



GILSTON STATE SCHOOL

2022

iPad Charter

Year 1 - Year 6

Gilston State School is committed to the use of technology to support learning across curriculum areas. We aim to engage and empower our learners and to develop their skills to contribute confidently, effectively and innovatively within the global community.





OUR TEACHING AND LEARNING VISION

VISION STATEMENT: We create a flexible and innovative learning environment that promotes critical and creative thinking and success for all learners.

Gilston State School strives to ensure all students are provided with the opportunity to learn, succeed, achieve and improve. Coupled with academic success and achievement, students have the opportunity to participate in a range of opportunities including sporting, STEM, Cultural and The Arts. Enthusiastic students, a professional staff and school community supportive of student success embrace the opportunities provided at Gilston State School.

With high expectations, our aim at Gilston State School is to work collaboratively with families to provide students with quality education, ensuring every student is given the opportunity to be successful. As a learning community we will continue to ensure students develop **'Achievement through Understanding.'**

Our teaching and learning vision:

- Pedagogy that embeds high yield strategies and promotes critical and creative thinking
- Personalised learning goals for all students that ensure success for all learners
- Innovative learning environments across a range of settings
- Use of technologies embedded within the curriculum to develop 21st Century learners
- Inspiring and supporting students to be lifelong learners who ask questions, seek answers, solve problems and apply skills and knowledge in a diverse range of situations and environments



eVISION STATEMENT: *Gilston State School is committed to the use of technology to support learning across curriculum areas. We aim to engage and empower our learners and to develop their skills to contribute confidently, effectively and innovatively within the global community.*

At Gilston State School, the use of ICTs as a learning tool will:

- Facilitate the development of knowledge and skills necessary for the 21st century workforce, including digital-age literacy, innovative and creative thinking, collaboration, effective communication and high productivity
- Allow continuous access to educational materials, learning and re-learning
- Provide an engaging, interactive environment for learning
- Strengthen links between home and school, giving parents the opportunity to see what their child is learning at school and have relevant, timely, accurate and quality conversations around student learning and progress
- Allow students the opportunity to produce new knowledge, practice and deepen their understanding thus taking control of their own learning journey.

At Gilston State School, classrooms will be set-up to support 21 Century learning. Each classroom will:






- Invite students to bring their own iPad to support their learning.
- Have access to a bank of iPads to cater for students who do not have their own iPad.
- Have access to two computer laboratories.
- Have a state-of-the art, interactive TV in all classrooms.
- Have an Apple TV.
- Allow for flexible learning.

The [BYOD iPad information session](#) is available to view by clicking the link.





DEVICE REQUIREMENTS AND ACCESSORIES REQUIRED

<p>iPad</p> <p>Minimum technical requirements:</p> <ul style="list-style-type: none"> • iPad 5th generation or newer (new iPads are 9th generation) • Wifi preferred. If Cellular iPad, SIM card must be removed for school. • Storage: minimum 32GB • Full-size iPad (not mini) <p>*if purchasing a new iPad, be sure to ask for the Educational discount.</p>	
<p>Heavy duty protective iPad case. Please check that the case does not block the headphone port, volume buttons or camera.</p> <p>The following brands are known not to obstruct the headphone jack, volume control and camera: Griffin survivor, OtterBox, Gumdrops, NVS Tabula Folio Shockproof Case</p>	
<p>Water resistant neoprene zip sleeve for transportation and protection.</p>	
<p>Screen protector</p>	
<p>Headphones</p> <p>General headphones will be provided by the school in the book pack, however, families may choose to supply their own.</p>	





IPAD SET-UP CHECKLIST

Our iPad set-up information is available within this document and also on our website. With each

With each new iPad OS update, comes many changes. Please go through the checklist below to ensure your child's iPad is set up ready for 2022.

