

1 to 1 'Bring Your Own Device' iPad Program Handbook Grade 5&6 - 2021

Principal: Mrs Leanne Tingwell
Assistant Principal: Mrs Shannon Whelan
School Council President: Charles Charalambous
ICT Coordinator- Brayden Van Der Pol







Glen Katherine Primary School

School Vision

The staff and school community at Glen Katherine Primary School are committed to providing a learning environment which encourages lifelong learning for all. The term 'curriculum' includes not only the content of courses based on the Victorian Curriculum, but also includes many varieties of activities and teaching approaches. The curriculum provided at G.K. recognises that students have different ways of learning, develop at different rates and come from a variety of backgrounds.

As an important part of this philosophy, our 1 to 1 program will provide every student at our school with equal opportunities to develop and demonstrate the knowledge, skills, practices and attitudes needed to be an enthusiastic, dynamic member of the 21st century community. The intent of the program will be to provide our students with inclusive access to technology as they pursue learning across all curriculum areas.

RATIONALE

Australian schools do more than just educate students. They prepare them for life – developing communication skills, self-discipline and respect for themselves, their peers and their world. Schools offer a broad curriculum in key learning areas. They also believe strongly in the benefits of a rounded education – including the teamwork, self-expression and personal development that happen both inside and outside the classroom.

The Victorian Curriculum has two areas focused on technology. These have been created in response to the understanding that, "Today's students need continuing opportunities and sustained engagement to build the capacity to think critically, creatively and innovatively when using and creating with technologies."

We live in a world in which technology plays a significantly increasing and far reaching role. The question is, do we teach students for our past or their future? If the answer is 'their future' then incorporating appropriate technology into classroom learning is pivotal to improving and enhancing learning opportunities and outcomes for students. For 21st century learning, ready access to a digital device is seen to be essential.

Glen Katherine PS is a typical Australian school. Like many schools though, there is a need to embrace technology in a more substantive way. In 2021, we aim to once again continue a BYOD program in Year 5 and Year 6, a decision that wasn't arrived at lightly. Over a period of 12 months in 2013 and 2014, visits to other schools were made by members of the ICT team including our school's technicians. We observed students using iPads in a range of grade levels; we discussed issues, applications etc, with a number of teachers; we've looked at the educational content of lessons; we've also considered different devices (tablets, notebooks & iPads) and we've talked to students using devices in their classrooms and parents whose children attend other schools with a BYOD program.

Back at GK, we read research articles on BYOD programs and 1-1 device programs. We discussed at length the pros and cons and concluded that having improved access to a digital device will not only enhance teaching and learning opportunities but importantly, motivate and engage our students, keeping them interested in content and providing learning opportunities that were previously not possible or not so easy to do. As a consequence, we presented a proposal to introduce a BYO iPad device to School Council for approval.

Why Year 5 and 6?

Our own observations and teacher feedback along with annual Student Opinion Survey data (both GK and statewide data) shows a downward trend in several variables:- student engagement, student motivation and stimulating learning. Having improved access to technology, we believe, will lead to an improvement in each of these variables. Importantly though, we would like to empower our Year 5 and 6 students and let them embrace learning in a way that is fresh, innovative, challenging and more personalised than what they have experienced in their previous five years of schooling.

What will happen in following years?

Year 5 students will take their iPad into Year 6, so students in both Years 5 & 6 will have improved access to digital devices.

Why doesn't the school provide enough devices?

We simply do not have the funds to do so.

From Grades Prep to Four all classrooms are equipped with a bank of five iPads and access to Notebook laptops. These grades will also have access to iPads in specialist classes.

What happens if a student doesn't have their own device?

During school time, students will still have access to shared devices, such as they currently do in classes.

Why an iPad?

iPads were chosen for the following reasons:-

- 1. They are a light and portable personal device, easily carried to and from school.
- 2. The touch interface correlates to the technology which students use in their everyday life.
- 3. The iPad provides "anywhere, anytime" access to current information, which students can then use within a wide range of apps.
- 4. The instant startup of the iPad means greater use of class time for learning.
- 5. A 10-hour battery life means the iPad can be used throughout the entire school day.
- 6. Students love them!

