



# ***eLe@rn @ Park Ridge SS***

## **BYO Apple iPad Charter**



**LIVING AND LEARNING IN HARMONY TO BE THE BEST THAT WE CAN BE!**



Park Ridge State School is a BYO Apple iPad school. All students from Prep to Year 6 are encouraged to bring an Apple iPad every day. iPad technology will support our students' learning with improved outcomes in learning engagement, learning productivity, home school partnerships, academic results and students' skill set. **The Apple branded iPads have proved to be a very useful tool to support student learning and are the only BYO device allowed at Park Ridge State School.**

The advantages of using the iPad include:

- Access to knowledge and information through the vast range of content and creation apps (many of which are free) to support student learning;
- Access to a wealth of information on the Internet when they need it (using the speak ability via settings to read text for those students in the lower year levels or students with lower literacy levels than their peers) through wireless connectivity;
- Access to rich media including digital stories, image and video;
- Increased productivity through quick loading of apps and quick response of the iPad;
- The iPad operating system is very reliable
- 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 independently and collaboratively.

### Device:

If you are purchasing a new iPad, we recommend the latest model available. The JB HiFi Parent Portal will always be updated with the latest model. We recommend an Apple device with at least **32gb** storage (all storage versions 32gb and above are supported in the **BYO iPad program** at Park Ridge SS). Please ensure that all devices are updated to the latest iOS. Students must provide their own headphones, a suitable case and a screen protector. We do not recommend an iPad mini.

### Purchasing iPads:

School Locker have partnered with our school to provide competitive pricing for BYOD devices. They also have an Apple Authorised Service Provider in-store. Check out their store at [theschoollocker.com.au/schools/park-ridge-state-school](http://theschoollocker.com.au/schools/park-ridge-state-school) Here is a flyer to help create your student account - [school-locker-byod.pdf](#)

### Student Participation Agreement:

All students in iPad classes will be asked to sign a 'Student Participation Agreement'. Please return the signed agreement to your class teacher.

### School Wi-Fi:

Our ICT Teacher Aide will be visiting classes to connect BYO iPads to the school wi-fi. There is a tutorial video available outlining how to use the school wi-fi on the PRSS website.

**Classroom Use:**

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. Students will participate in a balance between iPad tasks and pencil/paper tasks.

**Apps:**

Parents will be asked to download apps to assist learning in the classroom. You will receive a ‘whole school’ list and a ‘year level’ list. The app list is sent home twice a year at the start of Semester 1 and Semester 2. The app list is available from the school website.

**The following apps should come pre-installed on your iPad, but it might be a good idea to double check. These apps are a free download if you don’t already have them.**

Pages	Numbers	Keynote	Garageband	iMovie

**Safety:**

All iPad classes have lockable cupboards. iPads will be stored in these cupboards when not in use. Before school Procedures: The tuckshop area will be supervised from 8.15 each morning. Students with iPads are encouraged to go to this area. Individual class teachers may also set up their own before school procedures.

**eLe@rn Central:**

eLe@rn Central is the PRSS ICT hub where parents will be able to access the school’s wi-fi to download apps, ask for assistance with apps and update their devices iOS. Our year six eLe@rn leaders will be available to assist parents during Monday, Wednesday and Friday mornings before school. Throughout this year, eLe@rn Central will be established and will grow to meet the needs of our eLe@rn community. It is envisioned that eLe@rn Central will be a place parents and students can access app support, tips and tricks to maximise the educational potential of the iPad. eLe@rn Central is in the Resource Centre. Rhiannon Dicken and Sam Donaldson are our eLe@rn Mentors.

Throughout the day, eLe@rn Central is also a place where classes can go to engage in coding, robotics and green screen composition.



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## Our Teaching and Learning Vision

Park Ridge State School is a 'Harmony School' where educators work closely with parents and the community to create a dynamic, caring, inclusive and distinctive school community. We embed the mantra 'Living and Learning in Harmony to be the best that we can be' into all that we do.

At Park Ridge State School, we teach students explicitly across all key learning areas with an emphasis on enabling students to become independent learners who think creatively and solve complex problems. To ensure all students access the Australian Curriculum, individual student needs are catered for in every classroom.

Collaboratively working in professional learning teams, we enact our school motto of 'Strive to Achieve' through our school improvement agenda.

