

ORMISTON STATE SCHOOL

*An Education Queensland
Independent Public School*



Digital Learners' Handbook 2025 BYO iPad Program Including: Student Participation Agreement, Internet Access Agreement and the App Placemat.

Overview

Over the past decade our students, as well as technology, have changed. These fundamental changes impact on what we teach and how students learn. It is therefore important to provide opportunities for students to develop the knowledge, skills and attitudes of a 21st century learner. With students having access to a digital device, learning will extend from the classroom to wide-reaching resources providing learning anywhere, anytime.

At Ormiston State School, we have been using iPads successfully to support learning since 2014. All students in Year 4, Year 5 and Year 6 are required to have access to their own personal iPad device to engage in a digital learning environment both at school and at home. The goal is to provide students with the opportunity to be effective digital learners who are confident, creative and productive in a digital world. A digital future focuses on preparing students by enhancing their skills to use technology as creators not just consumers.

Our aim is:

- To provide opportunities for students to access learning opportunities that would not be possible without the use of technology.
- To use digital skills to focus on our school priority areas of English, Maths, Creativity, Science and The Arts.
- To enable the effective delivery of the required Technology curriculum:
 - Design and Technologies, in which students use design thinking and technologies to generate and produce designed solutions for authentic needs and opportunities.
 - Digital Technologies, in which students use computational thinking and information systems to define, design and implement digital solutions.

- To promote opportunities for students to actively engage with experiences across all curriculum areas that develop their problem solving within a real-world context.
- To equip students with skills regarded as pivotal in the 21st century – communication, collaboration, creativity and critical thinking.
- To enact priorities of STEM, coding and robotics as identified in the Queensland Government's 'Advancing Education Plan'.
- To support students to develop the necessary skills to keep themselves and others safe within digital environments.

What is BYOD

"Bring your own device (BYOD) refers to technology models where students bring a personally owned device to school for the purpose of learning. A personally owned device is any technology device brought into the school and owned by a student (or the student's family), staff or guests" (Alberta Education, 2012).

Put simply, BYOD is a solution where students quite literally bring their own device to school in order to access the Internet and/or school network through a managed Wi-Fi connection. There are various models for BYOD which can be adopted. Since 2014 Ormiston State School have been using iPads across all classes in Year 5 and 6 with Year 4 being added to the program in 2025.

Why iPads?

The advantages of using the iPad 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 require 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, images and video;
- Increased productivity through quick loading of apps and a quick response from the iPad;
- The iPad 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 appropriate level for students;
- High student engagement both independently and collaboratively.
- Teacher's ability to actively monitor the students via the Apple Classroom App (see explanation on page 7)

Minimum Device Specifications

In order to provide a consistent experience for students, it is important the iPad meets the minimum standards recommended. This will ensure the device is able to connect to the school network, printing systems, and ensure that digital content used in the classroom is compatible with the chosen iPads.

Recommended iPad models:

IPad 8th Generation (2021) and above. 64GB minimum (256GB recommended)

Cellular capable models are allowed, however are not to be connected during school time (Education network only)

IPad must support 5Ghz (not 2.4Ghz) WIFI connections **Please note this is not referring to cellular connectivity**

Accessories Requirements (Case/Pouch/Headphones)

All students in Year 4-6 are required to have a robust protective case for their iPad. A case is required as well as a protective sleeve or pouch. The case must protect the iPad from damage in the event it is dropped. The iPad case should have a screen protector built in otherwise it will require a screen protector. An iPad sleeve or pouch goes over the case and is essential to protect the device when in transit in the school bag and should adequately protect and prevent the iPad from being exposed to the elements. School bags also need a separate compartment for water bottles.

Devices should always remain in their protective cases (and pouch/sleeve) during transport between classes and between school and home. When not in use they should also be in their protective pouch.

Students are expected to have name labels placed on the following locations:

- A name label easily visible on the case of the device.
 - A key tag for the protective sleeve/pouch for ease of identification.
 - A name label easily visible on the headphones. **Please check the headphones will actually fit into the iPad.**
- You may need to purchase an adaptor or you can purchase Bluetooth headphones.**

Strongly recommended: Keyboard – make sure the case can accommodate a keyboard or has the keyboard built into the case.

