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Runcorn Heights
State School

BYO iPad Pilot Policy 2019



**BYO iPad Pilot Policy-
Phase 2- 2019**



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 to prepare for a future in the 21st century. With students having 24/7 access to a digital device, learning will extend from the classroom to wide-reaching resources providing learning anywhere, anytime. At Runcorn Heights State School, we have been using iPads successfully to support learning since 2013. The next step in this journey is for students to have access to their own personal device to engage in a digital learning environment both at school and at home. With the goal to provide students with the opportunity to be effective digital learners who are confident, creative and productive in a digital world. Digital future for our students focuses on preparing students for the future by focusing on students using 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 reading and PBL.
- 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 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. In 2018 Runcorn Heights State School will pilot a BYO iPad program with one class from each year level from year 1-6. Student in these classes will be expected to bring an iPad (with certain specification), loaded with school specified Apps and connect to the school's wireless network to enable students to learn digitally. This will expand to include more classes in 2019 and beyond.

iPads are the only mobile device allowed to be brought to school as part of the BYO iPad program at Runcorn Heights SS and only students in the pilot classes will be allowed to bring them.

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 need it (using the speak ability via settings to read text for those students in the lower year levels or students with lower literacy levels than their peers) through wireless connectivity;
- Access to rich media including digital stories, image and video;
- Increased productivity through quick loading of apps and quick response of the iPad;
- The iPads operating system is very reliable, ensuring maximum up-time;
- Provides simple yet sophisticated text, audio and video-based communication facilities for collaboration with peers, teachers and experts in a local, national or global context;
- Ability to personalise learning and provide work targeted at the correct level for students;
- High student engagement both independently and collaboratively.



Selection for the iPad Pilot Classes

In 2018 we piloted one class per year level. This was very successful and the decision has been made to extend this in 2019 with the families and staff that express interest via EOI process. The outcome of the EOIs will determine how many new classes. We hope this will be at least one extra per year level however could be none if the interest is poor or a possibility of two extra if interest is really high. No plan to extend this to prep.

All students in the 2018 Pilot will be automatically be given the option to continue. All other students will be invited to be part of phase 2 of our BYO iPad Pilot Program through an expression of interest form and asked to purchase their own device. EOI forms are due back **on Wednesday 5 September 2018**. Forms will be dated when received to ensure that date of return is considered when forming the classes. It is policy at Runcorn Heights State School, that when making classes, a range of factors is considered. These include having students with a range of backgrounds, abilities and interests; having a gender and academic balance. For this reason, it is possible that not every student expressing interest to be in an iPad class will be successful in 2019.

Parents will be notified in Term 4 on whether their child has been successful in gaining a place in phase 2 2019 pilot. Unsuccessful students will be placed on a waiting list.

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 iPads- iPad 6th Gen 32GB+
iPad 5th Gen 32GB+

Supported iPads- iPad Air 1 & 2 16 GB+
iPad Pro 9.7" 32GB+

Unsupported iPads- iPad 1, 2, 3, 4 (2010-2012+) iPad minis (2012+)
These can't be updated to iOS11 or above.

3G and 4G compatible devices are not allowed into school.

Accessories Requirements (Case/Pouch/Headphones)

All students 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.

All students are required to have their own personal headphones for exclusive use (over ear preferred). These can be kept at school.

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 (microphones preferred but not mandated)

Students do not need external keyboards or stylus pens. Please be aware that some stylus pens used incorrectly can damage the screen.





Setting and Apps

Parents are responsible for purchasing and loading the required Apps (many are free). 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 prove distracting to some students. Also use family sharing if more than one child in a pilot class will save money on Apps. It is recommended that iTunes cards are used to put credit on the iPad for the purchasing of apps. This is a more secure option than linking your credit card details. At times, iTunes cards are offered by retail outlets at a discount.

Please do not give your child your Apple password.

