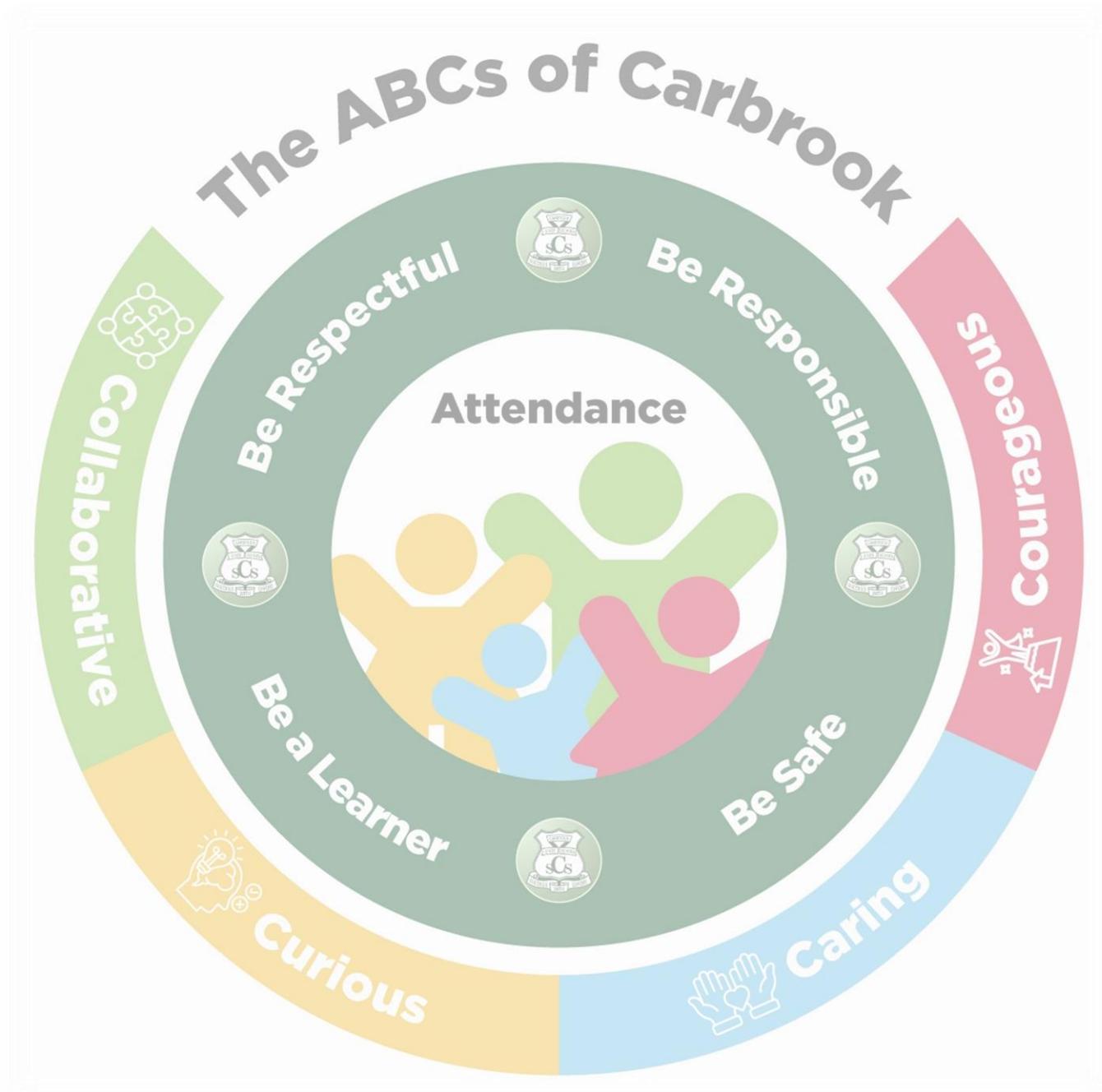


Carbrook State School

BYOD iPad Program Handbook



RATIONALE

School Vision

As a school, we believe firmly in the importance of embedding technology into learning. ICT capabilities are woven throughout The Australian Curriculum and as such your child's creativity and capability can be broadened with our BYOD Program. We are committed to supporting and empowering our students to maximise their full potential. Technology is an important tool in supporting student learning and developing the skills they require for their future employment.

The Carbrook State School BYOD iPad Program will:

- enable personalization of student learning through access to rich learning resources;
- best facilitate 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;
- allow continuous access to educational materials for learning efficiency to happen anywhere, anytime;
- ensure contemporary learning in classrooms;
- provide an engaging, interactive environment for learning;
- strengthen links between home and school, giving parents the opportunity to see, what their child is learning at school;
- allow students the opportunity to display prior knowledge of topics and thus be co-constructive in their own learning journey.

