Carbrook State School
BYO iPad Program 2016
Our Teaching and Learning Vision

Our school learning & teaching vision includes:

- A teaching pedagogy based on individual pathways for each student. Teachers guide, support and facilitate students in their learning. Teachers also encourage students to demonstrate accountability for their learning through discussions of their learning goals and achievements;
- A focus on using Information and Communication Technology (ICT) to enhance the learning process where it is most appropriate;
- Rigorous, on-going student assessment based on demonstrated consistent learning achievements in a variety of settings and over time;
- High standards in literacy and numeracy across all key learning areas;
- Flexible learning spaces, allowing students to participate in learning that caters for their needs, interests, learning styles and goals;
- Students who value lifelong learning and are engaged in a global community;
- Strong links between home, school and the wider community.

The Carbrook State School BYO iPad Program:

- Enables personalisation of student learning through access to rich learning resources;
- Best facilitates the development of knowledge and skills necessary for the 21st century workforce, including digital-age literacy, innovative and creative thinking, effective communication and high productivity;
- Allows continuous access to educational materials allowing learning efficiency to happen anywhere, anytime;
- Provides an engaging, interactive environment for learning; and,
- Strengthens links between home and school, giving parents the opportunity to see, every day, what their child is learning at school and have relevant, timely, accurate and quality conversations around student learning and progress;
- Allows students the opportunity to display prior knowledge of topics and thus be co-constructive in their own learning journey.

At Carbrook, students currently have access to a large number of digital devices to support their learning, including iPads that are shared across the school as well as computers, interactive whiteboards and computer lab. The iPads have proved to be a very useful tool to support student learning and are the only device allowed in the Carbrook State School BYO Program in 2016.

The advantages of using the iPad include:

- Access knowledge and information through the excess 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.
BYO-iPad Program FAQs

Q: Why only allow 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.

Q: Why not allow BYO iPads across the whole school?
A: At Carbrook SS, we want to be sure that both teachers and students are best prepared to ensure the best possible outcomes from teachers and students alike.

Q: What will happen if there are more students, who express an interest to bring their own iPad, than classes will allow?
A: Those students who express an interest to bring their own iPad will be considered for a BYO iPad class in 2016. We must, however, continue to ensure careful consideration to class composition so it may be the case that some students are not able to be included in a BYO iPad class.

Q: What will happen if there are not enough students who express an interest to bring their own iPad for the number of BYO iPad classes available?
A: The BYO iPad class will still allow students to BYO and the teacher will differentiate to support those students using iPads and those who choose not to BYO. Student learning for those students who do not BYO in these classes will not be compromised.

Q: How much of the day will the iPads be used? Will the students still be using pencil and paper as well as handwriting?
A: We envisage that the iPads will be used up to 25% of the school day and yes, we still see a need for students to use pencil and paper and to practise handwriting.

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. The class will have a list of apps that will be required to be loaded (most of which will be free). 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.

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. No, we will not recommend a store where you can purchase an iPad. We do not endorse any one store.

Q: Should we purchase a case and cover for the iPad and if so, which one should we buy?
A: Yes, you should purchase a case and even a waterproof cover e.g. wetsuit material, in case of drink spillage in your child's bag. There are many competitively priced cases and covers on ebay or you can choose to purchase from a local store. We recommend that the case should protect both the front and back of the iPad. You can purchase a keyboard for the ipad to assist with keyboard skills and word processing skills. We will not recommend a store where you can purchase a case, cover or keyboard. We do not endorse any one store.

Q: Do you recommend the lifeproof case for the iPad?
A: While we will not recommend any particular case, we are aware that the lifeproof case, while more expensive than other cases, may be the most protective case for an iPad.
Q: Will the BYO iPad classes be made up of a particular group of students e.g. academic, SEP etc.?
A: No, the make-up of BYO iPad classes for 2016 will have the same considerations as the non-BYO iPad classes. Considerations include, but are not limited to, academic and gender balance across classes, consideration of parent requests etc.

Q: Will students in iPad classes continue to have access to computers and other technologies?
A: Yes. All iPad classes will be equipped with computers at the same ratio of other classes and they will also receive AirServer licencing in order to support collaborative teaching and learning. They will also have access to the computer lab.

Q: Can I withdraw my child from the BYO iPad class and have them placed into another class?
A: No. If you choose to no longer allow your child to BYO iPad, they will still remain in the BYO iPad class.