1.	Check your child's iPad is capable of running iPad OS 14	<input type="checkbox"/>
2.	Rename your child's iPad with their 2022 class EG. John C Year 4A	<input type="checkbox"/>
3.	Add a Lock Screen passcode	<input type="checkbox"/>
4.	Add a Lock Screen photo of your child's face	<input type="checkbox"/>
5.	Enable – AirDrop	<input type="checkbox"/>
6.	Disable Offload Unused Apps	<input type="checkbox"/>
7.	Disable- iCloud Photos	<input type="checkbox"/>
8.	Enable- <i>Multitasking Gestures</i>	<input type="checkbox"/>
9.	Enable- <i>Speak Selection</i>	<input type="checkbox"/>
10.	Turn off – <i>Background refresh</i>	<input type="checkbox"/>
11.	Enable – <i>Dictation</i>	<input type="checkbox"/>
12.	Enable - <i>Predictive Text</i>	<input type="checkbox"/>
13.	Set your iPad language to English	<input type="checkbox"/>
14.	Enable - <i>Dictionary</i>	<input type="checkbox"/>
15.	Set up Family Sharing if you haven't done so already	<input type="checkbox"/>
16.	Download – 2022 Core Apps	<input type="checkbox"/>
17.	Ensure your child's iPad has the pre-installed Apps	<input type="checkbox"/>
18.	Repair any damages prior to 2022 school year	<input type="checkbox"/>

Our IT Technician will spend time in all classes at the beginning of 2022 to assist students to connect to school Wifi network





SETTING UP FAMILY SHARING

Family Sharing is the only way you can set up your child's iPad for students under the age of 13 years.

Family Sharing allows you to only pay for Apps purchased once and share them among other family members.

Apple (133 622) can assist you over the phone or you can arrange a time to go into your closest Apple store if you have any difficulties setting up Family Sharing.



Family Sharing. Share your favorite things with your favorite people.

Family Sharing lets you and up to five other family members share access to amazing Apple services like Apple Music, Apple TV+, Apple News+, Apple Arcade, and Apple Card.¹ Your group can also share iTunes, Apple Books, and App Store purchases, an iCloud storage plan, and a family photo album. You can even help locate each other's missing devices.

Information: <https://www.apple.com/family-sharing/>

Setup instructions: <https://support.apple.com/en-au/HT201084>



QUICK START: SETTING UP THE IPAD

Renaming the Device

Name your child's iPad with their name and class e.g. John C Year 4A

Settings > General > About > Name

Also, ensure your child's name is on the outside of the case.

Turn off – Background App Refresh

This feature allows the iPad to continue working on Apps in the background but this slows down the device. We find it best to turn off the feature for the best efficiency.

Settings > General > Background App Refresh (Slide to grey = off)

Enable AirDrop

Students will use AirDrop in class to send and receive work.

Settings > General > AirDrop > Everyone

Add a lock screen passcode

All BYOD iPads must have a lock screen passcode. It is advisable that parents know the passcode in the event that students forget it. The lock code should not be shared with other students or any school staff.

Settings > Touch ID & Passcode

Add a lock screen photo

Please add a photo of your child to the "lock screen" of your child's iPad so it is easily identified if left unattended. Please note that some teachers may choose to alter the Lock Screen photo at a later date.

Adding a photo to the Lock Screen:

1. **Take a photo of your child using the Camera App**
 2. **Tap the "Settings" icon on your iPad's Home screen to launch the Settings App**
 3. **Tap "Wallpaper" and then tap "Choose a new wallpaper"**
 4. **Browse and select the photo of your child**
 5. **Select "Select Set Lock Screen"**
 6. **Close the Settings App.**
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Disable iCloud photo

iCloud cannot be used in Education Queensland schools.

Settings > Photos > iCloud Photos (slide to grey = off)





Enable – predictive text

This feature allows the iPad to generate text predictions based on the words around the text. It is a great way to support spelling because students see correctly spelt words rather than incorrect ones and also saves a lot of time.

Settings > General > Keyboards > Predictive

Set your iPad language to English

Settings > General > Language & Region > iPad Language – English

Enable – Speak Selection

This supports students by allowing the device to read words aloud that they may not know.

Settings > Accessibility > Spoken Content > Speak Selection (slide to green = on)

Apple ID

This is mandatory that the iPad is set up using your child's own Apple ID. This is established through the **Family Sharing** set-up. Please do not use a parent Apple ID if the device is shared.

Enable Multi-tasking Gestures

This allows for various gestures and extra functionality of the iPad.

Settings > Home Screen & Dock > Multitasking > Allow Multiple Apps and Gestures (set each function to green)

Enable - Dictation

This feature allows spoken words to be converted to written text.

Settings > General > Keyboards > Enable Dictation

Enable – Dictionary

This allows the built-in dictionary to give definitions of words.

