



OXLEY STATE SCHOOL BYO IPAD PROGRAM *Parent Handbook*



Years 4-6



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*"Harnessing the full potential of technology to transform learning,
preparing creative, critical thinkers for a changing world."*



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Bring Your Own iPad at Oxley State School

Vision – Why BYO iPad?

Oxley State School's vision for technology use is *"Harnessing the full potential of technology to transform learning, preparing creative, critical thinkers for a changing world"*. In line with this vision, the aim of the BYO iPad program is to increase engagement and deepen learning for our students, through innovative and meaningful use of technology. The opportunities provided for our students in the BYO iPad program will enhance their creativity and empower them to develop essential skills for school, the workforce and life.

iPads are a powerful tool to make learning more accessible and personalised to suit a range of learning needs. Through use of a variety of tools including keyboard dictation, speak selection and audio recordings, iPad can help students access the curriculum at their level and achieve success as a learner. iPad also has a number of accessibility features to support students with disabilities. Access to a range of applications provides students with voice and choice in how they complete their work, to suit their personal learning styles.

iPads are portable and accessible, providing opportunities to learn anywhere and at any time. This allows teachers to embrace the idea of flexible learning spaces, where students can move easily from learning at desks, to the carpet and even outside, once safety procedures are well-established.

iPads strengthen the link between school and home, providing opportunities for students to share and learn with their families as they bring their devices home each day.

A Balanced Approach

Whilst iPad has the power to transform learning and make what was previously inconceivable possible, it is just one tool in the teaching toolkit. We acknowledge the importance of balancing the use of iPad with other teaching pedagogies and materials, and as such, the devices will not be used in every learning experience, nor will they be used for the whole school day. If another tool or pedagogy is deemed the best approach for teaching and learning a particular concept, this method will be prioritised over the use of iPad.

Contact

Please contact your child's teacher or email ict@oxleyss.eq.edu.au if you have any queries about your child's iPad. The Apple Helpline is available 24 hours/day for over-the-phone support on 1300 321 456.



Preparing for the BYO iPad Program

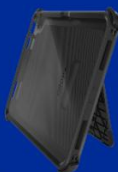
Parent Checklist

Follow these steps to set up your child for the BYO iPad Program.

Prior to Day One																	
☐	Read this BYO iPad Handbook.																
☐	Purchase a suitable iPad or check your current device meets the minimum specifications outlined below. Please note: We recommend purchasing iPad 11th generation (A16) Wi-Fi model. This device will last for the duration of your students' time in the BYO iPad program and support all software, features, apps and updates. <table border="1"><thead><tr><th>Recommended Device Name (Purchasing a new iPad)</th><th>Storage Sizes</th></tr></thead><tbody><tr><td>• iPad A16 (11th generation, 2025 model)</td><td>128 GB+</td></tr><tr><td>• iPad Air M4 (8th generation, 2026 model) (11-inch display)</td><td>128 GB+</td></tr><tr><td>• iPad Pro 11" M5 (6th generation, 2024 model)</td><td>256 GB+</td></tr></tbody></table><table border="1"><thead><tr><th>Other Compatible Device Name* (Using an existing iPad)</th><th>Storage Sizes</th></tr></thead><tbody><tr><td>• iPad (10th generation or newer)</td><td>64 GB+</td></tr><tr><td>• iPad Air (6th generation or newer)</td><td>128 GB+</td></tr><tr><td>• iPad Pro 11" (4th generation or newer)</td><td>128 GB+</td></tr></tbody></table> *These models are compatible at the time of publishing this document. If older models become unsupported by Apple updates during your child's time in the program it may result in incompatibility, reduced functionality and security risks.	Recommended Device Name (Purchasing a new iPad)	Storage Sizes	• iPad A16 (11 th generation, 2025 model)	128 GB+	• iPad Air M4 (8 th generation, 2026 model) (11-inch display)	128 GB+	• iPad Pro 11" M5 (6 th generation, 2024 model)	256 GB+	Other Compatible Device Name* (Using an existing iPad)	Storage Sizes	• iPad (10 th generation or newer)	64 GB+	• iPad Air (6 th generation or newer)	128 GB+	• iPad Pro 11" (4 th generation or newer)	128 GB+
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☐	Purchase additional accessories You may choose to source the below items independently, from the retailer/s of your choice. Alternatively, follow these links to either of our purchasing portals, where you can purchase all items in one step. <table border="1"><thead><tr><th> Education</th><th></th></tr></thead><tbody><tr><td></td><td>Visit the website below and follow the prompts. https://oxleystate.orderportal.com.au/ </td></tr></tbody></table>	 Education			Visit the website below and follow the prompts. https://oxleystate.orderportal.com.au/ 												
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iPad



