



**Digital Learner's Handbook  
BYO iPad Programme  
Including: Student Participation Agreement, Internet Access Agreement  
and the APP Placemat.**

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## 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 Runcorn Heights State School, we have been using iPads successfully to support learning since 2013. All students in Year 2-6 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, Positive Behaviour for Learning, Mathematics and Inclusivity.
- To harness the benefits of this technology to personalise learning for each child.
- 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 2018 Runcorn Heights State School have been using iPads, starting off with one class from each year level to now having the use of iPads embedded across all classes from Years 2 – 6.

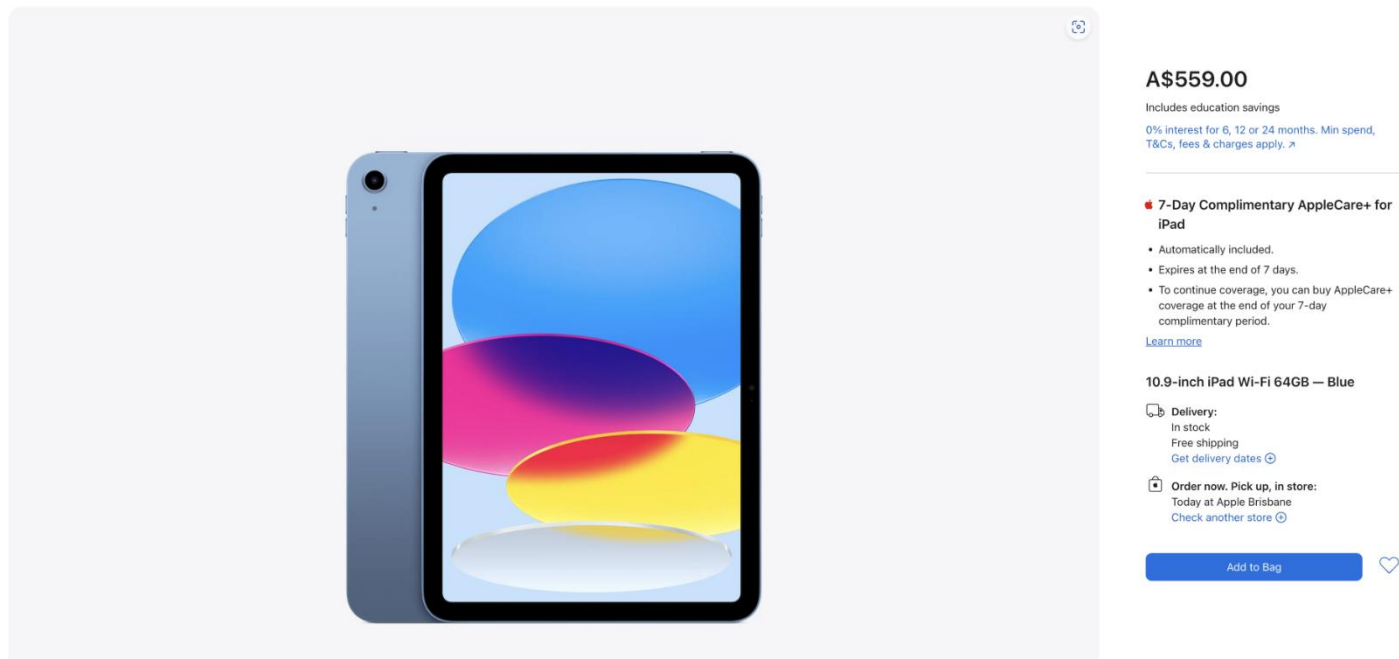
## Why iPads?

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 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 appropriate level for students;
- High student engagement both independently and collaboratively.
- Teacher's ability to actively monitor the students via the Apple Classroom App.

