BYO iPad Program 2015
Rationale

The **BYO iPad Program**, one-to-one student iPad environment, supports and enables our vision.

The Ashgrove State School **BYO iPad Program**:

- Enables personalisation of student learning through access to rich learning resources;
- Best facilitates the development of knowledge and skills necessary for the 21st century workforce, including digital-age literacy, innovative and creative thinking, effective communication and high productivity;
- Allows continuous access to educational materials allowing learning efficiency to happen anywhere, anytime;
- Provides an engaging, interactive environment for learning; and,
- Strengthens links between home and school, giving parents the opportunity to see, every day, what their child is learning at school
- Allows students the opportunity to display prior knowledge of topics and thus be co-constructive in their own learning journey.

At Ashgrove, students currently have access to a large number of digital devices to support their learning. 110 iPad minis have been purchased, that are shared across the school. The iPads are the only platform supported in the Ashgrove State School BYO Program in 2015.

The advantages of using the iPad include:

- **✓** Access knowledge and information through the plethora of content and creation apps (many of which are free) to support student learning
- **✓** Access to a wealth of information on the Internet when they need it (using the speak ability via settings to read text for those students in the lower year levels or students with lower literacy levels than their peers) through wireless connectivity
- **✓** Access to rich media including digital stories, image and video
- **✓** Increased productivity through quick loading of apps and quick response of the iPad
- **✓** The iPads operating system is very reliable, ensuring maximum up-time
- **✓** Provides simple yet sophisticated text, audio and video-based communication facilities for collaboration with peers, teachers and experts in a local, national or global context.
- **✓** Ability to personalise learning and provide work targeted at the correct level for students
- **✓** High student engagement both independently and collaboratively
Concept Development

The **BYO iPad program** at Ashgrove State School has come about from the successful eLearning agenda that our school has been on. Our School values the importance of being digitally connected with our community and that we offer our students the best possible learning experiences with digital devices. The school staff see the benefits of increased individual access to an iPad, as having the potential of greater student engagement, creativity and learning outcomes.

With the concept of the **BYO iPad program** at Ashgrove State School in 2015, we plan to impact student academic improvement, engagement, and attitude to learning as well as afford our students opportunities to further develop 21st century learning skills.

In 2015, a number of classes from Prep to Year 6 at Ashgrove State School will allow students to bring their own (BYO) iPad.

We have developed our 7 steps to a successful iPad BYO program at Ashgrove State School.

1. Play (teachers and students)
2. Strategic direction (increased student learning outcomes, productivity and student engagement)
3. iPad management (school policy and procedures)
4. Curriculum alignment (HOC, DP, teachers)
5. Pedagogy (align to school pedagogical framework)
6. Professional Development for teachers (including sharing best practice)
7. Celebrate SUCCESS.

Professional development for teachers will continue to be a key priority and many staff took advantage of learning opportunities in 2014. Two of our ICT coaching staff attended professional development with Apple in Sydney and attended the Australian Computers in Education Conference (ACEC) in Adelaide. Other staff members visited iPad schools in South East Queensland and Melbourne and conducted many other self-directed professional development opportunities in regards to iPads and teaching/learning.
BYO iPad Program FAQs

Q: Why only allow 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.*

Q: What will happen if there are more students, who express an interest to bring their own iPad, than classes will allow?
A: *Those students who have been in the program in 2014 will have priority in 2015. Based on the numbers of students wishing to enrol in the program for the first time this year and re-enrolling students, we will then determine the number of iPad classes. We must, however, continue to monitor class composition so it may be the case that some students are not able to be included in a BYO iPad class.*

Q: What will happen if there are not enough students who express an interest to bring their own iPad for the number of BYO iPad classes available?
A: *For special projects, some teachers may allow students to bring their own devices or use the school owned devices.*

Q: Will the students still be using pencil and paper as well as handwriting?
A: *We still see a need for students to use pencil and paper across the curriculum areas and to practise handwriting.*

Q: Will the iPads be managed at home or at school e.g. loading apps, updating the device?
A: *Both! The iPads will need to be managed at home and at school.*
*Each year level will have a list of apps that will be required to be loaded (most of which will be free). Once enrolled in the school’s Mobile Device Management (MDM) system students will be able to wirelessly receive apps and that have been purchased by the school.*
*These apps will be revoked when the student no longer needs to use them at school – there is a grace period of 30 days before apps will be no longer available.*
*Parents can choose to load additional apps that are not necessarily required by the school.*

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.*
Information for Students and their Parents on School Network Usage

Why are schools providing students access to ICT facilities?
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.

What is responsible/appropriate use/behaviour by a student?
It is responsible for students to use school computers and network infrastructure for: assigned class work and assignments set by teachers; developing literacy, communication and information skills; authoring text, artwork, audio and visual material for publication on the Intranet or Internet, solely for educational purposes as supervised and approved by the school; conducting research for school activities and projects; communicating with other students, teachers, parents or experts in relation to school work; and access to online references such as dictionaries, encyclopaedias, etc. Students can also collaborate, research and learn through Education Queensland’s e-learning environment.