Heavy-duty
Protective Cover



Protective
Carry Case



Screen
Protector



Over Ear
Headphones

- Heavy-duty protective cover (e.g., Griffin Survivor or Otterbox). Novelty covers **will not provide effective protection** for your child's iPad and may obstruct the headphone jack, volume buttons and camera.
- Firm protective carry case (size should match the size of the iPad and fit snugly, like a bicycle helmet). **Neoprene cases do not provide adequate protection for the iPad.**
- Tempered glass screen protector.
- Over the ear headphones (Note: iPad 10th generation onward do not have a headphone jack. Your child will need either Bluetooth headphones, headphones with a USBC cable or USBC to 3.5mm Headphone Jack Adapter).
- Accidental damage protection (highly recommended).
- **All required apps (Download through Company Portal. Paid apps will be deployed after receiving payment of the Student Resource Scheme).**
- **Please DO NOT bring an Apple Pencil to School.**

- ☐ **Clearly label** the iPad and accessories.
- ☐ **Follow the steps** in the [Settings Booklet](#) to set up your child's device. Please note that the Settings Booklet is typically updated after September, following the iOS release, which usually occurs around this time.
- ☐ **Follow the [Intune User Guide](#)** to enrol the device into Microsoft Intune and download all required learning apps. Intune also enables your child to access the school WiFi network (iDET/EQNET).

Paid apps will appear in Company Portal (Intune) after the Student Resource Scheme payment is received.
- ☐ **Organise all school apps** into the folders prescribed on **Page 7** of this document.
The following link highlights the steps to create app folders: <https://support.apple.com/en-us/HT200290>
- ☐ **Sign into** the Microsoft suite using the EQ login details provided at the end of the year.
Students only need to sign into one Microsoft app to activate the whole suite.
- ☐ **Read and complete** the [Oxley State School BYO iPad Acceptable Use Policy](#) and [Student Participation Agreement](#) (parent/guardian and child).

By Day One at School

- ☐ **Hand in** The *BYO iPad Student Participation Agreement* to the classroom teacher on your child's **first day** at school.

Once the above documents are returned, your child will be permitted to bring their iPad to school. Students will learn the iPad rules, expectations and procedures, in preparation for bringing their device to school on Day Two.

Day Two at School

- ☐ **Your child brings** their **fully charged** iPad to school in its heavy-duty protective cover and protective carry case.



- ☐ **The student demonstrates** their iPad is **enrolled into Intune** by connecting to the school's wireless network, iDET.
iPads not enrolled into Microsoft Intune will not be able to be used.

Each Day at School

- ☐ **Pack** your fully charged iPad in its heavy-duty protective cover and carry case and zip it up in your school bag.
- ☐ **Pack** your charged headphones (if wireless) inside your zipped school bag.

- Continue to the next page -



Folder Name: Apple			
Pages		Keynote	
iMovie		Clips	
Voice Memo		Photos	
Safari		Measure	
Apple Books		Garage Band	
Calculator			
Folder Name: Microsoft			
Teams		Excel	
PowerPoint		Word	
SharePoint		Lens	
OneDrive			
Folder Name: Maths			
Prodigy		Shapes 3D – Create Geometry AR	
Number Pieces by MLC		Number Line by MLC	
Geoboard by MLC		Number Frames by MLC	
Folder Name: English			
Notability		Dictionary	
Folder Name: Coding			
POP - Prototyping on Paper		Go for Dash and Dot	
Sphero Edu		Sphero Play	
Tynker		micro:bit	
ScratchUP (Paid)			
Folder Name: Creating			
Sketchbook		Stop Motion Studio	
Reality Composer		Pic Collage EDU (Paid)	
Adobe Express			
Folder Name: Other			
NAP Locked Down Browser		QLearn Canvas Student	
Nearpod		Popplet (Paid)	



Management and Procedures

This information aligns with the terms outlined in the Oxley State School BYO iPad Student Participation Agreement, which students and families are required to review and agree to. The form can be accessed on the school website.