Optional: Some students prefer to also have the opportunity to use a stylus pen/Apple Pencil. These are entirely **optional tools only and not mandated**. Please be aware that some stylus pens used incorrectly can damage the screen. If children do have a stylus, please *make sure these are named clearly somehow, engraving is best*.

Setting and Apps

Parents are responsible for purchasing and loading the required Apps. It is a requirement of participation in the program that the paid apps are to be purchased. Please do not substitute the free version of the app as it will not offer the functions required. Please note, many free Apps include advertisements. Parents can choose to pay an additional amount (generally \$1.29) as an in-app purchase to remove these ads, as they can be distracting to some students. Also use family sharing will save money on Apps. **Please do not give your child your Apple password.** The list of Apps has been finalised and is included at the back of this handbook. Ensure Apps are updated and the IOS updates are completed when released. At times during the school year, parents may be requested to download additional Apps that link to specific curriculum content.

Parents may choose to install additional Apps; however, the school Apps must take priority and if space becomes an issue may need to be removed. Parents need to ensure that these additional Apps are appropriate. The school has the option to request Apps be removed. Please note that social media Apps/use is not appropriate. By law we must abide by the terms and conditions of social media sites which include age restrictions e.g., Facebook and Instagram. Any breach of this will result in confiscation of the device and parents will need to collect the device from the office.

Parents also need to ensure that: -

- iMessage /Skype /instant messaging is **disabled**
- Safari tabs are all closed prior to arriving at school
- 4G /5G mobile data connections must be **disabled**

Passcodes and Restrictions

It is at the discretion of parents and guardians to have a passcode enabled on their child's iPad. This is to be disclosed to the teacher to enable access to the iPad.

If you have additional Apps on your child's iPad other than those identified on the school placemat these must be restricted during the hours of 8:30am – 3:00pm while your child is at school. Your child must not be able to access:

								
Messenger	Messenger Kids	WhatsApp	Tik Tok	iMessage	Snapchat	Instagram	FaceTime	Facebook

Screen Time

Screen Time is enabled to ensure students do not have access to these Apps while at school. Screen Time allows you to know how much time your child/ren spend on apps, websites and more. It also allows you to restrict content. This way, you can make more informed decisions about how you use your devices, and set limits.

Apps not on the official App list should be restricted from 8:30am-3:00pm

Below are links to YouTube Videos that demonstrate How to set up Family Sharing and Setting up an Apple ID. There is also a link for information about setting up Screen Time on your child's iPad.

Family sharing: https://www.youtube.com/watch?v=8siFNH-brM4	Screentime Set up Screen Time	Setting up an Apple ID (Account) https://www.youtube.com/watch?v=rxSq4jYD0OM
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Care of BYO iPad Devices

In transit, all iPads will be in their protective case, and inside a school bag. Water bottles should not be carried with the iPad. Students are not to use iPads before or after school, iPads are not to be removed from school bags until their teacher has given them instructions to do so. iPads are stored securely in classrooms at break times. Students can only use them at break time when attending a supervised club. **Students will NOT be required to bring their iPads on day 1 of the school year in 2025. Students will be advised when to bring in their iPad to be set up on the school system. This is usually done one class at a time from Week 2 onwards.**

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. Parents are encouraged to provide **personal insurance** for their devices. Check with your preferred insurance company about personal insurance at home and to and from

school for your child's iPad. You may want to investigate an extended AppleCare Protection Plan. For more information, visit <http://www.apple.com/au/legal/statutor>. Please note that the school does not provide insurance coverage for the student owned devices.

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 the iPad when in use.
- Cords, cables, and removable storage must be inserted into and removed from the iPad carefully.
- Students should never carry their iPad while the screen is open, unless directed to do so by a teacher.
- The iPad should never be left in a car or any unsupervised area.
- Students are responsible for ensuring the battery is charged for school each day.

Transporting the iPad

A protective iPad carry bag has sufficient padding to protect the equipment from normal treatment and provide a suitable means for carrying the iPad within the school. The guidelines below are recommended to be followed:

- The iPad should always be within a protective case when transported in a student's bag.
- A waterproof sleeve is recommended to avoid the iPad getting wet (drink bottles should be kept in a different compartment in a child's backpack) and for further protection.

