BYO iPad Program 2016
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 2016.

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 from the successful eLearning agenda that our school has established. Our School values the importance of being digitally connected with our community. We want to 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 continuation of the **BYO iPad program** at Ashgrove State School in 2016, 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 2016, the school aims to have greater than 50% of classes from Prep to Year 6 at Ashgrove State School being (BYO) iPad classes.

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.

In 2015 the school successfully applied for and was successful in being accredited as an Apple Distinguished School. A key component of this accreditation was the ongoing commitment to the professional development of staff. Professional development for teachers will continue to be a key priority and many staff took advantage of learning opportunities in 2015. Two of the school’s staff were chosen to be part of the Apple Distinguished Educators Program which met in Singapore in 2015. Another two staff were involved in the Apple Distinguished Leader’s Summit in Adelaide. In 2014 two staff were selected by Apple to take part in a week of professional learning in Sydney and also attended the Australian Computers in Education Conference (ACEC) in Adelaide. Other staff members have 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: *Students who are currently enrolled in a BYOD class will be automatically be re-enrolled in a BYOD class unless parents have advised that they wish to opt-out. Requests to opt-out of a BYO iPad class need to be made via email to the relevant Deputy Principals.*

*Parents whose children are wishing to be considered for a BYOD class for the first time in 2016 will need to apply. An Expression of Interest letter will be sent to families of students in non-BYOD iPad classes early in Term 4. Where vacancies exist in a BYOD class students will be selected based on the order of receipt of the Expression of Interest.*

*Where a year level has more than 20 students express an interest to be part of a BYOD iPad class an investigation will occur to the addition of a new BYOD iPad class to the year level.*

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.
**iCloud at Ashgrove**

As part of the BYOD iPad program of Ashgrove State School parents are asked to establish an iCloud account for their students. Apple has strict rules guidelines for creating accounts, for children under 13 years of age parental consent is required. By parents establishing an iCloud account for your child parental consent is implied which means parents do not have to fill in permission forms for this feature.

**What is iCloud**

Apple offers iCloud free (for accounts up to 5GB) and is an online repository for all sorts of content that can be stored on an apple device. A demonstration of the iCloud and its uses is available at http://www.apple.com/au/icloud/

The purpose of the iCloud account is to:-

1. Allow students to back up work
2. Free up space on iPads by storing information on the cloud.
3. Students and staff will have access to the enormous amount of resources that is currently available to support learning on iTunes U.
4. Provide a safe medium for work to be stored between home and school.
5. Helps you find your device if you lose it using find my iPhone.
6. Up to six members of your family can share iTunes, iBooks and App Store purchases, along with family photos, calendars, locations and more

**Recommendations**

Although iCloud is one of the safest storage systems in the world, no data system is 100% safe from Hackers. Students are to be reminded by staff and parents that no personal information that identifies them and their address should be stored on the iCloud other than for the purpose of login.

Students and parents should not use the student’s school login details and password. Login and passwords should be kept in a secure location.

Students need to abide by the School Internet Rules. All communication using the iCloud needs to be ethical and appropriate.

The school recommends that data is removed once students have completed various curriculum elements. This frees iCloud storage space. At the end of each school year students and parents should delete all unwanted files from iCloud.

**For Staff using iCloud**

Staff when using iCloud are required to adhere to the department’s Code of Conduct and ensure students follow the Student Internet Rules. Communication using iCloud must be professional and appropriate (including photographs).

Staff need to be aware of all uses in the school and ensure downloads using iCloud are not excessive. Staff need to monitor the speed of the internet through the wireless network to ensure that downloads to iCloud have not slowed the speed of the connection. Staff need to encourage students to delete curriculum off the iCloud that is no longer relevant to future learning to free up storage space for the student on the iCloud.
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. 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 2016, 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 have their own Apple ID and set up Family Sharing. 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.

Instructions on how to create these accounts are included on Pages 10-15

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 iOS operating system (iOS 9) 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.
Create and start using an Apple ID

Your Apple ID is the personal account you use to access all Apple services. With a single Apple ID and password you can shop the iTunes & App Stores, set up iCloud on all your devices, communicate with friends and family using iMessage and FaceTime, make a reservation at an Apple Retail Store, and much more.

Do you already have an Apple ID?

