



Learn for life

Craigslea State School



iLearn@Craigslea

BYO iPad Program 2022



Our Teaching and Learning 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.

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.

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 iPads. iPads support student learning and are the chosen mobile device in the Craigslea State School *iLearn@Craigslea Program* for 2022. This ensures consistency of practice and compatibility of software applications.

- ✓ 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.



iLearn@Craiglea BYOD iPad Program FAQs

Q: Will I be expected to purchase a brand new iPad?

A: We encourage parents to purchase new iPads to extend the usability of the devices. Older iPads with older operating systems have proven to be less reliable when connecting to the school network. These iPads often have storage issues and can be incompatible to some new apps. If using a second hand iPad, be aware that this iPad will most likely not be functional for the three years your child is in the iLearn@Craiglea iPad program.

Q: If I do purchase a new iPad, what sort should I get?

A: We recommend the purchase of a Wi-Fi only iPad. Any model that is currently available in retail stores is appropriate. Older models may encounter issues with IOS and app updates. iPad minis have proven to have functionality issues and are not recommended. A stylus and keyboard are both useful tools to support students learning on the iPad.

Q: If I do purchase a new iPad, how big does it need to be?

A: 64GB is the smallest storage size for new iPads. This size is sufficient for school use. With cloud storage, it is not necessary to have a really large iPad. However, it is still important to regularly clean up your child's iPad storage as videos and photos can take up a lot of room. If purchasing a 32GB iPad, be aware that storage can be a problem if the students are using a lot of apps at home, such as games and videos. Please ensure that there is always sufficient space for school usage.

Q: Can my child bring a 4G/5G enabled iPad?

A: If you purchase a device that has a SIM card, we require that the SIM card is removed from the device before it comes to school. The school can't have external controlled Internet access, as students going through our school wireless are also going through Education Queensland Internet filters. This helps to protect our students from accessing inappropriate content. 4G or 5G devices are also more expensive to purchase. WiFi only models are recommended. If you require your iPad to have internet connectivity when WiFi services are unavailable, it is just as easy to 'hotspot' your personal mobile phone and pay for the data that way.

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: iPad usage will vary from class to class. In general, iPads will be used between 25%-75% of the school day. Students will still require pencils and paper, as this is a valuable skill. The use of iPads does not replace existing pencil and paper activities and writing still has an important role in all of our classrooms. Instead, iPads are designed to add value to existing practices for the purpose of increasing student outcomes and learning experiences.

Q: Will the iPads be managed at home or at school e.g. loading apps, updating the device?

A: It is the responsibility of the user to keep their iPad updated with the IOS software. All updates will need to be completed at home. A core list of apps (free) will be sent out by the end of the year, to be installed at home. These free, core apps will be used across the three years that your child is part of the program. So far, the apps that are used at school are all free. Parents will be consulted if additional apps are required. This has not been required since the iLearn program at Craiglea started. In fact, teachers are continually investigating ways to use free apps

Q: Should we purchase a case and cover for the iPad and if so, which one should we buy?

A: Yes! You must have a case on the iPad before it comes to school. We do not recommend any particular store or any particular case, however please be aware that most available cases offer protection only for the front and back of the iPad, but not the corners. It is highly recommended that you invest in a case that will protect all areas of the iPad. We highly recommend considering a case with a built in keyboard for your child's iPad. Typing on a keyboard is a valuable skill and allows more iPad functionality. When purchasing a case, please ensure other functions on the iPad aren't inhibited, such as the case covering the headphone jack.



iLearn@Craigside - iPad Program 2022

Q: Will students using BYO iPad devices continue to have access to computers and other technologies?

A: Yes. All students using iPads will still access to all other digital technologies that are used in the school. The development of computer literacy skills is a priority.

Q: What about security and insurance for the iPads?