## Device Specifications

In order to provide a consistent experience for students, we require all iPads used in the school to meet minimum standards as outlined below. 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 (10th generation and newer)
- iPad Air 11" (6th generation and newer)
- iPad Pro 11" (5th generation and newer)

### Supported (but not recommended to buy)

- iPad (8th to 9th generation) - 64GB or larger
- iPad Air 11" (4th generation or newer) - 64GB or larger
- iPad Pro 11" (1st to 4th generation) - 64GB or larger






### Unsupported

- iPad Mini (all generations)
- iPad Pro 12.9-inch (all generations)
- iPad (6th generation and earlier)
- iPad Air 11" (5th generation and earlier)
- iPad Air 12.9" (all generations)

These models are not compatible with the latest version of iPadOS (26) or are too small or too large to be suitable for student use.

**4G and 5G compatible devices are not permitted to be used on school grounds.**

# Digital Learners' Purchase Checklist

Item	Approximate Cost	Supporting Information
<b>Apple iPad (minimum 10<sup>th</sup> Gen) Wi-Fi</b> 	From \$559 Apple Education including 10% education discount	iPad minis will <b>not</b> be accepted
<b>Sturdy iPad Case</b> 	From \$50	Cases should be heavy duty and encompass the iPad, rather than just clip onto the back (pictured left)
<b>Screen Protector</b>	Various prices	Screen protector should be heavy duty and replaced once it starts to develop cracks.
<b>Headphones with a Microphone</b> 	Various prices	Over-eared wired headphones are usually more comfortable. Blue tooth headphones are also acceptable - check your child's comfort.  If you are purchasing headphones with a cord, you will need an adaptor see below for the two different types.  <b>Check for compatibility with iPad prior to purchase.</b>
	\$15	<b>USB-C to 3.5-mm</b> Headphone Jack Adapter
	\$15	<b>Apple Lightning to 3.5-mm</b> Headphone Jack Adapter
<b>Setup Family Sharing</b>	Free	Create a Child Apple ID and enable Parent Controls <a href="https://support.apple.com/en-au/HT201304">https://support.apple.com/en-au/HT201304</a>
<b>Install required Apps</b>	See App Placemat	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.
<b>Optional Stylus/Apple Pencil Keyboard</b>	Various prices	Purchase of these optional items is at the discretion of the parent/caregiver.  <b>Keyboard recommended from year 5.</b>

Updated: 06/11/2024

For detailed information, refer to page 9

## Device Programme Options at Runcorn Heights State School

1. **School approved own device (as above):** refers to a model where students bring their personally owned device to school for learning purposes. The iPad must be at least a 9th Generation iPad (no mini iPads allowed as they are not supported for NAPLAN).
2. **Student iPad Resource Programme – SIRP (Fee Payment Arrangement) (see below):** students from Year 2 to 6 can participate in the scheme, opting in at any year level.
3. **Financially Disadvantaged Scheme – FDS (see page 8):** families experiencing financial hardship can apply via application to the principal.

## Student iPad Resource Programme (SIRP) Participation

What are the benefits of an iPad Resource Programme?

- Students are provided with a dedicated loan device for home and school use
- Enables personalisation of student learning through access to online learning resources
- Students can work on their dedicated loan device (reducing log in times throughout the day and ease of data retrieval) and have access to the digital tools when necessary
- Allows continuous access to educational materials, allowing learning efficiency to happen anywhere, anytime (home and school)
- Provides an engaging, interactive environment for learning
- Strengthens links between home and school, giving parents the opportunity to see firsthand, every day, what your child is learning at school and have relevant, timely, accurate and quality conversations around your child's learning and progress
- Develops digital literacy skills in our students for life long learning

The following information outlines the specifications and configurations for the devices offered in the iPad Resource Programme at Runcorn Heights State School. To confirm your child's participation in this programme, you must complete and submit the following forms to the school

***SIRP - Participation Agreement Form***

***SIRP - Fee Payment Arrangement Form and Acceptance of iPads for Students Charter***

For more information and access to the forms, please contact the office via email:

[TheOffice@runcheighss.eq.edu.au](mailto:TheOffice@runcheighss.eq.edu.au)

Once the above forms have been complete, a device will be secured for your child. ***When the first instalment is paid for the programme***, you will be receipted for your deposit and invoiced for any remaining costs as per the payment schedule throughout the year. When the first year's instalment is received, your child will be distributed with their iPad to take home.