The advantages of using iPads include:

- access to knowledge and information through the plethora of content and creation apps to support student learning;
- access to a wealth of information when students need it through wireless connectivity to the internet;
- access to rich media including digital stories, image and video;
- increased productivity through quick loading of apps and quick response of the iPad;
- a very reliable operating system, ensuring maximum up-time;
- access to simple yet sophisticated text, audio and video-based communication facilities for collaboration with peers, teachers and experts in a local, national or global context;
- the ability to personalise learning and provide work targeted at the correct level for students;
- high student engagement both independently and collaboratively.

Minimum Ipad Usage Requirements

1. iPad (11inch – needs to support iOS updates for the next 3 years) with charger
2. iOS 26 operating system
3. Protective case with inbuilt keyboard that will provide robust protection
4. Tempered glass screen protector
5. Protective waterproof carry bag
6. AppleCare+ accidental damage warranty (if purchasing a new iPad – strongly recommended)
7. Headphones (over the ears) with microphone (*Ensure headphones function with protective case and is capability with iPad*)
8. All Apps installed as per list provided
9. Microfibre cloth for cleaning iPad
10. Download 'Company Portal' app
11. Carbrook SS signed iPad Agreement
12. Student Personal Apple ID

Carbrook State School understands that every one of our families is different and that their financial access to a set device may differ. Therefore, we allow students to use an iPad that can utilise the latest operating system (IOS 26) and support the installation of the most recent applications. If you have a 64GB iPad, this may limit the ability to store school and home content. The iPad must be able to store school content at a minimum.

Due to school-based policy, cellular models are not allowed into school. 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, Wi-Fi only models of the iPad are the only supported devices for our school iPad program.

BYO iPad Program Supported Device Requirements

Device	Wi-Fi Model	Storage Size
iPad 9th Generation N.B will not be supported by apple after Year 2028	Yes	Minimum 128 GB or greater *Needs to support iOS updates for the next 3 years
iPad 10th Generation	Yes	
iPad 11th Generation N.B Recommended if buying new	Yes	
** No iPad minis and pros		

Protective Case

We strongly recommend a robust case and screen protector to minimize potential damage. Protecting your student's iPad is something we all need to be concerned about. The vast majority of iPad cases are simply not designed for the highly mobile student. They are designed for adults.

A case which "looks nice" may be appealing to the user but not provide satisfactory protection. The real reason for providing an iPad case should be to protect your investment, as such the case you choose needs to be able to absorb the shock transmitted to the iPad when it is dropped.

Many cases come with a built-in stand, which aids better posture when using the iPad at a desk. Make sure you check the model of your iPad before purchasing a case and screen protector to ensure it fits the device.



Keyboard Recommendations

While the on-screen keyboard is a good option for shorter sessions, a physical keyboard offers a level of speed, accuracy, and tactile feedback that an onscreen keyboard lacks. It also helps prepare students for high school and is a required item for students sitting NAPLAN.

When purchasing an iPad cover with an attached keyboard we highly recommend keyboards where the keys are not easily removed.

Carry Bag Recommendations

We strongly recommend purchasing a waterproof sleeve or carry bag for your child's device for when your child is carrying their iPad to and from school. There are many competitively priced cases and covers on eBay or you can choose to purchase from a local store. Please make sure you check the sizing of the sleeve or bag with the iPad size you have purchased to ensure it fits.



Warranty

Many retailers will offer an instore warranty. The duration and coverage of these will vary store to store. Please read the terms and conditions of the scheme carefully so you know what you are covered for.

Apple Care+

To ensure your child's Apple device remains functional throughout the school year, parents should consider AppleCare+ if purchasing a new iPad. This plan covers accidental damage, providing up to two incidents every 12 months, and includes 24/7 technical support.

AppleCare+ also offers convenient repair options, helping to minimize any disruption to your child's learning. This service can help reduce potential repair costs and keep their device in good working order.

We recommend discussing the best warranty and accidental damage protection with the supplier. You may also wish to discuss accidental damage protection with your home and contents insurer.

Finance

The school cannot enter into any finance arrangements with families for devices. Any families facing significant financial hardships can contact the Principal to discuss possible support options.

When purchasing a new iPad for your child, please note that most major suppliers such as Apple, JB Hi-Fi, Harvey Norman, and The Good Guys offer flexible payment options. These may include instalment plans, Afterpay, Zip Pay, or interest-free finance options. Families are encouraged to explore these options to find a plan that best suits their budget.