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.
- Clean the screen with a soft, dry cloth or anti-static cloth.

Battery Maintenance

iPads brought to school will need to be fully charged. The **power supply will not be required to be brought to school**. The school will not supply power chargers in the event of a battery being depleted. In the event of an iPad having a flat battery, the student will be required to complete the learning task in an alternate format. Leaving power supplies at home reduces the weight of the equipment student's transport to and from school and reduces the likelihood of damage and/or loss.

The battery life of portable devices is improving with technological enhancements. To get the most out of the battery life of the iPads, follow these simple tips:

Reduce the screen brightness to a comfortable level.

- 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.

Occupational Health and Safety

Students are advised to consider the following advice when using their iPad.

- Taking regular rest breaks e.g. every 30 minutes; more often if necessary 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.

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.

Preventing Eye Strain

Eyestrain and headaches can be caused by the constant viewing of small objects on small screens, an 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 a 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.

References

- Australian Standard AS 3590.2 -1990 screen-based workstations, workstation furniture and input devices.
- Occupational Overuse Syndrome – Keyboard Operators – Reducing the Risk.
- WorkSafe Health and Safety – Worksafe.qld.gov.au
- Using your device safely – eSafety Commission, Australian Government - esafety.gov.au

Home Use

The iPads can be configured to connect to a home wireless or wired network. This configuration can be performed as with a normal iPad. Please be aware that out of school internet services may not include any internet filtering. Parents/caregivers are responsible for appropriate internet use by their child outside the school.

- Excess home downloading of apps, photographs & videos can overload the iPad's storage capacity and impact on school use.
- Do not delete school-produced items, including photos, unless requested by the teacher.
- Consider home filtering options to limit website access, but please do not lock Safari as access is needed at school.
- Please discuss cyber safety with your child.
- Be vigilant in monitoring appropriate use and time allocations. For primary aged students, it is generally better to keep all technology out of bedrooms to monitor when and how the devices are being accessed.
- All Apps and content (including photos) held on the iPad are to be age-appropriate for the student user.

E-Mail Use

At Ormiston State School, students have access to a Department of Education 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. This should be the only email set up for use on the device.

Monitoring and management of ICT resources including student owned devices

All departmental ICT resources are the property of the Department of Education, which reserves the right to monitor the use of these ICT resources. This right extends to student owned devices connected to the Department of Education's school network.

Information for Students and their Parents about Acceptable Usage

All students must comply with the Ormiston State School Student Internet Access Agreement which outlines consequences for misuse and breaches of the acceptable usage of technology. 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.

BYO iPad Program FAQs

Q: Why allow only 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 and providing technical support to students and parents when necessary.

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: Yes, students will still continue to use pencil and paper and practise handwriting. The amount of time that students will spend on their iPad each day will vary from year level to year level, class to class, student to student and even day to day. The amount of time will also vary, based on how well the iPad, as a tool to support learning, benefits individual students.

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

A: The iPads will need to be managed at home, however, we can provide some technical support at school if the need arises. The list of required Apps will be provided page on our school website. Parents can choose to load

additional Apps that are not necessarily required by the school however the use of such Apps that are not of educational value, will be limited at school. Also, school required Apps must have priority in the iPad's storage.

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

A: No, you can choose to use an iPad that you already own or purchase a used iPad (that meets the specifications). We will not recommend a store where you can purchase an iPad. We do not endorse any one store; however, the Apple store can support you to setup the device.

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

A: Yes, a case/cover is required for your child's iPad. There are many competitively priced cases and covers on eBay or you can choose to purchase from a local store. The case should be able to accommodate a keyboard or have a keyboard built into the case. We will not recommend a store where you can purchase a case or cover. You should also consider purchasing a waterproof sleeve to put the iPad (in its case) inside e.g. wetsuit material, in case of drink spillage in your child's bag.

Q: Should we purchase a screen protector?

A: You should consider purchasing a tempered glass screen protector to help protect the iPad glass screen from damage.

Q: Is a keyboard required?

A: Yes, this is highly recommended

Q: Are we required to purchase a stylus pen?

