



BYOD INFORMATION HANDBOOK

2021 Edition

Follow these steps to get ready for BYOD



Step 1

Follow the Purchase List (**p.3**) to get items ready

Step 2

Label the iPad, case and headphones with your child's name (**p.4**)

Step 4

Use our BYOD 2021 Spark Page to set up iPad for learning (**p.5**)

Step 4

Download Apps (list available on our website from Term 4)

Step 1

Purchase the following items ready for the first day of school.

Item	Approximate Cost	Supporting Information
Apple iPad Gen 8 Wi-Fi 32GB OR 128GB 	From \$495	Wi-Fi Cellular iPad will not be accepted iPad minis will not be accepted iPad Gen 6 or 7 are also suitable <i>Optional iPad purchasing portals on school website</i>
Sturdy iPad Case 	From \$50	Cases should be heavy duty and encompass the iPad, rather than just clip onto the back (pictured left). A sturdy case is important to help keep the iPad safe from damage.
Wired Headphones 	From \$40	Over-ear wired headphones are usually more comfortable. Check for your child's comfort. Check for compatibility with iPad prior to purchase.
Setup Family Sharing	Free	Create a Child Apple ID and enable Parent Controls https://support.apple.com/en-au/HT201304
Install Required Apps	\$7.99	Install all required apps from the list. Paid apps can be shared between devices using Family Sharing, meaning they only need to be paid for once. The apps list will be released in Term 4.

Step 1



Follow the Purchase List to get items ready

Step 2

Clearly label the iPad, case and headphones with your child's name and 2021 class

Step 3

Use our BYOD 2021 Spark Page to set up iPad for learning

Step 4

Download Apps (list available on our website from Term 4)



Student Name 1X

Step 1

Follow the Purchase List

Step 2

Label the iPad, case and headphones with your child's name

Step 3

Use our BYOD 2021 Spark Page to set up iPad for learning

Step 4

Download Apps (list available from Term 4, via link below)



Follow this link to Setup iPad for Learning

BYOD Program FAQs

SETTING UP and MANAGING iPad

Why BYOD at BSSS?

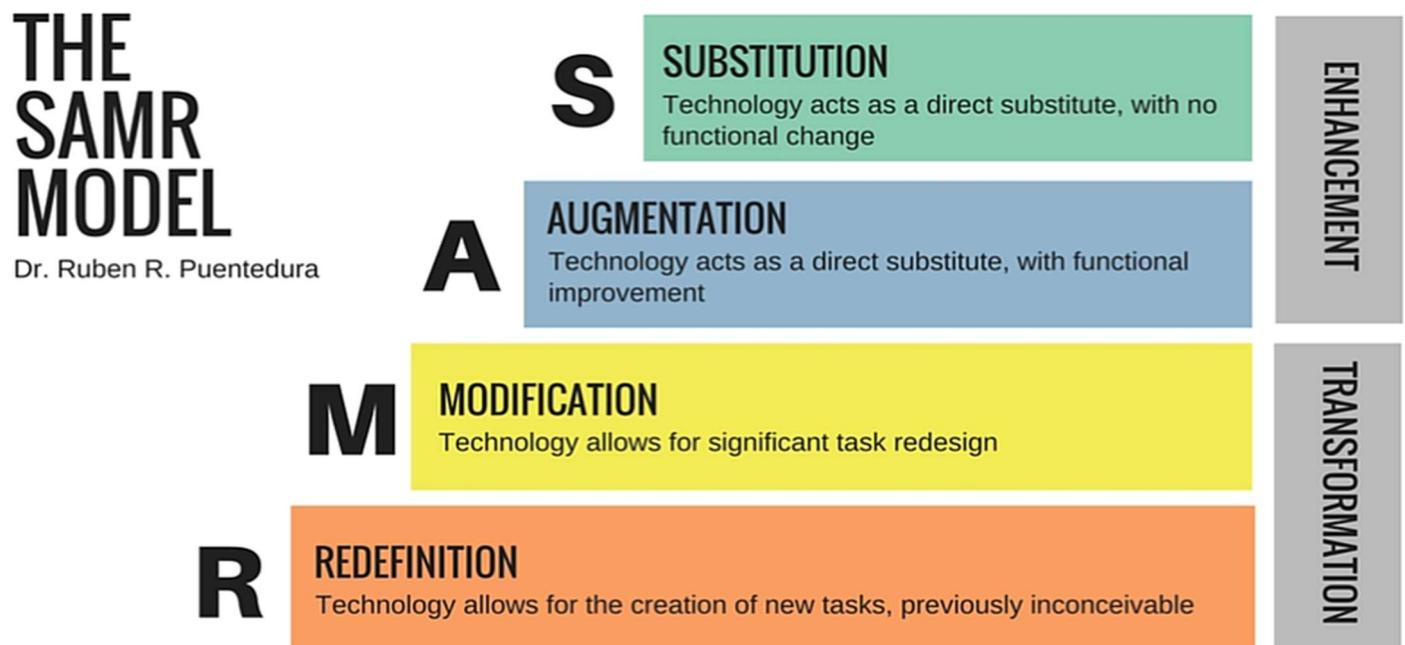
- Enables personalisation of student learning through access to rich learning resources;
- Best facilitates the development of knowledge and skills necessary for the 21st century workforce, including digital-age literacy, innovative and creative thinking, effective communication and high productivity;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

