



# iLearn@Craigslea

## iPad Program

### Craigslea State School



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WHAT'S  
INSIDE?

# 1. Learning & Teaching Vision

## Our School Vision

To deliver an education to develop successful 21st century citizens by maximising the learning achievements of every student, in every lesson, every day through highly effective teaching practices in a safe and supportive environment. As a school, we are committed to supporting and empowering our students to maximise their full potential.

### 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 negotiate where and how they learn depending on 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 Craigslea State School iLearn@Craigslea iPad Program:

- Enables personalisation of student learning through access to rich learning resources;
- 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;
- 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; and
- Allows students the opportunity to display prior knowledge of topics and be co-constructive in their own learning journey.

# 1. Learning & Teaching Vision (cont.)



## Why we use iPads at Craigslea

At Craigslea State School, students currently have access to digital devices to support their learning. Such devices include desktops and mobile devices like laptops and school iPads. iPads support student learning and are the chosen mobile device in the Craigslea State School iLearn@Craigslea Program for 2023. This ensures consistency of practice and compatibility of software applications.

### Incorporating iPads at Craigslea:

- ✓ Develops critical information literacy skills through the use of online materials.
- ✓ Allows for individualised learning opportunities (including extension) by accessing a variety of digital tools available on an iPad (e.g. speech to text functions, video functionality, use of cameras, coding etc.)
- ✓ Access to rich media including digital stories, images and video.
- ✓ High level of student engagement both independently and collaboratively.
- ✓ Functionality and compatibility across the school network and associated Apps.
- ✓ Networking and data sharing opportunities which facilitates collaboration between peers, teachers and experts in a local, national or global context.
- ✓ Device reliability and ease of access to technical support.
- ✓ Aligns with the national digital technologies curriculum.
- ✓ Utilises ICT staff experience and knowledge of iPads.
- ✓ Allows for the school to purchase current apps and instantly issue to students wirelessly.

## 2. iPad Requirements

All participating students in Year 4 to Year 6 will require an iPad that is capable of running the latest version of iOS, (iOS17 operating system for iPads) and school-required apps. If your children are currently part of the program their current device may be adequate, however please note that some apps may not work and your child may not be able to fully participate in all digital opportunities. Alternative options will be provided. If you are purchasing a device, we recommend that you purchase the below models. Families will make their own decisions about where and how to purchase iPads. When making a decision about Model options, please consider longevity and future usage (into senior primary years and beyond) as storage space may become an issue.

Device Name	Wi-Fi Model	Cellular	Storage Size
iPad 1st, 2nd, 3rd, 4th or 5th Gen	No <i>These models no longer meet the requirements of the Applications we use at school.</i>	No	N/A
iPad mini 4th Gen (with touch ID)			
iPad Air			
iPad 6 <sup>th</sup> Gen	Yes	No	Min 32Gb
iPad 7 <sup>th</sup> Gen	Yes	No	Min 32Gb
iPad 8 <sup>th</sup> Gen	Yes	No	Min 32Gb
iPad 9 <sup>th</sup> Gen	Yes	No	Min 64Gb
iPad 10 <sup>th</sup> Gen	Yes	No	Min 64Gb

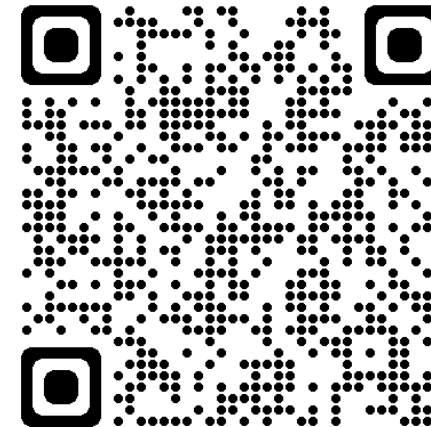
While the school cannot enter into any finance arrangements with families for devices, for your convenience, Craigslea has worked with JB HiFi to set up an education purchase portal with iPad recommendations and accessory options.

