

Middle Park State School



2024 BYOD IPAD PROGRAM POLICY

YEARS 2-5

*This information has been developed to assist families with
the transition to our 1:1 iPad Program for Years 2-5.*

BACKGROUND INFORMATION

OUR PROGRAM

Middle Park State School's BYOD Program started with a pilot 1:1 Year Two iPad class in 2015. After feedback and improvements, this trial extended to three classes in 2016 and progressively moved to encompass all Year Two to Six classes by 2018. Around 90% of students currently bring a device to school as a tool for learning.

iPads go home each day for homework and project completion and enable families to view learning that has been undertaken at school.

*Note that Year 6 students have commenced bringing a laptop to school meaning that **Years 2-5 only bring iPads**. For more information about Year 6, please refer to the 2024 BYOD Laptop Program Policy.

HOW IPADS ARE USED

We strive for a balance between technology-driven and handwritten tasks. iPads are used when they are the 'best tool for the task at hand'. Some examples of how iPads have been used to transform learning include:

- Creating presentations
- Note taking and word processing
- Crafting and designing
- Researching topics
- Making calculations
- Constructing animations and movies
- Coding and robotics
- Drill and practice for automaticity
- Brainstorming
- Explaining and recording learning
- Viewing educational content
- Utilising accessibility features e.g. Speech to Text
- Sharing of work by mirroring iPad to interactive TV Panel
- Accessing class tasks from home



EQUITY AND ACCESS

As is our normal practice, students unable to bring their own iPad are able to use a shared school device while at school. School devices do not go home with students.

IPAD SELECTION

SUITABLE IPAD MODELS

10th Gen (2022) or to-be-released 2023 model

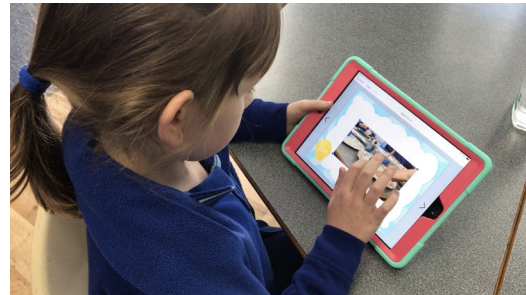
9th Gen (2021)

8th Gen (2020)

7th Gen (2019)

6th Gen (2018)

5th Gen (2017)



iPad Air 3, 4 or 5 (2019-2022) and iPad Pro models can also be utilised but are not as suitable as they lack a 3.5mm headphone port which will necessitate the charging and connecting of Bluetooth headphones.

RECOMMENDED SPECIFICATIONS

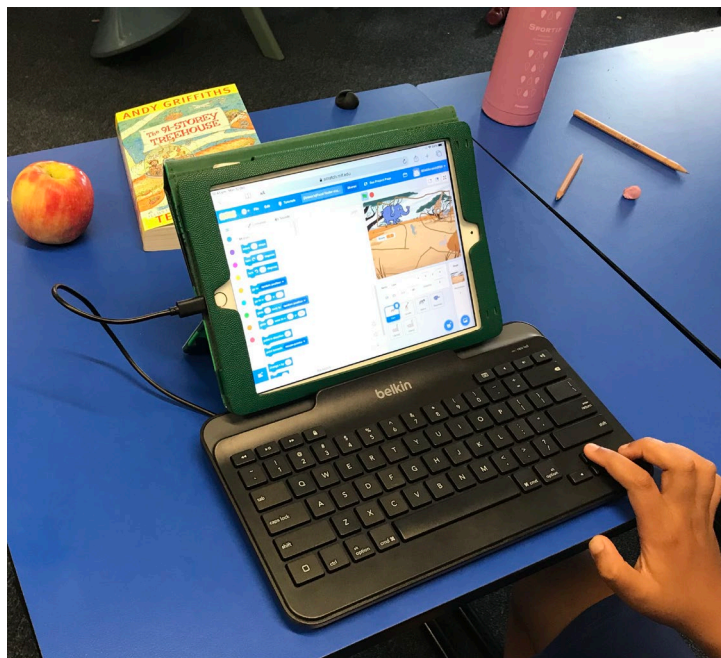
The newer the iPad and higher the specifications, the better your child's experience will be and the longer your device will remain high functioning into the upper primary years.

Capacity	32GB or greater
Operating system	iOS 14 or later
Screen	9.7 to 10.2 inch (no minis) Screen protector added
Wi-Fi	Wi-Fi only, no 4G capability or SIM card removed.
Headphones	Preferably overhead and wired (no Air Pods or earbuds), stored in a bag
Protection	Durable, dust-proof, shock-proof case to suit model

A durable case is the best investment you can make towards the lifespan of the iPad!