You only need one Apple ID to access all Apple services. Before you create a new Apple ID, consider whether it might be better to continue using one you already have. Keep in mind that you might not be able to move data or purchases from an old Apple ID to a new one.

If you aren't sure if you already have an Apple ID, we can help you find it. If your email address has changed, you can change the address you use for your current Apple ID to continue using it.

Create your Apple ID

To create your Apple ID, go to My Apple ID (appleid.apple.com) and select Create an Apple ID. Here's what you'll need:

- A valid email address to use as your Apple ID user name.
- A strong password.
- Three security questions and answers as a second way to verify your identity or reset your password.
- Your date of birth.

You can also create your Apple ID when you set up a new device, or sign in to iTunes or iCloud for the first time.
Sign in with your Apple ID

Use your Apple ID and password anytime you’re asked to sign in to an Apple device or service. Use the same Apple ID every time you sign in so that all your devices and services work together seamlessly. For example:

- Sign in to iCloud to keep your personal content up to date on all your devices.
- Sign in to the iTunes, iBooks, and App Store to make purchases and access previous purchases.
- Sign in to iMessage and FaceTime with your Apple ID to communicate with friends and family.
- Sign in to Game Center with your Apple ID to play games with friends and track your achievements.
- Sign in with your Apple ID when you set up a new device.

See a complete list of features and services that use your Apple ID.

Manage your Apple ID

Because your Apple ID is used across all your devices and services, it’s important to keep your account information up to date. Simply sign in to My Apple ID (appleid.apple.com) any time to manage your account:

- Update your Apple ID email address to make sure it’s an address you use frequently.
- Change your password to help maintain the security of your account.
- Reset your security questions to make sure they’re easy for you to remember but hard for others to guess.
- Add a rescue email address to help you reset your security questions if you ever forget them.
- Add alternate email addresses to make it easier for others to communicate and share with you.

Help us protect your account

The security and privacy of your Apple ID is very important to us. Here are some things you can do to make sure your account remains private and secure:

- Review the best practices in Security and your Apple ID.
- Set up two-step verification to add an extra layer of security to your account.
- Read more about Apple’s commitment to privacy and security.

Set up Family Sharing

Use these steps to set up Family Sharing. You can start a new family group and invite people to join, or you can join someone else’s family group.

Family Sharing makes it easy for up to six people in your family to share each other’s iTunes, iBooks, and App Store purchases without sharing accounts. Pay for family purchases with the same credit card and approve kids’ spending right from a parent’s device. And share photos, a family calendar, and more to help keep everyone connected.

Get started

You can be a part of only one family at a time. Here’s what you’ll need to set up Family Sharing:

- An Apple ID signed in to iCloud and iTunes
- iPhone, iPad, or iPod touch with iOS 8 or Mac with OS X Yosemite

If you need to, you can create an Apple ID for your child, then add them to your family group. When you create an account for a child, make sure that you’re using a credit card as your iTunes Store and App Store payment method. To comply with child online privacy protection laws, you’ll use the CVV, a verification code sent via SMS, or the security code from a valid payment method as part of providing your parental consent. If you like, you can change to a different payment method after creating the account.

Start a family group  Join a family group  Start sharing

Start a family group

One adult in the family—the family organizer—can set up Family Sharing for the group from their iOS device or Mac. When you set up Family Sharing, you’ll be asked to confirm that you agree to pay for
Use these steps on your iPhone, iPad, or iPod touch:

1. Go to Settings > iCloud.
2. Tap Set Up Family Sharing, then tap Get Started.
3. Confirm that you want to be the family organizer and that you’re signed in with your personal Apple ID.
4. Follow the onscreen instructions.

Use these steps on your Mac:

1. Choose Apple menu > System Preferences, then click iCloud.
2. Click Set Up Family.
3. Follow the onscreen instructions.

After you set up Family Sharing, you can invite your family members to join.
Invite people to join your family

You can add anyone who has an Apple ID to your family, as long as you’re both using iOS 8 or OS X Yosemite on your devices. You can also use these steps to add a child to your family group.

Invite someone from your iPhone, iPad, or iPod touch:

1. Go to Settings > iCloud > Family > Add Family Member.
2. Enter your family member’s name or email address.
3. Follow the onscreen instructions.