Please visit this link: [www.jbeducation.com.au/byod](http://www.jbeducation.com.au/byod)

Your school code to give out to parents and families is: **CSSBYOD**

or

Scan the QR code below



## 2. iPad Requirements (cont.)

### Case, Keyboard & Stylus Recommendations

You should also consider purchasing a waterproof sleeve or carry bag for your child device. 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. Consider a strong case that provides protection to both the front and back of the iPad. 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 to ensure it fits the device.

A case with an in-built keyboard is recommended. Keyboarding skills are an essential skill and are the preferable method of typing instead of using the touch screen keyboard. A compatible stylus is also very useful. Please ensure these are clearly named and identifiable if misplaced or lost. Students are responsible for their belongings so careful consideration is required.



### Mobile Network (3G & 4G) Connectivity

Due to school-based policy, 3G, 4G and 5G compatible devices are **not permitted** at school. This includes mobile phones, smart watches, 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 and 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 iLearn@craigslea iPad program.



### Headphones



Craigslea 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 be aware of the headphone connection used for the newer style of iPad.**

# 3. iPad Protection, Insurance & Damage

## Case Recommendations

*We strongly recommend a robust case to minimise 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 attractive to the user but the real reason for providing an iPad case should be to protect your investment. There is an enormous range of iPad cases and covers. The case you choose needs to be **able to absorb the shock transmitted** to the iPad when it is dropped. Failure to do this will result in the display being damaged. iPad repair for accidental damage (not covered by warranty) can be an expensive exercise. To assist in the prevention of this, we recommend careful consideration of the iPad case.



## Insurance

If you are interested in insuring your child's device, please check with your preferred insurance company (or even the computer reseller) about your personal insurance at home and to and from school, for your iPad. Your personal circumstances may affect your options. Some lease agreements will include insurance in the scheme. Please read the terms and conditions of the scheme carefully so you know what you are covered for.

## Damage in transit

We recommend all iPads have a protective case or sleeve when being transported. We also recommend iPads remain inside their protective case and inside school bags during transit from home and school. This 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 although NO guarantees for reimbursement can be provided. The decision around the responsibility for repair costs is at the discretion of the Principal.

# 4. Specifics of Use

## 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 students transport to and from school and reduces likelihood of damage and/or loss.

## Other Privately Owned Devices

Only Apple iPads will be able to be used in the iLearn@craigslea iPad program. Craigslea State School will not sanction any other privately owned devices connecting to the school network, other than the devices nominated in the iLearn@craigslea 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/**Digital Citizenship Contract** 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. This configuration can be performed as with a normal iPad.



## E-Mail Use

While at Craigslea 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.





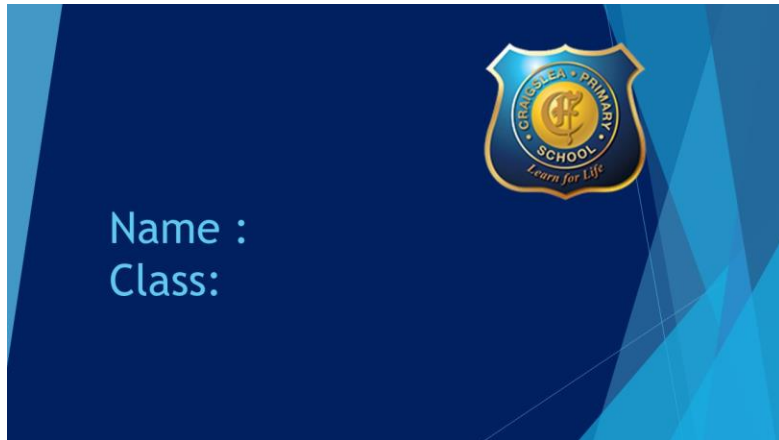
# 5. Getting your iPad ready

## Passcodes

A passcode is required to be placed on the students iPad when the Department of Education App called Company Portal is installed.