A: No. This is optional and at the discretion of parents/caregivers.

Q: Can my child bring a 4G or 5G enabled iPad without the SIM?

A: Yes, the reason why we do not want external controlled Internet access is that by the students going through our school wireless, are also going through Department of Education Internet filters, helping prevent and protect our students from accessing inappropriate content.

Q: When buying a used iPad, what do I need to be aware of?

A: Every iPad has a serial number and with this number, Apple track the date and place of purchase, length of any remaining warranty, and whether it has been reported as stolen. Before buying a used iPad, it may be worthwhile noting the serial number and contacting Apple Care.

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

A: No, please do not disclose the Apple ID and password to the student.

















Q: Can I update the operating system at home?

















A: You will need to regularly update to the latest iOS operating system and App update. The operation system of iPads must be updated at home.



Ormiston State School – BYO iPad Program

Essential Apps 2025

	Icon	Name	Free	Icon	Name	Free
Maths		Mathletics	✓		Calculator	✓
		Microsoft Excel	✓		Numbers	✓
		Geoboard by MLC	✓		Fractions by MLC	✓
		Number Line by MLC	✓		Number Pieces by MLC	✓
		Pattern Shapes by MLC	✓		Math Clock by MLC	✓
		10 Minutes a Day Times Tables	✓			
Literacy		Epic	✓		Reading Eggs	✓
		Pages	✓		Microsoft Word	✓
		Book Creator for iPad	\$5.99			

	Icon	Name	Free	Icon	Name	Free
Creativity		Popplet Lite	✓		GarageBand	✓
		Clips	✓		PicCollage EDU	\$2.99
		Padlet	✓		Tayasui Sketches School	✓
		iMovie	✓		iMotion	✓
		AR Makr	✓		Keynote	✓
Coding and Robotics		Sphero	✓		Minecraft (Education ED)	✓
		Sphero Play	✓			
Other		Kahoot	✓			
		StaffWars Live (For band students only)	\$2.99		NAP Locked Down Browser (for Yr 5 Only)	✓



Ormiston State School – INTERNET ACCESS AGREEMENT

To the student/Parent/Guardian,

In accordance with Department of Education Queensland Policy, students are requested to complete **an Internet Access Agreement** as shown below, if they wish to use the Internet at school. This consent continues until the student leaves Ormiston State School.

Please read through and explain the agreement to your child and sign in the appropriate places. This signed form is to be returned with your iPad on the date given to you by the school.

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 when I bring it to school each 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.
8. I will not email or contact other students during school hours, if I'm away on a school day.

Content

1. I will use the iPad only to support my school learning program whilst at OSS as directed by the teacher.
2. I will not use the iPad before or after school or during break times in the school grounds.
3. I permit my teachers and parents to perform checks to monitor all apps and usage of my iPad, to ensure that I have not installed illegal / unsuitable software applications and content and to check the websites which I visit. This will include messaging platforms and photos. 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.
4. I agree to be involved in classroom-based apps as instructed, which allow the teacher to monitor my iPad remotely at all times.
5. I understand I cannot sue my iPad to take photos of myself, teachers or other students at school without direct consent from the teacher, if the photos are related to a learning activity.
6. I am responsible to ensure my iPad is backed up.

Safety and Security

1. Whilst at school, I will only connect my iPad to Education Queensland's Managed Internet Service. I am not permitted to access 3G & 4G Internet at school.
2. Whilst at school, I will only go to websites that support my learning activities.
3. I will only use my school email account for mail related to my learning.
4. I will be cyber safe and cyber smart when using the internet.
5. I will demonstrate etiquette when using my iPad / other equipment with regard to other people.
6. I will only take photos, on my iPad, when instructed by my teacher. If I take photos at school for a learning activity, I will delete them after use and not use them for any other purpose.
7. 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.
8. For security reasons, I am not to share account names and passwords with anyone unless requested by *Ormiston State School* staff when servicing the iPad.
9. I am responsible for the security and use of my iPad while at *Ormiston State School*. Lockable storage will be provided for students to place their equipment during lunch and play breaks.

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

Name of Student: _____ Student Signature: _____

Name of Parent: _____ Parent Signature: _____

Date: _____