BARINGA STATE PRIMARY BYOD Charter
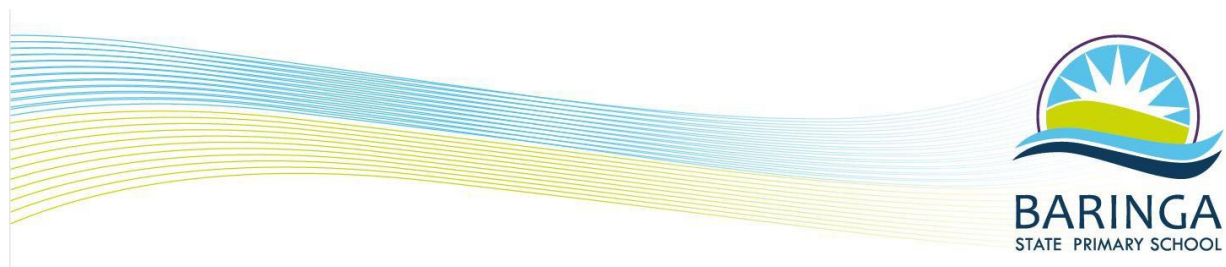

BYOD Year 1 to 6

*A shared commitment
to creating a
21st Century Learning
Environment*

Contents

Our Teaching and Learning Vision

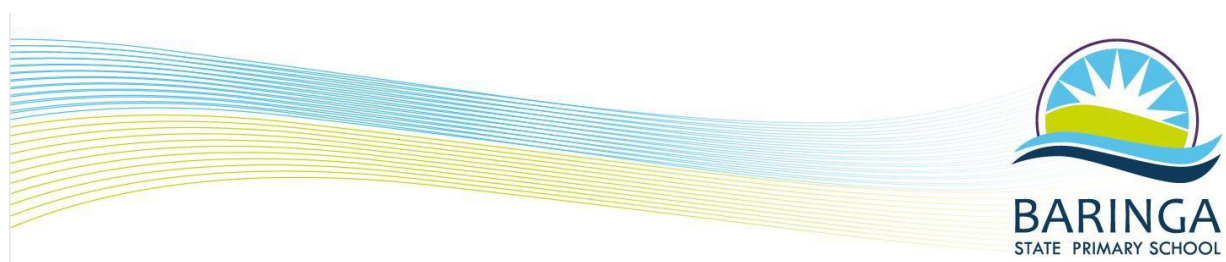## Our Motto

Imagine Discover Together

Our Vision

Baringa State Primary School is a caring, inclusive & innovative learning community, which empowers students to reach their full potential as global learners.

Our School eLearning/ STEM Teaching and Learning Vision:

- A **pedagogical approach** based on **inquiry and authentic learning** experiences; where students take **ownership** of their learning and **reflect** on the learning process
- **Personalised and differentiated** learning pathways for each student
- A focus on using technology to **enable and transform learning** in order to develop the knowledge and skills necessary for the 21st century workforce; including developing **digital literacies, innovation, critical thinking, collaboration and creativity**
- A **connected, guaranteed and viable curriculum** that allows learners to transfer knowledge in different contexts
- An **engaging, interactive and hands on learning environmen**t that is relevant to today's society
- **Strong connections** between students and teachers, home and the wider community
- **Flexible and creative** learning environments that foster Courtesy, Cooperation, Consideration and Common Sense
- Learning that can happen **anywhere, anytime**
- Students that value **life long learning** and are engaged in a **global networked community**

Baringa State Primary School's iPad Program:

- Enables access to **rich media** including digital stories, images and videos and online learning opportunities
- Best facilitates the development of knowledge and **skills necessary for the 21st century workforce**, including digital literacies, creative thinking, communication, collaboration and curiosity
- Allows teachers to **personalise learning** and provide work targeted at the correct level for every student
- Allows continuous access to educational materials allowing learning efficiency to happen **anywhere, anytime**;
- Promotes **high student engagement** both independently and collaboratively
- Bridge the gap between home and school; giving parents the opportunity to see what their child is learning and have timely, **relevant and quality conversations around student learning and progress**

The advantages of using an iPad include:

