they wish to discuss their individual circumstances with us.

2.7 Insurance and Care

While iPads will be stored securely during break times, families are encouraged to seek personal insurance. Check with your insurer in regards to your personal insurance for portable devices.

Damage in Transit

All iPads will require a protective case. This will be an additional cost but is well worth the outlay as it is providing the device with protection from most impacts and accidents. A high quality/ robust case is highly recommended.

Damage at School

Teachers at school will monitor all devices and 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 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 situation will be investigated by the leadership team, as per the School's Responsible Behaviour Plan and consequences (repair or replacement) are at the discretion of the Principal.

2.8 Classroom Use/Management

Student iPad Management

Students will be taught the expectations of bringing an iPad to school and using it during class. However, there may be occasions where the student is unable to use the iPad in class. Situations may include:

- iPad not brought to class;
- iPad not charged;
- Lack of file space on iPad

If a student is unable to use a personal iPad for a task the teacher has several options, dependent on the situation, to enable the student to participate in the lesson, which may include:

- using a school iPad
- sharing an iPad with another student
- using a book and pencil

Appropriate Use

Teachers use pedagogical and classroom management strategies to support the appropriate use of iPads. Consequence of misuse of iPads will follow existing classroom and school expectations aligned to the School's Responsible Behaviour Plan for Students. Further information on appropriate student use on the network is outlined in Section 3 of this document.

Learning Styles

iPads address a range of learning styles. Teachers are able to create a variety of differentiated learning opportunities for students to work on the same/similar concept on their iPads. As required by the Australian Curriculum ICT general capability, students in this program will have opportunities to choose the method to deliver their understandings.

Time Spent on iPads

Time spent on iPads during any particular day varies according to the needs of the curriculum. Teachers are mindful of student engagement and the physical and mental requirements of their students.

Teachers choose the best way to deliver a lesson and the best way for students to demonstrate their understanding based on a range of factors such as the Australian Curriculum, student needs, classroom resources, space, and type of content. As with the use of any tool, the iPad will be chosen when it best suits the need.

Writing

Students will continue to use handwriting as their primary form of communication in the classroom. Handwriting development is part of the Australian Curriculum and Patricks Road State School adheres to these requirements.

Internet Use at School

At school, students must agree to follow the Appropriate Use on School Network guidelines in relation to Internet Use. Internet access is provided by the department'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 the department and from a school level when appropriate. Personal devices are set up to automatically connect to the MIS, as required of all devices (iPads, laptops, desktops) used by

staff and students at school. This is a safe environment where access is blocked if users attempt to connect to prohibited sites. Teachers discuss safe practices when using the internet and students are encouraged to report any inappropriate content. Students will be encouraged to turn off Wi-Fi in class when not required for a task, thus restricting access to the internet. More information regarding iPads on the network is in Section 3 of this document.

Security

Students will be required to take their iPad home each night. iPads are not permitted to be used before school, during lunch breaks or after school. They will be kept securely in the classroom during the day. Teachers can access the student's iPad to ensure safe and responsible use whilst adhering to the Code of Conduct. Individual arrangements can be made with a child's teacher to store a child's iPad at school due to issues concerning screen time at home.

Homework

A range of homework activities are undertaken by students at Patricks Road State School. Individual teachers have their own arrangements for homework tasks and these are made known to parents at the start of each year during the Parent Information Session. Some of these tasks might be iPad tasks, or continue to be paper based.

2.9 Measuring Success

We are committed to measuring and communicating the success of the iPad Program based on the aims outlined in Section 1. As we progress through the program, feedback will be sought from staff, parents and students. This will enable us to refine our program and further support student learning.

2.10 Technical Issues

Teachers and students are taught basic troubleshooting skills to ensure minor issues, e.g. Wi-Fi connectivity, can be fixed within class and students continue seamlessly with learning. If issues relate to student iPads being unable to access the network the school technician will be informed and then investigate. Major issues with the iPad will be the parent's responsibility to resolve.

3. Policies and Procedures

3.1 Access to our Internet and Network

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.

All students in the BYO Program are expected to adhere to the guidelines within the Student Participation Agreement which is signed at the beginning of Year 3. This is attached in Appendix 2.

