ERSS iPad Program Handbook

"To flourish now and in the future, students will need to become problem solvers, knowledge creators, critical and creative thinkers and innovators."

ERSS

Rationale

As a school, we firmly believe in the importance of leveraging digital technology to enable meaningful and engaging learning for students. We are committed to supporting and empowering our students to acquire the intellectual and attitudinal dispositions to make a real difference in the world.
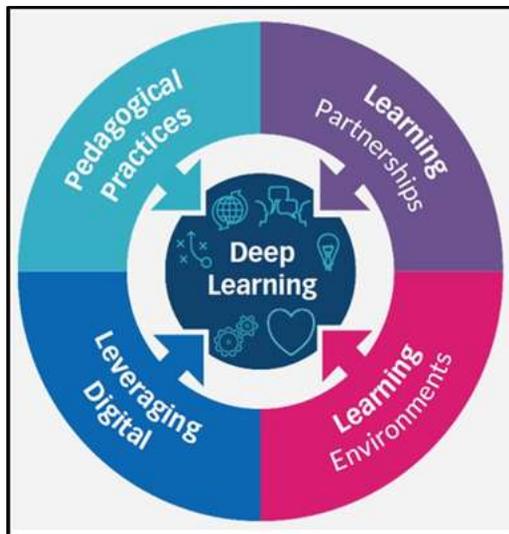
ERSS iPad Program

Teaching and Learning Framework

At Eimeo Road SS through our Deep Learning Framework we strive to create *"integrated, meaningful learning experiences that link to the six global competencies for Deep Learning".* Our Deep Learning Framework adopts four key elements of learning design: *High Impact Teaching Strategies*, **Leveraging Digital**, *Learning Partnerships* with parents, experts and the community and *Learning Environments* that cultivate energy, creativity, curiosity, imagination and innovation.

We have identified four key components that allow ERSS students to cultivate Deep Learning through focusing on the six Global Competencies (ie the skills and attitudes needed to be successful in the 21st century).

Leveraging Digital Technology

As we move from asking our students to be consumers of knowledge to asking them to create and apply their solutions to real-world problems, the digital world gives us a mechanism to connect and collaborate locally and on a global scale. This myriad of options generate crucial decision points for ERSS teachers regarding the thoughtful use of digital, including media and digital citizenship, as an integral part of learning. In the learning design, ERSS teachers and students need to select the most appropriate digital choices from a vast array of options. We must ensure that students have the skills to not simply use these options, but to be discriminating in how they employ these options in building knowledge, collaborating or producing knowledge, and sharing new learning.

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Belief Statement

At Eimeo Road State School, the iPad is a mobile tool that enhances a student's learning engagement and motivation to learn in the delivery of the Australian Curriculum. The Australian Curriculum emphasises the significant differences inherent in learning in the 21st century. It is built around the development of a set of general capabilities: literacy, numeracy, information communication technology (ICT) capability, creative and critical thinking, ethical understanding, personal and social capability, and intercultural understanding.

Whilst the most critical factor of student success in any classroom is the teacher, the iPad is a valuable teaching and learning tool. Our emphasis is on pedagogy: best practice teaching for the best outcomes for students. The iPad enables rich, personalised, high-order, collaborative and creative learning experiences. Its use enables optimal learning outcomes when used as a personal an individual device. The iPad is utilised as an inclusive learning tool by all students including students with disability.

The iPad enables a variety of learning activities such as drill and repetition, reference, productivity and creativity. Our core belief is that it must be used intentionally with carefully selected apps thus creating a means to an end. The iPad is not intended to be used for the majority of any school day, nor for the majority of teaching within a specific learning area.

The school believes it is essential that all staff are given appropriate, ongoing professional development for iPad utilisation in the classroom, as well as learning from colleagues.

The management of an iPad at home (i.e. updates, downloads, charging, accounts, etc.) is beneficial as it increases the time for teaching and learning at school.

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Program Implement-ation

When fully implemented, the BYO iPad Program will run with full BYOD classes across each year level in Years 3 - 6. ERSS has an equity program which allows families experiencing financial hardship to access a school owned iPad for their child if they are unable to provide their own device. The school owned iPads **are for use at school** between 9am and 3pm and will not to be permitted to be taken home by students.

In 2021, 98% of families purchased their own device.

Implementation Timeline:

Implementation Year	Year 3	Year 4	Year 5	Year 6
2021			▇	
2022		▇	▇	▇
2023	▇	▇	▇	▇

Through the BYOD iPad Program, students will be engaged in purposeful, meaningful and engaging learning experiences. Digital technology will be used to accelerate learning at all levels. The use of digital technologies (iPads) will be built around strong pedagogy to achieve quality learning outcomes.

Students will be explicitly taught to use digital technologies safely,ethically and responsibly. The use of iPads will ensure engaging classroom spaces and meaningful learning for students.

