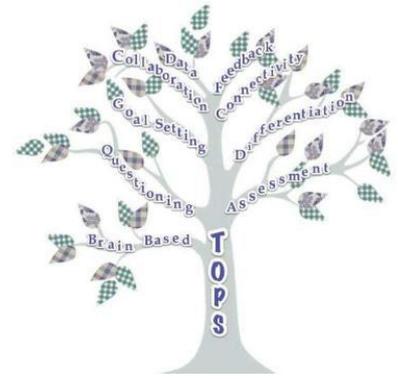# Gilston State School

2017 Program: BYO iPad Policy

The Gilston Pedagogical Standard

It was mandated that in 2013, every school in Education Queensland would be involved in the development of a Pedagogical Framework. Gilston State School chose to create their own over this time, rather than adopting a model, as many others have done. This model is an aspirational project that sets out to demonstrate the elements that contribute to outstanding teaching and learning, as found by the research.

Our school learning & teaching vision includes:
- A **teaching pedagogy** based on **differentiated pathways** where teachers guide, support and facilitate students in their learning.
- Integration **Technology** (ICT) to enhance and enable the learning process where it is most appropriate;
- **Rigorous, on-going student assessment** based on demonstrated **consistent learning achievements** in a variety of settings and over time;
- **High standards** in **literacy and numeracy** across all eight key learning areas;
- Students who **value lifelong learning** and are **engaged in a global community**;
- Strong links between home, school and the wider community.

ICT Vision: Gilston State School is committed to the use of technology to support learning across curriculum areas. We aim to engage and empower our learners, skilling them to contribute confidently, effectively and innovatively within a global community.

Rationale

- Facilitate the development of **knowledge and skills** necessary for the **21st Century** workforce, including digital age literacy, **innovative** and **critical thinking**, **effective communication** and **high productivity**;
- Enable **personalisation of student learning** through access to rich learning resources;
- Provide continuous access to educational materials allowing **learning efficiency to happen anywhere, anytime**;
- Provide an **engaging**, **interactive** environment for learning; and,
- Strengthen **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**;
- Allow students the opportunity to **display prior knowledge of topics** and thus be co-constructive in their **own learning journey**.

The advantages of the iPad include:

- Access knowledge and information through the selected content and creation apps to support student learning;
- Access to rich media including digital stories, images and video;
- Increased productivity through quick loading of apps and quick response of the iPad;
- The operating system of the iPad is very reliable, ensuring maximum up-time;
- 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.

BYO iPad Program FAQs

Q: Why we only allow iPads and no other mobile devices or laptops?
A: At this stage in our learning journey, we believe in a consistent approach to ensure best productivity with regard to maximising student outcomes.

Q: What will happen if there are more students who express an interest in bringing their own iPad than are needed to make up the required classes?
A: There has been careful consideration of class composition, so it may be the case that some students are not able to be included in BYO iPad classes.

Q: How much of the day will the iPads be used?
A: iPads will be used in a range of subjects. The extent of their use will vary depending on learning needs.

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. Requirements will be communicated by the teacher.

Q: Will I be expected to purchase a brand new iPad and do I have to purchase from a particular store?
A: No, you can choose to use an iPad that you already own as long as it meets minimum standard.
No, we will not recommend a store where you can purchase an iPad. We do not endorse any one store.

Q: Should we purchase a case and a cover for the iPad and if so, which one should we buy?
A: Yes, you should purchase a case and a waterproof cover e.g. wetsuit material, in case of spillage in your child's bag. There are many competitively priced cases and covers on eBay or you can choose to purchase from a local store. We recommend that the case should protect both the front and the back of the iPad and that a keyboard is not attached (this is not a necessary addition).

Q: What type of headphones can children use?
A: Overhead/Over-ear headphones

Q: Will students in iPad classes continue to have access to computers and other technologies?
A: Yes. The iPad class will have access to the same ICT available to all classes at the same ratio as the other classes.

Q: What is the policy of charging personally owned devices while at school?
A: It is expected that personally owned devices are brought into school with a full charge. Students will be made aware that the school is not responsible to provide an opportunity or the necessary power to charge their device during the school day.