Settings >





2022 iPad Apps

The following Apps will need to be downloaded onto student's iPads prior to bringing their iPad to school. Throughout the year, you may be asked by the classroom teacher to install additional Apps on your student's iPad to complement teaching and learning.

App		Cost	App		Cost
	iBooks	Free		Popplet Lite	Free
	Clips	Free		Showbie	Free
	iMovie	Free		Google Earth	Free
	Pages	Free		Mathletics Student 3P Learning	School subscription
	Keynote	Free		Socrative student	Free
	Numbers	Free		Qrafter – QR Code Reader	Free
	Pic Collage	Free		Kahoot	Free
	Seesaw Class	Free		Padlet	Free
	Classroom Pencil Box	Free		Sunshine Online	Free
	Teaching Number Lines	Free		Quizlet	Free



	Geoboard	Free		Class Dojo	Free
	Doodle Buddy Paint Draw	Free		Edblocks	Free
	Literacy Planet	School subscription		Math Clock by MLC	Free
	Pattern Shapes by MLC	Free		Fractions by MLC	Free
	Number Rack by MLC	Free		Number Frames by MLC	Free
	Explain Everything	Free		Number Line by MLC	Free
	Number Pieces by MLC	Free			
	Microsoft Word	Free to download. All EQ students can access Microsoft Office using their EQ ID		Microsoft Excel	Free to download. All EQ students can access Microsoft Office using their EQ ID
	Microsoft PowerPoint	Students will need to use their school email address to sign in. https://learningplace.education.qld.gov.au/microsoft-office-software			

The Microsoft Office apps are free to download but must be activated – use your student's school e-mail address (eg: jsmit1@eq.edu.au) when prompted after starting the app, followed by your student's MIS username and password.

We strongly recommend that the notifications for software updates are enabled applied when they become available.



CYBER SAFETY

We recommend the following links for parents to learn more about how to keep your child/ren safe when they are online:

[Australian Government eSafety Site](#)

[Life Education Site](#)

[Australian Raising Children Network](#)

[Bullying No Way Site](#)

[Bravehearts Site](#)

Important information for parents/caregivers:

[DET Cyberbullying & Cybersafety
information for Parents](#)



BYO iPad FAQs

Q. Why is Gilston State School implementing **Voluntary BYO iPad for 2022?**

A: To facilitate development of knowledge and skills necessary for the 21st Century workforce. To meet the demands of the Australian Curriculum; ICT General Capabilities and Technology Key Learning Area, allowing our students further access to technology to support their learning.

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

A: We believe in a consistent approach to ensure best productivity to maximise student learning outcomes and to provide adequate technical support to students, parents and teachers.

Q: In 2022, will there be iPad and non-iPad classes?

A: No. Gilston State School has removed iPad classes and devices will not influence class structures. Gilston is inclusive and students without a device will use school-based devices as a learning tool when the teacher deems this appropriate. These devices may not be available on a one-to-one ratio and cannot be taken home.

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: The amount of time that students will spend on their iPad will vary depending on learning needs and task requirements. Teachers will always choose the best tool for the task and ensure that devices are used for educational purposes. Yes, students will continue to use pencil and paper to develop their fine motor skills.

Q: How will teachers monitor what my child is accessing on their iPad?

A: 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. 'Students also agree to follow Student Owned Device User Agreement.'

'Apple Classroom' monitoring app will be installed on all teacher iPads. Teachers create a 'classroom' on their iPad and enrol all student devices. This gives teachers control of every iPad- they can view and lock screens; mute devices; share documents; launch websites. This monitoring system disables when students are out of range and teachers cannot monitor iPads when students are at home.



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

A: Student iPads will need to be managed at home. A list of required apps will be provided and with the support of our Computer Technician, iPads will be set-up in the classroom. Students will be responsible for charging their iPads at home prior to bringing them to school each day.

Q: What IT support will there be?

A: Class teachers will assist where they can and where time allows more expert assistance will be available through the technical support team where they will GUIDE students through technical problems. The technical support team will not handle iPads but guide students through troubleshooting. If the problem is unable to be rectified at school, students will receive communication via the Team, recommending steps/actions to take.

Q: Are the iPads locked up at school?

A: iPads will be stored in classrooms during class time and at break times. iPads must remain in school bags and not be used by students in the playground, before school or after school.

While BYO iPads will be stored securely during class and break times, parents are encouraged to seek personal insurance or Accidental Damage Protection. Options can be explored through Apple Care, preferred insurance companies and iPad retailers.