The school has a purchase portal with JB HIFI and the details are below. The prices for the Apple devices have been sought by the school on behalf of all families involved in the program and are a significant saving from RRP. You do not need to be involved in this purchase opportunity and are free to organise your own personal purchase.

The BYOD Portal - <https://byod.jbhifi.education/>

School Code - CarbrookSSBYOD26

School Apps - Intune and Company Portal

Carbrook State School utilizes Education Queensland's Mobile Device Management system (MDM), Microsoft Intune, to streamline the assignment and deployment of apps to iPads.

Parents will be required to install and sign into the 'Company Portal' app in order to enrol their device into the MDM. The Company Portal will configure Wi-Fi connections at school, and display a catalogue of apps relevant to each student. With the addition of this catalogue, parents will no longer need to search for each app from the Apple App store. Instead, the Company Portal catalogue will list all apps assigned to the enrolled student, which can easily be installed from the Portal.

Headphones

Carbrook State School recommends students use DJ style, volume restricted over-the-ear headphones. Most of the noise-restricted headphones limit the maximum intensity level to 89 dB, which is a safe level and can be used for an extended period. At this level kids can easily hear what is happening around them and also normal conversational levels with the headphones on their ears.

Please ensure headphones are compatible with your iPad.

Charging Batteries

iPads brought to school will need to be fully charged. The power supply should not be brought to school as the cables create a tripping hazard. The school will have a number of iPad power stations to charge the iPad in the event of a battery being depleted.

Leaving power supplies at home reduces the weight of the equipment students transport to and from school and reduces likelihood of damage and/or loss.

Due to the latest iPads using the new Retina display, battery life of these devices can be reduced dramatically when performing 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.

Required Apps

Each iPad will require necessary apps to be installed. In 2026 the school will be funding the cost of any paid apps and pushing out the installation of apps at the beginning of the year.

An apps audit will occur at the end of each year to finalise apps for the following year.

Apps may be requested by the individual class teacher to support class learning or recommended to individual students to support individual students' specific learning needs.

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 if parents or students do not adhere to the school's network usage and access guideline/statement.

The school will educate students on cyber bullying, safe internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to incorporate these safe practices in their daily behaviour at school.

What awareness is expected of students and their parents?

Students and their parents should:

- Understand the responsibility and behaviour requirements that come with accessing the school's ICT network facilities as stipulated under the Student Code of Conduct. Students breaking these rules will be subject to appropriate action by the school.
- Be aware that access to ICT facilities provides valuable learning experiences in line with the school's educational program
- 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.

Internet Use at School

At school, internet access is provided by Education Queensland's Managed Internet Service (MIS) and provides students with content-filtered internet access and virus-filtered email. 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. This configuration can be performed as with a normal iPad. Parents need to regularly monitor iPad internet history and delete sites accessed at home which are not endorsed by school policy or expectation.

E-Mail Use

While at Carbrook SS, 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.

Digital citizenship

Students should be conscious creators of the content and behaviours they exhibit online and take active responsibility for building a positive online reputation. They should be conscious of the way they portray themselves, and the way they treat others online.

Parents are requested to ensure that their child understands this responsibility and expectation.

Cybersafety

If a student believes they have received a virus, spam or inappropriate messages that makes them feel uncomfortable, they must inform their teacher, parent or caregiver as soon as is possible.

Students must never initiate or knowingly forward emails, or other online content, containing:

- a message sent to them in confidence
- a computer virus or attachment that is capable of damaging the recipients' computer
- chain letters or hoax emails
- spam (such as unsolicited advertising).

Students must never send, post or publish:

- inappropriate or unlawful content which is offensive, abusive or discriminatory
- threats, bullying or harassment of another person
- sexually explicit or sexually suggestive content or correspondence
- false or defamatory information about a person or organisation.

Web Filtering

The internet has become a powerful tool for teaching and learning, however students need to be careful and vigilant regarding some web content. At all times students, while using ICT facilities and devices, will be required to act in line with the requirements of the Carbrook State School Student Code of Conduct and any specific rules of the school. To help protect students (and staff) from malicious web activity and inappropriate websites, the school operates a comprehensive web filtering system. Any device connected to the internet through the school network will have filtering applied.

Students are required to report any internet site accessed that is considered inappropriate. Any suspected security breach involving students, users from other schools, or from outside the Queensland DETE network must also be reported to the school.

The personally-owned devices have access to home and other out of school internet services and those services may not include any internet filtering. Parents/caregivers are responsible for appropriate internet use by their child outside the school.