How will it look in the classroom – Grade 5 2021

Initially the students will be learning more about the iPad operating system:

- Downloading and using a range of apps
- · Accessing the wireless network
- Managing their work saving and storing
- Collaborating with others
- Creating and publishing their learning

They will also be learning about responsible care and use:

- Caring for the iPad and ensuring it is charged and ready to use each day
- Accessing the internet and apps in a responsible and timely manner

We see the classroom as a blended environment. 1 to 1 access to technology will enable students and teachers to choose from a wider variety of tools at any given time. Together decisions will be made about the most effective way that students can craft their work and create, showcase and share their learning with others. At different times this will include the use of books and pencils, posters, keynote presentations and iMovie opportunities – other tools we will discover together.

Our classrooms will be more connected to students' lives and the digital world in which we live. Learning will become more student driven and personalised. 1 to 1 will give teachers the opportunity to plan experiences for their students to apply and broaden the skills and knowledge they have developed in the early years of primary school. Students will have at their fingertips access to one of the most effective tools to bring the real world into the classroom.

Hardware Options

The following models of iPads that run the most current version of the Ipad Operating System will be supported.

As of 14th September, 2020 the following devices will be supported:

iPad Pro (1st – 4th generation) iPad (7th generation) iPad (6th generation) iPad (5th generation) iPad mini (5th generation) iPad mini 4 iPad Air (3rd generation) iPad Air 2

Purchase Options

- 1. Existing iPad at home
- 2. Purchase from retail provider
- 3. Purchase through JB Hi Fi portal on the school's website

Parent/Student Responsibilities-

Prior to bringing your iPad to school:

- Acceptable Use Agreement must be signed and returned before the first day of school (Appendix 1)
- Year 5 & 6 Expectations Agreement has been agreed to and signed before the first day of school (Appendix 2)
- Ensure all Applications are downloaded before the first day of school (Appendix 4)
- iPad is in a protective case, fully charged and ready for use.

School Responsibilities

Guidelines for Participation

Prior to iPads being used at school:

- students will participate in an induction program to ensure they are familiar with their roles and responsibilities, including protocols for usage.
- each iPad will be registered on the school network

Background

- Joint participation between the student, parents and the school is essential for the continued success of this 1 to 1 program.
- The idea of responsibility for the iPad becomes critical when iPads are allocated 1:1 rather than shared. Unique identification against individuals will ensure this responsibility and foster engagement.
- Apps for the iPad are important educational resources that are essential to utilising the learning
 potential of the iPad. After the initial purchase of specified iPad apps, teachers will only be requesting
 that 'free' apps are downloaded by children at home to support classroom learning.
- Glen Katherine does not have a volume licensing agreement, so the school cannot be responsible for the installation of specified apps on iPads.

Users, iPad Safety and e-Security

At all times students are governed by the school's ICT Acceptable Use Policy.

- The school will ensure that throughout the day iPads are stored safely inside locked cabinets in the classrooms.
- No media held on the iPad is to contain explicit language or inappropriate themes.

Background

- Access to the school network is independent from access to the iPad, i.e. when a student accesses the school network they will use their school provisioned network login.
- Students may require support for forgotten network passwords.

Internet Usage

Internet access will be provided while the student is at school, but it is the responsibility of the parent while at home. The school Internet **cannot** be accessed from home.

Use of the iPad by students is governed by the Acceptable Use Policy (see Appendix 1) that students and parents agree to for use of ICT within the school.

Any inappropriate use of the internet is unacceptable and is subject to disciplinary action and exclusion from the school networks and resources.

Resources for parents and teachers are available at:

Working with the Web

http://www.education.vic.gov.au/school/parents/learning/Pages/elearning.aspx *eSafety*

https://www.esafety.gov.au/

Background

- Appropriate use of the internet service within the school network is closely monitored by a filtering
 system which allows for inappropriate content blocking by a regularly updated list of categories and
 sites. This does not apply to use of the iPad outside of the school network. Education and support are
 important for maintaining acceptable use of the iPad, particularly in relation to internet access.
- Applications to assist in parental monitoring of internet use at home, including age ratings for popular social media Applications can be found at www.commonsensemedia.org
- Monitoring of web browser histories will be made regularly to ensure inappropriate use of internet is detected.
- Random checks will occur on a regular basis.

Technical Support

- The school employs an IT Technician to support the iPad program.
- The technician is only available to service the school two days per week. However, the school technician can only restore network connections. They will not be able to repair iPads in any manner.
- Students are to inform their classroom teacher immediately of any problems.
- Forgotten network passwords etc. may prevent the use of the iPad until the technician is able to reestablish access.
- Forgotten passcodes on the iPad itself may require that the device is reset. This may result in the loss of all stored information on the iPad. This is why regular backups are so important.

