

## BYO iPad Program 2017

In 2014 Ferny Grove State School completed and published a document called a Pedagogical Framework. This framework is designed to guide our progress towards an aspirational vision of 21<sup>st</sup> century learning at our school.

### Our vision

Empower and Connect learners for Sustainable Futures.

### Our core Principles

- Connectedness
- Diversity
- Engagement
- Creativity



It is clear to us that sophisticated integration of Information Communication Technology (ICT) will be critical to students being connected and engaged with the curriculum and their own learning.

Ferny Grove State School is committed to investigating and implementing models of BYOT. From the research and reports of successful models of BYO 1-1 programs in schools, we have found that such programs, when implemented effectively, have the potential to:

- Enable **personalisation of student learning** through access to rich learning resources;
- Facilitate the development of **knowledge and skills** necessary for the **21st century** workforce, including digital age literacy, **innovative** and **critical thinking, effective communication** and **high productivity**;
- Allow continued access to educational materials allowing **learning efficiency to happen anywhere, anytime**;
- Provide an **engaging, interactive** environment for learning; and,
- Strengthen **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**;
- Allow students the opportunity to **display prior knowledge of topics** and thus be co-constructive in their **own learning journey**.

At Ferny Grove, students currently have access to a range of digital devices to support their learning, including many iPads that are shared across the school. The iPads have proven to be a very useful tool to support student learning and are the only platform currently allowed in the Ferny Grove State School BYO Program in 2017.

The advantages of the iPad include:

- Access knowledge and information through the plethora of content and creation apps to support student learning;
- Access to a wealth of information on the Internet when they need it through wireless connectivity;
- Access to rich media including digital stories, images and video;
- Increased productivity through quick loading of apps and quick response of the iPad;

- The operating system of the iPad 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 independent and collaborative.

### **Our Journey**

Ferny Grove started with around 10 iPads in 2012, they were purchased primarily for use with our Special Education Program. Teachers and students experienced great results and enjoyed the flexibility of iPads, our SEP have continued to procure and utilize iPads according to the needs of their students. In 2013 we decided to trial a class set of iPads in the library. We invested in a Brettford cart to be able to sync and charge 30 iPads at once. The class set have had a lot of use in the library and students loved the chance to be able to complete small class projects or create digital content. In 2014 the school invested in two mobile banks of 15 iPads for use with literacy and numeracy groups for our Prep and Year 1 cohorts.

2016 was a successful trial year for our program. We received well over 160 applications from parents for their students to be part of the 2016 trial. The applicant numbers allowed us to run one iPad class in each cohort, from years 1 through to 6. Our teachers have continued using their effective pedagogies while taking full advantage that a 1 to 1 program can offer.

The key differences this year have been;

- Instantaneous distribution of learning resources
- Tracked feedback between student and teacher
- Choices for students when demonstrating their learnings
- A wide range of learning tools for teachers and students to choose from

## **Home Recommendations**

- **Don't have games on the iPad**  
Having games on the iPad makes it difficult to monitor work and play
- **Use Apple Family Sharing to manage app purchases**  
Information about AFS <https://support.apple.com/en-au/HT201060>  
How to set up AFS <https://support.apple.com/en-au/HT201088>
- Use recommended restriction settings
- **Use iPad in common area**  
We highly recommend that your children do not use a device connected to the internet behind closed doors. We recommend that web-based work is completed in a place where you can monitor your child's work.
- **Ask your child about their work**

# Student Responsibilities

We believe that our students have a responsibility to use their device in a responsible manner. Each iPad class follows this set of responsibilities which are mapped to our school values.