SETTING UP THE IPAD

1. Create a parent AppleID with password unknown to child. This AppleID can be used to set up 'Family Sharing' to monitor devices and purchase apps once but install on multiple family devices. When purchasing apps, set to 'Always require password'.
2. Download all year level apps. App lists are found here:
<https://middleparkss.eq.edu.au/curriculum/bring-your-own-device>
3. To free up space, remove all data and apps from previous years that are no longer needed.
4. Create a 'Home' folder and move all home apps to this folder to reduce distractions during the school day.
5. Remove passcode from iPad. Passcodes are a barrier to school workflows and make technical assistance difficult.
6. Set up 'Screen Time' to restrict access to certain apps and websites when at home.
7. Set 'Document Storage' of Apple apps (Keynote, Pages, Numbers, iMovie and Garageband) to 'On My iPad' instead of 'iCloud Drive' – iCloud is blocked at school.
8. Turn off notifications for all apps.
9. Clearly label outside of iPad case with child's name.



MANAGING THE IPAD

The iPad should come to school every day unless the classroom teacher informs otherwise (e.g. Sports Day/Excursions).

RECOMMENDED HOME SAFETY MEASURES

- iPad should be fully charged at home each evening in a space outside of your child's bedroom.
- IOS software and app updates become available periodically. These should be downloaded and installed as soon as possible so that your child's iPad has the latest security features and bug fixes.
- Check all apps for the recommended age rating before downloading. YOU decide which games add value to your child. It is easier to avoid downloading a game/app in the first place than to retract access later when problems arise.
- **Almost all social media apps are rated 12+ or 17+ and are unsuitable for primary-aged children.**
- YouTube is not required to be on student iPads for learning – you may like to remove this app and block it in the web browser as it is difficult to monitor safe use at home.
- Set procedures around iPad being used in common areas of the home only – not in the bedroom.
- Create a plan of action in case your child comes across something inappropriate online e.g. turn device down and tell an adult.
- Set up online expectations as a family e.g. never tell anyone your real name, address, phone number or school, never send photos of yourself to anyone.
- Turn 'Screen Time' on and set up the following restrictions with a Screen Time passcode:
 - Downtime – Schedule time away from iPad when only certain apps will be available e.g. between 7pm-7am
 - Communications limits – Limit communication to certain contacts
 - Content and Privacy restrictions – Turn off access to explicit/adult content as well as to private messaging within games
 - App limits – Set daily time limits for app categories e.g. one hour per day for 'Games'.


Screen Time restrictions must not impede on the 8:30am-3pm school day – all school apps and Safari browser access should be available during this time.



STUDENT ACCEPTABLE USE GUIDELINES

All students are to view, understand and sign the Student Acceptable Use Guidelines at school. The poster is displayed in classrooms.

2024 Student Device Acceptable Use Guidelines
BYOD iPad and Laptop Programs



To be a LEADER . . .

I will **'Be Proactive'** by:

- Leaving my device safely inside the classroom unless I am with a teacher.
- Using my device away from food and drinks.
- Reporting any problems or breakages to a teacher immediately.
- Taking and sharing photos, videos and sound recordings **ONLY** when granted permission by my teacher and by those featured in the recordings.
- Viewing and sharing content, only when it is safe and suitable for school purposes.
- Accessing **ONLY** my own accounts, not others.
- Allowing staff members access to my device.

I will **'Begin with the end in mind'** by:

- Following classroom and teacher rules when handling my device.
- Keeping passwords and personal details private.
- Having the discipline to not use email or home apps/programs (including messaging/social media) during school time, unless directed by a teacher.
- Using school email for school purposes only.
- Being on the teacher-assigned app/program or task at all times.

I will **'Put first things first'** by:

- Keeping my device safe in my bag on the way to and from school/OSHC.
- Making sure my device is at school every day and is fully charged.
- Making sure my device is 'school ready' with apps/programs and internet tabs from the previous day closed.
- Removing content from the previous school year.

I will **'Think Win-Win'** by:

- Observing cyber safety rules to keep myself and others safe online.
- Handling **ONLY** my own device.
- Creating and sharing content that is positive and respectful.

I understand that if the above actions are not followed, a consequence will be applied in accordance with the Student Code of Conduct.