A: It is your child's responsibility to ensure their iPad is secure at all times. Before and after school, bags are never to be left unattended. During breaks the iPads are to be locked away securely and they are never to be left on desks unattended. Parents are encouraged to seek personal insurance to cover theft or accidental damage to the iPads.

Q: What about iPad damage that occurs at school?

A: 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 do occur. The decision around the responsibility for repair costs is at the discretion of the Principal.

Q: Is there anything I can do in case the iPad is stolen outside of school?

A: The latest operating system 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: Are we required to purchase a stylus pen and keyboard?

A: It is not a requirement to purchase a stylus, however a keyboard is required. When it comes to cases, many have built in keyboards. The iPad Pencil, while expensive and not a requirement, is an extremely valuable tool to use with the iPad. The key difference between the iPad Pencil and a stylus is that the iPad recognises the Pencil as separate to the touch by a hand or finger. This means you can lean your hand on the iPad, and write like you would with a pencil and paper. A general stylus is merely a substitute for a finger and the iPad cannot distinguish the difference between the touch of a hand and a touch of a stylus. This means that when you use a general stylus to write on an iPad, the user must ensure they are not touching the screen with their hand while writing. If you decide to purchase a general stylus rather than an iPad pencil, we encourage you to buy one that has a tip (like a pencil) rather than one that has a rounded rubber tip.

Q: When buying a used iPad, what do I need to be aware of?

A: As said above, we recommend the purchasing of new iPads. If you do decide to purchase a second hand iPad be aware that 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: Why are BYO iPads only in Year 3-6?

A: At Craigside SS, we have gradually rolled out the use of iPads in classrooms across the middle phase of learning. In 2022, we are trialling the program with Year 3. Although they currently use the iPads in the classroom, we are yet to see how effective it will be with greater access as a learning tool. Students in younger classrooms share the regular use of school iPads. The program may be introduced to lower years in the future.

Q: Can I get finance for the purchase of a device through the school?

A: No. The school cannot enter into any finance arrangements with families for the iPads.

Q: Is my child required to know your Apple ID and password?

A: No. Students will not be required to download apps at school without parent permission.

Q: I can't remember the passcode that is set on my iPad and it is locked. How do I unlock it?

A: If your child's iPad becomes locked at any stage, unfortunately the only thing you can do is to restore it from back up. It is important to regularly back up your child's iPad (through iTunes or via the Cloud). The Apple store at Chermside is a handy resource for any technical issues with your own personal apple devices.

Information for Students and 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.

Digital Technologies Curriculum

Digital Technologies provides students with practical opportunities to use design thinking and to be innovative developers of digital solutions and knowledge. It helps students to become innovative creators of digital solutions, effective users of digital systems and critical consumers of information conveyed by digital systems.

Digital Technologies provides students with authentic learning challenges that foster curiosity, confidence, persistence, innovation, creativity, respect and cooperation. These are all necessary when using and developing information systems to make sense of complex ideas and relationships in all areas of learning. Digital Technologies help students to be regional and global citizens capable of actively and ethically communicating and collaborating (Australian Curriculum and Reporting Authority, 2017).

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
- access online references such as dictionaries, encyclopaedias, etc.
- collaborate, research and learn through Education Queensland's e-learning environment.

It is inappropriate for students to:

- share their username and/or passwords with other individuals
- access a computer, iPad or other technologies using another student or staff member's username or passwords
- download, distribute or publish offensive messages or pictures
- use obscene or abusive language to harass, insult, attack or bully others
- deliberately waste printing and Internet resources
- damage computers, printers or the network equipment
- violate copyright laws which includes plagiarism
- use unsupervised internet chat
- use online email services (e.g. Hotmail), send chain letters or Spam e-mail (junk mail).
- use social media (primary-school-aged children should not have access to social media sites such as Facebook, Twitter, Instagram, among others, as these sites are only available to adolescents 13 years and older)
- use messaging services (such as iMessage) to communicate with other students or parents while at school
- use iPads or computers to divulge personal information about themselves (eg – name, age, birthday, address) via the internet or email



