



Ormiston State School

An Education Queensland Independent Public School

Teamwork | Ownership | Participation | Sensitivity

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Dear Parents and Carers,

A Bring Your Own Device (BYOD) iPad program operates at Ormiston State School in Years 5 & 6. The iPad program allows teachers and students to utilise the iPad as a tool to enhance learning. Students still engage in and have a strong focus on writing – the iPad is simply used as a tool to enhance the already wonderful teaching and learning taking place.

To be involved in the program, students will need to bring their own iPad, meeting the below requirements:

- 1) Only iPads are able to be brought – no other brand of device.
- 2) We ask that students also have a wireless, iPad compatible keyboard. This is essential given that there will be an increased focus on typing skills next year, and NAPLAN writing also being online for Y5s in 2020. There are a variety of keyboard types on the market and we encourage you to look at one that will be easily transported and used by your child each day.
- 3) Due to updates in the iOS system to iOS 11 we are **no longer able to support iPad 2's** as these cannot be upgraded beyond iOS 9.3.5. Therefore, iPads must be an **iPad Air or later model; iPad mini 2 or later model or an iPad 5th Gen or any iPad Pro model. If you have any concerns about your iPad model please contact the school.**
- 4) BYO iPads should be 64 bit iPads (not 34 bit iPads as they cannot be updated to iOS 10)
- 5) Minimum 32GB but preferably 64GB; and not a 3G/4G enabled device – wireless only.
- 6) Some apps currently on the iPad may need to be removed to meet with school/education requirements.

The following link provides assistance with identifying iPad models <https://support.apple.com/en-au/HT201471>.

The **Acceptable Use Information Sheet** and **Conditions of the BYOD Program** for 2020 are below. Please read these documents with your child, taking care to ensure that you both understand the information. Once you and your child understand the expectations of the Program, **please respond to this SMS by accepting or denying your child's involvement by Friday 29 November, 2019**. Children will be advised early in the new year which day they are required to start bringing their iPad in 2020.

If you have any questions about the program, please feel free to discuss with your child's teacher or myself. Thank you for your continued support of our programs.

Neil Randall
Principal

BYOD Program - Acceptable Use Information

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. 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 modern education.

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: access, download, distribute or publish offensive or threatening websites, 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 or 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.

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 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.

Conditions of the BYOD Program at Ormiston State School

Internet Use at School

At school, students must agree to follow the Appropriate Use of School Network guidelines regarding 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 and 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. At school students have access to an Education Queensland 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.

Internet Use at Home

The iPads can be configured to connect to a home wireless or wired network as with a normal iPad. Most new 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 BYOD program will require necessary apps to be installed at the cost of the parent (most are free). Please refer to the last page of this document for the list of required apps. These are the apps that will be used by your child while at school. Any privately installed apps are not to be accessed during school hours.

General Precautions

- Students are responsible for the general care of the iPad and keyboard.
- Students must ensure the iPad battery is charged for school each day. Chargers are not to be brought to school.
- It is recommended that food or drink should not be next to your iPad.
- Students should never carry their iPad while the case is open.
- The iPad should never be left in an unsupervised area.
- Be mindful that the screen can be easily damaged.
- A protective iPad case is required to be on the iPad at all times while at school.
- To get the most out of the battery life of the iPads, students should be encouraged to reduce the screen brightness to a comfortable level, disable Bluetooth connectivity, lock the iPad screen when not in use and close all running apps when not in use.

Occupational Health and Safety

iPads are used as a tool to enhance selected classroom learning activities and as such, students are not using them for lengthy periods. When in use, students will be encouraged to take regular breaks from their iPads and to engage healthy posture practices. Parents are encouraged to research healthy device practices and discuss with your child.

Mobile Network (3G & 4G) Connectivity

Due to school-based policy, 3G and 4G compatible devices are not allowed into school. This includes mobile phones, mobile broadband devices and any other device with the capability of connecting to an external cellular network. This policy has been made to ensure that our school network is not compromised and that students are not able to access an unfiltered internet connection whilst at school. Unfortunately there is no way to block a cellular connection from iPads with this capability; therefore WiFi only models of the iPad are the only supported devices for the BYOD iPad program at Ormiston State School.

Security and Insurance

While the BYOD iPads will be securely stored during break times, parents are encouraged to seek personal insurance. Check with your preferred insurance company about your personal insurance at home and, to and from school, for your iPad.

Damage

All iPads will require a protective case while 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 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.