## SIRP Device Ownership

The school purchases devices for the Student iPad Resource Programme. While students are participants in this programme they will be assigned a device for their sole use only.

Throughout the programme, the device will remain a school asset. This allows the school to install school software, including the operating system, as well as to manage any warranty and ADP claims. This arrangement is formalised with all parties (parents, students and school) agreeing to a Charter Acceptance. The device your student is allocated is a loan device only and it remains a school asset until the end of the device lifecycle when the device is written off as a school asset.

The iPad Resource Programme, where the school retains ownership of the device, allows the school to:

- Install and maintain the operating system.
- Install and maintain antivirus software.
- Provide internet filtering at school.
- Install and maintain all apps required for school work
- Provide full, secure and reliable student access to the school network and internet.
- Provide full technical support through our school IT support.
- Have 'lemon clause' protections.

- Manage all matters relating to device warranty.
- Provide an Accidental Damage Protection (ADP) policy.
- Manage all matters relating to a claim made under the ADP policy.

During the loan period, this device is considered a loan device for the student to use at school and at home. At the end of the loan period, all devices are returned to the school and will be removed from the school network. The devices will have all licensed software and data removed and will be restored to their original factory state. At this time there may be an offer to take ownership of a device for an administration fee as listed in the payment schedule.

If the student completes their schooling or transfers from the school before the end of the programme (ie: moves to another school, interstate or overseas), the device must be returned to the school prior to their last day at the school. If the device is not returned, it will be deemed lost or stolen and the school will follow DET procedures, which will include a Police Report and Statutory Declaration. A Pro-rata arrangement can then be made to purchase the iPad if requested, however the device must be returned prior to the student’s last day at the school.

It is also a requirement of using the device that students immediately provide authorised school staff with access to the device and personal holdings associated with the use of the device if requested, this includes any device that was or has been attached or used with the computer from the time the assigned user received the device, ie: USB storage device etc. If a student remains in the iPad Resource Programme throughout the life of the programme, he/she will be provided with a loan device of a similar specification and age and that has been fully serviced, cleaned and in full working condition. This device may or may not be a brand-new device. A pro-rata payment system will be established in these circumstances. If a student leaves Runcorn Heights State School at any time who is enrolled in the programme and wish to take the device with them, the remainder of the device payment plus the administration fee must be paid in order to receive the device.

## SIRP fee schedule

### Fee Structure

YEAR TWO	YEAR THREE	YEAR FOUR	YEAR FIVE	YEAR SIX
\$50 per term \$200 per year				Paid off by end of y5
	\$50 per term \$200 per year			
		\$66.50 per term \$266 per year		
			\$100 per term \$400 per year	
				\$200 per term \$800 per year

## SIRP Inclusions

- 4 year Education warranty (includes battery) – repairs conducted at APPLE on behalf of Runcorn Heights State School
- Technician support on site
- Protective case
- Warranty & Accident damage protection (Accidental Damage - 1 claim per year)
- Touch Screen Display
- Full setup & Management of device
- Internet filtering

## Payment Schedule and Administration Fee

For the Resource Scheme payment schedule, please refer to the SIRP – Fee Payment Arrangement Form.


An administration fee is required for both secure data removal and restoring the device to factory settings at the completion of the programme so the device is in a useable state. This is a requirement to remove department software and return the device to its original state. Without this, the device will become un-usable off the Department of Education network and will still be owned by Runcorn Heights State School. If the device is not returned, it will be deemed lost or stolen and the school will follow DET procedures, which will include a Police Report and Statutory Declaration.