Parents, caregivers and students are also encouraged to visit the Australian Communications and Media Authority's CyberSmart website (<https://www.esafety.gov.au>) for resources and practical advice to help young people safely enjoy the online world.

Privacy and confidentiality

Students must not use another student or staff member's username or password to access the school network or another student's device, including not trespassing in another person's files, home drive, email or accessing unauthorised network drives or systems.

Damage at school

Students are ultimately responsible for their devices and therefore this is why we recommend having an accidental damage warranty. While rules are in place to prevent foreseeable problems and damage, from time to time, accidents may occur.

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.

Monitoring and reporting

Students should be aware that all use of internet and online communication services can be audited and traced to the account of the user. All material on the device is subject to audit by authorised school staff. If at any stage there is a police request, the school may be required to provide the authorities with access to the device and personal holdings associated with its use.

Misuse and breaches of acceptable usage

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.

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

The iPad should always be in a protective, waterproof bag when transported.

Screen Care

The screen can be damaged if subjected to rough treatment including excessive pressure

- Do not lean or put any pressure on the screen of the iPad
- Do not place anything in the carry case that will press against the cover
- Use a screen protector on the iPad
- Clean the screen with a soft, dry cloth or anti-static cloth.

Managing iPads (General Information)

How will teachers monitor what my child is doing on their iPad?

At CSS we believe in supporting student learning to get best outcomes for all students. Teachers use the Classroom App to help monitor and support student learning. This app connects with each iPad in a classroom and allows the teacher to see what students are doing on their screen while connected to the same wi-fi point at school (within Bluetooth range). It tracks which apps are opened by each student, and how long they have been used. The Classroom App also supports teachers to quickly, with one action, share information and links with all students in the class. Students can also send evidence of their learning back to their teacher.

What will students do with their iPads?

The Australian Curriculum provides a huge range of opportunities for students to demonstrate their learning with digital products. The power of the iPad is in creating. Throughout the BYOD journey we will support students to create videos of science concepts, design advertising products such as brochures, generate alternative endings for known stories, create digital artworks, produce stop motion animations and develop a range of text types. The options are limitless and teachers will facilitate these opportunities for students.

How often will my child use their iPad in class?

iPads do not replace all aspects of learning. For example, handwriting features in the Australian Curriculum, so this will be taught. At Carbrook State School, iPads are a tool for learning, just as pencil and paper are, so teachers will select the best tool to suit the needs of students and the learning intention in all learning situations. This means that iPad use will vary from day to day.

Can my child have access to iMessage at school?

While at school iMessage must be OFF. Whilst we understand that communication between home and school is important, iMessage for parent/child communication is not permitted. iMessage and Facetime are not needed as learning tools and as such, the use of this during learning time would constitute a breach of our BYOD User Agreement.

To communicate with your child during the school day please phone the school office or email their teacher.

Can we install social media apps?

No. Most social media apps are NOT age appropriate, for example a 9 year old should have apps that are recommended for 9 year-olds and under. All Social Media Apps including, but not limited to Facebook, Instagram, Tik Tok, Fortnite and Snapchat are not to be installed.

Can we install apps that are not on the Apps List?

Yes. Students can have 'extra' apps installed on their iPad for personal use, provided they do not interfere with storage space for school requested apps. You may choose to place extra apps in a home screen folder called 'Home', to minimise distractions during learning time. Parents are responsible for monitoring app installation at home.

Information for Students and their Parents about Acceptable Usage

Acceptable device use

Students must follow the Carbrook State Student Code of Conduct including the Acceptable Use of the Department's Information, Communication and Technology (ICT) Policy and Procedures.

Communication through internet and online communication services must also comply with the department's Code of School Behaviour.

Examples of acceptable use includes:

- engagement in class work including research, referencing, authoring text & audio materials and assignments set by teachers
- developing appropriate 21st Century knowledge, skills and behaviours
- communicating or collaborating with other students, teachers, parents, caregivers or experts as part of assigned school work
- ensuring the device is fully charged before bringing it to school to enable continuity of learning.

Students should be courteous, considerate and respectful of others when using their iPad.

Examples of unacceptable use includes:

- using the device in an unlawful manner
- downloading unauthorised software/viruses, compromising the Departments network & distributing or publishing offensive messages or pictures
- using obscene, inflammatory, racist, discriminatory or derogatory language
- using language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- working on an app/ website, the teacher has not asked the student to go to intentionally damaging any devices/accessories
- using unsupervised internet chat to insult, harass or attack others
- sending chain letters or spam email (junk mail)
- accessing private 4G/5G networks during the school day
- using the device's camera anywhere a normal camera would be considered inappropriate
- invading someone's privacy by recording personal conversations or daily activities and forwarding/sharing such material divulging personal information via the Internet or e-mail
- taking photos or recordings of Staff and/or Students without teacher permission.