The Park Ridge State School **Apple BYO iPad Program**:

- 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;
- promotes the iPad as a tool for learning;
- strengthens links between home and school, giving parents the opportunity to see, every day, 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.
- enhances implementation of the Australian Curriculum: Technologies learning area.

Park Ridge State School implements the Australian Curriculum. Within the Australian Curriculum, technologies skills are taught through the 'Design and Technologies' and 'Digital Technologies' strands. The Australian Curriculum: Technologies ensures that all students benefit from learning about and working with traditional, contemporary and emerging technologies that shape the world in which we live.

The Australian Curriculum: Technologies aims to develop the knowledge, understanding and skills to ensure that, individually and collaboratively, students:

- investigate, design, plan, manage, create and evaluate solutions
- are creative, innovative and enterprising when using traditional, contemporary and emerging technologies, and understand how technologies have developed over time
- make informed and ethical decisions about the role, impact and use of technologies in the economy, environment and society for a sustainable future
- engage confidently with and responsibly select and manipulate appropriate technologies – materials, data, systems, components, tools and equipment – when designing and creating solutions
- critique, analyse and evaluate problems, needs or opportunities to identify and create solutions.



Park Ridge has attained eSmart status. eSmart schools promote smart, safe and responsible use of technology. As such, everyone at Park Ridge SS is committed to creating a community which reduces cyber bullying and promotes cyber safety. We endeavour to equip students, teachers and the wider school community to embrace all that technology can offer, while being savvy about the pitfalls.



## Values – Our Collective Commitments

At Park Ridge State School, all members of our school community work together to implement our agreed Collective Commitments. We:

- ✓ Create safe, dynamic learning environments
- ✓ Engage students in relevant and connected curriculum learning
- ✓ Focus strongly on Literacy and Numeracy
- ✓ Access, develop and utilise ICT programs and resources (BYO iPad) to enhance and enrich student learning
- ✓ Extend and challenge our students' learning
- ✓ Develop and maintain respectful relationships
- ✓ Learn from each other, collaborating in teams
- ✓ Develop sound social and emotional skills in our students
- ✓ Acknowledge and celebrate success

Every student enrolled at Park Ridge SS is encouraged to bring an Apple iPad to school to support them with their learning. We strive for improved outcomes in learning engagement, learning productivity, home school partnership, academic results and students' skillsets.



## BYO iPad Program FAQs

Q: Are Apple iPads the only iPads allowed? YES!

**A: Yes only Apple iPads are allowed. 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.**

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 device?

**A: The iPads will need to be managed at home, however, we can provide some technical support at school if required. The list of required apps can be found on the eLearn@Park RidgeSS page on our [school website](#). 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 Apple 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: Will my child be disadvantaged in his/her learning if they do not own an iPad?

**A: Your child will not be disadvantaged in the classroom if they do not own an iPad. However, the iPad will be an effective tool to assist your child with a wide scope of learning opportunities. Students without iPads will have access to a school-owned iPad with other peers (one between two students), but it will be beneficial for students to bring their own iPad as it can be tailored to their needs. Borrowed iPads remain at school at all times.**

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 from 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 glass screen from damage.**

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 Park Ridge SS will continue to have access to computers 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. The reason we do not want externally-controlled Internet access (3G and 4G) 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, we do not recommend that students 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 tracks 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.**





## Information for Students and their Parents about Acceptable Usage

### Acceptable device use

Students must follow the school rules when using their iPad:

1. Be Safe
2. Be Respectful
3. Be Responsible
4. Be a Learner

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 Park Ridge State School Responsible Behaviour Plan for Students available on our [school website](#).

Examples of acceptable use include:

- engagement in class work and assignments set by teachers
- developing appropriate 21<sup>st</sup> Century knowledge, skills and behaviours
- authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by school staff
- conducting general research for school activities and projects
- communicating or collaborating with other students, teachers, parents, caregivers or experts as part of assigned school work
- accessing online references such as dictionaries, encyclopaedias, etc.
- researching and learning through the school's eLearning environment
- ensuring the device is fully charged before bringing it to school to enable continuity of learning

Students should be courteous, considerate and respectful of others when using their iPad.