## Financially Disadvantaged Scheme

RHSS is an inclusive school which aims to meet the needs of all students, regardless of their backgrounds. Families experiencing financial hardship are able to request access to the Financially Disadvantaged Scheme. This scheme enables RHSS to provide an iPad to the student. RHSS is responsible for monitoring all aspects of the iPad including app updates and setting up of the iPad. Access to this scheme is via written application to the Principal. For more information, please contact the office via email:

TheOffice@runcheighss.eq.edu.au

## Overview of Device Programme Options:

 <b>Purchasing and Finance</b>			
	BYO iPad	School iPad Resource Programme	Financially disadvantaged scheme *by application only
<b>Pricing?</b>	Appx \$559 through Apple Education as at 04/11/2024	Appx \$800 through RHSS (price to be confirmed)	Appx \$20/ term through RHSS with government support
<b>Who manages?</b>	Family from home – RHSS support available	RHSS team and Department of Education tech support	RHSS team and Department of Education tech support
<b>Access from home?</b>	Year round	Can take home each day and across the 2 week holidays if payment for the following term has been received	Can take home each day but leave at school across all holidays
<b>End of school year?</b>	Take home across the Summer holiday	Leave at school across the Summer holiday to be updated for the following school year	Leave at school across the Summer holiday to be updated for the following school year
<b>Ownership</b>	Student and family ownership	RHSS ownership until payment schedule is completed	RHSS ownership





## Accessory Requirements

### Case/Pouch/Headphones

All students in Year 2-6 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 required to supply their own personal headphones and appropriate adaptors for exclusive use. 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 and adaptors (if needed).

### Optional: Keyboard and Stylus Pens.

Some students prefer to also have the opportunity to use a keyboard and/or stylus pen/Apple Pencil. These are **optional tools and not mandated**. Please be aware that some stylus pens used incorrectly can damage the screen.

If you are considering buying these in the future please be mindful of the type of protective case that you buy. Only specific cases 'house' the keyboard.

Whilst keyboards are an optional tool, we do recommend students in years 5 and 6 have a keyboard to further enhance their digital literacy skills and prepare them for high school.

## Settings and Apps

Parents are responsible for purchasing and loading the required Apps. It is a requirement of participation in the programme 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 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 published on our website and 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 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**

## 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 – 2:30pm. Your child must not be able to access:**

									
Messenger	Messenger Kids	WhatsApp	Tik Tok	iMessage	Snapchat	Instagram	FaceTime	Facebook	Discord

Please refer to page 17 for the full list of Apps required.

**Please note: The Australian Government have introduced a Social Media Delay:**

- The age restrictions are likely to apply to [Facebook](#), [Instagram](#), [Kick](#), [Reddit](#), [Snapchat](#), [Threads](#), [TikTok](#), [X](#) and [YouTube](#), as well as other platforms. See the [latest list](#).
- Under-16s will still be able to see publicly available social media content that doesn't require logging into an account.
- Most standalone gaming and messaging apps, as well as many services that support health and education, will not be affected by the new law.
- There are no penalties for under-16s who access an account on an age-restricted social media platform, or for their parents or carers. This is about making the platforms take greater responsibility for the safety of children – they face fines of up to \$49.5 million dollars if they don't take reasonable steps to implement the changes.

For more information, please go to:

<https://www.esafety.gov.au/>

<https://www.esafety.gov.au/parents/social-media-age-restrictions>

## Screen Time

Screen Time is enabled to ensure students do not have access to these Apps while at school. Screen Time allows you 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-2:30pm**

Below are links to YouTube Videos that demonstration How to set up Family Sharing, Screen Time and Setting up an Apple ID. There is also a link to Using Parental Controls on your child's iPad.

### Use of Parental Controls on your child's iPad:

<https://support.apple.com/en-au/HT201304>

## Care of 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. Classrooms will be open for students to bring their iPad into the room at 8:25am. iPads are stored securely in classrooms at break times. Students can only use them at break time when attending a supervised club.