Q: What about security, theft and damage to the physical device?
A: Devices will be the responsibility of the student. Devices will be stored in classrooms during class time and at break time. Students will be educated in the proper care and appropriate use of their device. Parents will be advised to review their insurance policies to ensure that BYOD devices are covered outside the home, and to provide a suitable protective bag for the device. The school will accept no responsibility for the security or safety of the device.
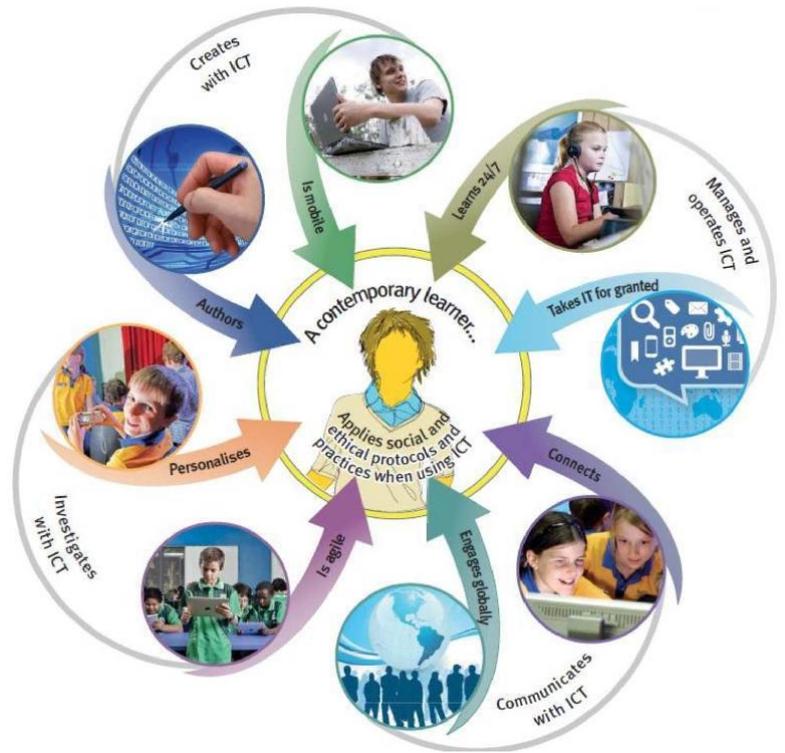
Q: What happens if a student uses a device inappropriately?
A: The Acceptable Use Policy and Behaviour Policy will outline the sanctions for inappropriate use of devices and network. Students and their parents will be required to sign agreements that these policies will be adhered to and that consequences of policy breaches are understood.

Information for Students and their Parents on School Network Usage

Why are schools providing students access to ICT facilities?

To ensure young Queenslanders are well equipped to contribute fully to the information economy, the education sector is responding to the innovation directions of Education Queensland. To support the directive for every school in Queensland to develop a Pedagogical Framework, the 'Contemporary Learner Resource' was created for state schools. This is a key element of the Gilston State School's Pedagogical Framework as it clearly demonstrates the need for a focus on the use of ICT in today's contemporary learning environments. An essential tool for schools in the provision of innovative educational programs is the utilisation of intranet, internet and network services. Therefore, access to these technologies is an increasingly essential part of the modern educational programs provided in schools.

What is acceptable/appropriate use/behaviour by a student?

It is acceptable for students to use school computers and network infrastructure for: assigned class work and assignments set by teachers; developing literacy, communication and information skills; authoring text, artwork, audio and visual material for publication on the intranet or internet, solely for educational purposes as supervised and approved by the school; conducting research for school activities and projects; communicating with other students, teachers, parents or experts in relation to school work; and access to online references such as dictionaries, encyclopaedias, etc. Students can also collaborate, research and learn through Education Queensland's eLearning environment.

What is unacceptable/inappropriate use/behaviour by a student?

It is unacceptable for students to: download, distribute or publish offensive messages or pictures; use obscene or abusive language to harass, insult or attack others; deliberatively waste printing and Internet resources; damage computers, printers or the network equipment; violate copyright laws which includes plagiarism; use unsupervised internet chat; and use online email services (e.g. Hotmail), send chain letters or Spam email (junk email).

Usernames and passwords are to be kept by the student and not divulged to any other individual (e.g., a student should not provide their fellow students their username and password). Students cannot use another student or staff members' username or password to access the school's network, including not trespassing in another person's files, home drive or email. Additionally, students should not divulge personal information (e.g. name, parent's name, address), via the Internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.

What is expected of schools when providing student's 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, internet or network facilities if parents or students do not adhere to the school's network usage and access guideline/statement.

Schools will prepare students for the possibility of unanticipated access to harmful information, materials or approaches from unknown persons via the internet (e.g. run through processes for disregarding or ceasing access) to information, the process for reporting accidental access to harmful information and reporting approaches from unknown persons via the internet to the supervising teacher or school staff member.

Where possible, classes involved in internet usage by students will be 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 school 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 email;

- 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 for a period as deemed appropriate by the school. Consult with the Gilston State School Responsible Behaviour Plan.

- Be aware that the Internet gives access to information on and from a wide variety of organisations, subjects, people, places with origins from around the world; the school cannot control information accessed through the internet; and 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.

- Third party website consent may be sought from time to time.

Conditions and Specifics of Mobile Learning Devices

Charging Batteries

iPads brought to school will need to be fully charged. The power supply will be not 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. Testing has been conducted and normal class use of these Retina models will see the battery lasting all day if charged before school.

Other Privately Owned Devices

In 2016, only Apple iPads will be able to be used in the BYO iPad Program. Gilston 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.