- Access **_knowledge and information_** through the vast range of compatible programs (mostly free) that supports student learning; and immediate access to online information
- Access to **_creation software_** to support student learning in STEM; including robotics apps, programming and coding software and multimodal text creation software
- Provides sophisticated text, audio and video based communication facilities through class notebook to enable **_collaboration_** with peers, teachers and parents
- Ability to **_personalise learning and homework tasks_** and provide work targeted at the correct level for students
- Enables **_21st Century Learning_** opportunities relevant to their world and future

BYO Device Requirements

Minimum Device Requirement: iPad 9   Generation
(Mini is not supported)
Screen Size: 9.7inch retina display
Operating System: iPad OS15
Wi-Fi Only – No Sim Card
Storage: 64GB minimum
Optional extra: Apple Pencil

Please note: iPad 7/8th Generation will be supported if currently owned

BYO iPad Program FAQs

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

A: We believe in a consistent approach to ensure best productivity with regards to maximising student learning outcomes and providing technical support to students and parents where necessary. iPads will be an essential part of learning experiences. Access to laptops will be supplied and managed via the school but NOT as a BYOD device.

Q: How much of the day will students spend on the iPads?

A: The amount of time that students spend on their iPad each day will vary based on how well the iPad, as a tool to support learning, benefits individual students and learning experiences. Some learning experiences will continue to use pen and paper and hands on materials.

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

A: The iPads will need to be managed at home however we can provide some technical support at school if the need arises. The list of required apps can be found on our school website. Parents are encouraged to set up a Family Sharing and Apple ID for their child. This will also help reduce the cost of App purchasing.

Q: How will apps be deployed to the iPad?

A: All required apps will be deployed to student iPads via the InTune Company Portal App available on the App store. Paid apps are part of the Student Resource Scheme.

Q: Will I be expected to purchase a brand new iPad and do I have to purchase from a particular store?

A: No, you can choose to use an already owned iPad or purchase a new iPad from a retail supplier as long as the iPad device meets the minimum requirements as outlined above. We will not recommend a store where you can purchase as we do not endorse any one store, however we will provide parents with access to School Locker who provide educational prices. It is parents responsibility to research iPad prices.

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

A: Yes, a cover is recommended for your child's iPad and a suitable case for transporting the iPad to and from school is essential.

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

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

Q: Should we purchase a screen protector, keyboard or apple pencil?

A: You should consider purchasing a tempered glass screen protector to help protect the iPad glass screen from damage. The purchase of Apple Pencils is recommended but not required. Keyboards are not required.

Q: What will the expectations be about charging the iPad?

A: iPads will need to be charged at home and brought to school fully charged each day. ***The power cord will not be required to be brought to school for health and safety reasons.***
The battery life of portable devices is improving as technological enhancements are made. To get the most out of the battery life of the iPad, follow these simple tips:

- Reduce the screen brightness to a comfortable level
- Lock the iPad screen when not in use
- Close all running programs when not in use
- At least once a week, drain the battery to 0% and fully recharge to 100%. This will aid the life of the battery.

Q: Are students allowed to use their own mobile data (3G and 4G)?

A: No. Due to school-based policy, students are not allowed to bring in 3G and 4G wireless connections. 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.

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

A: Yes. The reason why we do not want external controlled Internet access is that by the students going through our school wireless, they are also going through Education Queensland Internet filters, helping prevent and protect our students from accessing inappropriate content.

Q: What is the expectation around insurance and warranty?

A: An extended ***three year apple care warranty is highly recommended***.

Q: What happens if the device is damaged at school?

A: If any damage to a device is through negligence of the school staff, the school will cover the cost of repair. If damage is caused by deliberate or careless actions of a student (owner or others), the costs of repair will be passed onto those involved and necessary behaviour consequences may apply. (NOTE: the school cannot make another family pay for repairs). The device is the owner's responsibility.