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Responsibi-ities

Student Responsibilities:
- Ensuring responsible use at all times according to the school policy and guidelines
- Ensuring careful handling and movement with the iPad, especially when transporting to and from home
- Ensuring that iPads **are not** used before school, at lunch breaks or afterschool (including whilst waiting for parents, the bus etc.) unless given direct permission by a teacher
- Ensuring the iPad is brought to school every day and fully charged
- Using the iPad in accordance with the school's: BYOD iPad Program Student Participation
- Agreement, ICT Acceptable Use Policy and Guidelines and Student Code of Conduct

Parent Responsibilities:
- Ensuring all equipment (with minimum specifications) is purchased/provided
- Ensuring all apps are downloaded
- Ensuring all iOS, app and virus software updates are downloaded in a timely manner
- Ensuring the iPad is charged every night
- Ensuring regular syncing and back-up
- Understanding there is no insurance through the school for theft or damage
- Being responsive and responsible for repairs and maintenance issues
- Communicating with the teacher and attending all BYOD meetings
- Monitoring the use of the iPad outside school, regular checks of search history and online communication

Teacher Responsibilities:
- Maintaining ongoing communication and information sharing with parents
- Facilitating ongoing teacher collaboration
- Utilising effective pedagogy
- Maintaining a core focus on the delivery of the Australian Curriculum
- Engaging in professional development
- Establishing effective routines for an iPad class
- Reinforcing cyber safety messages

Leadership Responsibilities:
- Ensuring ongoing technical and logistical support
- Developing an annual budget
- Facilitating teacher professional development
- Facilitating ongoing teacher collaboration
- Maintaining ongoing communication and information sharing with parents
- Ongoing research into and monitoring of iPad classes
- Facilitate cyber safety sessions

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Device Specs and Equipment

Currently the only device used in our ERSS BYOD program is the iPad. Advantages of the iPad allows us to meet the aims of the program and include the functionality to:

- Access to a wealth of information on the internet when required via wireless connectivity.
- Access to rich media including digital stories, images and video.
- Increased productivity through quick loading of apps and quick response of the iPad.
- Very reliable operating system ensuring maximum up-time.
- Provides simple yet sophisticated text, audio and video-based communication facilities for collaboration with peers, teachers and experts in a local, national or global context.
- Ability to personalise learning and provide work targeted at the correct level for students.
- High student engagement, both independent and collaborative.

ERSS understands that family financial circumstances differ, therefore we allow students a choice of iPad that can utilise the latest operating system (IOS) and support the installation of the most recent applications. As all devices must be subject to the filtering of our internet system, we do not accept cellular models.

All storage versions are supported in the ERSS BYOD Program although, we encourage parents to purchase an iPad with a minimum storage capacity of 64GB. Purchase of this storage size ensures that the life of the device will endure for three years or more.

Student will require:
- Apple iPad with the latest operating system with WiFi capability.
- All apps as per Year Level list and downloaded at home ready for the first day of school.
- Tempered glass protector (recommended).
- An iPad cover that will provide robust protection.
- Suitable headphones (over the head style preferred).
- Optional iPad sleeve.

Required Apps:
Each iPad will require necessary apps to be installed at the cost of the parent (but most are free). We recommend the use of Apple's Family Sharing to ensure that apps need only be purchased once for whole family use.

An app audit will occur at the end of each year to finalise apps required for the following year. ERSS will continue to monitor apps for changes to ensure they comply with our selection process. Apps may be recommended to support individual students' specific learning needs.

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Internet and Cyber Safety

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, whilst using ICT facilities and devices, students will be required to act in accordance with the *Eimeo Road State School Student Code of Conduct*, *Eimeo Road State School ICT Responsible Use Agreement* and the *Eimeo Road State School Student ICT – BYOD iPad Program – User Agreement.*

To help protect students from malicious web activity and inappropriate websites, the school operates under the *Education Queensland Managed Internet Environment.*

Any device connected to the internet through the school network will have the appropriate levels of filtering applied. Teachers will always exercise their duty of care and it is the expectation that students will take responsibility for their own actions.

Cyber Safety:
ERSS has policies in place to address cyber safety and cyber bullying. If concerns arise, parents should contact their child's classroom teacher. Parents can keep informed with up to date information by referring to the following websites:

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

http://www.staysmartonline.gov.au/

https://www.fosi.org

Making good choices online

Making good choices online

ERSS iPad Program

Policies and Procedures

Access to our Internet and Network:
All students in the BYOD Program are expected to adhere to the guidelines within the *Eimeo Road State School Student ICT – BYOD iPad Program – User Agreement,* signed at the beginning of each year.

Student and Parent Responsibilities:
Students and their families have important responsibilities related to appropriate behaviour when using technology. Students and their parents should:
- Understand the responsibility and behaviour requirements (as outlined by the school) to access 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 email.
- Be aware that the ICT facilities are to be utilised with good behaviour as stipulated under the *Eimeo Road State School Student Code of Conduct*, and that appropriate action by the school will be taken as a consequence. This may include restricted network access for a period of time as deemed appropriate by the school.
- Be aware that the Internet gives access to information on, and from, a wide variety of organisations, subjects, people and 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. The school has a range of internet filters in place at school and is always being updated.
- 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.