3.2 Student and Parent Responsibilities

Students and their families have a range of responsibilities related to appropriate behaviour when using technology.

Students and their parents should:

- understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the department's ICT network facilities
- ensure they have the skills to report and discontinue access to harmful information if presented via the internet or email
- be aware that:
 - access to ICT facilities and devices provides valuable learning experiences for students and supports the school's teaching and learning programs
 - the school is not responsible for safeguarding information stored by students on departmentally owned student computers or mobile devices
 - schools may remotely access departmentally-owned student computers or mobile devices for management purposes
 - students who use a school's ICT facilities and devices in a manner that is not appropriate may be subject to disciplinary action by the school, which could include restricting network access
 - despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed
 - teachers will always exercise their duty of care but avoiding or reducing access to harmful information also requires responsible use by the student.

3.3 Acceptable use by a student

It is acceptable for students at Patricks Road State School to use iPads and network infrastructure for:

- assigned class work and assignments set by teachers
 - developing appropriate literacy, communication and information skills
 - authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
 - conducting general research for school activities and projects
-

- communicating or collaborating with other students, teachers, or experts in relation to schoolwork
- accessing online references such as dictionaries, encyclopedias, etc.
- researching and learning through the department's eLearning environment
- be courteous, considerate and respectful of others when using their iPad
- switch off and place the iPad out of sight during classes, before and after school, and during lunch breaks unless the device is being used in a teacher directed activity to enhance learning
- seek teacher's approval where they wish to use their iPad under special circumstances
- use their personal mobile device for private use (e.g. communicating with own parent/carer) after school and in accordance with the Student Code of Conduct.

3.4 What is unacceptable / inappropriate use / behaviour by a student?

It is unacceptable for students to:

- use their iPad or other devices in an unlawful manner
- use their iPad in technology-free designated spaces or times
- download, distribute or publish offensive messages or pictures
- use obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher directions for the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- knowingly download viruses or any other programs capable of breaching the department's network security
- use in-phone cameras anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets
- use an iPad to cheat during exams or assessments
- view or respond to messages received from family or friends during school hours
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material.

3.5 Consequences of unacceptable/ inappropriate use/behaviour by a student

As with any inappropriate or unacceptable behaviour at Patricks Road State School, the Student Code of Conduct stipulates the guidelines for action following such behaviour.

It is important for students, parents and staff to know that state school principals have the authority to take disciplinary action to address student behaviours that occur outside of school hours or school grounds. This includes cyberbullying and other online behaviours that adversely affect, or that are likely to adversely affect, the good order and management of the school. Parents and students who have concerns about online incidents occurring during school holidays should immediately seek assistance through the [Office of the e-Safety Commissioner](#) or the Queensland Police Service <http://behaviour.education.qld.gov.au/disciplinary-decisions/disciplinary-consequences/Pages/suspensions.aspx>

3.6 Privacy of Information

- Usernames and passwords are to be kept by the student and not divulged to other students.
- 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.
- 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.

3.7 Third Party Websites and Apps

Patricks Road State School will utilise third party web-based service providers to aid students' learning. For your child to use these services, their teacher will need to register them as a user. Registering with these providers requires student personal information to be disclosed to the provider of the service. Registration may include disclosing the following information about your student:

- Student Name (First Name ONLY) or unique Departmental identifier
- Year group
- Class Teacher and
- Student Education Queensland email address

Upon entering Year 3, parents will be asked to provide permission for their child to be registered within some third-party sites. A list will be supplied and parents will be asked to complete a consent form which includes extensive information and links related to how the websites collect information and where this information is stored. If there are queries around the storage of student's information, we would encourage you to contact the Principal. Please note that, given the significant opportunities that these services provide, the school will contact you to discuss your reasons should you not consent or fail to provide a response.

4. Conditions and Specifics of iPad Use

Charging Batteries

iPads brought to school need to be fully charged. The power supply will not be required to be brought to school. 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. Testing has been conducted and the battery lasts all day in normal class use if charged before school.