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

Usernames and passwords are to be kept by the student and not divulged to any other individual (e.g. a student should not give their fellow students their username and password). Students cannot use another student or staff member’s username or password to access the school’s network, including not trespassing in another person’s files, home drive or e-mail. Additionally, students should not divulge personal information (e.g. name, parent’s name, address), via the Internet or e-mail, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.
What is expected of schools when providing student’s with access to ICT facilities?

Schools will provide information in relation to student access and usage of its network and reserves the right to restrict/remove student access to the intranet, extranet, internet or network facilities if parents or students do not adhere to the school’s network usage and access guideline/statement.

Schools will prepare students for the possibility of unanticipated access to harmful information, materials or approaches from unknown persons via the Internet (e.g. run through 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).

Where possible, classes involving internet usage by students will be prepared prior to class engagement, including, 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 schools hours, outside of school hours).

What awareness is expected of students and their parents?

Students and their parents should:

- Understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the school’s ICT network facilities and ensure they have the skills to report and discontinue access to harmful information if presented via the internet or e-mail;
- Be aware that the ICT facilities should be utilised with good behaviour as stipulated under the Code of School Behaviour; and that students breaking these rules will be subject to appropriate action by the school. This may include restricted network access for a period as deemed appropriate by the school.
- Be aware that access to ICT facilities provides valuable learning experiences, therefore giving the student educational benefits in line with the school’s educational program;
- Be aware that the internet gives access to information on and from a wide variety of organisations, subjects, people, places with origins from around the world; the school cannot control information accessed through the internet; and information may be accessed or accidentally displayed which could be illegal, dangerous or offensive, with or without the student’s immediate knowledge; and
- Understand that teachers will always exercise their duty of care, but protection, mitigation and discontinued access to harmful information requires responsible use by the student.
Conditions and Specifics of Use of Mobile Learning Devices

Charging Batteries
iPads brought to school will need to be fully charged. **The power supply will not be required to be brought to school.** The school will have a number of iPad power supplies to charge the iPad in the event of a battery being depleted. Leaving power supplies at home reduces the weight of the equipment student’s transport to and from school and reduces likelihood of damage and/or loss. Due to the iPad 3rd and 4th Generation including the Retina display, battery life of these devices can be reduced dramatically when using display intensive processes. Testing has been conducted and normal class use of these Retina models will see the battery lasting all day if charged before school.

Other Privately Owned Devices
In 2015, only Apple iPads will be able to be used in the **BYO iPad program**.

Ashgrove State School will not sanction any other privately owned devices connecting to the school network, other than the devices nominated in the **BYO iPad program** supported devices section. This exclusion includes all other private iPads, and mobile devices. The policy has been enacted to prevent exposure of the school network to security risks.

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

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

MIS provides the means to filter students’ access to web pages from a global level; controlled by Education Queensland and from a school level when appropriate.

Apple ID
Parents will be required to provide a separate Apple ID for each student as the legal age for setting up an Apple ID account is 13 years or over.

Mobile Device Management (MDM)
Students will be required to enrol their devices into the school’s Mobile Device Management (MDM) system at the beginning of the school year.

This will enable the school to provide school purchased apps for students and enable the school to reset a user’s forgotten passcode

MDM also provides a simple way to enable user access to school services while ensuring devices are properly configured.

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
Students will need to have the latest operating system iOS 8 installed. Updates should be completed at home and a full backup is encouraged beforehand to avoid possible loss of data.

Apps
Many apps will differ from year level to year level, but students are required to have these essential apps on their iPad – Book Creator, Explain Everything™, Keynote, Pages, Numbers, iMovie

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

General Care

Students are responsible for the general care of the iPad.

General Precautions
- It is recommended that food or drink should not be next to your iPad when in use.
- Cords, cables, and removable storage must be inserted into, and removed from the iPad carefully.
- Students should never carry their iPad while the screen is open, unless directed to do so by a teacher.
- The iPad should never be left in a car or any unsupervised area.
- Students are responsible for ensuring the battery is charged for school each day.

Transporting the iPad
A protective iPad carry bag has sufficient padding to protect the equipment from normal treatment and provide a suitable means for carrying the iPad within the school. The guidelines below should be followed:
- The iPad should always be within a protective case when carried.
- Some carrying cases can hold other objects, such as clipboards and exercise books but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.
- It is recommended that students do not carry drink bottles of any kind in their backpacks.

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

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

Occupational Health and Safety
Students are advised to consider the following advice 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.

If the screen is at the optimal height for the operator then the keyboard is too high, and if the keyboard is at the optimal height then the screen is too low. Both scenarios may contribute to muscle discomfort or strain to varying degrees.