We strive for improved outcomes in learning engagement, learning productivity, home school partnership, academic results, and students’ skillset.

The advantages of using a personal device include:

- ✓ Access knowledge and information through the vast range 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/software and quick response of the device;
- ✓ 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.

SAMR Model at Birkdale South State School



Schools have been exploring new ways to enhance student learning. In the past at Birkdale South State School our devices have been seen and used as a substitution, however we have been working hard to upskill our staff to work towards becoming a school where students can redefine their learning through the use of these devices. Having students modify and/or redefine the way they do their work is our goal into the future. That is why we encourage every family at our school to get on board with the BYOD program to build 21st century learners.

Do I need to set up Family Sharing on my child's device?

Yes. At BSSS we value Family Sharing as an important way for parents to influence their child's device use. Family Sharing is a feature of Apple products. Family Sharing enables children under the age of 13 to have their own Apple ID which is linked to your parent account with the appropriate restrictions. It also allows families to share apps across 6 devices, which means you only need to purchase a paid app once and it can be used across many devices. Family Sharing also offers Parental Controls which support your child to manage their screen time and access to the device. <http://www.apple.com/au/family-sharing>.

Who is responsible for managing the iPad?

Parents and students are responsible for managing and maintaining iPads for school use. This means that updates and app downloads will need to be completed at home. Students may be asked to remove any apps which are not necessary for learning if they are interrupting learning or taking up storage space on the iPad which is necessary for learning tasks.

Apple have a range of personal storage options. Please note that iCloud cannot be accessed on the school network.

For further information: support.apple.com/en-au/ht203977

All iOS updates need to be completed at home as the school MOE internet does not allow this to happen at school. It is important to keep your child's iPad updated with the latest operating software.



Who is responsible for damages to BYOD iPads?

Students will move from class to class with their iPads e.g. for a music lesson with a specialist teacher, and class teachers sometimes use outdoor spaces for learning, so this means that a sturdy case is required to protect the iPad. Rules are in place to prevent foreseeable problems and damage, however, from time to time accidents may occur. If damage is caused by deliberate or careless actions of a student (owner or others), the costs of repair will be passed on to those involved and behaviour consequences may apply. The decision around the responsibility for repair costs is at the discretion of the Principal. iPads can be added to home and contents insurance policies. For further information on this contact your insurance provider.

Do I still need to pay the Levy and purchase books?

Yes. In order to provide a balanced education, students will still need pencils, workbooks and other stationery so this means families need to pay Levy fee and purchase materials on the Booklist.

Apps list will be shared via Adobe Spark page in Term 4.

What apps will my child need on their iPad?