Occupational Health and Safety

Students are advised to consider the following advice when using their iPad to minimise the risk of strain or injury.

- Taking regular rest breaks e.g. every 30 minutes; more often if necessary to allow muscles and vision to recuperate
- Avoid using the iPad for more than 2 hours in any session

- Setting the screen at an angle that reduces the need to bend your neck and minimises reflection
- Where possible, sit at a comfortable chair to maintain good posture and place the iPad on a desk at a height where the elbows are at 90 degrees and the wrists kept straight
- It is recommended when wearing earbuds and similar to keep the volume below 60%, limit listening to under 60 minutes per day & maintain hygiene as per manufacturer's instructions
- Reduce the need to carry the iPad (where practicable).

Potential Hazards

Mobile devices have minimal 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)
- Eye strain through use in environments where there is poor lighting, glare, or reflection
- Manual handling strain through carrying the iPad for extended periods
- Tripping hazards where the mobile device has external cables attached.

Preventing Eye Strain

Eyestrain and headaches can be caused by the constant viewing of small objects on small screens, incorrect monitor position, 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
- Increasing font size for comfortable viewing
- Position the iPad screen for comfortable viewing distance
- Taking frequent rest breaks and regularly blinking
- Adjusting the screen brightness, colours and/or contrasts can also assist in reducing eyestrain.

References

- Australian Standard AS 3590 screen –based workstations, workstation furniture and input devices.
- Occupational Overuse Syndrome – Keyboard Operators: Reducing the Risk.
- Workplace Health and Safety – <http://www.dir.qld.gov.au/workplace/index.htm>
- Using your device safely, Department of ED, Victoria
- Health and Safety in the Office – Department of Education, WA
- Officewise, Victoria Work Cover

Getting your iPad ready for school

STEP 1: Setting up your iPad

When setting up your child's iPad, we recommend using **Family Sharing** as the most effective setup option as it allows you to classify your child's AppleID as a child's account.

When you have to pay for apps, you only have to pay once. You can share apps amongst 6 family members.

It is easiest to set up a child account through family sharing from a separate Apple Device (Mac, iPad, iPhone, iPod) that you own, however it can be done on your child's iPad by first signing in with your Apple ID and setting up a child account through Family Sharing using the steps below. After you complete the steps, you can then sign out of your Apple ID and sign back in with your new child's account.

For more information about family sharing visit Apple's support page at <https://support.apple.com/en-us/HT201088>.

Please NOTE: **You (the parent/ guardian)** must have an Apple ID to use family sharing.

Create child's Apple ID

All students are required to have their own Apple ID. This ensures other family members work, apps, photos and messages do not sync with their device.

Children under 13 require a child Apple ID. This can be done through Apple's Family Sharing option. Family Sharing also makes it easy for up to six people in your family to share each other's iTunes, iBooks and App Store purchases without sharing accounts. Parents are automatically prompted to approve or decline any purchases children make (free or paid) straight from their own device.

Please follow step (a) or step (b) depending on whether you have already created a child account.

(a) Create a child Apple ID

To create a child Apple ID please follow this online guide provided by Apple: [Create an Apple ID](#) for your child. You can however

(b) Link an existing child Apple ID to your parental/guardian Apple ID through Family Sharing

If you already have an existing child Apple ID created previously before a parent account was required and you would like to invite them to Family Sharing group or move them from a different Family Sharing group to yours, please follow this online guide provided by Apple: [Move a child to another group using Family Sharing](#).

Once a child is linked to your parent account you can now follow the various Apple Guides:

1. [Share your location with your family](#): This may assist you to find a lost child's iPad.
2. [How to share purchases with your family](#): this can be done simply from the parent account on the iPad by:
 - Opening settings
 - Tap your name or sign in with the parent account on the top left

- Open Family Sharing
- Open Purchase Sharing
- Enable

3. [Approve what kids buy with Ask to Buy](#): This can prevent a child from purchasing apps without consent.

Screen Time Settings

The Screen Time and Apple ID passcode/passwords should not be known by your child. If your child knows either of these it would allow them to bypass all restrictions present on their device. If you are signed in as the parent on the child's iPad please sign out and then sign in using the child's Apple ID. This can be done from the settings app in the top left-hand side.