Background

• Education will be the key to minimise technical support overheads. Space management, viruses and spam are areas for focus.

Storage of Data

At this point, children will use Google Classroom (Information attached) and the App to store items on the school server.

Printing

In the event of students needing to print, they will have access to the black and white printer in their classroom and if the need is for colour printing, the 'finished product' file will be printed, with the teacher's permission, to the office colour printer.

Background

- The iPad will provide the students with access to multimedia, in the form of video, picture, music and files which are best presented on screen rather than in print format.
- Each classroom has access to digital display monitor for display of students' assignments and other work.

Web 2.0 Applications

Students must abide by the school's User Agreement whenever the school equipment or services are involved. This includes the iPad regardless of location.

The Internet User Agreement Policy contains specific responsibilities to ensure student safety:

- Students must keep themselves and friends safe by not giving out personal details, including full names, telephone numbers, addresses, images and passwords.
- Students should be respectful in how they talk to and work with others online and never participate in online bullying.
- Students should use the technology at school for learning, using the equipment properly and not interfering with the work or data of another student.

Background

- Despite the dangers associated with applications such as social networks widely publicised in the popular press, authorities such as the Federal Government's eSmart program clearly advise that banning them does not do anything to educate young people about their effective use
- It is important for everyone to understand the various categories of programs that Web 2.0 now embraces, ranging from simple chat through to social networking technologies
- Glen Katherine will be vigilant in ensuring all students are at all times kept abreast of the best knowledge in regard to safe web practice.
- Within schools in Victoria, applications such as blogs and wikis are readily available through the DEECD's Global Teacher, which provides a useful vehicle for students and teachers to engage in extended dialogue and development of ideas beyond the traditional forums.

Family Responsibilities

It is important that there is joint responsibility between the student, parents/guardians and the school in the iPad 1 to 1 program.

All parents/guardians must view the information video that can be accessed via Seesaw. This will provide parents/guardians with details about the program including:

- Our vision for 1:1 access and student learning what will this mean for your child
- Applications
- Acceptable Use
- Maintenance and Student Responsibility
- Health and Safety
- iTunes accounts

If you require any additional information regarding the 1:1 iPad Program please see Miss Libby Downey.

Background

- Consistent communications, particularly with parents, throughout the life of the 1:1 iPad Program will be an important part of the program's success
- Parents need to understand the educational benefits that a 1:1 iPad Program offers
- Parents will also need to understand the responsibilities that apply to themselves and their children

Prior to iPads being used at school:

- parents must view the information video and agree in writing to the terms and conditions of Glen Katherine's 1 to 1 iPad program
- parents must be responsible for creating an iTunes account on their child's behalf that is not linked to a credit card
- parents must be responsible for the purchase and download of apps as specified by the school for the iPad (see Appendix 3 List of Required Apps)
- parents must ensure that no media held on the iPad contains explicit language or inappropriate themes

Insurance

Parents/Guardians are responsible for insuring the iPad (can be included in home and contents by some insurers).

If your iPad is damaged, lost or stolen please notify the school immediately.

All due care must be taken for the iPad. Parents and students will be responsible for negligent damages.

Repairs/Warranty

All repairs to iPads are the parents/guardian's responsibility. Depending on purchasing arrangements, iPad repairs may or may not be covered by warranty.

iTunes Account

- It is a requirement of Apple that a person must be over 13 years of age to have an iTunes account.
- Glen Katherine recommends that parents purchase an iTunes card to set up the iTunes account to avoid using a credit card.
- It is recommended that parents set up the iTunes account to their email, so they will be aware of any purchases made through the iTunes store.

- Students will not be required to access the family's iTunes account at school. Parents can determine if children have access to the iTunes account password at home.
- It is recommended that students back up their iPad a minimum of once a week. (See appendix 4 Back up Options)

Internet

• At home, families may decide to provide internet connection. However, this is the family responsibility and the school will not provide set up assistance.

Caring for Your iPad

The following conditions must be adhered to in order to maintain warranty:

- Avoid storing the iPad in your backpack without a protective cover pressure from books can damage the screen.
- Carry your iPad within its protective cover inside your normal school bag. Do not overfill your school bag. (Pressure on the iPad can cause permanent damage to the screen and other components).
- Never leave your iPad in a car or in an exposed area where it can be stolen.
- Never leave your iPad in unsupervised areas during the school day. An iPad left unsecured may be confiscated to avoid exposure to theft.
- iPads are not to be used outside of the classroom before or after school on school grounds and during recess and lunchtime.

