Upper Mount Gravatt State School

Independent Public School / Shaping Success Together

BYOD iPad - 2024

Information and Procedures Handbook

Incorporating E-Learning strategies to engage and empower all learners,

preparing them to contribute confidently, effectively

and innovatively within global communities.

Contents

Foreword

This handbook has been compiled to provide a ready source of information for parents and students about matters influencing the efficient use of the BYO iPads. Each student should be thoroughly conversant with its contents and follow all guidelines. This handbook is subject to change.

At UMG our eLearning vision for students is that …

- We engage and empower all learners (teachers and students), preparing them to contribute confidently, effectively and innovatively to global communities.
- Students can: - be critical internet users

    - use common software and know how to apply appropriate programs to perform specific tasks
    - learn to be cyber safe : be discriminating users
    - collaborate and problem solve within the ICT context
    - touch type

- There are multiple opportunities for learning, using a range of appropriate devices for tasks.
- They develop transformative skills to collaborate, create and problem solve to optimise learning to empower them to become contributors in an ever changing global setting.

 We believe this is important because …

- Our students should become innovative, critical thinkers capable of applying creative, problem solving skills in diverse contexts.
- It prepares them for the future.

GLOBAL	SCHOOL	PERSONAL
- Demand - Ever changing world - Positive for future - Employable	- Curriculum requirements - Collaboration - Engagement - Variety	- Problem solving - Trouble shooting - Belief in themselves - Critical thinking

Organising elements of ICT capability

Information Communication Technologies (ICTs) play a critical role in enhancing learning at all levels and across a broad range of activities in each learning area of the Australian Curriculum. Through the use of ICTs in the curriculum, we are helping students become knowledgeable about the nature of information, comfortable with the technology and able to exploit its potential. Our vision is to use ICT whenever its speed, power, graphics or interactive potential can enhance and extend the quality of work being undertaken by students. It will be used to develop logical thinking, problem solving and control techniques and also to give confidence and the capability to use ICTs in later life.

Our main goal is to equip and empower students, rather than merely transfer knowledge and to guide students in learning to learn. We believe students are eager to learn and with guidance they will seek out and discover knowledge on their own.

The Upper Mount Gravatt State School BYO iPad :

- Enables personalisation of student learning through access to rich learning resources;
- Best 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, everyday what their child is learning at school and have relevant, timely, accurate and quality conversations around student learning and progress;
- Allows students the opportunity to display prior knowledge of topics and thus be co-constructive in their own learning journey.

Classroom Rules

Students in BYO iPad classes need to abide by the following rules which will be displayed in their classrooms:

1. Hold the iPad with two hands
2. Always sit down when using the iPad
3. Turn the iPad's screen off when the teacher is talking
4. Be gentle when tapping the screen
5. Only use the app or website you have been asked to use

BYO iPad FAQ's

Q: Why allow only iPads and no other mobile devices or laptops?
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 when necessary. Due to many variations of the Android operating system, along with the multitude of manufacturers and hardware configurations, Android devices are not supported. A lot of Android devices simply won't work on the school network for various reasons.

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 how well the iPad, as a tool to support learning, benefits individual students.

Q: Will the iPads be managed at home or at school e.g. loading apps, updating the iPad?
A: The iPads will need to be managed at home however we can provide some technical support at school if the need arises. 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.

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 on eBay or you can choose to purchase form a local store. 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. We will not recommend a store where you can purchase a case or cover. 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.

Q: Should we purchase a screen protector?
A: You should consider purchasing a tempered glass screen protector to help protect the iPad's glass screen from damage.

Q: Is a separate keyboard required?
A: A separate keyboard is not required, however these may be purchased to enhance the development of keyboarding skills.

Q: Will students continue to have access to computers and other technologies?
A: Yes. All students at Upper Mount Gravatt State School will continue to have access to computer labs and other relevant Digital Technologies to support them with their learning.

Q: Can my child bring an iPad with the SIM?
A: No. 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: Are we required to purchase a stylus pen?
A: No. A stylus, Apple Pencil or Logitech crayon is an optional purchase.

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.

BYO iPad Procedures

BYO iPad usage
Unless specifically advised otherwise by their teacher, students should bring their iPad to class every day. Some lessons will require the formal use of iPads, while others will provide informal opportunities to use technology to complete tasks efficiently.

Labeling the iPad
Students are expected to have labels with their full name placed on the following locations:
1. A label attached to the iPad. Engraving is also an option.
2. A label easily viewed while the case is on the iPad.

Use of Headphones in Class
Students may use headphones or play audio clips on their iPads when given permission by their teacher. A set of headphones should be kept in their tidy tray. Headphones have been included on the Book List. Headphones should have the student's name clearly written on them.

iPad Charging
Students should arrive at school with their iPad fully charged. This should be a part of normal homework routine.

Gaming Apps for home use
Students may have game apps on their iPads, however they are not permitted to use these during school hours. These apps should be put in a 'Home' app folder.

Transport of iPads within school
iPads should be carried within the classroom with cases closed. All iPads must be carried in sleeves at other times. i.e. to and from buildings for specialist lessons.

Before and After School Usage
iPads are not permitted to be used on school grounds before or after school without the express permission of a teacher and under their direct supervision. iPads are not to be removed from school bags until they are in their classroom and their teacher has directed them to do so.