Information for Students and their Parents about Acceptable Usage

Acceptable device use

At Baringa SPS we value **'Commitment' –** striving to achieve our best through persistence and determination. When using our iPads we are **committed** to the school rules – '**The 4 C's'**

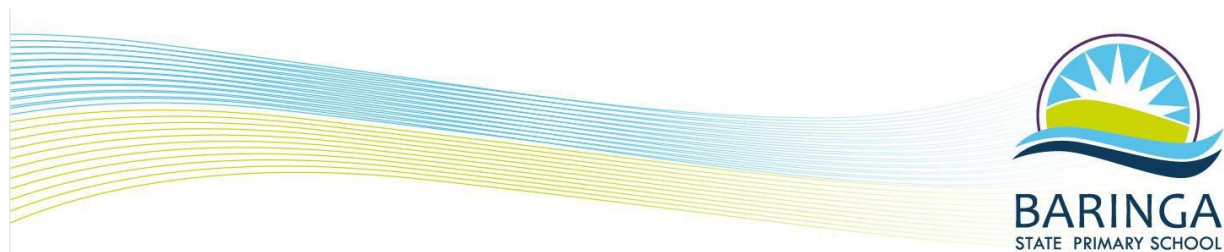- Courtesy
- Cooperation
- Consideration
- Common Sense

Students must comply with the Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems Communication through internet and online communication services must also comply with the department's Code of School Behaviour and the Baringa State Primary School's Responsible Behaviour Plan for Students available on our school website.

Examples of acceptable use includes:

- Engagement in class work, assignments and homework set by teachers
- Developing appropriate 21st Century knowledge, skills and behaviours
- Authoring text, artwork, audio and visual multimodal material for publication on the Intranet or Internet for educational purposes as supervised and approved by school staff
- Creating, designing and participating in STEM based inquiry lessons and projects; including coding, robotics and engineering challenges
- Conducting general research for school activities and projects or accessing online references
- Communicating or collaborating with other students, teachers, parents, caregivers or experts as part of assigned school work

Examples of unacceptable use includes:

- Create, participate in or circulate content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place or breach the department's network security
- Use unauthorised programs and download unauthorised software, graphics or music
- Intentionally damaging any devices, accessories, peripherals, printers or network equipment
- Committing plagiarism or violate copyright laws
- Using unsupervised internet chat or sending junk mail (chain letters or spam mail)
- Accessing private 3G/4G networks during the school day
- Invading someone's privacy by taking unauthorised personal photographs or recording personal conversations; including the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- Divulge personal information about themselves or others (e.g. name, parent's name, address, passwords), via the internet or e-mail, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.
- Username and passwords are to be kept by the student and not divulged to any other individual (e.g. a student should not give their fellow students their username and password). Students cannot use another student or staff member's username or password to access the school's network, including not trespassing in another person's files, home drive or email.

Note: Students' use of internet and online communication services may be audited at the request of appropriate authorities for investigative purposes surrounding inappropriate use.

What is expected of schools when providing student's with access to ICT facilities?

Schools will provide information in relation to student access and usage of its network and reserves the right to restrict/remove student access to the intranet, extranet, internet or network facilities if parents or students do not adhere to the school's network usage and access guideline/statement.

The school will educate students on cyber bullying, safe internet and email practices and health and safety regarding the physical use of electronic devices. The school will also prepare students for the possibility of unanticipated access to harmful information, materials or approaches unknown persons via the internet (e.g. run through processes for disregarding or ceasing access to information and reporting incidents to the supervising teacher or school staff member). Where possible, internet usage by students will be considered and prepared prior to class engagement, including, filtering and checking sites students are directed to visit. 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 (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;
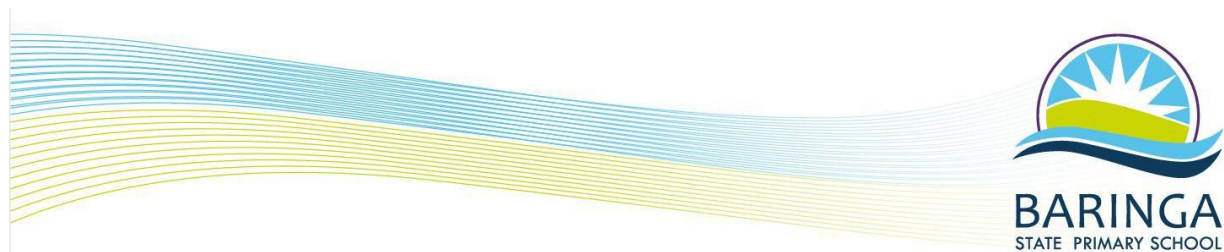
Be aware that the ICT facilities should be utilised with good behaviour as stipulated under the Code of School Behaviour; and that students breaking these rules will be subject to appropriate action by the school. This may include restricted network access, or loss of BYO privilege, for a period as deemed appropriate by the school.