Other Privately-Owned Devices

Only Apple iPads will be used in in the BYO program. Patricks Road State School will not sanction any other privately-owned devices connecting to the school network, other than the devices nominated in the supported devices Section 2.4.1 of this document. The policy has been enacted to prevent exposure of the school network to security risks.

Mobile Management

A mobile management system provides a simple way to enable user access to school services while ensuring devices are properly configured. Students will be required to enrol their devices into the school's system (Microsoft inTune) at the beginning of the school year. This enables the school to provide free apps and to connect to the school's wifi network.

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.

Operating System

The latest iOS operating system is always required on personal devices. Updates should be completed at home and a full backup is encouraged beforehand to avoid possible loss of data.

Email Use

While at Patricks Road State School, students have access to a departmental 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.

Setting up an iPad

If you have never set up an apple device before, instructions for setting up your iPad can be found at the following link: <https://support.apple.com/en-us/HT2020338>

Preparing Your Device for School

Step 1: Parent/guardian Apple ID

- Create a parental/guardian Apple ID or
- Sign in using a parental/guardian Apple ID

Step 2: Purchase and Install Apps

It is recommended that you purchase apps whilst still signed in as parent/guardian. Purchases can be shared with up to 6 family members by using Family Sharing.

Step 3: Create a Child Apple ID

To create a child Apple ID please follow the online guide provided by Apple: [Create an Apple ID for your child](#)

Once a child is linked to your parent account you can now follow the various Apple Guides:

- [Share your location with your family](#): This may assist you to find a child's lost iPad
- [Set up sharing purchases with your family](#). This can be done simply from the parent account on the iPad by:
 1. Opening settings
 2. Tap your name or sign in with the parent account on top left
 3. Open Family Sharing
 4. Open Purchase Sharing
 5. Enable
- Approve what children will buy with 'Ask to Buy'. This can prevent a child from purchasing apps without consent.

Step 4: Enrol your iPad into Microsoft Intune

Enrolling your device into *Microsoft Intune* is an essential step in setting up your iPad before bringing it to school. This step is very important as it required for internet access at school. We recommend downloading the [BYOx Information Booklet \(school website\)](#) or following along with the [instructional video](#) when installing and signing into the Intune Company Portal app.

Please note: apps are to be installed via the Apple App Store (as outlined in Step 2); they will NOT appear in the Intune Company Portal once your iPad has been enrolled.

5. Using Family Sharing

Parents will be required to have their own **Apple ID** and set up Family Sharing – as per instructions above.

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.

When you set up Family Sharing, family members can share purchases, subscriptions, their location, and more—without sharing accounts. You can also set up parental controls for children.

One adult family member—the *organizer*—sets up a family sharing group and invites up to five other family members to participate. When family members join, they have instant access to the shared content.

With Family Sharing, you can create an Apple ID for a child under 13. This allows them to participate in Family Sharing and use other Apple services such as iCloud, iMessage, FaceTime, and Game Center.

6. General Care

Students are responsible for the general care of the iPad. General Precautions

- It is recommended that food or drink should not be next to an iPad when in use.
- Cords, cables, and removable storage must be inserted into, and removed from the iPad carefully.
- 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 will be stored in classrooms during break times.

Transporting the iPad

A protective iPad carry bag has sufficient padding to protect the equipment from normal treatment and provides 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. We recommend that iPads have a tempered glass screen protector and are placed in an iPad case that meets the military standard 810 drop test.
- 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.
- It is recommended that students do not carry drink bottles of any kind in the bag they carry their iPad.

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.
 - Clean the screen with a soft, dry cloth or anti-static cloth.
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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

7. Occupational Health and Safety

Teachers will regularly reinforce the following advice to students when using their iPad:

- 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 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).

Potential Hazards

The main feature of mobile devices that causes problems is the minimal amount of ergonomic adjustment – this promotes poor posture. 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.
- Eyestrain 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

Teachers will regularly reinforce the following advice to students when using their iPad:

- Placing the iPad on a desk at a height where the elbows are at 90 degrees and the wrists kept straight.
- Sitting in a comfortable chair at a desk.
- Taking frequent rest breaks at least every 20 minutes and 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.