Lunchtime Usage
Students are not permitted to use their iPads during any lunch breaks.

Security of iPads
iPads will remain in classrooms between 9am-3pm, with classrooms being locked whenever the class is not in the classroom or it is break time. Students may take their iPads into their classroom once their teacher has opened the door for the day. Students must otherwise stay with their bag.

After School
Students will be expected to take their iPads home after school each day.

After School Hours Care
Students attending After School Hours Care should follow the directions of supervisors and follow all school procedures. iPads should only be used in designated areas for homework purposes.

iPads left in Unsupervised Areas
Under no circumstances should iPads be left in unsupervised areas.

Transport to and from School
iPads must be transported in cases and sleeves and contained in a school backpack.

Access to school internet
All students involved in the BYO iPad Program will be provided with access to the school internet.

Printing
Students should only print with teacher permission. They must check how many pages they are printing before printing.

Unacceptable Uses of Information and the Internet
- Using the network for any illegal activity, including violation of copyright or other contracts.
- Damaging or disrupting equipment, software or system performance.
- Vandalising or interfering with data of other users on the network. Vandalism, defined as any malicious attempt to harm, modify, or destroy other users data, the school network or other networks that are connected to the Intranet backbone includes, but is not limited to, the uploading or creating of viruses.
- Gaining unauthorised access to resources.
- Posting anonymous messages.
- Downloading, storing, creating, sending or printing files or messages that are deemed to be profane, obscene, or that use language that offends or degrades others.
- Giving personal information or agreeing to meet any person met through the Internet.
- Transmission of personal information about any member of the school community.
- Accessing offensive (including pornography), dangerous or potentially destructive information.
- Downloading or sharing any files (including, but not limited to MP3, MPEG, photographs or screen shots) unless specifically authorised to do so by the teacher.

Internet Etiquette
All users are expected to abide by the generally accepted rules of network etiquette and chat and email etiquette. These include, but are not limited to, the following:
- Be polite. Do not swear, use vulgarities or any other inappropriate language. Do not do any activities that are prohibited by law.
- Do not use the network in such a way that you interfere with the network by other users.
- Always assume that any information or communications accessible from the network is private property.
- The subject line of e-mail should indicate the content of the message.
- When replying to a message, include some of the original message to assist the reader in following the conversation.
- Always end with your name and e-mail address.
- Always acknowledge that you have received a document or file someone has sent you.
- After reading email messages they should be deleted or archived.
- Before sending an email it should be **proofread and edited** to eliminate mistakes.
- Students must not use their email to send inappropriate messages.

Harassment and Privacy
All users are expected to use the Internet in a positive way. Any acts of harassment or invasion of privacy will not be tolerated. Harassment, defined as the persistent annoyance of another user, or interference with another user's work includes, but is not limited to, the sending of unwanted mail.

Cyberbullying

Cyberbullying is treated at ~~Exemplar State College~~Upper Mount Gravatt State School with the same level of seriousness as in-person bullying. The major difference with cyberbullying however, is that unlike in-person bulling, cyberbullying follows students into their community, their homes and their bedrooms, giving them no opportunity to escape the harassment or abuse during the evening, weekends or holidays.

In the first instance, students or parents who wish to make a report about cyberbullying should approach the regular class teacher.

It is important for students, parents and staff to know that state school principals have the authority to take disciplinary action to address student behaviours that occur outside of school hours or school grounds. This includes cyberbullying.

Parents and students who have concerns about cyberbullying incidents occurring during school holidays should immediately seek assistance through the Office of the e-Safety Commissioner or the Queensland Police Service.

Students enrolled at ~~Exemplar State College~~Upper Mount Gravatt State School may face in-school disciplinary action, such as detention or removing of privileges, or more serious consequences such as suspension or exclusion from school for engaging in behaviour that adversely affects, or is likely to adversely affect, other students or the good order and management of the school.

This includes behaviour such as cyberbullying which occurs outside of school hours or settings, for example on the weekend or during school holidays. It also applies to inappropriate online behaviour of enrolled students that is directed towards other community members or students from other school sites.

Parents or other stakeholders who engage in inappropriate online behaviour towards students, staff or other parents may be referred to the Office of the e-Safety Commissioner and/or the Queensland Police Service.

State school staff will be referred for investigation to the Integrity and Employee Relations team in the Department of Education. Any questions or concerns about the school process for managing or responding to cyberbullying should be directed to the Deputy Principal.

Reference : *Upper Mt Gravatt State School Code of Conduct*

Faults, Breakages & Repairs
When the student or teacher detects a fault with their iPad or their iPad is damaged, they must notify their teacher immediately.

Breaches of BYO IPAD Procedures
a) Any breaches of these policies may result in the student being referred to school administration with action being taken in accordance with the School Code of Conduct.
b) Any breaches of the policy may incur suspension of iPad use for a designated period.
c) Any breaches of these policies may result in demerits as set out in the classroom behaviour management policy.

Excursions
Students will not take iPads on excursions unless otherwise directed.

General Care (Student Responsibility)

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 fully charged for school each day.

Transporting the iPad

The iPad should always be within a protective case when carried. An iPad sleeve has sufficient padding and water protection to protect it from normal treatment and provide a suitable means for carrying the iPad within the school.

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 (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).