Please refer to the following web link for a detailed description on how to care for your iPad.

https://support.apple.com/en AU/manuals/ipad

Power Supply Management

All iPads are to arrive at school fully charged at the commencement of every day.

Background

- If fully charged at home, the iPad battery will last for the duration of a typical school day.
- Simple development and reinforcement of the importance of the charging policy will ensure it does not become a classroom management issue.
- Use of power cords at school involves numerous practical and safety issues.
- The school will provide one additional charger per classroom that can be used as backup in exceptional circumstances.

Apps, Appearance and Personalisation

- iPads are and will remain personalised devices.
- Students will be provided with guidelines for the personalisation of their iPad by their classroom teacher.

However

- All iPads must contain the school required apps (Appendix 4)
- At all times, a minimum of 6GB must be available for school use.
- Parents must ensure that any Apps downloaded at home are suitable for a school environment. All
 content must be licensed, and G rated.
- Illegal or pirated software is a direct breach of school policy and will be removed by the school and consequences include exclusion from the program.
- Each iPad must be clearly labelled with the owner's name and class to identify its owner.
- In the case of the iPad needing to be returned to its original state, any personal files will not be backed up by the school.

Non-school Applications (apps) and files

Personal Apps, music and movies will be allowed for academic and recreational reasons, provided copyright obligations are met. Personal MP3 and other music files may be stored on the iPad. Downloading music, games and videos from the internet during school hours is prohibited except when directed by a staff member.

Students are permitted to listen to digital music and/or participate in games on their iPad while at school when given express permission by a teacher for an educational purpose. Crude or explicit music or images will not be permitted at any time.

It is the student's responsibility to ensure that there is enough hard drive space and memory available to engage in all educational requirements.

Background

Copyright is a significant issue with the increased access and availability provided through the iPad. Refer to the following for resources.

The national Copyright Advisory Group (CAG) has developed the Smartcopying website: http://www.smartcopying.edu.au/ to provide a comprehensive guide to copyright issues affecting Australian schools.

Working with the Web http://www.education.vic.gov.au/school/parents/learning/Pages/elearning.aspx

Frequently Asked Questions

How will the iPad be looked after? By who?

- The iPad will be seen as your child's responsibility, not yours and not the schools.
- Students will be trained in looking after their iPad, but then need to do so.
- Covers sold for the iPad will provide some protection, however, the way the iPad is treated is the most important factor.
- At school, iPads will be kept in a storage unit for easy access. They are not stored in desks or school bags.
 Classrooms will be locked.
- iPads should be stored inside their schoolbag travelling to and from school so as to not attract attention.
- An insured iPad is insured at home and school, so damage is not the end of the world.

Who will recharge the iPad?

• As part of their home responsibilities, students will need to ensure that their iPad is fully charged at home each night. We will not have the facility to charge multiple iPads.

Who will repair the iPad if it gets broken?

- Apple will manage all hardware issues.
- Synching the iPad will resolve most issues this is why we ask that iPads are backed up weekly. Technical support for apps added at home is not part of the package.

How will data be backed up?

• Students and families are responsible for backup. The school is unable to backup multiple devices.

Who will pay for printing and Internet downloads?

- At school, we will carry the costs for printing and filtered Internet downloads in 2021. If a student is downloading excessive amounts of data, restrictions will be put in place.
- At home, families may decide to provide a broadband Internet connection or not. This is a family responsibility.

Will we be able to add apps?

Yes, this will be an option, however, software must be licensed and G Rated. A minimum of 6GB of space must be available for school use. If the iPad needs to be restored to factory settings, the school takes no responsibility for lost files or software. These will need to be restored at home. Pirated software or media will be seen as a breach of the agreement with the school and the device may be reimaged as a result. No 'jail-broken' iPads will be supported on the school network.

What if my child forgets their iPad at home?

If there is a spare device available, he/she may be able to borrow it – but this may be a laptop.

Will another child use my child's iPad?

• Initially, no. If parents are happy later for another child to work with your child on the iPad, then parents may choose to give permission for this to happen. After all, the nature of the project is collaborative.

Appendix 2



iPad Expectations in Year 5 & 6

Dear parents & carers of Year 5 & 6 students,

We are committed to safe and respectful technology use at our school and know that you support this approach in the best interest of your child and others. Appropriate use of iPads by all of our students at ALL TIMES is expected, including outside of school hours. The partnership we establish now in educating our children and monitoring IPAD use is critical in establishing safe practice by them.