Preventing Eye Strain

Teachers will regularly reinforce the following advice to students when using their iPad to reduce the risk of eyestrain and headaches:

- Working in environments free from glare or reflection.
 - Ensuring adequate lighting.
 - Increasing font size for comfortable viewing.
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- Positioning the iPad screen for comfortable viewing distance.
- Taking 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 blinking to lubricate eyes.
- Adjusting the screen brightness, colours and/or contrasts can also assist in reducing eyestrain.

Preventing Hearing Damage

It is unlikely that students will use headphones for extended periods of use throughout the school day. Teachers will regularly reinforce the following advice to students when using their iPad to prevent hearing damage:

- Limiting the time spent listening with headphones to 1 hour per day
- Having rest breaks of an hour for ears to recover after an hour of listening
- Limiting the volume of the headphones or the device to 85 dB or less
- If other people can hear the sound from the headphones/ear buds then the volume is too loud
- If a student listening raises his/her voice speaking to others while listening it is likely the volume is too loud
- There is also the option of adjusting the maximum volume limit on the iPad itself.

Other Risks

We are committed at Patricks Road State School to ensure the safety of our students and staff when using wireless technologies and believe that we have a duty of care and need to provide a safe learning environment for all children.

To minimise exposure to wireless radiation, we adhere to the policy and strict guidelines set out by the Department of Education. For more information, click on the links below:

<http://education.qld.gov.au/smartclassrooms/pdf/safe-use-technology-facts.pdf>

<http://education.qld.gov.au/health/pdfs/healthsafety/electromagnetic-fields-factsheet.pdf>

We also encourage these simple steps to reduce health risks (from www.powerwatch.org.uk)

- Avoid using Wi-Fi if it is not necessary
- If a new classroom is to be built, or electrical work is to be carried out in an existing classroom, network cables can be added at the same time, providing wired network access with minimal extra cost and time.
- Situate access points as far away from child sitting areas as possible.
- Switch devices to airplane mode to use apps or watch videos stored on the device.
- Avoid placing a Wi-Fi enabled device on your lap. Use a desk, table, or tablet holder.
- Use headphones to keep the device's transmitter away from your head (non-Bluetooth headsets)

For more information about EMR safety, refer to:

http://www.arpana.gov.au/pubs/factsheets/ReduceExposure_wirelessDevices.pdf

<https://www.apple.com/legal/rfexposure/ipad3.3/en/>

<http://www.wifi-in-schools-australia.org/>

<https://www.youtube.com/watch?v=LZ7o1sRij2A>

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.

Health and safety in the Office. Department of Education, W.A.

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Appendix 2

Patricks Road State School BYO iPad Program Student Participation Agreement

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 at the beginning of each school day.
3. I will leave the iPad charger at home unless directed to bring it to school under special circumstances.
4. I will hold the iPad with two hands when carrying it and will walk with it at all times.
5. I will ensure my iPad is kept in my school bag on my trip to/from school.
6. I will keep food and drinks away from the iPad at school.
7. I will immediately report any accidents or breakages to my parents and teachers.
8. I understand that if any damage to a device is through substantiated negligence 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.

Content

1. I will use the iPad only to support my school learning program whilst at Patricks Road 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.
4. I will not delete any school work or Apps unless requested by my teacher (particularly over holiday breaks).

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 or 4G Internet at school.
2. Whilst at school, I will only go to websites 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 a high level of care when using my iPad/other equipment with regard to other people.
6. 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.
7. I will use my iPad in accordance with the *Responsible Behaviour Plan* for Patricks Road State School.
8. I will only take photos and record sound video, when granted permission by my teacher.
9. The school name, crest or uniform will not be used in any way which would result in a negative impact for the school and its community.
10. For security reasons, I am not to share account names and passwords with anyone unless requested by Patricks Road State School when servicing my iPad.
11. I am responsible for the security and use of my iPad while at Patricks Road State School. iPads will be stored in classrooms during break times.
12. I will not use iMessage, other messaging services or social media platforms at school.

I understand if the above conditions are not followed, I will not be granted the authorisation to use my iPad at Patricks Road State School for a given period of time. I understand that if I regularly breach the Student Participation Agreement, the authorisation to use my iPad at school would be removed for a longer period of time.