Our BYOD Apps List will be sent to all Year 3, 4, 5 and 6 families with the Levy and Booklist information in Term 4. The apps will be updated on our 2021 BYOD Adobe Spark page <https://spark.adobe.com/page/2OupW05yGqitd/>

Why is an iPad the only device my child can bring?

At BSSS we believe having a consistent device in the hands of all our students and teachers, enables our community to be confident, comfortable and productive with teaching and learning in the 1:1 environment.

How much of the day will the devices be used? Will the students still be using pencil and paper as well as handwriting?

A: Yes. We will be implementing a blended learning environment. 25-70% of the day students will be using their devices. Students will still continue to use pencil and paper and to practise handwriting. The amount of time that students will spend on their devices each day will vary from year level to year level, class to class, student to student and even day to day.

What happens if my child forgets the passcode on their iPad?

You will need to connect the iPad to the computer it is synced with and restore it to a previous backup. It is important that you adhere to password procedures as outlined in the Privacy and Confidentiality section on page 9.

Can my child have access to iMessage at school?

No. While at school iMessage must be OFF.

Whilst we understand that communication between home and school is important, iMessage for parent/child communication is not allowed. iMessage and Facetime are not needed as a learning tools and as such, the use of this during learning time would constitute a breach of our BYOD User Agreement.

To communicate with your child during the school day please phone the school office or email their teacher.



Can we install social media apps?

No. Most social media apps are NOT age appropriate, for example a 9 year old should have apps that are recommended for 9 year-olds and under. All Social Media Apps including, but not limited to Facebook, Instagram, Tik Tok, Fortnite and Snapchat are not to be installed. This would be a breach of the BYOD User Agreement and may lead to further consequences.

The Carly Ryan Foundation offers app guides for parents:

<https://www.carlyryanfoundation.com/resources/fact-sheets> and the Apple App Store provides recommended age limits.

Can we install apps that are not on the Apps List?

Yes. Students can have 'extra' apps installed on their iPad for personal use, provided they do not interfere with storage space for school requested apps. You may choose to place extra apps in a home screen folder called 'Home', to minimise distractions during learning time.

Are other web-enabled devices like smart watches allowed?

No. Phones and all other web-enabled and SIM-enabled devices including but not limited to V-Tech watches and Apple watches, are not allowed at school as they connect to networks outside of the school-based Managed Operating Environment. Students have to check these items into the office before school and collect them at home time. Simple pedometers that count steps and track physical activity are allowed.



LEARNING WITH IPADS

How will teachers monitor what my child is doing on their iPad?

At BSSS we believe in supporting student learning to get best outcomes for all students. Teachers use the Classroom App to help monitor and support student learning. This app connects with each iPad in a classroom and allows the teacher to see what students are doing on their screen while connected to the same wi-fi point at school. It tracks which apps are opened by each student, and how long they have been used. The Classroom App also supports teachers to quickly, with one action, share information and links with all students in the class. Students can also send evidence of their learning back to their teacher. For further information:

www.apple.com/au/education/teaching-tools.

Education Queensland provides all State Schools with a Managed Operating Environment (MOE). This means that web searching is filtered and traceable for both students and staff.

You can use this app at home to support your child's iPad use.



What will students do with their iPads?

The Australian Curriculum provides a huge range of opportunities for students to demonstrate their learning with digital products. The power of the iPad is in creating. Throughout our BYOD journey we have supported students to create: videos of maths concepts, advertising products such as posters, alternative endings for known stories, digital artworks and appreciation videos. The options are limitless and teachers facilitate these opportunities for students.

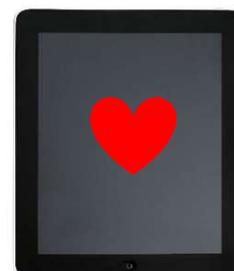
How can parents learn more about how to use an iPad?