### Unacceptable device use

Examples of unacceptable use includes:

- using the device in an unlawful manner
- downloading (or using unauthorised software for), distributing or publishing offensive messages or pictures
- using obscene, inflammatory, racist, discriminatory or derogatory language
- using language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insulting, harassing or attacking others or using obscene or abusive language
- deliberately wasting printing and Internet resources
- intentionally damaging any devices, accessories, peripherals, printers or network equipment
- committing plagiarism or violate copyright laws
- using unsupervised internet chat
- sending chain letters or spam email (junk mail)
- accessing private 3G/4G networks during the school day
- knowingly downloading viruses or any other programs capable of breaching the department's network security
- using the device's camera anywhere a normal camera would be considered inappropriate, such as in toilets
- invading someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- sharing files with other devices (via Bluetooth, texting, uploading, forwarding, etc.) without the teacher's permission.
- Students should not divulge personal information (e.g. name, parent's name, address), via the Internet or e-mail, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.





### **What is expected of schools when providing students 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 guidelines/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. Students have a responsibility to incorporate these safe practices in their daily behaviour at school.

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. An assessment should be made of the appropriate timeframe for access to the internet for completing the set task or duration a student should have access to the internet (e.g. during schools hours, outside of school hours).

### **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 it is the parent's responsibility to check their student's iPad content (photos, apps, website history, files, etc.) regularly to make sure it is school appropriate;
- Keep up to date with eLe@rn, which will be a section in the fortnightly newsletter that will inform parents of important information regarding the iPad. The school website will continue to be updated;
- Be aware that the internet gives access to information on and from a wide variety of organisations, subjects, people, and places. The school utilises web filtering in an attempt to control information accessed through the internet; however, 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.

### **Internet Use at School**

At school, students must agree to follow the [Acceptable Use of the Department's Information, Communication and Technology \(ICT\) Network and Systems](#) in relation to Internet Use. Internet access is provided by Education Queensland's Managed Internet Service (MIS) and provides students with Content-filtered Internet access and Virus-filtered email.

MIS provides the means to filter students' access to web pages from a global level; controlled by Education Queensland and from a school level when appropriate.

### **Internet Use at Home**

The iPads can be configured to connect to a home wireless or wired network. This configuration can be performed with wireless and 3G iPads.

### **E-Mail Use**

While at Park Ridge SS, 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.



### Digital citizenship

Students should be conscious creators of the content and behaviours they exhibit online and take 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 exhibit 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 advised 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.

### Cyber safety

If a student believes they have received a computer 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 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 or content that is intended to bully or harass 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](#).

### 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, while using ICT facilities and devices, will be required to act in line with the requirements of the [Code of School Behaviour](#) and any specific rules of the school. To help protect students (and staff) from malicious web activity and inappropriate websites, a comprehensive web filtering system is utilised by the school. 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 web pages, spyware and malware, peer-to-peer sessions and scams and identity theft.

This purpose-built web filtering solution takes a precautionary approach to blocking websites, including those that do not disclose information about their purpose and content. The school's filtering approach represents global best-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 have access to home and other out of school internet services and those services may not include any internet filtering. Parents/caregivers are responsible for appropriate internet use by their child outside the school.

Parents, caregivers and students 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.

### **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 student 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.

### **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 works 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 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 is not limited to, the withdrawal of access to school supplied services.



## General Care (Students are responsible for the general care of the 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 (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).

### Potential Hazards

The main feature of mobile devices that causes problems is the minimal amount of ergonomic adjustment – this promotes poor posture.

If the screen is at the optimal height for the operator then the keyboard is too high, and if the keyboard is at the optimal height then the screen is too low. Both scenarios may contribute to muscle discomfort or strain to varying degrees.

Potential injuries that can occur through using iPads include:

- Occupational Overuse syndrome (OOS) [also known as repetitive strain injury (RSI)] as a result of sustained unnatural postures and/or prolonged tension on muscles, tendons, and other soft tissues.
- Eye strain through use in environments where there is poor lighting, glare, or reflection, and as a result of straining to view details on small screens.
- Manual handling strain through carrying the iPad for extended periods and/or lifting them out of awkward spaces. Strain may be the aggravation of an existing injury.
- Tripping hazards can also exist where the mobile device has external cables attached such as mains power cords or external drive connectors.