Student's name: _____ Student's class: _____

Student's signature: _____

PARENT MEMORANDUM OF UNDERSTANDING

All students entering the BYOD iPad Program are required to complete the electronic Memorandum of Understanding (MOU) which sets out the conditions for participation. Here is the MOU survey link:


<https://forms.office.com/r/kEBtvY6pwb>



Parent Memorandum of Understanding BYOD Device Program 2024

iPad Years 2-5, Laptop Year 6

To be completed online by scanning code or clicking here:
<https://forms.office.com/r/kEBtvY6pwb>



As a parent of a child in a BYOD class I agree to the following:

- I will supply a device and case/sleeve according to the minimum specifications.
- I will ensure device is fully charged ready for each school day (charging not available at school).
- I take full responsibility for the device if it is damaged or malfunctions.
- I will replace or repair the device as soon as possible if damaged or lost.
- I will update and maintain apps, programs and system updates as required by the school. This includes removing content from previous years to allow adequate storage for class work.
- I will monitor use of home apps, programs and accounts to ensure age ratings are adhered to and created content is respectful.
- Where Screen Time or similar parental controls are set, I will ensure all school apps/programs are available between 8:30am and 3:00pm.
- I agree not to communicate with my child via their device during the school day.

Child's first and last name: _____

Year Level in 2023: _____

Parent name/s: _____

Parent email address: _____

Signed: _____

TEACHER AND SCHOOL RESPONSIBILITIES

A number of measures have been put in place to maximise safety of our students and their devices when they are in our care.

SCHOOL

- Departmental filters applied to restrict access to certain apps (e.g. YouTube) and explicit websites/photos/materials.
- Ongoing technical support in the form of a Technician and eLearning Coordinator.
- Appropriate storage and security processes when iPads are in classroom.
- Budget for continual professional development of staff in use of iPads.
- Regular communication with parents to share how iPads are being used.



TEACHER

- Monitoring student iPad usage while at school to ensure expectations are maintained.
- Regular 'Online Safety' lessons to promote safe use of devices and cybersafety awareness.
- Decision making about using iPads when they are the 'best tool for the task at hand'.

FREQUENTLY ASKED QUESTIONS

WHERE, WHEN AND HOW CAN I BUY A SUITABLE IPAD?

Families should make their own decisions about where and how to purchase iPads. However, we have established the following portals to help parents purchase suitable devices:

The School Locker (Oxley) – visit in store or buy online by generating a 'Student Advantage' account. Our P&C receive a commission on all iPad purchases from the School Locker.

<https://theschoollocker.com.au/schools/middle-park-state-school/middle-park-state-school-technology>

Learning with Technologies – buy online with delivery to your home: <https://mpss.orderportal.com.au>

Alternatively, iPads can be purchased from Apple or all office, audio visual and department stores. Be sure to ask for student education pricing when purchasing. iPads need to be ready to go with all apps downloaded for the first day of school in 2024. Be mindful that there can be lengthy delays and low stock levels so purchase as soon as possible to avoid disappointment.

WHAT ABOUT SECURITY, THEFT AND DAMAGE TO THE IPAD?

iPads are the responsibility of each student. iPads are stored inside desks during break time and class time when not in use. Additional lockable storage is provided for each class. Students are educated in the proper care and appropriate use of their iPad. The school will accept no responsibility for theft or damage to the device.

DO I NEED AN EXTENDED WARRANTY OR INSURANCE?

We recommend that all devices have some form of extended warranty and/or insurance. Occasionally accidents happen. Parents are advised to review their insurance policies to ensure that devices are covered outside the home. AppleCare Protection may be of use to some families.

WHAT APPS/PROGRAMS DO I NEED TO PURCHASE FOR THE IPAD?

A list of educational apps is provided by the school and must be purchased and installed prior to the commencement of the school year. Most educational apps selected will be free but parents should initially budget for some paid apps at a cost of approximately \$35 for the first year in the program. Similar apps are used from year to year so subsequent years will see a reduced outlay.

WHAT HAPPENS IF A STUDENT USES A DEVICE INAPPROPRIATELY?

The 'Acceptable Use Guidelines' for students and 'Memorandum of Understanding' for parents, outline expectations of use and the 'Student Code of Conduct' outlines consequences for inappropriate use.

HOW WILL DEVICES BE CONNECTED TO THE SCHOOL NETWORK?

Technical support is provided for students to access the school network with a username and password.

WHAT IS THE POLICY FOR CHARGING PERSONALLY OWNED DEVICES WHILE AT SCHOOL?

It is expected that personally owned devices are brought into school with a full charge. Students are made aware that the school is not responsible for providing an opportunity or the necessary power to charge devices during the school day.

HOW MUCH OF THE TIME WILL STUDENTS BE USING THEIR IPAD?

There is no minimum or maximum time allocation for the use of iPads and use will vary across year levels and subject areas and even from day to day. Our advice to teachers is to use iPads when they are the 'best tool for the task at hand'. A balance of technology and traditional methods is our preference. We believe pencil and paper is still needed for handwriting development.

WHO CAN I CONTACT FOR FURTHER INFORMATION?

Please contact Emma Turner, eLearning Coordinator, at byox@middleparkss.eq.edu.au or 3712 9888.