Get involved with your child's learning and ask them to show you different activities they have completed and products they have created with their iPads. The Everyone Can Create series is a great resource if you would like to experiment and learn <https://www.apple.com/au/education/k12/everyone-can-create/>

CARING FOR IPADS AT SCHOOL

Charging Batteries

iPads brought to school will need to be charged to a minimum of 90%. **The power supply will not be required to be brought to school.** BYOD classrooms will have a number of iPad power supplies to charge iPads in the event of a battery being depleted. Leaving power supplies at home reduces the weight of the equipment students transport to and from school and reduces likelihood of damage and/or loss.



Screen Care

Screens can be very costly to repair as such we recommend that iPads are not leaned on for any reason. iPads should not be stacked with other iPads or heavy objects, either in or out of a case. Heavy tapping and poking the screen may cause damage also. A good quality school bag will help to protect the screen on the way to and from school.

Storage at School

Classrooms are locked when not in use. Students do not take their iPads into the playground at lunch time.

INTERNET USE WITH iPADS

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.

Internet Use at Home

iPads used in the BYOD program will continue to access home networks when at home.

DEPARTMENT OF EDUCATION – ICT Acceptable Use Policy

Information for Students and their Parents about Acceptable Usage

Acceptable device use

Students must follow the school rules when using their iPad:

- Be Safe
- Be Respectful
- Be Responsible
- Be a Learner

Students must comply with the [Acceptable Use of the Department's Information, Communication and Technology \(ICT\) Network and Systems](#)

Communication through internet and online communication services must also comply with the department's [Code of School Behaviour](#) and the Norfolk Village State School Responsible Behaviour Plan for Students available on our school website.

Examples of acceptable use includes:

- engagement in class work and on assignments set by teachers
- developing appropriate 21st Century knowledge, skills and behaviours
- authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by school staff
- conducting general research for school activities and projects
- communicating or collaborating with other students, teachers, parents, caregivers or experts as part of assigned school work
- accessing online references such as dictionaries, encyclopedias, etc.
- researching and learning through the school's eLearning environment
- ensuring the device is fully charged before bringing it to school to enable continuity of learning

Students are expected to be courteous, considerate and respectful of others when using their device.

Unacceptable device use

Examples of unacceptable use includes:

- using the device in an unlawful manner

- downloading (including using unauthorised software), distributing or publishing of offensive messages or pictures
- using obscene, inflammatory, racist, discriminatory or derogatory language
- using language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insulting, harassing or attacking others or using obscene or abusive language
- deliberately wasting printing and Internet resources
- intentionally damaging any devices, accessories, peripherals, printers or network equipment
- committing plagiarism or violating copyright laws
- using unsupervised internet chat
- sending chain letters or spam email (junk mail)
- accessing private 3G/4G networks during the school day
- knowingly downloading viruses or any other programs capable of breaching the department's network security
- using the device's camera anywhere a normal camera would be considered inappropriate, such as in toilets
- invading someone's privacy by recording personal conversations or daily activities and/or further distributing (e.g. forwarding, texting, uploading, Bluetooth use etc.) such material

Note: students should not divulge personal information (e.g. name, parent's name, address), via the Internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.

What is expected of schools when providing students with access to ICT facilities? Schools will provide information in relation to student access and usage of its network and reserve 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.

The school will educate students on cyber bullying, safe internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to incorporate these safe practices into their daily behaviour at school.

Where possible, internet usage by students will be considered and prepared prior to class engagement, including filtering and checking sites students are directed to visit. Assessment tasks should be delivered within an appropriate timeframe, allowing students appropriate access to the internet (during schools hours and/or outside of school hours) to complete the set task.

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 email;

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 or loss of BYOD privilege, 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 and 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.

Internet Use at School

At school, students must agree to follow the [Acceptable Use of the Department's Information, Communication and Technology \(ICT\) Network and Systems](#) 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 and Virus-filtered email.

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.

Email Use

While at NVSS, students have access to a Department of Education, Training 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.

Digital citizenship

Students should be conscious creators of the content and behaviours they exhibit online and take active responsibility for building a positive online reputation. They should be conscious of the way they portray themselves, and the way they treat others online.