Q: Will students use their iPad in class on a day that the regular class teacher is away?
A: At this stage, we envisage that the iPads will be locked up for the day in the absence of their regular class teacher in order to alleviate potential accidents or abuse of the iPads.

Q: Can my child leave their water bottle at school to prevent accidental spillage in their school bag which may damage the iPad?
A: Yes, BYO iPad class teachers will allow your child to leave their drink bottle at school for this purpose.

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 protect our students from accessing inappropriate content.

Q: Are we required to purchase a stylus pen?
A: Yes, some apps required touch selection and finger recognition for writing, therefore having a stylus pen can assist with these particular apps.

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 there anything I can do in case the iPad is stolen outside of school?
A: The latest operating system io7 has Find my iPhone inbuilt and with this turned on, it is possible to find the whereabouts of the iPad when it is next connected to the Internet (you must know your Apple id and password).

Q: Is my child required to know our Apple id and password?
A: No.

Q: I can't remember the passcode that is set on my iPad and it is locked. How do I unlock it?
A: You will need to connect the iPad to the computer it is synced to and restore it to a previous backup.
Information for Students and their Parents on School Network Usage

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 in Queensland state schools. 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 the modern educational program provided in schools.

What is acceptable/appropriate use/behaviour by a student?
It is acceptable for students to use school computers and network infrastructure for: assigned class work and assignments set by teachers; developing literacy, communication and information skills; authoring text, artwork, audio and visual material for publication on the Intranet or Internet, solely for educational purposes as supervised and approved by the school; conducting research for school activities and projects; communicating with other students, teachers, parents or experts in relation to school work; and access to online references such as dictionaries, encyclopaedias, etc. Students can also collaborate, research and learn through Education Queensland's e-learning environment.

What is unacceptable/inappropriate use/behaviour by a student?
It is unacceptable for students to: download, distribute or publish offensive messages or pictures; use obscene or abusive language to harass, insult or attack others; deliberately waste printing and Internet resources; damage computers, printers or the network equipment; violate copyright laws which includes plagiarism; use unsupervised internet chat; and use online email services (e.g. Hotmail), send chain letters or Spam 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, 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
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reporting approaches from unknown persons via the internet to the supervising teacher or school staff member).

Where possible, classes involving internet usage by students will be prepared prior to class engagement, including, filtering and checking sites students are directed to visit. An assessment should be made of the appropriate timeframe for access to the internet for completing the set task or duration a student should have access to the internet (e.g. during schools hours, outside of school hours).

**What awareness is expected of students and their parents?**

**Students and their parents should:**

- Understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the school's ICT network facilities and ensure they have the skills to report and discontinue access to harmful information if presented via the internet or 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, 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 and Specifics of Use of Mobile Learning Devices

**Charging Batteries**
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. Due to the iPad 3rd and 4th Generation including the Retina display, battery life of these devices can be reduced dramatically when using display intensive processes. Testing has been conducted and normal class use of these Retina models will see the battery lasting all day if charged before school.

**Other Privately Owned Devices**
In 2016, only Apple iPads will be able to be used in the *BYO iPad program*.

Carbrook State School will not sanction any other privately owned devices connecting to the school network, other than the devices nominated in the *BYO iPad program* supported devices section. This exclusion includes all other private iPads, and mobile broadband devices. The policy has been enacted to prevent exposure of the school network to security risks.

**Internet Use at School**
At school, students must agree to follow the Appropriate Use/Behaviour of School Network guidelines in relation to 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
- 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.

**Internet Use at Home**
The iPads can be configured to connect to a home wireless or wired network.

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

**Necessary apps**
Each privately owned iPad in the BYO program will require necessary apps to be installed at the cost of the parent (most are FREE). The list of required apps will be sent home with notification of students being placed in a BYO iPad class.

**E-Mail Use**
While at Carbrook State School, students have access to a Department of Education and Employment email account, which they can access from home and school for the purposes of learning. Email traffic is monitored for inappropriate use, content and language.
General Care (Students are responsible for the general care of the iPad)

General Precautions
- It is recommended that food or drink should not be next to your iPad when in use.
- Cords, cables, and removable storage must be inserted into, and removed from the iPad carefully.
- Students should never carry their iPad while the screen is open, unless directed to do so by a teacher.
- The iPad should never be left in a car or any unsupervised area.
- Students are responsible for ensuring the battery is charged for school each day.