### Minimising the Risk of Strain or Injury

- Where possible, place the iPad on a desk at a height where the elbows are at 90 degrees and the wrists kept straight.
- Wherever possible sit in a comfortable chair at a desk.
- Take frequent rest breaks at least every 20 minutes but more often if the setup is not optimal to allow eyes and muscles to recuperate.
- Avoid using the iPad for extended periods (maximum of 2 hours in any session).
- Setting the screen at an angle that reduces, as far as possible, the need to bend your neck and minimises reflection.

### Preventing Eye Strain

Eyestrain and headaches can be caused by the constant viewing of small objects on small screens, incorrect monitor position, or glare or reflection from lighting sources. The risk of eyestrain can be reduced by ensuring students:

- Work in environments free from glare or reflection.
- Have adequate lighting.
- Increase font size for comfortable viewing.
- Position the iPad screen for comfortable viewing distance.
- Take frequent rest breaks. (An old but valid idea is the 20/20 rule that states “every 20 minutes look at something about 6 metres for 20 seconds”).
- Regularly blink to lubricate your eyes.
- Adjusting the screen brightness, colours and/or contrasts can also assist in reducing eyestrain.

### References

- Australian Standard AS 3590 (1990) screen-based workstations, workstation furniture and input devices.
- Occupational Overuse syndrome – Keyboard Operators: Reducing the Risk.
- Workplace Health and Safety – <http://www.dir.qld.gov.au/workplace/index.htm>
- Using your device safely, Department of Education, Victoria.

## BYO Apple iPad Program Supported Device Requirements

### Apple iPad supported product



If you are purchasing we recommend the latest model available. The JB Hi Fi Parent Portal will always be updated with the latest model. We recommend an Apple device with at least **32gb** storage (all storage versions 32gb or above are supported in the **BYO iPad program** at Park Ridge SS). Please ensure that all devices are updated to the latest iOS. Students must provide their own headphones, a suitable case and a screen protector. We do not recommend mini's.

Keep in mind that any personal applications and content placed on the device may interfere with the storage requirements for school use and school required apps must take priority.

Apple devices meet the specifications for Education Queensland and will work quickly and easily on our network at school and for you at home (Internet access is via wireless). Network and platform maintenance costs to support the successful operation of the iPad devices at school will be covered by the school however hardware issues are the responsibility of parents. Visit the Apple website at [www.apple.com.au](http://www.apple.com.au) for information about Apple warranty.

### Charging the Device and Battery Maintenance

iPads brought to school will need to be fully charged every day. **The power supply will not be required to be brought to school.** Leaving power supplies at home reduces the weight of the equipment student's transport to and from school and reduces likelihood of damage and/or loss.

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
- Lock the iPad screen when not in use
- Close all running apps 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.

### Other Privately Owned Devices

**Apple iPads** are the only mobile device allowed to be brought to school as part of the **BYO iPad program** at Park Ridge SS. Park Ridge State School will not sanction any other privately owned devices connecting to the school network, other than the devices nominated in the **BYO iPad program** supported devices section. This exclusion includes all other private iPads, and mobile broadband devices. The policy has been enacted to prevent exposure of the school network to security risks.

### Mobile Network (3G & 4G) Connectivity

Due to school-based policy, 3G and 4G compatible devices are not allowed into school. This includes mobile phones, mobile broadband devices and any other device with the capability of connecting to an external cellular network. 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. iPads with cellular capability must have the SIM card removed before coming to school.

### Security, Insurance and Finance

While the BYO iPads will be securely stored during break times, parents are encouraged to seek personal insurance (or Apple Care via Apple). Check with your preferred insurance company (or even the iPad reseller) about your personal insurance at home and, to and from school, for your iPad.

The school cannot enter into any finance arrangements with families for the iPads.





### **Damage in transit**

All iPads will require a protective case when being transported. This will be an additional cost but is well worth the outlay as it is the best form of insurance for iPads and will often protect the device from impacts and accidents. An additional sleeve to place the iPad in cover in is also recommended.

### **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 any damage to a device is through negligence of the school, 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. The decision around the responsibility for repair costs is at the discretion of the Principal.

### **Required apps**

Each privately owned iPad in the BYO program will require necessary apps to be installed at the cost of the parent (most are FREE). The list of required apps can be found on the eLe@rn@Park Ridge SS page on our school website.

