Salisbury State School iPad Program

Salisbury State School has a BYOD iPad (Bring Your Own Device) program for all students in years 2-6. In the iPad program, students will be able to bring their personal iPads to school and will have guaranteed access to a device during class time. These student-owned iPads will only be used by their owner and will allow students to utilise apps effectively, save their work on their own device and provide opportunities to share their work with their parents/carers.

Greater access to a device does not mean that students will be working on their iPads all day. Our motto when speaking about iPad use is that they are a 'tool not a toy'. iPads will be used alongside our shared devices and only when the teacher has identified that the use of an iPad would provide an opportunity to extend or support student learning.

This program will be aligned to our future Annual Improvement plans and will complement our pedagogy to support and extend our students. Our school has committed to making this program a success by upgrading infrastructure, increasing internet bandwidth, and providing opportunities for staff to engage in professional development to increase their knowledge of digital pedagogies.

Benefits of the iPad program include:

- One to one access to an iPad – students will not share their device with others
- Increased engagement through access to high quality resources and tools to support and extend learning
- Increased student independence and ownership of learning
- Increased opportunities for differentiation based on student needs
- Increased collaboration with other students
- Increased communication between home and school
- Development of problem solving and creative skills
- Increased digital literacy skills (navigating websites, effective research skills, creating digital texts)

This document includes parent information along with a requirements list and iPad Program Participation Agreement. Each of the requirements we ask our parents and students to agree to have been carefully considered to ensure the safety of our students and their devices. We encourage you to read these documents carefully before agreeing to participate in the program.

If you would like your child/ren to participate in the iPad program next year, please fill in the **iPad Program Participation Agreement** electronically by 22/11/2024.

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2025 iPad Program Requirements List

Device

If purchasing a new iPad

- iPad 9th Gen 10.2 inch/ 10th Gen 10.9 inch, 64 GB or 256 GB capacity
- 30GB available space for school-related files.
- Wi-Fi iPad preferred.
- Please do not purchase an iPad Mini as it is not compatible with the NAPLAN locked browser

If using an existing iPad

- iPad 9th gen or later model.
- Please ensure your iPad can take the latest iPad OS 17 as iPad Air (Gen 2), not be able to take this upgrade.
- Refer to Apple Support to find out which iPad model your child has: http://apple.co/2qXVG6P

Other iPad Accessories

- Headphones (with microphone)
- Case
- Stylus
- Keyboard

Appropriate cases include:

- Hard cover over screen, or padded bag/case for transporting to and from school
- The ability to easily access the camera lens or headphone port (no dust covers)
- A stand that allows students to type or write in their books while looking at their iPad
- A keyboard to allow for easier typing (optional)

iPad apps list

All school apps will be available to download via Microsoft Intune. The apps provided by the school will be mandatory for involvement in the iPad Program. We will endeavour to keep app costs to a minimum and use free apps where possible.

Labelling and identification

Students are expected to have name labels placed on the outside of their iPad cases.

Students will also be asked to have an appropriate photo of themselves on their lock screen for easy identification.

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iPad Program Procedures

<u>When should an iPad be brought to class?</u>

Unless specifically advised otherwise by the teacher, students should bring their device to school every day and take it home 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.

If students inadvertently leave their device at home, they are to inform their teacher when they arrive at the classroom.

<u>Storage and security</u>

Devices will remain in classroom between 9am-3pm, with classrooms being locked whenever the class is not in the classroom, or it is break time.

When students enter the classroom, they will remove their device from their bags and store them in a locked, secure area. Under no circumstances should devices be left in unsupervised areas.

<u>Charging</u>

Students should arrive at school with their devices fully charged. Devices will not be charged at school. If a device runs out of charge, it will not be used for the rest of the day.

<u>Transport of devices</u>

Devices must be transported to and from school in cases and/or sleeves and kept in a backpack.

iPads should be carried with two hands and with their cases closed.

<u>Before and after school hours usage</u>

iPads are not permitted to be used on school grounds before or after school without express permission of a teacher.

<u>Lunchtime usage</u>

Students will not be permitted to use their devices at lunchtime unless they are participating in a supervised lunchtime activity.

<u>Outside School Hours Care</u>

Students using their devices at Camp Australia should follow the directions of supervisors and follow school procedures. Devices should only be used in designated areas for homework purposes.

<u>Excursions</u>

Students will not take devices on excursions unless otherwise directed to do so.

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Home entertainment, social media and game apps

Students may have games on their devices. These apps are required to be stored in a 'Home' folder. They are not permitted to use these apps during school hours.

Home apps should:

- Be age appropriate
- Not include social media apps or games that have a 12+ age limit. These apps may include Facebook, Messenger, Snapchat, Instagram, Tik Tok, Roblox, Fortnite and other apps.
- Be placed in a 'Home Apps' folder on Panel 1 of the iPad

Access to school internet and accounts

All students involved in the iPad program will be provided with access to the school internet. Students will be responsible for ensuring they are accessing appropriate content and websites.

Students will also have access to a school Microsoft 365 account (Outlook, OneDrive, OneNote, Word, Excel, PowerPoint and Teams). Students will use these programs to communicate with their teachers and peers, save their work and engage with their learning.

Students are not to use their personal email or messaging apps to communicate at school.