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 <https://www.apple.com/au/support/products/ipad/> 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.

### **Health and Safety**

#### **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](http://Worksafe.qld.gov.au)
- Using your device safely – eSafety Commission, Australian Government - [esafety.gov.au](http://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.

### **Emails**

At Runcorn Heights 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.

### **Code of Conduct and Acceptable Usage**

All students must comply with the Runcorn Heights State School Student Code of Conduct 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;
- 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 use 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 email (junk mail)
- knowingly downloading viruses or other programmes which breach network security e.g. 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 (e.g. forwarding, texting, bluetooth use) such material
- sharing personal information (name, family member's name, address, phone number etc.) on the 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. They must 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

Programme 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 know their Apple ID passwords.

### **Apple Classroom**

The App Apple Classroom allows the teachers iPad to monitor and control the iPads. It is a powerful teaching assistant which helps our teachers guide students through a lesson, see their progress and keep them on track.

With Apple Classroom, Teachers 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 iPads will be managed at school via this App and all students must allow teachers access through this App.

## **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 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 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 in case of drink spillage in your child's bag.*

### **Q: Should we purchase a screen protector?**

*A: Purchasing a tempered glass screen protector to help protect the iPad from damage is highly recommended.*

### **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, 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.*

### **Q: Can my child bring a 4G/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: Are we required to purchase a stylus pen?**

*A: This is optional and at the discretion of parents/caregivers.*

### **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.*



## Runcorn Heights 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 Runcorn Heights State School.

Please read through and explain the agreement to your child and sign in the appropriate places.

**Alison Frazer**  
Principal

<b>Student</b>		
<p>I understand that the internet can connect me to useful information stored on computers around the world.</p> <p>While I have access to the internet:</p> <ul style="list-style-type: none"><li>• I will use it only for educational purposes</li><li>• I will only access Department of Education wifi from the school campus – not VPNs</li><li>• I will not look for, nor send anything that is illegal, dangerous or offensive,</li><li>• I will not reveal home addresses or telephone numbers – mine or anyone else's</li><li>• I will not use the internet to annoy or offend anyone else</li><li>• I will:<ol style="list-style-type: none"><li>a) Immediately and quietly, inform my teacher of any offensive pictures or information from my screen and clear it when requested.</li></ol></li></ul> <p>I understand that if the school decides I have breached these expectations, appropriate action will be taken. This may include loss of my internet access for some time and/or the option to bring my personal iPad to school.</p>		
_____	_____	_____
<b>Student Name:</b>	<b>Student Signature:</b>	<b>Date:</b>

<b>Parent or Guardian</b>		
<p>I understand that the internet can provide students with valuable learning experiences. I also understand that it gives access to information from around the world and understand that a very small part of internet information can be illegal, dangerous or offensive.</p> <p>I accept that, while teachers will always exercise their duty of care and that information is filtered through Department of Education Managed Internet Services, protection against exposure or harmful information should depend finally upon the responsible use by students.</p> <p>I believe _____ (name of student) understands this responsibility and I hereby give my permission for my child to access the internet under the school expectations. I understand that students who breach these expectations will be subject to appropriate action by the school. This may include loss of school internet access privileges, school mobile devices and the option to bring a personal iPad to school.</p>		
_____	_____	_____
<b>Parent/Guardian Name:</b>	<b>Parent/Guardian Signature:</b>	<b>Date</b>

UPDATED: 10/11/2025



## Runcorn Heights State School: Student Participation Agreement - Digital Learners iPad Programme

### 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** and ready to use at the beginning of each school day.
3. I will hold the **iPad with two hands** when carrying it and **will walk** with it at all times.
4. I will **ensure my iPad is kept in my school bag on my trip to and from school**.
5. I will **keep food and drinks away** from my iPad at school.
6. I will **immediately report any accidents or breakages** to my parents and teachers.
7. I will **seek permission** from individuals prior to taking photos and recording sound or video.
8. I will follow all staff directions in relation to the use of my iPad.
9. I understand that if any damage to a device through substantial 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 cost 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.