## Lock Screen & Wallpaper

Your child's class teacher will provide your child with a standard Craigslea State School image at the beginning of the school year. (see below) This image will appear as your child's wallpaper background as well as on their lock screen. This ensures that any misplaced iPad is easily identifiable. It also creates a standardised format which supports the idea that iPads at school are an educational tool only.



## Rename the device

Please ensure your child's iPad is set up with their name and class.

Eg. John C 4J

Settings > General > About > Name

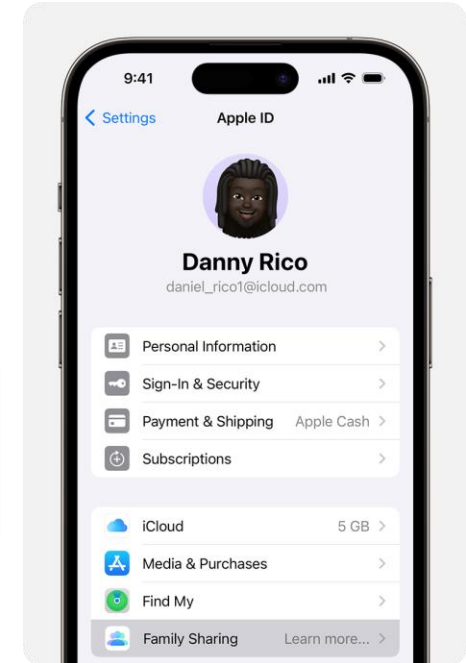
## Create child's Apple ID

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.

Click here to access Apple support on how to set up family sharing



Set up Family Sharing



contents  
page

# 5. Getting your iPad ready (cont.)



## Digital Citizenship Contract Year 4 - 6

Read through each statement, tick the box to show your agreement, and sign to confirm your understanding.

### Safety and Security

#### I will...

- only use my iPad for school related activities as directed by my teacher.
- only access the Internet via Education Queensland's Managed Internet Service.
- only go to websites at school that support my learning activities.
- only use my school email account (no personal email accounts) at school.
- only use my school email account to send emails related to my learning.
- always communicate respectfully to my friends and teachers at school AND when at home.
- always get permission before I take a photo, video, or sound recording of anyone (including my teacher).
- ensure all notifications are turned off between 9am and 3pm on school days.
- NOT Airdrop files of any type to anyone without permission.
- immediately report to my teacher if I receive any unauthorised messages/emails/Airdropped files etc.
- ensure my iPad has a passcode lock, the school background and apps in appropriate folders.
- ensure my password is not easy to guess and doesn't include my name.

### General Use

#### I will...

- bring my iPad to school each day fully charged and ready for use.
- keep my iPad in my school bag before and after school, when on school grounds.
- ensure my iPad has a protective case and remains in its case at all times.
- ensure my iPad is kept away from food and drinks at all times.
- ensure I know where my iPad is at all times.
- store my iPad in a safe and appropriate place in the classroom when not in use.
- ensure my iPad has the school background and appropriate folders for apps.
- report any accidents or breakages to my parents and teachers immediately.
- permit my teacher to check my iPad when at school at any time.
- ensure my iPad is backed up and all apps and IOS is up to date.
- ensure all content stored on my iPad is age and school appropriate.
- ensure my iPad and accessories are named
- not install any additional display customisation apps (e.g. custom keyboards/themes)

## Digital Citizenship Contract

Please read through this checklist with your child prior to them bringing their iPad to school. You will receive a notification through QParents to complete this electronically. Within the first week of school, your child's class teacher will also go through this contract and have all students sign a hard copy for their file at school. These Digital Citizenship Contracts will be referred to throughout the year. Students will not be permitted to use their BYOD iPad at school until this contract is signed.