## **Respect**

Use polite and positive language used when communicating digitally

## **Responsibility**

Ensure my learning tools are ready:

- Charged ready for learning
- Safari tabs closed before arriving at school
- Closing apps
- Check wireless
- Visit iPad help desk to fix issues
- Keep my iPad safely in my bag before school (unless supervised)

## **Learning**

Choose to have a positive attitude towards new ways of working

Make appropriate choices on how I demonstrate my learning

## **Effort**

Give sustained attention to task

Use allocated homework time effectively

## **Co-operation**

Listen and value other team member's ideas

Be a dependable team member

## **Care and Compassion**

Use my talents to help others

## BYO iPad Program FAQs

Q: Why only allow iPads and no other mobile devices or laptops?

A: At this stage in our learning journey, we believe in a consistent approach to ensure best productivity with regard to maximising student outcomes. In providing technical support to both parents and students, it is also preferable to be managing one type of device. Our preferred device at this time is the iPad.

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

A: We envisage that the iPads will be used between 25-50% of the school day. This may vary from day to day and from student to student as student A may benefit from using the iPad more than student B. We still see a need for students to use pencil and paper and to practice handwriting. Additionally, we have discovered that a balance of technology and the traditional is essential to support teaching and learning at Ferny Grove State School.

Q: I'm concerned about the amount of time my child spends on the iPad at home.

In Years 2 – 6, students will be required to complete some homework on their iPad, the required amount will be minimal. We believe that students need to go outside, breathe fresh air and keep tech use balanced with their lives.

### **iPad Homework – Maximum required time**

<b>Year 1</b>	<b>No iPad homework</b>
Year 2	5-10 minutes
Year 3	10 minutes
Year 4	20 minutes
Year 5	30 minutes
Year 6	30 minutes

**We recommend that students do not have games on their iPads as it makes it harder to monitor play and school work.**

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

A: The iPads will be mainly managed at home but technical support is available from school if the need arises.

Q: Will I be expected to purchase a brand new iPad and do I have to purchase from a particular store?

FGSS BYOT Policy (With thanks to Oakleigh State School for their documentation)

A: No, you can choose to use an iPad that you already own or purchase a used iPad. No, we will not recommend a store where you can purchase an iPad. We do not endorse any one store. However, a minimum standard iPad (see appendix 1) will be needed to ensure they can access our school's wireless network.

Q: How much money will I be expected to spend on apps?

A: We are limiting the amount to be spent on apps in the first year to \$30-\$40. For every year after this, we would expect no more than \$10 per year to be spent on paid apps.

Q: Can my child bring a 3G enabled iPad without the SIM?

A: Yes. The reason why we do not want external controlled Internet access is that by students going through our school wireless, they are also going through Education Queensland's Internet filters, helping protect our students from accessing inappropriate content.

Q: Is my child required to know our Apple Id and password?

A: There are a number of options for Apple ID management. We recommend using Apple Family Sharing <https://support.apple.com/en-au/HT201088>

Q: Should we purchase a case and a cover for the iPad and if so, which one should we buy?

A: Yes, you should purchase a case and even a waterproof cover eg. wetsuit material, in case of drink spillage in your child's bag. There are many competitively priced cases and covers on eBay or you can choose to purchase from a local store.

## Information for Students and their Parents on School Network Usage

To ensure young Queenslanders are well equipped to contribute fully to the information economy, the education sector is responding to the innovation directions of Education Queensland. To support the directive for every school in QLD to develop a Pedagogical Framework, the 'Contemporary Learner' resource was created for state schools in QLD. It is a key element of the Ferny Grove State School's Pedagogical Framework as it clearly demonstrates the need for students to be connected to the real world and engaged, optimistic, curious and enthusiastic. ICT enhances our capacity to achieve this goal.

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 programs provided in schools.

### **What is acceptable/appropriate use/behaviour by a student?**

It is acceptable 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 email (junk email). 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 email. Additionally, student 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 school hours, outside of school hours).

### **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, whilst using ICT facilities and devices will be required to act in accordance with the requirements of the Code of School Behaviour 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 webpage, spyware, malware, peer-to-peer sessions and scams and identity theft. This purpose built web filtering system solution takes a precautionary approach to blocking website 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 DETE network must also be reported to the school. The personally-owned devices 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, including not trespassing in another person's files, home drive, email or accessing 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 students 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 words 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 back 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.