Name of student: _____ Student Signature: _____

Name of parent: _____ Parent Signature: _____

Date: _____

Appendix 3

Frequently Asked Questions

Q: Why allow only iPads and no other mobile devices or laptops?

A: We believe in a consistent approach to ensure best productivity with regards to maximising student learning outcomes and providing technical support to students and parents when necessary.

Q: How much of the day will the iPads be used?

The amount of time that students will spend on their iPad each day will vary from year level to year level, class-to-class, student-to-student and even day-to-day. The amount of time will also vary, based on how well the iPad, as a tool to support learning, benefits individual students. Please refer to the examples given in the BYO iPad Parent Information Session sent home as a PDF.

Q. Will the students still be using pencil and paper as well as handwriting?

A: Yes, students will continue to use pencil and paper and to practise handwriting.

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

A: The iPads will need to be managed at home, however we can provide some technical support at school if the need arises. Additionally, in 2023, we will be utilising Microsoft inTune to assist in the setup. Please see Step No. 4 in the '*Preparing Your Device for School*' section within this document. The list of required apps can be found in Appendix 1 of this document. Parents can choose to load additional apps that are not necessarily required by the school however the use of such apps that are not of educational value, will not be allowed to be used at school. Parents also need to consider that storage capacity may be quickly filled up by games used at home.

Q: Will I be expected to purchase a brand-new iPad and do I have to purchase from a particular store e.g. Apple?

A: No, you can choose to use an iPad that you already own or purchase a used iPad. We will not recommend a store where you can purchase an iPad. We do not endorse any one store. The Apple store can support you to setup the device, even when purchased elsewhere.

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

A: Yes, a case/cover is required for your child's iPad. There are many competitively priced cases and covers available to purchase online or from a local store. A fully enclosed case with a clear tempered glass screen protector may be the most protective case for an iPad. We recommend that the case should protect both the front and back of the iPad. We will not recommend a store where you can purchase a case or cover. You should also consider purchasing a waterproof sleeve to put the iPad (in its case) inside e.g. wetsuit material, in case of drink spillage in your child's bag.

Q: Should we purchase a screen protector?

A: It is highly recommended that you purchase a tempered glass screen protector to help protect the iPad glass screen from damage.

Q: Will students continue to have access to computers and other technologies?

A: Yes. All students at Patricks Road State School will continue to have access to computer labs and other relevant technologies to support them with their learning.

Q: Can my child bring a 3G enabled iPad without the SIM?

A: Yes. The reason why we do not want external controlled Internet access is that by the students going through our school wireless, they are also going through Education Queensland Internet filters, helping prevent and protect our students from accessing inappropriate content.

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. If entering the program in Year 3, it is worth noting that the device will be used for 4 years

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 keeps records of 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.

Q: Is my child required to know their Apple id and password?

A: No.

Q. Will students use their iPads during lunch breaks?

A: NO. Students will be outside playing or participating in lunch time clubs. iPads will be locked in their classrooms during break times.

Q. Can students play games they download from home in class time?

A: No. The iPad is treated as a learning device at school. If you wish, you can download games that the students can play at home. These games will need to be kept in the HOME folder on the iPad. We also recommend that you restrict these games during school hours by setting up restrictions on the device. Our school network will also automatically block usage of some of these games. Teachers will monitor apps your child will be accessing at school. If a child uses any apps that are not permitted at school, they will receive a consequence for breaking the Student Participation Agreement.

Q. How can I manage home usage of the iPad and place restrictions on my child's use?

A: At home, usage can be managed using the Screen Time application on the iPad. Please refer to the series of help videos on our website at <https://patricksroadss.eq.edu.au/curriculum/bring-your-own-device/parent-support>

Q. Will iPads promote poor posture, eyestrain and/or hearing loss?

A: As with handwriting techniques, teachers will continue to promote good posture throughout the day. Teachers will also adhere to the [Occupational Health and Safety management](#) techniques listed in this document.

Q. Will my child's device be stored securely at *Before and After School Care (OSHC)*?

A: Provisions have been made with OSHC to secure students bags before and after school in a secure and monitored area. OSHC have several options available to them. The processes around this will be explained to OSHC families at the beginning of each school year.