We know that any form of technology in the classroom is going to present ongoing challenges in terms of social media and how we monitor this. The 'instantaneous' world we are living in means material is uploaded quicker than the eye can see, including in classrooms. We need to attempt to be as diligent as possible in monitoring and protecting our students from the cyber pitfalls.

Previous years have seen a number of students using Snapchat and Instagram in the classroom to post photos of themselves or others in school uniforms, sometimes without permission or knowledge of the recipient. The app 'Musically' has been used to capture individuals and groups in uniform, miming to songs which are then posted. Photos have been taken and shared frequently and unfortunately, we have been notified by parents that at times, explicit language and inappropriate material (adult themes included) has been shared. This has sometimes taken place at home.

Whilst we do not have direct responsibility of what happens at home under your supervision, the material and language that is shared more often than not directly involves or impacts students in our school community, which then becomes our shared responsibility to address with you. As stated in the iPad information booklet, any apps downloaded at home must be suitable for a school environment. All content must be licensed, and G rated. If you do find concerning material being shared, please notify your child's classroom teacher for follow up.

We are never going to be able to keep on top of every challenge social media and the Cyber world presents, however through strong education (with parents and students), clear communication and rigorous processes and procedures, I believe we can further develop our iPad program to assist in eliminating these concerns.

As a result, our student agreement includes clear consequences for misuse of the iPad. This includes instant banning, restriction or removal of the iPad, depending on the behaviour demonstrated. You would be aware that the hardest part of monitoring iPads is in not knowing what is being used on them. Access to your child's iPad (password) should be a normal process within your home so you are able to stay abreast of the above concerns. We feel that it is also necessary for relevant staff to be able to access the iPads (passwords) when at school so that we can work to eliminate and deter this behaviour from occurring.

Our IPAD student agreement (which has been attached) has been presented and discussed with all Year 5 & 6 students this week. I am requesting you to read agreement and support our partnership in the program by discussing this with your child and jointly signing the form which permits staff to check iPads routinely with your child present.

Kind regards Leanne Tingwell Principal





2021 Grade 5 & 6 Student iPad Agreement

Each student in Grade 5 & 6 will be issued with an iPad licence with 10 points. If children do not respect the iPad agreement, by breaking the rules set out below, they will receive a demerit point. Once 10 points have been lost, students will be unable to use their iPad until a meeting with teachers, parents and the student is held. Students not respecting their iPads will move on the Steps to Learning wall and will have the iPad taken for the day.

ACCUMALATIVE iPad Consequences	
iPad Rules	iPad Rules (demerit point for breaking these rules)
 iPads should be placed in the filing cabinet first thing every morning iPads should have a passcode, which must NOT be shared when a teacher is giving instructions, iPads should be turned away from students or the cover should be closed iPads should not be taken outside during other recess or lunch breaks. iPads are not to be used during recess or lunch when a wet day or hot day timetable is called. monitors in each grade will oversee collection and filing of iPads at each break, so be sure to respect them Other School Issues 	 leaving iPads on the floor using another student's iPad without permission carrying iPads carelessly e.g. by the cover playing games or music taking photos of other students without permission using AirDrop unless directed by the teacher taking iPads or headphones out of bags on the way home from school taking iPads to Sports Skills or Interschool Sport accessing an unsuitable website or using an incorrect app in a session THINGS THAT NEED TO BE DONE AT HOME
 if requested, iPads will be taken to specialist lessons and these rules will also apply if attending After School Care, iPads will be placed in the iPad basket straight away 	 make sure your iPad is fully charged every night iPads must have a protective cover make sure media held on the iPad does not contain explicit language or inappropriate themes or content any new apps should be purchased at home NOT school

INSTANT iPad Consequences - iPad will be banned or restricted immediately at the discretion of staff

- Use of social media and gaming Apps within school grounds.
- Taking photos of students in classrooms or school ground without explicit request from teachers
- Explicit language or visual material used or referenced on iPads (this could include material shared outside of school hours that impacts on students in the school)
- 'Put Downs' or material used to hurt another child on iPads (this could include material shared outside of school hours that impacts on students in the school)

Please read and accept the 2021 5&6 Student iPad Agreement and return the permission slip to your child's teacher by the end of the 2020 school year.