E-safety

While Education Queensland provides a safe network for students to access at school, parents have the difficult task of monitoring the access to home wifi/data. The online world is fascinating and children are very good at spending a lot of time on their devices. Our recommendation is that you become as prepared as possible for some potentially stressful times as their familiarity grows. The department's e-safety officer has provided the links below for you to view:

- <https://www.esafety.gov.au/parents/webinars>
- <https://www.esafety.gov.au/parents/big-issues/online-pornography>
- <https://www.esafety.gov.au/parents/skills-advice/hard-to-have-conversations>
- <https://www.esafety.gov.au/parents/skills-advice/taming-technology>

Potential Hazards

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)
- 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.
- Using an iPad stand when possible (this may be as part of the case).
- 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).

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 – <http://www.dir.qld.gov.au/workplace/index.htm> Using your device safely, Department of Education, Victoria.

What Schools Need To Do

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.

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.

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 – for school use only and this email is monitored by the Department of Education for inappropriate use, content and language

What Students and Parents Need To Do

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
- 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.
- Understand that there may be times throughout the year when certain apps require purchasing/downloading. Teachers will always try and utilise free versions where possible.
- Understand that the price for apps does fluctuate, particularly over holiday periods.

Charging Batteries:

- iPads must be fully charged for each school day. **The power supply is not to be brought to school.** A fully charged iPad should easily last for an entire day of use
- If you have concerns about the device on the battery running down too quickly, check the brightness setting for the screen or the Bluetooth settings on your device
- Also check that apps are fully closed down after use

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



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
- Students are responsible for securing their iPad before leaving their classroom at break times

Transporting the iPad

- The iPad should always be within a protective case when carried
- It is recommended that students do not carry drink bottles of any kind in their backpacks

Screen Care

- Do not lean on the top of the iPad or 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. Do NOT use cleaning products on the device.

Student Participation Agreement 2022

Read through each statement and tick the box to show your agreement.

General Use

- I will **bring my personal iPad to school each day.**
- I will ensure the **iPad is charged** and ready to use at the beginning of each school day.
- I will hold the **iPad with two hands** when carrying it and **will walk** with it at all times.
- I will **ensure my iPad is kept in my school bag on my trip to and from school.**
- I will **keep food and drinks away** from my iPad.
- I will **immediately report any accidents or breakages** to my parents and teachers.
- I will **seek permission from individuals prior to taking photos** and recording sound or video.
- I will only take **videos and photos when directed** by my teacher.

Content

- I will use the iPad only to **support my school learning program** whilst at Craigslea State School and not before or after school or during break times.
- 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.
- I am responsible to ensure my iPad is **backed up** and that all **apps and IOS is up to date.**

Safety and Security

- Whilst at school, I will only **connect my iPad to Education Queensland's Managed Internet Service.** I am not permitted to access 4G/5G internet at school.
- Whilst at school, I will **only go to websites and apps** that support my learning activities.
- I will only use my **school email account** for mail related to my learning.
- I will be **cyber-safe** and **cyber-smart** when using the internet.
- I will demonstrate **etiquette** when using my iPad / other equipment with regard to other people.
- I will **only take photos and record sound and video** when granted permission by my teacher.
- I will **always** ask permission to take photos of others and will **never** take photos of anyone without their permission
- I will not post inappropriate or mean comments to anyone at home or at school.
- I will **not contact family or friends** on my iPad whilst at school.
- 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.
- For security reasons, I am **not to share account names and passwords** with anyone unless requested by *Craigslea State School* staff when servicing the iPad.
- I am **responsible for the security and use of my iPad** while at Craigslea 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 Craigslea State School for a period of time, determined by the school.

Name of Student: _____ Student Signature: _____

Name of Parent: _____ Parent Signature: _____

Date: _____ 2022 Year Level: _____

Authorised at Craigslea State School by: Name: _____ Signature _____ Date: _____