I understand that I am responsible for the safety and security of my iPad when at school. I understand that if the above conditions are **not** followed, I will lose my privilege to use my iPad at Craigslea State School for a period of time, determined by the school.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Year Level: \_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_ Date: \_\_\_\_\_ Parent/Carer Signature: \_\_\_\_\_

## 6. Enrolling Your Device Into Intune

Please find a short video by clicking on the below image or scanning the QR code that will assist you with enrolling your student's iPad into the Department of Education Intune App. All BYOD iPads are required to have the Intune profile installed. Intune installs an MDM certificate on the enrolling device. The MDM certificate communicates with the Intune service and enables Intune to enforcing Education Queensland's policies. This ensures the device is always connected to the Internet via the department's secure servers while at school as well as displays the necessary apps required for school use.

### Get your BYO iPad ready for school



[Intune installation video for iOS devices](#)

# 7. Recommended Settings

## Enable - AirDrop

Students will use AirDrop in class to send and receive work.

Settings > General > AirDrop > Everyone

## Disable - Offload Unused Apps

Settings > App Store > Offload Unused Apps (slide to grey = off)

## Disable - iCloud Photos

iCloud is not currently supported on EQ Networks due to volume constraints.

Settings > Photos > iCloud Photos (slide to grey = off)

## 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)

## 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)

## Enable - Dictionary

This allows the built in dictionary to give the definitions of words.

Settings > General > Dictionary > English (UK)

## 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

## 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

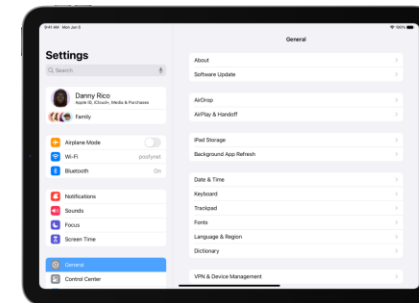
## Set your iPad language to English

Settings > General > Language & Region > iPad Language - English

## Disable - Automatic downloads

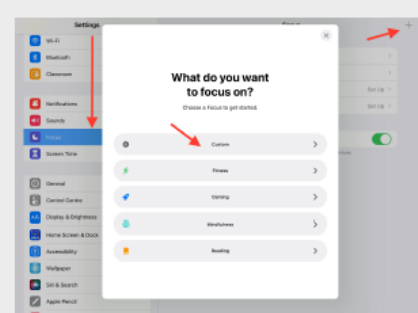
We would prefer that iPads do not automatically update at school as this increased our Network traffic.

Settings > App Store > Automatic downloads > Apps, App Updates, In-App Ratings & Reviews, Offload Unused Apps (Select to grey = off).

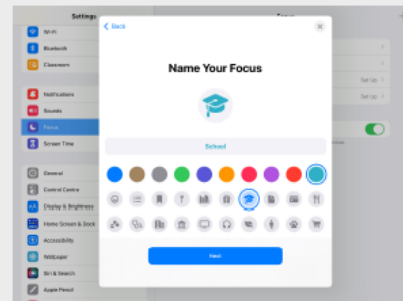


# 8. Focus

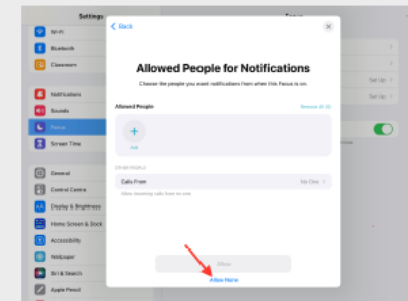
Focus is a new feature that filters notifications and apps based on what a user wants to focus on. Students can set their device to help them be in the moment by creating a customised Focus for school. Before setting up Focus set up one of your iPad home screens so it contains all the apps you need for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



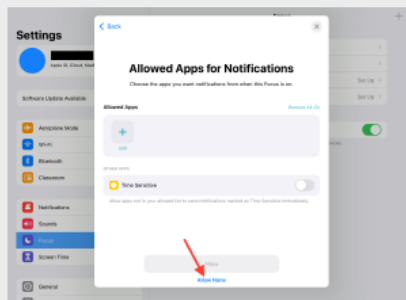
Add a Custom Focus in Settings



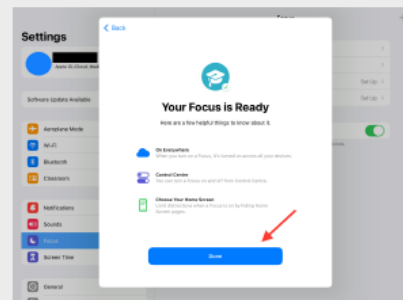
Name your Focus "School"