### **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 for a period as deemed appropriate by the school.
- 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

### **Cybersafety**

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 email 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 student are encouraged to read the department's Cyber Safety and Cyberbullying guide for parents and caregivers.

## **Conditions and Specifics of Mobile Learning Devices**

### **Charging Batteries**

iPads brought to school will need to be fully charged. The power supply will be not 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.

### **Other Privately Owned Devices**

Apple iPads are the preferred device to be used in the BYO iPad Program Ferny Grove 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 broadband devices. The policy has been enacted to prevent exposure of the school network to security risks.

### **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**

Most new Apple iPad's will be pre-installed with the latest iOS operating system (iPads can be updated at home through iTunes).

### **Necessary apps**

Each privately owned iPad in the BYO program will require necessary apps to be installed at the cost of the parent. The cost of paid apps will be kept to \$30-\$40 for the beginning of the year. We would recommend buying an iTunes card when on special which can save you up to 30%.

### **Email Use**

While at Ferny Grove 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 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 clipboard 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 backpack.

### **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. We recommend the installation of a screen guard.

- 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 or anti-static cloth.

### **Damage at School**

All devices are monitored by teachers at school and rules are in place to prevent foreseeable problems and damage however, from time to time, accidents may occur. If any damage is through the negligence of the school, the school will cover the cost of the 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.

### **Required Apps**

Each privately owned iPad in the BYO program will require necessary apps to be installed at the cost of the parent.

### **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 WiFi and Bluetooth when not in use
- Lock the iPad screen when not in use
- Close all running apps when not in use
- At least once a week, drain the battery to 0% and fully recharge to 100%. This will aid the life of the battery

## Appendix 1

What iPad do I have?

<https://support.apple.com/en-us/HT201471>

Is my iPad suitable?

Name	Year	Wireless Card	Connectivity	Suitable
iPad	2010	Wi-Fi (802.11a/b/g/n)	Poor	No
iPad 2	2011	Wi-Fi (802.11a/b/g/n)	Poor	No
iPad (3 <sup>rd</sup> Generation)	2012	Wi-Fi (802.11a/b/g/n)	Poor	No
iPad (4 <sup>th</sup> Generation)	2012	802.11a/b/g/n Wi-Fi (802.11n 2.4GHz and 5GHz)	Limited	Yes
iPad mini	2012	802.11a/b/g/n Wi-Fi (802.11n 2.4GHz and 5GHz)	Limited	Yes
Pad Air	2013	Wi-Fi (802.11a/b/g/n); dual channel (2.4GHz and 5GHz)	Good	Yes
iPad mini 2	2013	Wi-Fi (802.11a/b/g/n); dual channel (2.4GHz and 5GHz)	Good	Yes
iPad Air 2	2014	Wi-Fi (802.11a/ b/ g/ n/ ac); dual channel (2.4GHz and 5GHz)	Good	Yes
iPad mini 3	2014	Wi-Fi (802.11a/b/g/n); dual channel (2.4GHz and 5GHz)	Good	Yes
iPad mini 4	2015	Wi-Fi (802.11a/ b/ g/ n/ ac); dual channel (2.4GHz and 5GHz)	Good	Yes
12.9-inch iPad Pro	2015	Wi-Fi (802.11a/ b/ g/ n/ ac); dual channel (2.4GHz and 5GHz)	Good	Yes
9.7-inch iPad Pro	2016	Wi-Fi (802.11a/ b/ g/ n/ ac); dual channel (2.4GHz and 5GHz)	Good	Yes

## Appendix 2

An Apple ID is required to install apps on an iPad, or to purchase music, books or videos.

We recommend [Apple Family Sharing](#) for the management of your child's Apple ID.

[Instructions for setting up Apple Family Sharing](#)