Basic Screen Time settings

1. Open settings
2. Tap on Screen Time
3. Tap on your child's name
4. Turn on Screen Time
5. Tap "This is My Child's iPad"
6. Set Downtime at a minimum from 7pm at night to 6am the following day (to help curb unwanted night time access)
7. App Limits are recommended to be skipped (tap Not Now) as their settings also affect many various educational websites unintentionally, it is best to limit the recreational usage of an iPad by extending Screen Time hours effective duration, restricting physical access to the iPad
8. Tap Continue
9. Create a Screen Time passcode (this should only be known by parents and by teachers)
10. If you would like to remove Screen Time from weekends you can do so by tapping Downtime and then tapping "Customise Days", tap back when finished customising.

Step 2: Setting up your child's iPad (Recommended Settings)

a) Naming your child's iPad

Please ensure your child's iPad is set up with their name and class. Eg. John C Prep A
Settings > General > About > Name

b) Enable - AirDrop

Students will use AirDrop in class to send and receive work.
Settings > General > AirDrop > Everyone

c) Enable - Speak Selection

This supports students by allowing the device to read words aloud that they may not know.
Settings > Accessibility > Spoken Content > Speak Selection (Slide to green = on)

d) Turn off - Background App Refresh

This feature allows the iPad to continue working on Apps in the background but this slows down the device. We find it best to turn off the feature for the best efficiency.
Settings > General > Background App Refresh (Slide to grey = off)

e) Enable - Dictionary

This allows the built in dictionary to give the definitions of words.
Settings > General > Dictionary > English (UK)

f) **Enable - Dictation**

This feature allows spoken words to be converted to written text. It is very accurate these days and saves a lot of time by unnecessary typing.

Settings > General > Keyboards > Enable Dictation

g) **Enable - Predictive Text**

This feature allows the iPad to generate text predictions based on the words around the text. It is a great way to support spelling because students see correctly spelt words rather than incorrect ones and also saves a lot of time.

Settings > General > Keyboards > Predictive

h) **Disable - Automatic downloads**

We would prefer that iPads do not automatically update at school as this increases our Network traffic.

Settings > App Store > Automatic downloads > Apps, App

Updates, In-App Ratings & Reviews, Offload Unused Apps (Select to grey = off).

i) **Add a photo to the lock screen**

Please add a photo of your child to the "Lock Screen" of your child's iPad so it is easily identified if left unattended.

Adding a photo to the Lock Screen:

- Take a photo of your child using the Camera App.
- Tap the "Settings" icon on your iPad's Home screen to launch the Settings app.
- Tap "Wallpaper" and then tap "Choose a new wallpaper."
- Select "Camera Roll" and select the photo of your child
- Select "Select Set Lock Screen"
- Close the Settings App.

j) **Disable messages app**

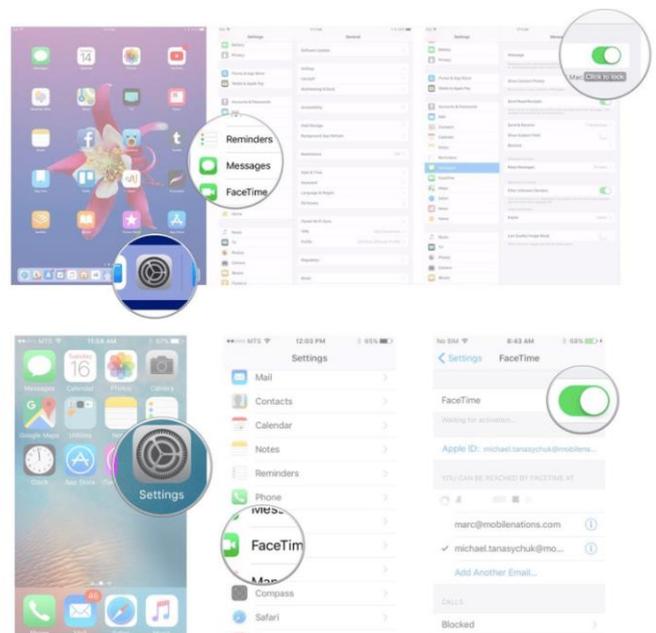
The messages app is required to be turned off while students are at school. If you need to pass a message onto your child during school hours please contact the office.