Internet Use at School

At school, students must agree to follow the Appropriate Use/Behaviour of School Network guidelines in relation to Internet Use. Internet access is provided by Education Queensland's Managed Service (MIS) and provides students with:
- Content-filtered internet access
- Virus-filtered email
- School website hosting

MIS provides the mean to filter students' access to web pages from a global level; controlled by Education QLD 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 as with a normal iPad.

Operating System

Most new Apple iPad's will be pre-installed with the latest iOS operating system (iPads can be updated at home through iTunes).

Necessary 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 cost of paid apps will be kept to a minimum amount.

Email Use

While at Gilston State School, students have access to a Department of Education 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.

General Care

Students are responsible for the general care of the iPad;
General Precautions
- It is recommended that food or drink should not be near your iPad;
- Cords, cables and removable storage must be inserted into, and removed from the iPad carefully;
- 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 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.
- Some carrying cases can hold other objects, such as clipboard and exercise books but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.
- It is recommended that students do not carry drink bottles of any kind in their backpack. .

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 no place anything in the carry case that will press against the cover;
- Do not forcefully poke the screen;
- Clean the screen with a soft, dry or anti-static cloth. .

Battery Maintenance

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;
- Disable connectivity such as Wi-Fi and Bluetooth when not in use;
- Disable background app refresh;
- Lock the iPad screen when not in use;
- Close all running apps when not in use;

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 features of mobile devices that cause problems are the minimal amount of ergonomic adjustment – this promotes poor posture.

Potential injuries that can occur through the use of 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

- Whenever possible, place the iPad on a desk at a height where the elbows are at 90 degrees and the wrists are 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 rules that states "every 20 minutes look at something about 6 metres away for 20 seconds").
- Regularly blink to lubricate your eyes.
- Adjusting the screen brightness, colours and/or contrasts can also assist in reducing eyestrain.

BYO iPad Program Supported Devices 2017

Apple iPad Products

	Device name	WiFi model	Cellular 3G model
	iPad 1st generation	No	No
	iPad 2nd generation	No	No
	iPad 3rd generation	Yes	No
	iPad 4th generation	Yes	No
	iPad 5th generation	Yes	No
	iPad mini	Yes*	No

Apple devices meet the specifications for Education Queensland and will work quickly and easily on our network at school and for you at home.

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 network 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. Unfortunately, there is no way to block a cellular connection from iPads with this capability; therefore Wi-Fi only models of the iPad are the only supported devices for the BYO iPad Program.

Finance

The School cannot enter into any finance agreements with families for the iPads.

Security and Insurance

While the BYO iPads will be securely stored during break times, parents are encouraged to seek personal insurance. 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.

Damages in Transit

All iPads will require a protective case or sleeve 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, especially when these sleeve type cases are inside a school bag.

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 the 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 decisions around the responsibility for repair costs are at the discretion of the Principal.

Gilston State School

BYO iPad Program 2017 Student Participation Agreement

General Use
1. I understand that I bring my personal iPad to school each day.

2. I will ensure the iPad is charged at the beginning of each school day.

3. I will leave the iPad charger at home unless directed to bring it to school under special circumstances.

4. I will hold the iPad with two hands when carrying it.

5. I will ensure my iPad is kept in my school bag on my trip to/from school, taking it out only to deliver it to the classroom.

6. I will immediately report any accidents or breakages to my parents and teachers.

Content
1. I will use the iPad only to support my school learning program whilst at Gilston State School.

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 iPad for a period of time.

3. I am responsible to ensure all work on my iPad is backed up.

Safety and Security
1. Whilst at school, I will only connect my iPad to Education Queensland's Managed Internet Service. I am not permitted to access 3G Internet at school.

2. I will only use my school email account for mail related to my learning.

3. I will demonstrate etiquette when using my iPad when working with and respect of other people.

4. I will only take photos on my iPad when instructed by my teacher.

5. I will use my iPad 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.

6. For security reasons, I am not to share account names and passwords with anyone unless requested by Gilston State School when servicing my iPad.

7. I am responsible for the security and use of my iPad whilst at Gilston State School. Rooms will be locked during break times.

Gilston State School

BYO iPad Program 2017 Student Participation Agreement

☐ I understand if the above conditions are not followed, I may lose my privilege to use my iPad at Gilston State School for such time determined by the school.

☐ I understand that upon selection for an iPad BYOD class for 2017 I will be required to provide an iPad meeting the requirements outline in the Apple iPad Products Table on page 9 of the 2017 Program BYOD iPad Policy.

☐ I understand that I must provide the above state iPad by Week 3 of Term 1, 2017.

☐ I understand that participation in the 2017 BYOD Program requires the purchase and loading of teacher selected apps up to a cost of $35 for 2017.

☐ I understand that the school recommends I purchase a suitable protective cover and portable insurance cover the the iPad.

Name of student: _____Student Signature: _____

Name of parent: _____Parent Signature: _____

Date: _____

Authorised at Gilston State School by:

Principal Name: _____Principal Signature_____

Date: _____