Transporting the iPad
A protective 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 should be followed:
- The iPad should always be within a protective case when carried.
- Some carrying cases can hold other objects, such as clipboards and exercise books but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.
- It is recommended that students do not carry drink bottles of any kind in their backpacks.

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.
- Do not poke the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth.

Battery Maintenance
The battery life of portable devices is improving as technological enhancements are made. To get the most out of the battery life of the iPads, follow these simple tips:
- Reduce the screen brightness to a comfortable level
- Disable connectivity such as WiFi and Bluetooth when not in use
- Lock the iPad screen when not in use
- Close all running apps when not in use

Occupational Health and Safety
Students are advised to consider the following advice when using their iPad.
- Taking regular rest breaks (at least every 20 minutes; more often if the setup is not ideal 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.

If the screen is at the optimal height for the operator then the keyboard is too high, and if the keyboard is at the optimal height then the screen is too low. Both scenarios may contribute to muscle discomfort or strain to varying degrees.

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.

Minimising the Risk of Strain or Injury
- Where possible, place the iPad on a desk at a height where the elbows are at 90 degrees and the wrists kept straight.
- Wherever possible sit in a comfortable chair at a desk.
- Take frequent rest breaks at least every 20 minutes but more often if the setup is not optimal to allow eyes and muscles to recuperate.
- Avoid using the iPad for extended periods (maximum of 2 hours in any session).
- Setting the screen at an angle that reduces, as far as possible, the need to bend your neck and minimises reflection.

Preventing Eye Strain
Eyestrain and headaches can be caused by the constant viewing of small objects on small screens, 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 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
- Using your device safely, Department of Education, Victoria.
BYO iPad Program Supported Devices 2016

Apple iPad products

<table>
<thead>
<tr>
<th>Device Name</th>
<th>WiFi Model</th>
<th>Cellular (3G) Model</th>
</tr>
</thead>
<tbody>
<tr>
<td>iPad 1st Generation</td>
<td>NO</td>
<td>NO</td>
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<tr>
<td>iPad 2nd Generation</td>
<td>Yes</td>
<td>NO</td>
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<tr>
<td>iPad 3rd Generation</td>
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<tr>
<td>iPad 4th Generation</td>
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<td>NO</td>
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<tr>
<td>iPad Air</td>
<td>Yes</td>
<td>NO</td>
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<tr>
<td>iPad Mini</td>
<td>Yes</td>
<td>NO</td>
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***All storage versions are supported in the BYO iPad program - (16GB, 32GB, 64GB)

Keep in mind that any personal applications and content placed on the device may interfere with the storage requirements for school use as the full 16GB of storage may be required by some classes.

Apple devices meet the specifications for Education Queensland and will work quickly and easily on our network at school and for you at home (Internet access is via wireless). Network and platform maintenance costs to support the successful operation of the iPad devices at school will be covered by the school however hardware issues are covered under Apple warranty terms and conditions. Visit the Apple website at www.apple.com.au for further information about these devices.

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 BYO iPad program.

Finance . .
The school cannot enter into any finance arrangements with families for the iPads.

Security and Insurance . .
While the BYO iPads will be securely stored during break times, parents are encouraged to seek personal insurance. Check with your preferred insurance company (or even the iPad reseller) about your personal insurance at home and, to and from school, for your iPad.

Damage in transit . .
All iPads will require a protective case or sleeve when being transported. This will be an additional cost but is well worth the outlay as it is the best form of insurance for iPads and will often protect the device from impacts and accidents, especially when these sleeve type cases are also inside a school bag.

Damage at school . .
All devices are monitored by teachers at school and rules are in place to prevent foreseeable problems and damage however, from time to time, accidents may occur. If any damage 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.

Required apps for 2016
A final list of apps will be provided at the end of 2014 upon notification of your child being in a BYO iPad class.
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Student Participation Agreement (BYO iPad Program 2016)

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 at the beginning of each school 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.

Content
1. I will use the iPad only to support my school learning program whilst at Carbrook 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. 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.
3. 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 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 cybersafe 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.
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 Carbrook State School staff when servicing the iPad.
9. I am responsible for the security and use of my iPad while at Carbrook 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 Carbrook State School for such time, determined by the school.

Name of Student: ___________________________ Student Signature: ___________________________

Name of Parent: ___________________________ Parent Signature: ___________________________

Date: ___________________________ 2016 Year Level: ___________________________

Authorised at Carbrook State School by:

Principal Name: ___________________________ Principal Signature: ___________________________

Date: ___________________________