- Settings / Messages /
- Tap the toggle next to Messages to turn it off

k) **Disable FaceTime**

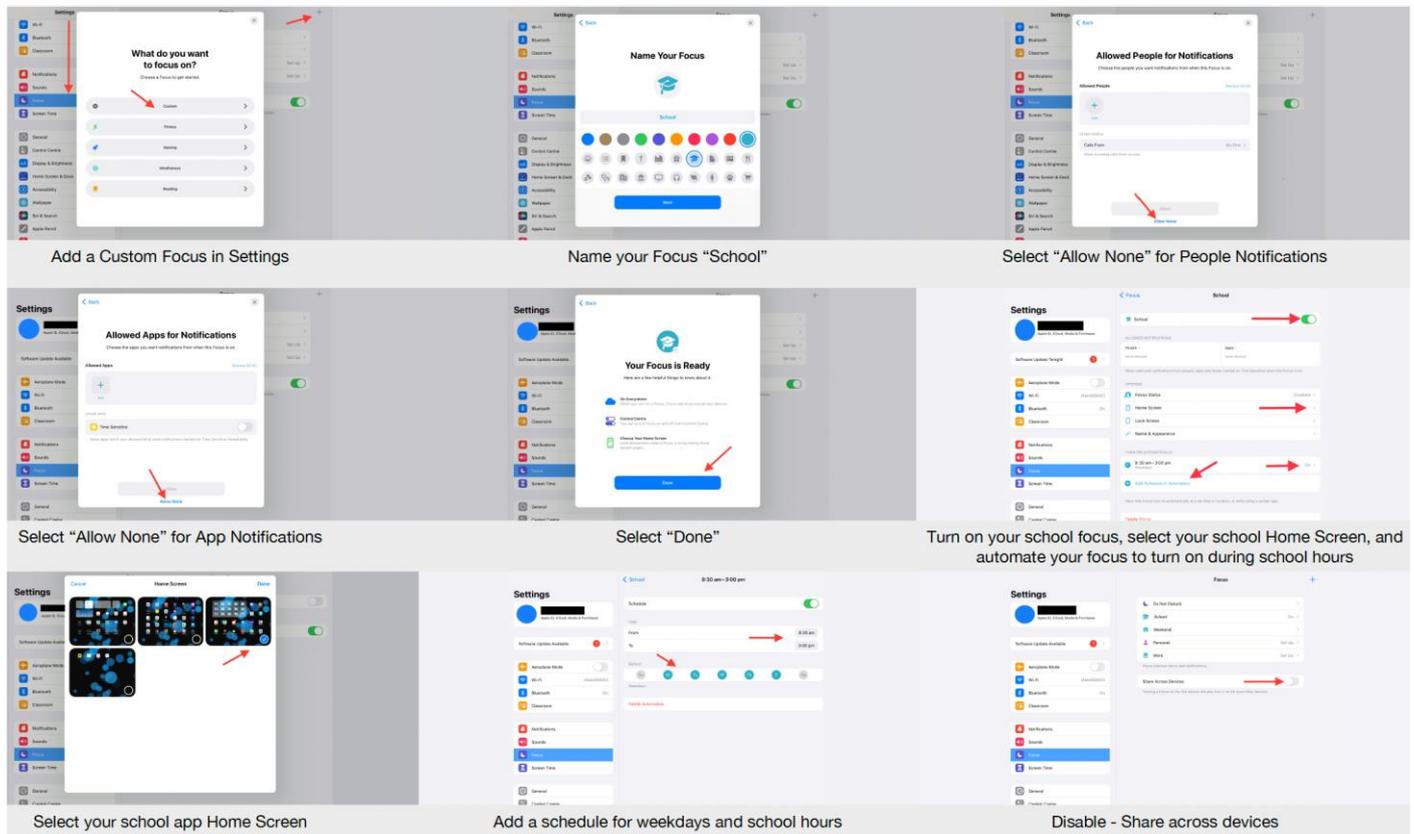
FaceTime is required to be turned off while students are at school. If you need to contact your child during school hours please contact the office.

- Settings / Messages /
- Tap the toggle next to FaceTime to turn it off



l) Enable 'Focus Mode'

Focus is a new feature that filters notifications and apps based on what a user wants to focus on. Students can set their device to help them be in the moment by creating a customised Focus for school. Before setting up Focus, set up one of your iPad home screens so it contains all the apps you need for school. You can add any widgets that would be helpful to that page also.



Step 3: Setting up your child's iPad (installing apps through Intune Company Portal)

Prior to the start of 2026, parents will be asked to support their students to download the Microsoft Intune Company Portal App on their iPad to enable efficient and filtered internet connection for their student whilst on Department of Education and Training sites. **For our 2026 Year 4 students, usernames and passwords required for this process will be provided in December.**

Enrolling your child's device into the Microsoft Intune Company Portal App is an essential step in setting up your child's iPad before bringing it to school. This step is very important as it is required for internet access at school.