Mobile Network (3G, 4G and 5G) connectivity

Due to school-based policy, 3G, 4G and 5G compatible devices allowed into school on the proviso that the SIM card is either removed or disabled. 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.

Breaches of iPad Program Policy

Breaches at school

Any breaches of policies may result in the student being referred to school administration and discipline administered in accordance with the Student Code of Conduct . This may include denial of access to the iPad for some time, and other consequences.

While some online content may be upsetting for students and parents, if the content does not affect the good order and management of the school, it is unlikely that it will constitute grounds for a school to get involved. If online behaviours negatively impact the good order and management of the school, the Principal can take steps under the Student Code of Conduct.

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Expectations of the Program

Salisbury State School will:

- The teacher/ school 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 Education Queensland's Internet Usage Agreement.
- The school will provide content filtering and monitoring when students access the school network.
- The teacher 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 via the Apple Classroom app. 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).
- Students may be selected on a random basis to provide their device for inspection for compliance with school and legal requirements.
- All students will receive cybersafety lessons.

Parents/Carers will:
- Complete and sign **iPad Participation Agreement Form** to indicate their understanding
- Be responsible for content filtering and the access / use of apps while at home.
- Will access additional cybersafety information as needed

Care of digital devices

General Precautions
- It is recommended that food or drink should not be next to the 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 must always carry their iPad with two hands
- The iPad should never be left in a car or any unsupervised area.

Faults, Breakages & Repairs

All faults, breakages and repairs of iPads are the responsibility of the owner. Our school will support students with network and internet connectivity issues and basic troubleshooting. Any other issues will be reported to parents.

Intentional damage or misuse by other students may result in the student being referred to school administration and discipline administered in accordance with the Student Code of Conduct .

Protection and Insurance

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

Please be aware that Salisbury State School does not provide insurance cover for student-owned iPads.

Screen Care

iPad screens can be easily 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, especially when being transported in bags.
- Do not place anything in the carry case that will press against the cover.
- Do not poke the screen with an object; and
- Regularly clean the screen with a soft, dry cloth or anti-static cloth.

Battery Maintenance

To get the most out of the battery life, 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 screen and close all running programs when not in use.

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Frequently Asked Questions

Q: Why do you only allow the devices specified and no other personal mobile devices?

A: Education Queensland supports the iPad platform with technical advice, curriculum support and professional development for teachers. Android devices are no longer supported on the Department's network.

Q: What will happen to students whose families choose not to participate in the iPad program?

A: All students will be able to participate in digital learning opportunities. In Prep and Year 1 we will supply iPads for use. Students who do not have their own device will have some access to a limited amount of school devices that are shared between students. These devices will be an older version of the iPads. They will remain on school premises and not travel between home and school. Student work created and stored on these iPads will not be accessible from home.

Q: Will the students still be using pencil and paper as well as developing handwriting skills?

A: We are critically aware of the importance of building solid foundation literacy and numeracy capabilities. Neurological research supports the importance of children having multiple opportunities to practise both fine and gross motor movements to best consolidate and automate this learning. Handwriting is still important and students in P-2 these are explicitly taught and assessed. Students will still create paper-based texts.

Q: For how much of the day will the devices be used?

A: It is with this research knowledge that we prescribe a measured approach to screen time and that it is used as a complementary learning tool alongside the traditional learning processes. We envisage that the devices will meet the curriculum time allocation required to teach competent ICT skills. The use of the devices may vary from day to day depending on the lessons or other events. It will remain at the teacher's discretion as to how to deliver the best and most appropriate pedagogy for the learning intention.

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

operating system?

A: The devices will be setup, managed and updated at home. The school will provide an app list and setup guide for parents before the start of the year. Parents can choose to load 'Home' apps that are not required by the school. These apps must be placed in the 'home apps' folder.

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

A: No, you can choose to use a device that you already own or purchase a used device.

Please refer to Salisbury's device requirements.

Q: Can my child use another child's device?

A: No, children will only ever be permitted to use their own device.

Q: Are students allowed to play Games?

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A: We see the iPad as a 'Tool not a toy' used for educational purposes only. Although some learning can be 'gamified', no games are added to the school app list. Personal games can be installed but must be placed in the home apps folder and not accessed at school.

Q: Should I be worried about Cybersafety?

A: Firstly, EQ has a strong internet filter, but more importantly explicit lessons will be given about this topic as discussed above. Parental controls should still be put in place on your child's iPad to ensure their privacy and safety. Home apps usually pose the greatest risk as they are not managed by our login procedures.

Q: Will the students learn to touch type?

Touch typing is not necessary as the 'pecking style is still appropriate for using the device. Touch typing is used to increase words per minute. Parents are welcome to install apps such as typing tournament.

Q: Will we still have to buy note books/ text books?

Both are still used but some decrease in items will occur once the full program begins in 2023.

Q: How will we set up the device?

A: Once parents have agreed to participate in the program, they will be provided with a comprehensive setup guide.

Q: Is there an additional cost as well as the booklist?

The purchase of the iPad is the major cost. The iPad will cost 50c per day over the life of the device, excluding home time and lasts for many years. We have made considerable reductions in booklist cost moving into full iPad program.

Q. How much will Apps cost?

We believe in providing minimal cost apps or subscriptions organised by school to keep costs down. Family sharing will allow an App to be downloaded once and used for more than one child. Unlike other iPad programs, we do not currently have paid Apps.

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