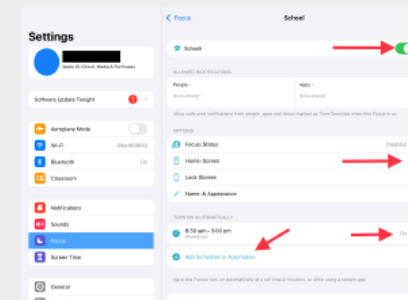
Select "Allow None" for People Notifications



Select "Allow None" for App Notifications



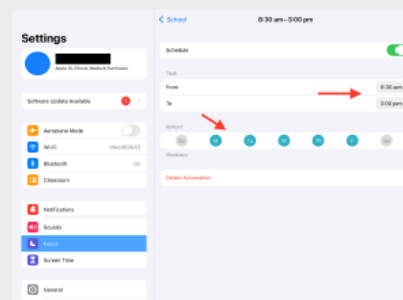
Select "Done"



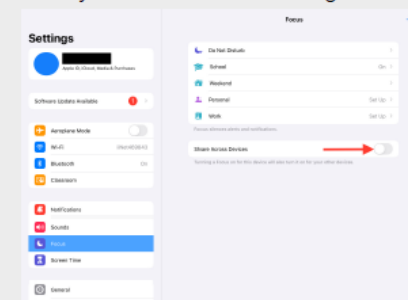
Turn on your school focus, select your school Home Screen, and automate your focus to turn on during school hours



Select your school app Home Screen



Add a schedule for weekdays and school hours



Disable - Share across devices

# 9. Messages and FaceTime

## Messages App

Messages App must 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



## FaceTime

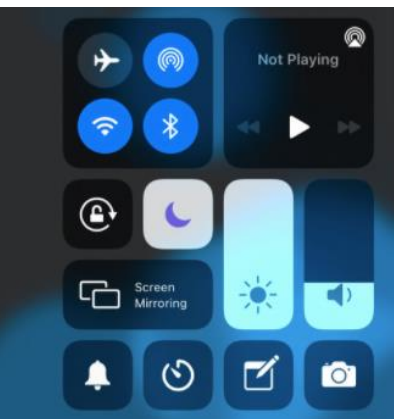
FaceTime is required to be turned off while students are at school. If you need to contact your child during school hours please contact the office.

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




Calls, alerts and game notifications can be disruptive to learning. Turning on **“Do Not Disturb”** silences notifications so there is no disruption during learning time.

- Swipe down on the right to access your control panel
- Tap on the moon to turn on Do Not Disturb.



# 10. Core App List

Craiglea's core app list is detailed within the InTune Company Portal management app. You can select to download through the InTune Company Portal management app or via the App Store yourself. Please ensure the following apps are downloaded on to your child's device. Any additional apps may be requested via your child's teacher throughout the year.

 MS OneNote	 MS Word	 MS Powerpoint	 MS Outlook
 Sphero Edu	 MS Teams	 IXL – Maths and English	 Kahoot
 Sora	 iMovie	 Kana School: Japanese	 MS Excel

Please have these apps in a folder on the front screen.

All other apps should be placed in a folder on the next screen to avoid distractions.

# 11. Third Party Website Consent

The use of web based educational resources has risen steadily over the last decade. Teachers are increasingly using these resources across Queensland to improve student-learning outcomes.

At Craigslea, we do not use traditional textbooks, instead opting for web-based educational apps and programs. These are more cost effective and are better teaching resources. Our school and teachers make decisions about the best technology to meet the needs of our students. While the Department provides most of the resourcing we use at school, sometimes a need exists that is not included. On these occasions, it is beneficial for students to utilise services provided by third-party web-based providers. Craigslea State School wishes to utilise some third-party web-based service providers to aid students learning. These are private companies that are hosted onshore in Australia and/or outside of Australia. Outside of Australia means that data that is entered to register for these sites will be stored on servers that are not based in Australia and therefore are not bound by Queensland's privacy laws.

