OXLEY STATE SCHOOL BYO IPAD PROGRAM
Parent Handbook

Year 4, 2024

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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

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 families as they bring their devices home each day.

A Balanced Approach

Whilst iPads have the power to transform learning and make what was previously inconceivable, possible, they are just one tool in the teaching toolkit. We acknowledge the importance of balancing the use of iPads with other teaching pedagogies, 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 iPads.

Contact

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

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Preparing for the BYO iPad Program

All devices enrolled in the BYO iPad Program **must** meet the minimum requirements as outlined below. This will ensure students do not experience digital barriers when accessing classroom or home learning.

iPad Requirements

Please note: We recommend purchasing iPad 10th generation. This device will last for the duration of your students' time in the BYO iPad program, and support all software, features, apps and updates.	
Recommended Device Name (Purchasing a new iPad)	**Storage Sizes**
• iPad (10th generation) • iPad Air (5th generation) • iPad Pro (5th generation) (11-inch display)	64 GB+
Other Compatible Device Name* (Using an existing iPad)	**Storage Sizes**
• iPad (7th generation) • iPad (8th generation) • iPad (9th generation) • iPad Pro (2nd generation or better) (11-inch display)	32 GB+ 32 GB+ 64 GB+ 128 GB+

Additional Accessories and Requirements

- 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 upon receiving payment of the Student Resource Scheme).**
- **Please DO NOT bring an Apple Pencil to School.**

Example Kit

BYO iPad Purchasing Options

You may choose to source the above items independently, from the retailer/s of your choice. Alternatively, follow the links below to either of our purchasing portals, where you can purchase all items in one step.

JB HI-FI Education	LWT LEARNING WITH TECHNOLOGIES
Visit the website below and use the code **OXLEYSSBYOD2024** to log in to the portal.	Visit the website below and follow the prompts.
www.jbeducation.com.au/byod	https://oxleystate.orderportal.com.au/

iPad Settings

Please consult the *Settings Booklet* on the BYO iPad Page of Oxley State School's website, for a walk through guide on how to set up your childs iPad, adding measures to assist them to participate safely in the digital environment.

Microsoft Intune

Oxley State School is implementing the mobile device management platform, *Microsoft Intune*, which will make all required learning apps available for families to download onto their child's BYO iPad. Enrolling your child's device into Intune will give them access to the school WiFi network (EQNET/ iDET), school email and required apps. Please consult the *Intune User Guide* on the BYO iPad Page of Oxley State School's website, for steps on how to enrol your child's device and download the required apps.

Note: Paid apps (Popplet, Pic Collage and Staff Wars) are purchased at a discounted lease price and available to your child for the duration of their time in the iPad program. Once your child leaves the school, the paid app licenses are revoked from the iPad and returned to the school.

App Folders

We highly recommend the use of folders to organise school apps neatly on one page on the iPad. This will assist your child to locate apps easily. After installing each of the required apps using the Intune Company Portal app, please refer to the table on the following page to organise the apps in the appropriate folders. The following link highlights the steps to create app folders. https://support.apple.com/en-us/HT200290

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Folder Name: Apple					
Pages		Keynote		Numbers	
iMovie		Clips		Notes	
Voice Memo		Photos		Camera	
Safari		Measure		Playgrounds	
Apple Books		Garage Band			

Folder Name: Microsoft					
Teams		Excel		OneNote	
PowerPoint		Word		Minecraft: Education Edition	
SharePoint		Lens		Whiteboard	
OneDrive					

Folder Name: Maths					
Mathletics Student		Pattern Shapes by MLC		Fractions by MLC	
Number Pieces by MLC		Number Line by MLC		The Calculator	
Geoboard by MLC					

Folder Name: English					
Notability		Dictionary		Sora	

Folder Name: Coding					
POP - Prototyping on Paper		Go for Dash and Dot		Blockly for Dash and Dot	
Sphero Edu		Sphero Play		Lightbot: Hour of Code	
Tynker for Schools					

Folder Name: Creating					
Tayasui Sketches School		Stop Motion Studio		AR Makr	
Popplet ($2.49)		Pic Collage EDU ($1.49)		Staff Wars ($1.99)	

Folder Name: Other					
NAP Locked Down Browser		QLearn Canvas Student		Google Earth	
Nearpod					

Parent Checklist

Prior to Day One	
	Read this BYO iPad Handbook
	Purchase a suitable iPad or check your child's current device continues to meet the minimum specifications identified in this handbook. *If using a second-hand iPad and it becomes unsupported by Apple updates at any time during your child's time in the BYO iPad Program, parents will be requested to update the iPad as soon as possible.*
	Follow the steps in the *iPad Settings Booklet* on the BYO iPad Program page on the Oxley State School website, to set up your child's device
	Register the BYO iPad with the Department of Education's Intune device management platform, using the EQ login details provided at the end of the year. The *Intune User Guide* can be found on the BYO iPad Program page on the Oxley State School website.
	Purchase all additional requirements listed above
	Clearly label the iPad and accessories
	Install ALL required apps *Paid apps will appear after the Student Resource Scheme payment is received*
	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 *Acceptable Use Policy and Student Participation Agreement* document (parent/guardian and child)
Day One at School	
	Hand in The *Acceptable Use Policy and 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, EQNET. *iPads not enrolled into Intune will not be able to be used.*

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Management and Procedures

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 under B Block.
- Students will then return to the quadrangle for supervised play until the 8:45am bell.
- The class teacher will supervise the collection of school bags from under B Block after they collect their class from the quadrangle.
- In the event of wet weather before school, students must keep their bags with them and wait under B Block.
- 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.

- 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.

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
- 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
- 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 2024. Please contact ict@oxleyss.eq.edu.au to book an appointment.

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