### Content

1. I will use the iPad only to **support my school learning programme** whilst at Runcorn Heights State School.
2. I permit my teachers and parents to **perform checks** to monitor that I have not installed illegal/unsuitable software applications and content and to check the websites which I visit.
3. 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 and/or the option to bring a personal iPad to school.
4. I am responsible to ensure my iPad is **backed up and updated regularly**.

### Safety and Security

1. At school, I will **only connect my iPad to DOE's Managed Internet Service**. I am not permitted to access 4G/5G internet at school.
2. Whilst at school, I will **only go to websites at school** 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 technologies with regard to other people.
6. I will **only take photos and record sound and video** when granted permission by my teacher and peers.
7. **The school name, crest or uniform must not be used in any way** which would result in a negative impact for the school and its community. I will not post photos, audio or video of such.
8. I will use my iPad in accordance with *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.
9. For security reasons, I am **not to share account names and passwords** with anyone unless when requested by *Runcorn Heights State School* staff when servicing the iPad.
10. I am **responsible for the security and use of my iPad while at Runcorn Heights State School**. Storage space will be provided for students to place their equipment during lunch, play breaks and when not in use.

I have read and understand the Runcorn Heights State School Digital Learners' Handbook and the Runcorn Heights State School Student Code of Conduct. I agree to abide by the guidelines outlined in both documents.

I am aware that non-compliance or irresponsible behaviour, as per the intent of the Student Participation Agreement and the Student Code of Conduct, will result in consequences relative to the behaviour, to be determined by the school.

**I understand that these expectations also apply when using other technologies.**

### Prep – Year 2 students (do not need to sign)

- I have explained the content of this document and believe \_\_\_\_\_ (name of student) understands this responsibility.**

Name of Parent/Guardian: \_\_\_\_\_ Parent Signature/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_ Class: \_\_\_\_\_

### Year 3 to 6 Students

Name of Student: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Class: \_\_\_\_\_

UPDATED: 06/11/2024





# App Placemat

<i>Whole School</i>	Microsoft PowerPoint <b>Free</b>	Microsoft Word <b>Free</b>	Microsoft Excel <b>Free</b>	Microsoft OneDrive <b>Free</b>	Microsoft OneNote <b>Free</b>	Microsoft Teams <b>Free</b>
	Keynote <b>Free</b>	Apple Pages <b>Free</b>	Numbers <b>Free</b>	Books <b>Free</b>	Apple Clips <b>Free</b>	iMovie <b>Free</b>
	Mathletics Students School or Home subscription	Book Creator for iPad <b>\$7.99</b>	Garage Band <b>Free</b>	Dictionary.com for iPad <b>Free</b>	The Calculator <b>Free</b>	NAP Locked down Browser <b>Free</b>
	Literacy Planet School or Home subscription	SORA, by OverDrive Education <b>Free</b>	Number Pieces, by MLC <b>Free</b>	Tayasui Sketches School <b>Free</b>		

<i>Year 1 - 2</i>	Osmo Monster <b>Free</b>	Osmo Tangram <b>Free</b>	Osmo Numbers <b>Free</b>	Osmo Words <b>Free</b>
<i>Year 2 only</i>	Blockly for Dash & Dot <b>Free</b>	Wonder for Dash & Dot <b>Free</b>	Go for Dash & Dot <b>Free</b>	Path for Dash & Dot <b>Free</b>
<i>Year 3-6</i>	Minecraft Edu <b>Free</b>	Japanese – Hiragana <b>Free</b>		
	Japanese Hiragana Widget <b>Free</b>	Hiragana Pixel Party <b>Free</b>		

UPDATED: 19.11.2025