For your child to use these services, the school 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); Year group; Age; Student ID; Class Teacher; Student Education Queensland Email.

We need your permission for the registration and use of these sites by your child. ***Please make sure you complete the online Third Party consent form which will be emailed to new families at the start of the new year*** to ensure your child has access to these sites for learning.

It is not compulsory for you to provide this consent – If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school. However, given the significance that these services provide, the school will contact you to discuss your reasons should you not consent or fail to provide a response.





# 12. Student Usage

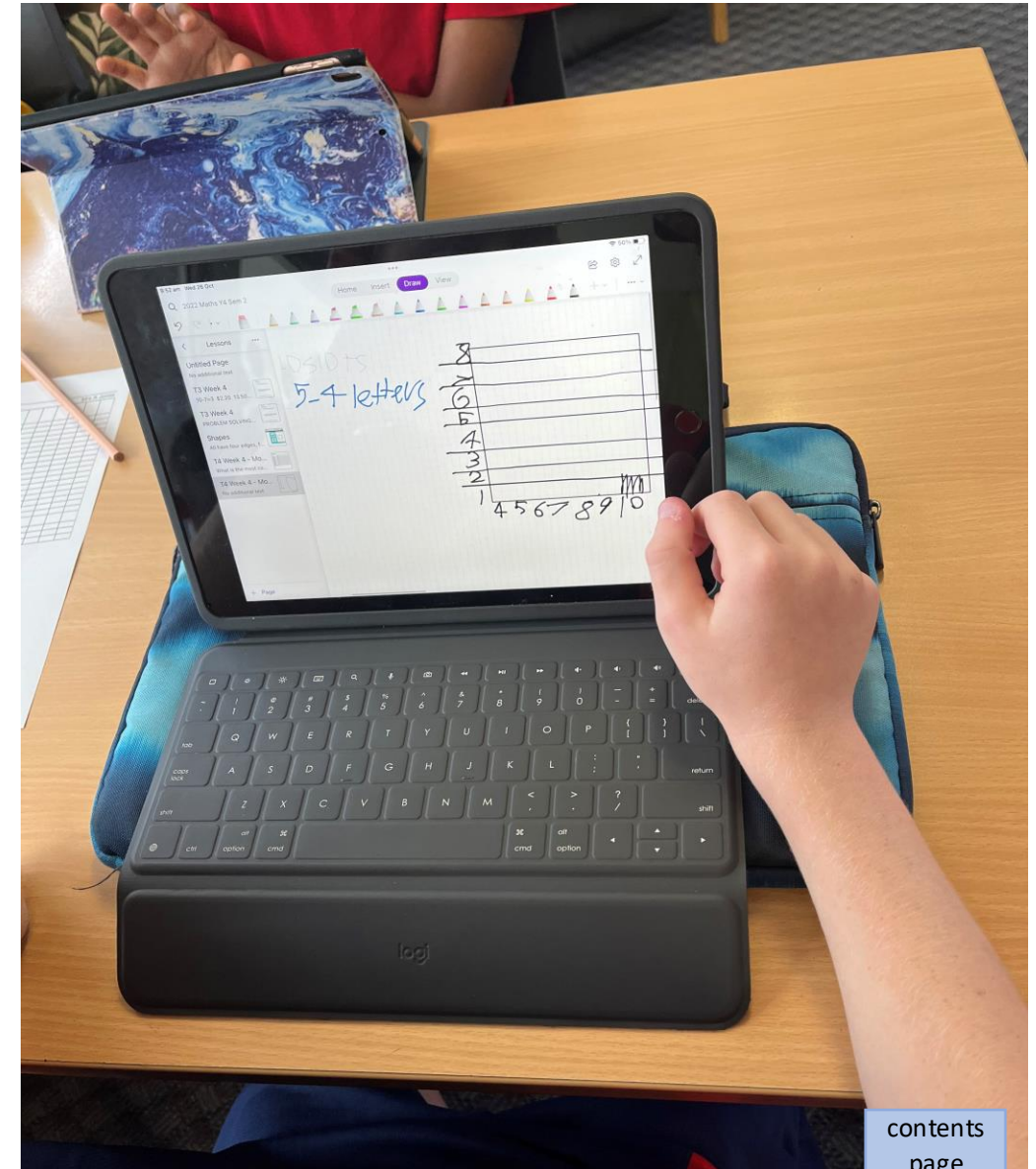
Digital literacy refers to the skills needed to live, learn and work in a society where communication and access to information is dominated by digital technologies like iPads. However, the benefits brought about through these diverse technologies can be easily overshadowed by deliberate misuse which harms others or disrupts learning.