Be aware that access to ICT facilities provides valuable learning experiences, therefore giving the student educational benefits in line with the school's educational program;

Be aware that the internet gives access to information on and from a wide variety of organisations, subjects, people, places with origins from around the world. The school cannot control information accessed through the internet; and information may be accessed or accidentally displayed which could be illegal, dangerous or offensive, with or without the student's immediate knowledge; and

Understand that teachers will always exercise their duty of care, but protection, mitigation and discontinued access to harmful information requires responsible use by the student.

Our school and teachers make decisions about the best eLearning experiences 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. A *Third Party Website Consent* form is required to be signed on enrolment for all students. Updates to this consent form will be notified to parents upon P and C approval, with risk assessments available to be viewed through the office. With written notification, this consent can be revoked by parents at any time.

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. Students should be mindful that the content and behaviours they have online are easily searchable and accessible. This content may form a permanent online record into the future. Interactions within digital communities and environments should mirror normal interpersonal expectations and behavioural guidelines, such as when in a class or the broader community. Parents are requested to ensure that their child understands this responsibility and expectation. The school's Responsible Behaviour Plan also supports students by providing school related expectations, guidelines and consequences.

Cybersafety

If a student believes they have received a virus, spam (unsolicited email), or they have received a message or other online content that is inappropriate or 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.

Parents, caregivers and students are encouraged to read the department's Cybersafety and Cyberbullying guide for parents and caregivers.

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.

Additionally, students should not divulge personal information via the internet or email to unknown entities or for reasons other than to fulfil the educational program requirements of the school. It is important that students do not publish or disclose the email address of a staff member or students without that person's explicit permission.

Students should also not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others. They should ensure that privacy and confidentiality is always maintained.

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, whilst using ICT facilities and devices will be required to act in accordance with the requirements of the Code of School Behaviour 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.

The filtering system provides a layer of protection to staff and students against inappropriate webpage, spyware, malware, peer-to-peer sessions and scams and identity theft.

This purpose built web filtering system solution takes a precautionary approach to blocking website including those that do not disclose information about their purpose and content. The school's filtering approach represents global bet practice in internet protection measures. However, despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed. Teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student. 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 are also encouraged to visit the Australian Communications and Media Authority's CyberSmart website for resources and practical advice to help young people safely enjoy the online world.

Intellectual Property and Copyright

Students should never plagiarise information and should observe appropriate copyright clearance, including acknowledging the original author or source of any information, images, audio etc. used. It is also important that the student obtain all appropriate permissions before electronically publishing other people's words or drawings. The creator or author of any material published should always be acknowledged. Material being published on the internet or intranet must have the approval of the principal or their delegate and have appropriate copyright clearance.

Copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.
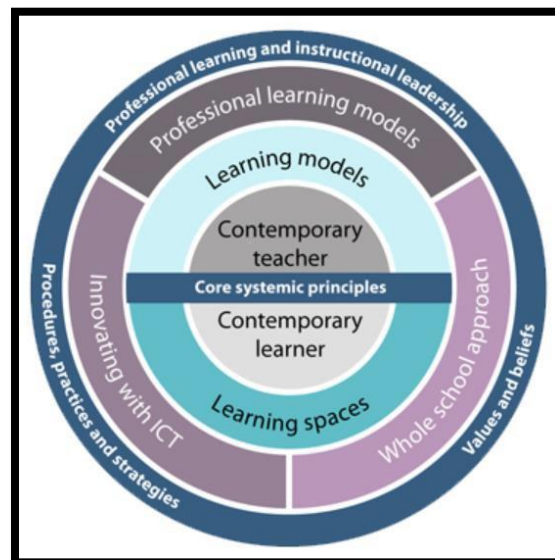
Monitoring and Reporting