2021 Grade 5 & 6 Student iPad Agreement

arent Name:
agree to my child's iPad being monitored by teachers to ensure ICT behaviours are afely managed. This process will include:
Access to my child's iPad password (Students' will login themselves)
 Frequent iPad checking by classroom teachers with your child present navigating Notification to parents immediately of any material found that is inappropriate or of concern
arent Signature:
ate:
tudent Name:
tudent Grade:
ate:
tudent Signature:

Appendix 3 (Backup Options for the iPad)

Choosing an iOS backup method (Should I use iTunes or iCloud to back up my iOS device?)

Curious about how to best back up your iPad? Is iTunes Backup or iCloud Backup the best solution for you?

Each backup method has its own advantages. For most users, iCloud Backup is the recommended solution as described below.

When is iCloud Backup the best choice for me?

<u>iCloud Backup</u> provides an easy and reliable backup solution for users who want to back up their iOS devices wirelessly and automatically without tethering to a computer. iCloud Backup is best for you if:

- You prefer that iCloud take care of backups for you automatically when your device is connected to Wi-Fi and power.
- You want to restore data to your device from almost anywhere via a broadband Wi-Fi connection.
- You don't connect your iOS device to a Mac or PC very frequently.
- You don't own a Mac or PC.
- You would like an automatic backup solution to use in conjunction with iTunes Backup (see below).

Note:

iCloud Backup does not back up music, movies, and TV shows that you did not purchase from the iTunes Store, or any podcasts, audio books, or photos that you originally <u>synced from your computer</u>. iCloud Backup will restore your purchased music, movie, and app content from the iTunes and App Stores during the background restore process. Previous purchases may be unavailable if they are no longer in the iTunes Store, App Store, or iBooks Store.

When is iTunes Backup the best choice for me?

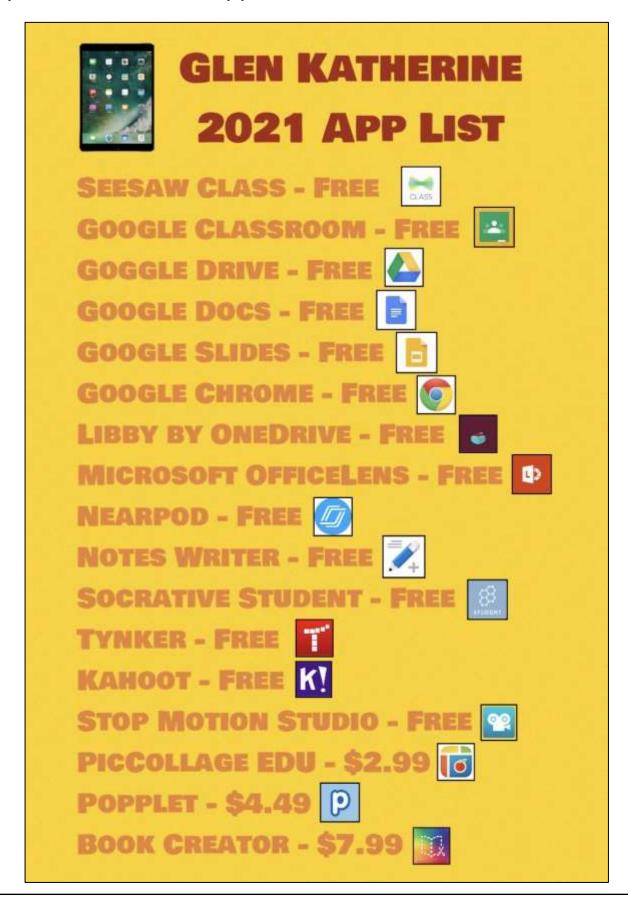
<u>iTunes Backup</u> is traditionally how users have backed up their iOS devices, and it continues to serve the needs of many users. iTunes Backup is best for you if:

- You frequently use the computer that hosts your iTunes Backups.
- You don't have an iCloud account or don't want to use iCloud.
- The photos and videos saved in your device's Camera Roll regularly exceed 1 GB in size or you tend to have very large backups.
- You want on-site and networked backups.
- You would like a manual or secondary backup solution to use in conjunction with iCloud Backup (see below).

Note:

Keep in mind that iTunes Backup does not create a duplicate back up of your movies, music, podcasts, and apps

Appendix 4- GK 2021 Application List



Please note all of these Apps will be required for the first day of the 2021 school year.

As the year progresses, there may be new Apps which will complement our teaching and learning program. If we require a new App to be downloaded, this will be communicated to you via Compass.