Potential injuries that can occur through using iPads include:

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

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

Preventing Eye Strain

Eyestrain and headaches can be caused by the constant viewing of small objects on small screens, incorrect monitor position, or glare or reflection from lighting sources. The risk of eyestrain can be reduced by ensuring students:

- Work in environments free from glare or reflection.
- Have adequate lighting.
- Increase font size for comfortable viewing.
- Position the iPad screen for comfortable viewing distance.
- Take 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 blink to lubricate your eyes.
- Adjusting the screen brightness, colours and/or contrasts can also assist in reducing eyestrain.

Preventing Hearing Damage

Hearing damage can be prevented by following some of these simple steps. It is unlikely that students will be using headphones for extended periods of use throughout the school day.

- Limiting the time spent listening with headphones to 1-2 hours 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 85dB or less
- If other people can hear the sound from the headphones/ear buds then the volume is too loud
- If the person listening raises his or her voice to speak to others while listening it is likely the volume is too loud
- Studies show that listeners are much less likely to use unsafe volumes when background noise is limited such as with the use of noise cancelling headphone or ear buds (I’m not sure, however, that noise cancelling headphones would really be appropriate in a classroom where the teacher needs to be heard by the students).
- In the absence of noise cancellation, using headphones is apparently safer than the ear buds

There is also the option of parents adjusting the maximum volume limit on the iPad itself.

References

- Using your device safely, Department of Education, Victoria.
- Health and safety in the Office. Department of Education, W.A.
**BYO iPad Program Supported Devices 2015**

**Apple iPad products**

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<thead>
<tr>
<th>iPad Model</th>
<th>Wi-Fi Model</th>
<th>Cellular Model</th>
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<td>iPad 1&lt;sup&gt;st&lt;/sup&gt; Generation</td>
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<td>YES</td>
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<tr>
<td>iPad Mini/Mini 2/Mini 3</td>
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<td>YES</td>
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<td>iPad Air/Air 2</td>
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All storage versions are supported in the **BYO iPad program** – (16GB, 32GB, 64GB, 128GB)

The 16GB base model is the preferred device due to cost considerations. Keep in mind that any personal applications and content placed on the device may interfere with the storage requirements for school use as the full 16GB of storage may be required by some classes.

**Mobile Network (3G & 4G) Connectivity**

3G and 4G compatible devices are suitable for purchase and use but the school strongly encourages that the SIM card is removed or disabled whilst at school so that students are not able to access an unfiltered internet connection whilst at school. This includes mobile phones, mobile devices and any other device with the capability of connecting to an external cellular network. Any connection which is not through the Managed Internet Service contravenes school policy and consequences will be enforced.

**Finance**

The school cannot enter into any finance arrangements with families for the purchase of personal iPads.

**Security and Insurance**

While the BYO iPads will be stored in classrooms during break times, parents are encouraged to seek personal insurance. Check with your preferred insurance company (or even the iPad reseller) about your personal insurance at home and, to and from school, for your iPad. The school also offers a low cost option of $20 for the school year with a maximum of one claim for theft or breakage of screen per year. Depending on the model of iPad, an excess of up to $40 may apply to newer models. Further information will be sent out to families.

**Damage in transit**

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

**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 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.
# Essential App list 2015 Ashgrove SS

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<thead>
<tr>
<th>App</th>
<th>Description</th>
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<tbody>
<tr>
<td>Keynote</td>
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<td>Pages</td>
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<td>iMovie</td>
<td></td>
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<tr>
<td>Numbers</td>
<td></td>
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<tr>
<td>Book Creator</td>
<td></td>
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<tr>
<td>Explain Everything™</td>
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Please note that apps such as Pages, Keynote, Numbers and iMovie will be able to be downloaded free with any new purchase of an iPad.
BYO iPad Program 2015

Ashgrove State School

BYO iPad Program 2015 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.

Content
1. I will use the iPad only to support my school learning program whilst at Ashgrove 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.

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 at school that support my learning activities.
3. I will only use my school email account for mail related to my learning.
4. I will be cybersafe and cyber smart when using the internet.
5. I will demonstrate etiquette when using my iPad and 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. For security reasons, I am not to share account names and passwords with anyone unless requested by Ashgrove State School staff when servicing the iPad.
8. I am responsible for the security and use of my iPad while at Ashgrove State School. Lockable storage will be provided for students to place their equipment during lunch and play breaks.

I understand if the above conditions are not followed, I may lose my privilege to use my iPad at Ashgrove State School for such time, determined by the school.

Name of Student: ___________________________ Student Signature: ___________________________

Name of Parent: ___________________________ Parent Signature: ___________________________

Date: ___________________________

Authorised at Ashgrove State School by:

Principal Name: ___________________________ Principal Signature: ___________________________