Students should be aware that all use of internet and online communication services can be audited and traced back 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.
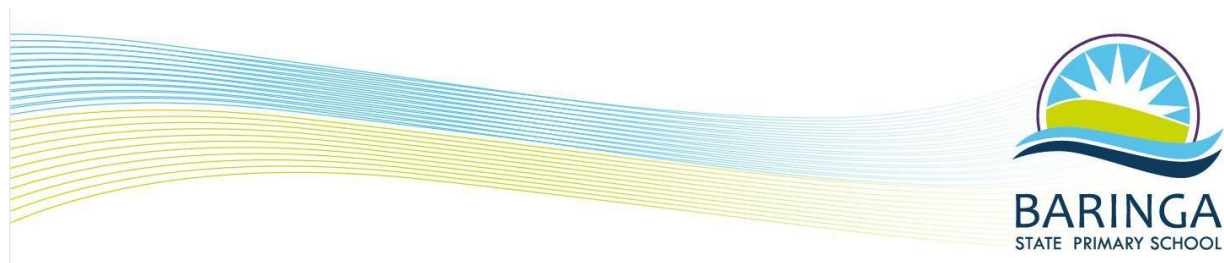
Misuse and Breaches of Acceptable Usage

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 it not limited to, the withdrawal of access to school supplied services.

E-Mail Use

While at Baringa SPS, 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.

General Care (Students are responsible for the general care of their iPad)

General Precautions

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

Transporting the iPad

A protective iPad carry bag has sufficient padding to protect the equipment from normal treatment and provide a suitable means for carrying the iPad within the school. The guidelines below should be followed:

- The iPad should always be within a protective case when carried.
- A waterproof sleeve is recommended to avoid the iPad getting wet (drink bottles should be kept in a different compartment in a child's backpack) and for further protection.

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.
- Clean the screen with a soft, dry cloth or anti-static cloth.

Occupational Health and Safety

Students are advised to consider the following advice when using their iPad.

- Taking regular rest breaks e.g. use the 20/20 rule "every 20 minutes look at something about 6 metres away for 20 seconds"
- Not using the iPad for more than 1 hour 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
- Adjusting the screen brightness, colours and/or contrasts can also assist in reducing eyestrain
- Tripping hazards can exist where mobile devices have external cables attached such as main power cords and as such students are asked to leave these at home

Family Sharing and Apple ID for your child

With Family Sharing, you can create Apple IDs for children under 13. Apple IDs allow them to participate in Family Sharing and use other Apple services such as iCloud, iMessage, FaceTime, and Game Center.

To participate in Family Sharing, all family members must have their own Apple ID. Children under 13* can't create an Apple ID on their own. However, as a parent or legal guardian, the family organizer can provide verified parental consent for a child to have their own Apple ID, then create it on the child's behalf. If your child already has an Apple ID, you can update their email address, date of birth, security questions, and more.

When you create an Apple ID for a child, it is added to your family group automatically.

Check your payment method

Before you begin, make sure that you're using a credit card, debit card, Alipay, or UnionPay as your payment method. You can check your payment method from your Apple ID account page or in iTunes.

To comply with child online privacy protection laws, you use the CVV, verification code sent via SMS, or security code from your payment method as part of providing your parental consent. If you have a different payment method on file, you'll be asked to change it to a credit card, debit card, or Union Pay before you can continue.

After you create the child's Apple ID, you can change back to a different payment method.

Create an Apple ID for your child

Use the steps below to create an Apple ID for your child, then add them to your family group. After you add your child to your family group, they will have their own Apple ID that they can use on any Apple device. Your email address is the rescue email address for your child's account, and you can use it with the security questions you provided to reset a forgotten password.

1. Go to Settings > [your name] > Family Sharing > Add Family Member, and tap Create an Apple ID for a child. If you're using iOS 10.2 or earlier, go to Settings > iCloud > Family.
2. Enter your child's birthday and tap Next. Be sure to enter the correct date.
3. Review the Parent Privacy Disclosure and tap Agree.
4. Enter the requested information for your payment method and tap Next. If you don't have a payment method on file, you need to add one.
5. Enter your child's name, tap Next, then create their Apple ID (username@icloud.com) and tap Next.
6. Follow the onscreen instructions to set a password, choose security questions, and set up your child's account. Choose passwords and security questions that you can both remember.

Manage your child's account

Children enjoy the same Family Sharing features as other family members and, by default, can access the same music, movies, TV shows, books, and apps. You can limit what content your child can access on the devices they use by setting Restrictions on an iOS device. Ask to Buy is enabled by default for children under 13.* If you don't want to use Ask to Buy, you can turn it off. If you turn off Ask to Buy, the child is able to initiate purchases that are billed to your payment method without prior notification. Your child must remain part of your family group until they turn 13.* However, if necessary, you can transfer a child to a different family group.