Craigslea State School has determined that explicit teaching of responsible use of iPads and other devices is a critical component of digital literacy. The knowledge and confidence to navigate and use these technologies safely while developing digital literacy is a responsibility shared between parents, school staff and students.

While our school uses technology to leverage learning there are times when the use of technology is not required. This is at the discretion of the school staff and is considered in their planning process. Our school does not use mobile phones as part of our learning programs. It is also agreed that time and space should be provided at school where technology is not permitted, and students are encouraged to engage in other social learning and development activities.

## Responsibilities

The responsibilities for students using iPads or other devices at school or during school activities, are outlined over page. These acceptable and unacceptable conditions are aligned with our Digital Citizenship Contract which students and parents agree to at the beginning of each year.



It is **acceptable** for students at Craigslea State School to use iPads or other devices in the following ways:

- ✓ assigned class work and assignments set by teachers
- ✓ developing appropriate literacy, communication and information skills
- ✓ authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
- ✓ conducting general research for school activities and projects - communicating or collaborating with other students, teachers, parents or experts in relation to schoolwork
- ✓ accessing online references such as dictionaries, encyclopaedias, etc.
- ✓ researching and learning through the department's eLearning environment
- ✓ be courteous, considerate and respectful of others when using a device
- ✓ seek teacher's approval where they wish to use a device under special circumstances.
- ✓ students are to store their iPad in the classroom as per their teacher's direction, when they are not in use.
- ✓ student who bring mobile phones to school are required to switch off their phone and hand it into the office upon arrival at school and are to collect it from the office after 3:00pm. The school will maintain a safe and effective storage facility.

It is **unacceptable** for students at Craigslea State School to:

- × use an iPad, mobile phone or other devices in an unlawful manner
- × ignore teacher directions for the use of their device
- × download, distribute or publish offensive messages or pictures
- × use obscene, inflammatory, racist, discriminatory or derogatory language
- × use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking - insult, harass or attack others or use obscene or abusive language
- × deliberately waste internet resources, damage computers, printers or network equipment
- × commit plagiarism or violate copyright laws
- × use any messaging or social media platforms whilst at school
- × knowingly download viruses or any other programs capable of breaching the department's network security
- × use device cameras anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets
- × take photographic still or moving images of any person without their permission
- × sound record anyone without their permission
- × invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading) of such material

# 13. 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.
- 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 inside 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.



# 13. General Care (cont.)

## 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.

# 13. General Care (cont.)

## 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

- Australian Standard AS 3590 (1990) screen-based workstations, workstation furniture and input devices.
- Occupational Overuse syndrome – Keyboard Operators: Reducing the Risk.
- Workplace Health and Safety
- Using your device safely, Department of Education, Victoria.
- Health and safety in the Office. Department of Education, W.A
- Officewise Victoria Work Cover.



# 14. Cyber Safety

We recommend the following links for parents and carers to learn more about how to keep children safe when they are online. Click the images below to find out more.



**Cybersafety in Queensland schools**



# 15. iPad Support

Please click the following links for further iPad support.