Transporting the iPad

- The iPad must be stored in a heavy-duty protective cover, inside a protective carry case and in a suitable school bag.
- School bags need to be large enough to carry all requirements without applying pressure to iPads from books, other bags etc. School bags should have external pockets for carrying water to avoid potential damage to iPads.
- The iPad must remain in the student's school bag before and after school. The student must keep their bag with them, until the sounding of the 8:30am bell.
- At 8:30am, students will take their bags to a designated supervised area.
- Students will then return to the quadrangle for supervised play until the 8:45am bell.
- Once the music plays at 8:45am, students move with purpose, collecting their bags and lining up in their class line.
- In the event of wet weather before school, students must keep their bags with them and wait in their designated wet weather area.
- When iPads are not in use, they will be kept in allocated storage boxes and locked inside storage cupboards in the classroom.
- Students will not be permitted to use or carry devices outside the classroom, unless carried in a heavy-duty protective cover and supervised by the class teacher.
- iPads must always be carried with two hands.
- At the end of the day, the child will carry their bag into the classroom and the iPad will be placed inside to be taken home in zipped bags.
- At Helping Hands, iPads will be stored in a designated cupboard. iPads will be zipped inside bags and not accessed before or after school.
- Safe passage home is the responsibility of the child and parent/guardian. iPads are not permitted to be removed from bags following dismissal from class until directed by the parent, off school grounds.

iPads at Home

- It is the family's responsibility to ensure the student's iPad has all the required apps and all app and software updates are regularly maintained.
- iPads must be **fully** charged at home each night, ready for the next school day. Devices cannot be charged at school. Chargers must be left at home.
- Support your child to learn to:
 - Care for their iPad by not eating or drinking while using the device
 - Ensure the device is stored in its heavy-duty protective cover and protective carry case
 - Ensure the device is **fully** charged and ready to use each school day
 - Access apps responsibly
 - Understand the ***BYO iPad Student Participation Agreement***
- Ensure the student and at least one parent/guardian know the current passcode. Passwords can potentially be reset via portal.manage.microsoft.com when lost, IF certain requirements are met, e.g., the iPad has a working internet connection.
- Disable all VPNs (Virtual Private Networks) to enable connectivity to the school network.
- Ensure the iPad is backed up regularly.
- Excess home apps, photographs & videos can overload the iPad's storage capacity and impact on school use.
- Do not delete school-produced items, including photos, unless requested by the teacher.
- Consider home filtering options to limit website access, but do not lock Safari as access is needed at school.
- Ensure all apps and websites used at home are closed each night or before each school day.



- Regularly discuss cyber safety with your child. The Office of the eSafety Commissioner has a range of resources available for parents at <https://www.esafety.gov.au/parents>.
- Be vigilant in monitoring appropriate use and time allocations.
- All apps and content (including photos) stored on the iPad should be age-appropriate for the student user.

Passwords

- Students and their parents/guardians are responsible for the security and integrity of their individual iPads and EQ accounts.
- Students and their parents/guardians are required to register their iPad with the school's Company Portal (Intune) **prior to Day One** (this requires the student's EQ username and password).
- Students must protect their EQ account and password details. Under no circumstances should passwords be divulged to any other user. If a user has any reason to suspect that their account security may have been compromised or tampered with, it should be reported immediately to their teacher, and the password changed.

General Information

Insurance and Warranty

Please note that the school does not provide insurance coverage for student-owned devices.

While every effort is taken in the school environment to ensure the devices are kept secure and used appropriately, parents/guardians are strongly encouraged to seek personal insurance and purchase an extended warranty. Check with your preferred insurance company or the iPad retailer about extended insurance coverage to cover the iPad when it is used outside the home environment.

Device Loss and Damage

iPads are the responsibility of the owner. The school accepts no responsibility for the security or safety of the device. Parents/Guardians are advised to review their insurance policies (for home, school and in-transit use).

If damage is caused by deliberate or careless actions of a student (owner or other/s), the costs of repair will be passed onto those involved and behaviour consequences may apply. The decision around responsibility for repair costs is at the discretion of the principal.

Tips to Increase Battery Time

- Reduce the screen brightness to a comfortable level.
- Lock the screen when not in use.
- Close all running apps/programs when not in use.

iPad Ergonomics

To support students when using iPads, they will develop and be encouraged to use healthy practices including reducing screen brightness, stretching, and using correct posture.

Equity and Access

If parents/guardians opt not to provide a personal iPad, students may have access to a **shared school-owned** iPad for use in the classroom. It should be noted that the school cannot guarantee regular access to the device and the student will be required to access the learning with other tools including paper and pencil. These devices are school-owned, and as such, will not be permitted to go home with the student.

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Assistance and Technical Support

- If you have any questions, please contact ict@oxleyss.eq.edu.au
- Alternatively, contact the Apple Helpline on 1300 321 456 for support 24 hours/day
- For support adding required settings to your child's iPad, please refer to the [Settings Booklet](#) on the BYO iPad Program page on Oxley State School's website
- For support enrolling into Intune, please refer to the [Intune User Guide](#) on the BYO iPad Program page on Oxley State School's website
- If further support is required after reading and following the instructions outlined in the iPad Program documentation, technical support sessions will be available in the week prior to the commencement of school in January 2027. Please contact ict@oxleyss.eq.edu.au to book an appointment.