Q: Are the iPads insured by the school?

A: No. Parents are encouraged to seek personal insurance (or Apple Care via Apple). Check with your preferred insurance company about your personal insurance at home and, to and from school.

Q: What happens if my child's iPad is damaged at school?

A: 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.



Q: What type of headphones can children use?

A: Book packs come with overhead headphones that can be used with the iPad and on school computers. It is at the discretion of parents if alternative overhead headphones are to be used.

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

A: Yes. All students at Gilston SS will continue to have access to computers, Technology lessons and teachers will have the option to book the whole-class computer labs.

Q: Does my child need a 3G, 4G or 5G enabled iPad for school?

A: No. Student devices must only access the internet through our secure, wireless network to ensure they are working through Education Queensland Internet filters. If students own cellular iPads, we request that SIM cards are removed when the iPads are at school.

Q: Is my child required to know our Apple ID and password?

A: No. Students should use their own Apple ID as set up through Family Sharing. The parent account should not be used on a BYO iPad

Help and Support

If you have any further technical questions, you can email office@gilstonss.eq.edu.au 'Attention Tim Avern' or schedule a time to see him. His office is located in the Administration building.



Student Owned Device User Agreement

General Use

1. I understand that I can bring my personal iPad to school each day.
2. I will ensure the device is charged and ready to use at the beginning of each school day.
3. I will ensure that my iPad is in good repair. Any damages will be reported to my teacher and my parents and I will refrain from using it until it is repaired by an external agency.
4. I will hold the device with two hands when carrying it and will walk with it at all times.
5. I will not allow any other student to handle my iPad at any time.
6. I will ensure my device is kept in my school bag on my trip to and from school.
7. I will keep food and drinks away from my device at school.
8. I will immediately report any accidents or breakages to my parents and teachers.
9. I will seek permission from individuals prior to taking photos and recording sound or video.
10. I will follow all staff directions in relation to the use of my device.
11. I understand that I have been asked to take out personal insurance on my device to cover the cost of damage or repair.

Content

1. I will use the device only to support my school learning program whilst at Gilston SS.
2. I permit my teachers and parents to perform checks to monitor that I have not installed illegal / unsuitable software applications and content and to check the websites which I visit. I understand there will be consequences for inappropriate use including, but not limited to, loss of privilege of using the device for a period of time.
3. I am responsible to ensure my device is backed up
4. Where iPad storage is low, I will prioritise school-based Apps over personal Apps

Safety and Security

1. Whilst at school, I will only connect my device to Education Queensland's Managed Internet Service. I am not permitted to access 3G Internet at school.
2. Whilst at school, I will only go to websites at school that support my learning activities.
3. I will only use my school email account for mail related to my learning.
4. I will be cyber safe and cyber smart when using the internet.
5. I will demonstrate etiquette when using my device / other equipment with regard to other people.
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 device lawfully and in accordance with the Appropriate Use/Behaviour of School Network guidelines regarding ethical use of equipment, technology, use of legal software, use of the Internet and the protection of personal data.
9. For security reasons, I am not to share account names and passwords with anyone.
10. I am responsible for the security and use of my device while at Gilston SS. Classrooms will be locked during lunch and play breaks.
11. I am aware that personal information (my email address) and work samples will be stored on my iPad. I will be vigilant when lending my iPad to family members



Student Owned Device User Agreement

Name: _____ **Class:** _____

- I have read and understand the 2022 Gilston SS BYO iPad Charter and the Gilston SS Student Code of Conduct. I agree to abide by the guidelines outlined by both documents.
- I am aware that non-compliance or irresponsible behaviour, as per the intent of the Charter and the Student Code of Conduct, will result in consequences relative to the behaviour, to be determined by the school. Consequences may include losing the privilege to use my iPad at Gilston SS for such time determined by the school.
- I understand that these expectations also apply when using school ICT equipment
- I understand that by BYO iPad as a learning tool requires the purchase and loading of teacher selected apps, distributed by the classroom teacher
- I understand that the school recommends the purchase of a suitable cover, protective screen and insurance for personal iPads.

STUDENT NAME			
STUDENT SIGNATURE		DATE	
PARENT SIGNATURE		DATE	
YEAR LEVEL		CLASS	

**Please complete and return this page to the Classroom Teacher*