Invite someone from your Mac:

1. Choose Apple menu > System Preferences, then click iCloud.
2. Click Manage Family.
3. Click +, then follow the onscreen instructions.

If your family member is with you, they can enter their Apple ID password on your device to accept the invitation. You can also send them an invitation, and they can accept from their device.

See if your family member accepted the invitation

After you send the invitation, you can check its status under the person's name in Settings > iCloud > Family on your iOS device. On your Mac, go to Apple menu > System Preferences, click iCloud, and select Manage Family. Then select that person's name to see the status of the invitation.

If you need to resend the invitation, select Resend Invitation.

Join a family group

You can accept or decline an invitation to join a family from your device:

- In iOS 8 on your iPhone, iPad, or iPod touch, go to Settings > iCloud > Invitations.
- In OS X Yosemite on your Mac, choose Apple menu > System Preferences > iCloud > Manage Family.
- If the invitation is sent to your email address, you can also respond right from your email.

To accept an invitation, follow the onscreen instructions. Here’s what you’ll be asked to do when you join:

- Confirm your Apple ID and password.
- Choose if you want to share your content and which Apple ID you want to share from.
- Choose if you want to share your location. If you agree, your location can be displayed on family members’ devices in Find My Friends and Messages, and the location of your shared devices will also appear on family members’ devices in Find My iPhone.
If you can't accept the invitation, see if someone else joined a family with your Apple ID or is sharing purchased content from your Apple ID. Remember, you can only join one family at a time, and you can only switch to a different family group once per year.

Start sharing

After your family members join, the features of Family Sharing are set up on everyone’s devices. Here's what you can do:

- Download eligible music, movies, TV shows, books, and apps from the iTunes, iBooks, and App Store.
- Join Apple Music with a Family membership.
- Share family photos and videos. Open the Photos app, tap Family in the Shared tab, and add what you want to share.
- Use the Family calendar. Open the Calendar app to add, view, or change events and reminders in the Family Calendar.
- Find your family with the Find My Friends app. Choose when to share your location with your family members.
- Help find family members' devices with the Find My iPhone app.
- Manage your child's account or turn on Ask to Buy.

Get help

- Get help if you don't see your family's shared content. To share purchased content, you need to turn on Share My Purchases and use the iTunes Store in the same country as your family members.
- Learn how purchases work with Family Sharing.
- Learn about Family Sharing.

Family Sharing requires a personal Apple ID signed in to iCloud and iTunes. Music, movies, TV shows, and books can be downloaded on up to 10 devices per account, five of which can be computers. iOS 8 or OS X Yosemite are required to set up or join a Family Sharing group and are recommended for full functionality. Not all content is eligible for Family Sharing. Content can be hidden by family members; hidden content is not available for download. Content downloaded from family members or acquired via redemption codes is not subject to Ask to Buy.

https://support.apple.com/en-au/HT201088
**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.
- BYO 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 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
• Occupational Overuse syndrome – Keyboard Operators: Reducing the Risk.
• Using your device safely, Department of Education, Victoria.
• Health and safety in the Office. Department of Education, W.A.
• Officewise. Victoria Work Cover http://www.workcover.vic.gov.au
**BYO iPad Program Supported Devices 2016**

**Apple iPad products**

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<thead>
<tr>
<th></th>
<th>Wi-Fi Model</th>
<th>Cellular Model</th>
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All storage versions are supported in the **BYO iPad program** – (32GB, 64GB, 128GB)

Keep in mind that any personal applications and content placed on the device may interfere with the storage requirements for school use.

**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.

**Insurance**

The school has included a Technology & Resource fee with the 2016 Booklist Orders. This includes $20 for the school iPad Insurance Scheme and will cover students for a guarantee of one claim for theft or breakage per year. Apple does not support the replacement of screens by third party repairers such as those used by the school as it is deemed an unauthorised repair. This affects any families that have AppleCare and voids any warranty they may have taken out when they purchased the device. Under AppleCare you are allowed two incidents of accidental damage in two years which will cost $65 (service fee) per incident as well as the initial warranty cost ($129 for 2 years for an iPad).

**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 2016 Ashgrove SS

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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.
Ashgrove State School BYO iPad Program 2016

Student Participation Rules

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.
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 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. BYO iPads will be stored in classrooms during break times.