Students should be mindful that the content and behaviours they have online are easily searchable and accessible. This content may form a permanent online record into the future.

Interactions within digital communities and environments should mirror normal interpersonal expectations and behavioural guidelines, such as when in a class or the broader community.

Parents are requested to ensure that their child understands this responsibility and expectation. The school's Responsible Behaviour Plan also supports students by providing school related expectations, guidelines and consequences.

Cyber Safety

If a student believes they have received a computer virus, spam (unsolicited email), or they have received a message or other online content that is inappropriate or makes them feel uncomfortable, they must inform their teacher, parent or caregiver as soon as is possible.

Students must never initiate or knowingly forward emails, or other online content, containing:

- a message sent to them in confidence
- a computer virus or attachment that is capable of damaging the recipients' computer
- chain letters or hoax emails
- spam (such as unsolicited advertising).

Students must never send, post or publish:

- inappropriate or unlawful content which is offensive, abusive or discriminatory
- threats, bullying or harassment of another person
- sexually explicit or sexually suggestive content or correspondence
- false or defamatory information about a person or organisation.

Parents, caregivers and students are encouraged to read the department's [Cybersafety and Cyberbullying guide for parents and caregivers](#).

Web filtering

The internet has become a powerful tool for teaching and learning, however students need to be careful and vigilant regarding some web content. At all times students, while using ICT facilities and devices, will be required to act in line with the requirements of the [Code of School Behaviour](#) and any specific rules of the school. To help protect students (and staff) from malicious web activity and inappropriate websites, the school operates a comprehensive web filtering system. Any device connected to the internet through the school network will have filtering applied.

The filtering system provides a layer of protection to staff and students against inappropriate web pages, spyware and malware, peer-to-peer sessions, scams and identity theft.

This purpose-built web filtering solution takes a precautionary approach to blocking websites including those that do not disclose information about their purpose and content. The school's filtering approach represents global best-practice in internet protection measures. However, despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed. Teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

Students are required to report any internet site accessed that is considered inappropriate. Any suspected security breach involving students, users from other schools, or from outside the Queensland DET network must also be reported to the school.

The personally-owned devices have access to home and other out of school internet services and those services may not include any internet filtering. Parents/caregivers are responsible for appropriate internet use by their child outside the school.

Parents, caregivers and students are also encouraged to visit the [Australian Communications and](#)

[Media Authority's CyberSmart website](#) for resources and practical advice to help young people safely enjoy the online world.

Privacy and confidentiality

Students must not use another student or staff member's username or password to access the school network or another student's device, and must not trespass in another person's files, home drive, email or access unauthorised network drives or systems.

Additionally, students should not divulge personal information via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school. It is important that students do not publish or disclose the email address of a staff member or student without that person's explicit permission. Students should also not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others. They should ensure that privacy and confidentiality is always maintained.

Intellectual property and copyright

Students should never plagiarise information and should observe appropriate copyright clearance, including acknowledging the original author or source of any information, images, audio etc. used. It is also important that the student obtain all appropriate permissions before electronically publishing other people's works or drawings. The creator or author of any material published should always be acknowledged. Material being published on the internet or intranet must have the approval of the principal or their delegate and have appropriate copyright clearance.

Copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

Monitoring and reporting

Students should be aware that all use of internet and online communication services can be audited and traced to the account of the user.

All material on the device is subject to audit by authorised school staff. If at any stage there is a police request, the school may be required to provide the authorities with access to the device and personal holdings associated with its use.

Misuse and breaches of acceptable usage

Students should be aware that they are held responsible for their actions while using the internet and online communication services. Students will be held responsible for any breaches caused by other person(s) knowingly using their account to access internet and online communication services.

The school reserves the right to restrict/remove access of personally owned mobile devices to the intranet, internet, email or other network facilities to ensure the integrity and security of the network and to provide a safe working and learning environment for all network users. The misuse of personally owned mobile devices may result in disciplinary action which includes, but is not limited to, the withdrawal of access to school supplied services.