The list of apps will be determined in Term 4 and published on our website (we envision this being no more than \$50). Ensure apps are updated weekly and the IOS updates are completed when released. At times during the school year, parents may be requested to download additional apps. These will be free apps only.

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 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 Twitter. 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
- 3G / 4G mobile data connections must be **disabled- NO SIM CARD INSTALLED**

Passcodes and Restrictions

We request that student do not have a passcode or finger print identity management set up or restrictions. If you wish to have this set up please discuss individually with your class teacher and ensure your child is able to manage it. Our experience from the 2018 pilot was that these were problematic and interfered with the teachers' ability to maximise the use of the iPads as a learning tool.

Care of BYO 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 directed them to do so. Classrooms will be open for students to bring their iPad into the room at 8.20am. iPads are stored securely in classrooms at break times. Student can only use them at break time when attending a supervised club. Students in Year 1-3 will not bring their iPads until week 2 to give the teachers time to introduce the routines. Year 4-6 will bring their iPads from day 1 2019.

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 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 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 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 students bags.
- 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 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.

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
- 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).

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 directed 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 cybersafety with your child.
- Consider home filtering options to limit website access, do not lock Safari as access is needed at school.
- 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

While at Runcorn Heights State School, 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. 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, which reserves the right to monitor the use of these ICT resources. This right extends to student owned devices connected to the Department's school network. The monitoring may include reading the content of files and emails, including personal files and emails, stored on departmental or student owned ICT resources.



Information for Students and their Parents about Acceptable Usage

All students must comply with the Runcorn Heights State School Responsible Behaviour Plan for Students 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.

Some examples of acceptable use:

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.
- collaborating, researching and learning through the school's e-learning environment

Unacceptable could include:

- downloading or publishing offensive messages or pictures;
- using obscene, abusive, discriminatory or derogatory language
- cyberbullying, harassing, or stalking others;
- deliberately wasting printing and Internet resources;
- intentionally damaging devices, computers, printers or the network equipment;
- violating copyright laws which includes plagiarism;
- using unsupervised internet chat;
- sending chain letters or Spam e-mail (junk mail)
- knowingly downloading viruses or other programs which breach network security eg .exe files for games
- using a device's camera anywhere inappropriate or for inappropriate purposes
- invading someone's privacy by recording images, personal conversations or activities OR distributing or uploading (eg forwarding, texting, Bluetooth use) such material
- sharing personal information (name, family member's name, address, phone number etc) on internet or email other than for educational purposes of the school

When using the iPad as a camera, students will only take photos and record sound or video when it is part of a class or lesson as directed by their teacher and seek teacher permission before uploading any content to school/ class related websites. They will protect the privacy of others and never post private information about another person, at home or at school

Program 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. Students are not to now their Apple ID passwords.

Apple Classroom

The App Apple Classroom allows the teachers iPad to monitor and control the BYOD iPads. It is a powerful teaching assistant which helps our teachers guide students through a lessons, see their progress, and keep them on track. With Apple Classroom, we can easily launch the same app on every student device at the same time, or launch a different app for each group of students. Classroom helps teachers focus on teaching so students can focus on learning. All BYOD iPads will be managed at school via this App and all students must allow teachers access through this App.



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 to 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 of the iPads 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 meet the specification). 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. A fully enclosed case with a clear tempered glass screen protector may be the most protective case for an iPad. We recommend that the case should protect both the front and back of the iPad. 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 separate keyboard required?

A: No however this is at the discretion of parents.

Q: Will students continue to have access to computers and other technologies?

A: Yes. All students at Runcorn Heights State School will continue to have access to computers, where necessary, and other relevant and innovative technologies to support them with their learning. We have committed to installing interactive data projectors in all BYOD 2018 pilot classes

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 the students going through our school wireless, they are also going through Education Queensland Internet filters, helping prevent and protect our students from accessing inappropriate content.

Q: Are we required to purchase a stylus pen?

A: No, we are recommending that students do not bring a stylus to school.

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 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 BYO iPads must be updated at home