Acceptable Use by a Student:
It is acceptable for students to use school technology and network infrastructure to:
- Complete set assigned class work and assignments set by teachers.
- Develop literacy, communication and information skills.
- Author text, artwork, audio and visual material for publications.
- Conduct research for school activities and projects.
- Access online references such as dictionaries, encyclopaedias, etc.
- Collaborate, research and learn through online environments.

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Policies and Procedures

Unacceptable Use by a Student:
- Download, distribute or publish offensive messages or pictures.
- Use obscene or abusive language to harass, insult or attack others.
- Damage computers, printers or the network equipment.
- Violate copyright laws, including plagiarism.
- Unsupervised internet chat, online email services, send chain letters or spam email.
- Trespass in another person's files, home drive or email.
- Use another student's or staff member's username and password to access the school's network.
- Divulge personal information via the internet or email.
- Access to websites / Apps that are not approved by classroom teacher.

Consequences of unacceptable/inappropriate use/behaviour by a student:

As with any inappropriate or unacceptable behaviour at ERSS, the *__Eimeo Road State School Student Code of Conduct__*, stipulates the guidelines for action following such behaviour.

Recommendations and Guidelines

General Precautions:
- Students are to safely store their iPads in their schoolbags before and after school.
- It is recommended that food or drink should not be next to iPads when in use.
- Cords and cables must be left at home.
- Students should never carry their iPad while the screen is open, unless directed to do so by a teacher.
- Students are responsible for ensuring the battery is *charged* for school each day.

Transporting the iPad:

A protective bag or case 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 clipboard and exercise books but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.
- Use two hands when carrying iPads within classrooms.

ERSS iPad Program

Recommendations and Guidelines

The screen can be damaged if subjected to rough treatment and are particularly susceptible to damage from excessive pressure and can be costly to repair.
We recommend iPads have a tempered glass screen protector.

- 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 or anti-static cloth.

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 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.

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 Wi-Fi and Bluetooth when not in use.
- Lock the iPad screen when not in use.

Close all running apps when not in use at least once a week.

Security and Insurance:

While the BYO iPads will be securely stored during break times and before school, parents are encouraged to seek personal insurance. All devices are monitored by teachers at school and rules are in place to prevent foreseeable problems and damage. However, from time to time, accidents may occur. Parents are encouraged to seek personal insurance or Apple Care. Check with your personal insurance about insurance at home, to and from school for your iPad.

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Q: Why allow only BYO iPads and no other mobile devices or laptops?

A: We believe in a consistent approach to ensure best productivity in maximising student learning outcomes and providing technical support to students and parents.

Q: How much of the day will the iPads be used? Will the students still be using pencil and paper as well as handwriting?

A: Yes, students will still continue to use pencil and paper and to practise handwriting. The amount of time that students will spend on their iPad each day will vary from year level to year level, class to class, student to student and even day to day. The amount of time will also vary, based on teachers' decision around whether it is the best device to use for learning.

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

A: Student iPads will need to be managed at home, however we can provide some technical support at school if the need arises (parents should use Family Sharing when setting up their child's iPad). The list of required apps can be found on the year level booklist. Parents can choose to load additional apps that are not necessarily required by the school. However, the use of such apps that are not of educational value, will be limited at school. Also, school required apps must have priority of the iPad's storage.

Q: Will I be expected to purchase a brand-new iPad and do I have to purchase from a particular store e.g. Apple?

A: No, you can choose to use an iPad that you already own or purchase a used iPad. We will not recommend a store where you can purchase an iPad. We do not endorse any one store however the Apple store can support you to setup the device.

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

A: Yes, a case/cover is required for your child's iPad. There are many competitively priced cases and covers to purchase from a local store or online. A fully enclosed case with a clear tempered glass screen protector may be the most protective case for an iPad. We recommend that the case should protect both the front and back of the iPad. You should also consider purchasing a waterproof sleeve to put the iPad (in its case) inside e.g. wetsuit material, in case of drink spillage in your child's bag.

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Q: Is a separate keyboard required*?*

A: No, however this is at the discretion of parents.

Q: Will students continue to have access to computers and other technologies?

A: Yes. All students at ERSS will continue to have access to Microsoft Windows computers, where necessary, and other relevant and innovative technologies to support them with their learning.

Q: Can my child bring a 3G enabled iPad without the SIM?

A: Yes. Accessing the internet through the Department of Education Internet filters helps prevent and protect our students from accessing inappropriate content.

Q: Are we required to purchase a stylus pen?

A: No, we are recommending that students do not bring a stylus to school.

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

A: Every iPad has a serial number and with this number, Apple track the date and place of purchase, length of any remaining warranty, and whether it has been reported as stolen. Before buying a used iPad, it may be worthwhile noting the serial number and contacting Apple Care.

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

A: No