We recommend viewing the instructional video below when installing and signing in to the Intune Company Portal App. Scan the QR code to view the video.

Get your BYO iPad ready for school



Step 4: Setting up Screen Time and Content restrictions

Screen Time is a feature that allows you to monitor and control your own and your child's use of Apple Mobile Devices (iPhones and iPads).

- Settings / Screen Time
- Select continue/Turn on Screen Time
- If prompted, select 'This is my child's iPad'
- Choose an appropriate age for your child. This may affect what apps are visible in the App store. If a school app is missing, please ask for support.
- Adjust the options as needed.
- Scroll to see more options
- Ensure Web Content is set to 'Limit Adult Websites' Allowed **websites only can impact on your child's ability to access educational sites and research at school. If you are concerned about internet access at home, consider limiting Safari through the use of 'App limits'**
- Select 'Turn On Restrictions'
- Press 'Continue' to enable Sensitive Photos and Videos Protection
- Press 'Continue' to enable Screen Distance
- Press 'Turn on Apps & Website Activity'
- Select an age appropriate 'Down Time' for your child. During this time, only apps you choose can be used. To adjust the time, simply click on the Start/End time and scroll to your preferred times.
- Select 'Turn On Downtime'.

Third Party Websites and Apps

Carbrook SS will utilise third party web-based service providers to aid students' learning. For your child to use these services, their teacher will need to register them as a user. Registering with these providers requires student personal information to be disclosed to the provider of the service. Registration may include disclosing the following information about your student:

Student Name (First Name ONLY) or unique Departmental identifier

Year group

Class Teacher and

Student Education Queensland email address

At regular intervals throughout your child's schooling, parents will be asked to provide permission for their child to be registered within some third-party sites. A list will be supplied and parents will be asked to complete a consent form which includes extensive information and links related to how the websites collect information and where this information is stored. If there are queries around the storage of student's information, we would encourage you to contact the Principal. Please note that, given the significant opportunities that these services provide, the school will contact you to discuss if/as required.



BYOD iPad Program Student Participation Agreement

General Use

1. I understand that I **bring my personal iPad to school each day** inside its case/cover.
2. I will bring my **headphones with attached mic** to school with my name labelled on them.
3. I will ensure the **iPad is charged** and ready to use at the beginning of each school day.
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 and from school**.
6. I will **keep food and drinks away** from my iPad at school.
7. I will **immediately report any accidents or breakages** to my parents and teachers.
8. I will **only take photos and record sound and video** when granted permission by my teacher.
9. I will disable all non-school app notifications during school hours.
10. I will follow all staff directions in relation to the use of my iPad.
11. I understand that 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.

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 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 will ensure there is adequate free storage available on my device for classroom use. Social networking apps are not permitted and only appropriate pictures and videos are to be stored on the device.
4. I am responsible to ensure my school work is **backed up**.

Safety and Security

1. Whilst at school, I will only connect my iPad to DETE's filtered Internet service, Education Queensland's Managed Internet Service only. When devices are used at home, parents are advised to monitor student online activity.
2. Whilst at school, I will **only go to websites** that support my learning activities.
3. Whilst at school, I will **only use apps** my teacher permits me to access.
4. I will only use my **school email account** for mail related to my learning.
5. Electronic messaging, communications and file transfer may be used for **educational purposes only**, under the direction of your teacher.
6. I will not reveal names, personal details or images of myself or others, online or in electronic communication unless it is safe and you are authorised to do so. Parents and students are encouraged to visit the government eSafety site at <https://www.esafety.gov.au/> and discuss online safety and privacy.
7. I will **only take photos and record sound and video** when granted permission by my teacher.
8. The school and class names, 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.
9. I will use my iPad lawfully and in accordance with the *Appropriate Usage section of the iPad Program Handbook* regarding **ethical use** of equipment, technology, use of legal software, use of the Internet and the protection of personal data.
10. For security reasons, I am **not to share account names and passwords** with anyone unless requested by *Carbrook State School* staff to assist with servicing or managing the iPad.
11. I am **responsible for the security and use of my iPad while at Carbrook State School**. iPads are to be stored in tidy trays when they are not being used.

I have read and understand the Carbrook SS BYOD iPad Program Handbook and the Carbrook SS Student Code of Conduct and agree to abide by the guidelines outlined by both documents.

I am aware that non-compliance or irresponsible behaviour, as per the intent of the Handbook 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 school technology equipment.

Name of Student: _____ Student Signature: _____

Name of Parent: _____ Parent Signature: _____

Date: _____ Class: _____