At Park Ridge State School, criteria is used to select required apps for the eLe@rn@Park Ridge SS BYO iPad Program (final approval for app selection is by the Principal or delegate). The 4 levels of required apps at Park Ridge SS are:

- Whole School (all classes at Park Ridge SS use these apps)
- Year Level (all classes in a year level use these apps)
- Class specific (all students in a class use these apps)
- Individual student specific (based on the needs of individual students. These will be negotiated between the teacher and parent)

An apps audit will occur at the end of each year to finalise required apps for the following year. Park Ridge SS will endeavour to monitor apps for changes to ensure they continue to comply with our apps selection process.

Apps may be requested by the individual classroom teacher to support class learning or recommended to individual students to support individual students' specific learning needs.





## Park Ridge State School Student Participation Agreement (2019)

This agreement relates to BYO iPads and the school shared iPads.

This agreement should be read in conjunction with the Park Ridge State School Charter.

### General Use

1. I understand it is recommended that I **bring my personal Apple iPad to school each day** inside its case/cover.
2. I will ensure the **iPad is charged** and ready to use at the beginning of each schoolday.
3. I will hold the **iPad with two hands** when carrying it and **will walk** with it at all times.
4. I will **ensure my iPad is kept in my school bag on my trip to and from school (including on campus before/after school)**.
5. I will **keep food and drinks away** from my / the school's iPad at school.
6. I will **immediately report any accidents or breakages** to my parents and teachers.
7. I will **only take photos and record sound and video** when granted permission by my teacher.
8. I will **leave other students iPads alone**.
9. I will **follow all staff directions** in relation to the use of my / the school's iPad.
10. In the event that my / the school's **iPad is damaged at school**, I understand that the school will investigate to determine the cause of the damage. Consequences and/or repair costs will be determined by the Principal in accordance with the Park Ridge School Charter and the Responsible Behaviour Plan for Students on a case by case basis.

### Content

1. I will use the iPad only to **support my school learning program** whilst at Park Ridge State School.
2. I understand that there will be **consequences** for installing illegal/unsuitable software / Apps, and/or accessing illegal/unsuitable software and content at school. Consequences include, but are not limited to, loss of privilege of using the iPad for a period of time.
3. I will ensure there is **adequate free storage** available on my device for classroom use.
4. **Social networking apps** are not recommended for iPads intended for school use. Students are not permitted to access Social Networking apps at school, or on the way to and from school.
5. **Only appropriate pictures and videos** are to be stored on the device.
6. I am responsible to ensure my iPad is **backed up** regularly.

### Safety and Security

1. Whilst at school, I will only connect my / the school's iPad to DET's filtered Internet service, Education Queensland's Managed Internet Service only. When devices are used at home, parents are advised to monitor student online activity.
2. Whilst at school, I will **only go to websites** that support my learning activities.
3. I will only use my **school email account** for mail related to my learning.
4. Electronic messaging, communications and file transfer may be used for **educational purposes only**, under the direction of your teacher.
5. I will not reveal names, personal details or images of myself or others, online or in electronic communication unless it is safe and I am authorised to do so. Parents and students are encouraged to visit the government eSafety site at <https://www.esafety.gov.au/> and discuss online safety and privacy.
6. I will **only take photos and record sound and video** when granted permission by my teacher.
7. The **school name, crest or uniform** must not be used in any way which would result in a negative impact for the school and its community. I will not post photos, audio or video of such.
8. I will **use my / the school's iPad lawfully** and in accordance with the *Park Ridge Charter* guidelines regarding **ethical use** of equipment, technology, use of legal software, cyber safety, use of the Internet and the protection of personal data.
9. For security reasons, I am **not to share account names and passwords** with other students.
10. I am **responsible for the security and use of my iPad while at Park Ridge State School**. Lockable storage will be provided for students to place their equipment during lunch and playbreaks. Before school, students with iPads are encouraged to wait in the allocated undercover area (this is supervised from 8.15 each morning).

I have read and understand the Park Ridge SS BYO Apple iPad Program Charter and the Park Ridge SS Responsible Behaviour Plan for Students. I agree to abide by the guidelines outlined by both documents. I also commit to being eSmart and practise Smart, Safe and Responsible use of technology.

I am aware that non-compliance or irresponsible behaviour, as per the intent of the Charter and the Responsible Behaviour Plan, will result in consequences relative to the behaviour, to be determined by the school.

I understand that these expectations also apply when using other school technology equipment.

Name of Student: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Class: \_\_\_\_\_