Bring Your Own iPad Program

Glenroy West Primary School
Information Booklet

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iPads for Learning: Why the iPad?

Information Technology is the single, most rapidly changing and growing industry in the world. Every day, new technology is developed while old technologies are retired or improved. It is this reason why we have decided to choose the iPad as we believe this device goes hand in hand to support mobile learning and increase students' flexibility and exposure to ICT to better prepare them for job opportunities in the 21st century.

What will the Classroom Look Like?

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

Together, teachers and students will be involved in making decisions 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 and visual 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.

Students will continue to utilize familiar learning systems such as Mathletics, and develop skills in more recent systems such as Google Apps for Education. The ability to collaborate and communicate in a supported online environment is integral to develop student skills in navigating online content and communication on their wider experiences.

Bring Your Own Device

From 2016, families of students in Year 3, 4, 5 and 6 have been asked to provide a full-sized **Apple iPad** for use at school and at home. The iPad will allow students to access the Internet, email, electronic books and a wealth of online tools and resources. It will support a range of learning activities where students collaborate, create knowledge, problem solve and think critically. Students will be able to produce movies, animations, podcasts and other multimedia products. The portability, long battery life, ease-of-use, the instant-on technology and wealth of educational apps make it an ideal device to support teaching and learning at Glenroy West Primary School.

What type of Device is Needed?

We are recommending parents to purchase a full sized iPad (an iPad mini or iPod touch is not suitable) with **at least 32 GB** (or higher) of storage, especially for storage of music, video and photograph collections. A requirement for using the iPad at school is that it must be a **WiFi only** model (without cellular or 3G mobile network capabilities).

Recommendation:
iPad Air 2 WiFi 32GB or higher
Please Note: The school will support iPad 2 as part of its 1 to 1 iPad program however it is important to note that this model is no longer supported by Apple software updates. This is out of the school's control, and related to advances in both hardware and software. A minimum of 5GB of space is required for school use. It is this reason why the 16GB iPad may not provide ample space for your child to effectively use the iPad for school projects (photos, movie files, size of applications, etc.).
The iPad Air 2 comes with a set of Apple installed apps. Many of these apps are school required apps. If you choose to purchase an iPad Air 2 your set up costs will be reduced (see later section on **school required apps**).

Purchasing an iPad

Families can make their own decision regarding where to purchase an iPad. iPads can be purchased directly from the Apple Store or from major electronics stores such as Harvey Norman, Dick Smith, Big W and JB HiFi. We are currently using a company called Church Resources who has provided us with the best price on iPads. Parents who may wish to purchase their iPads through this company can do so through our school's webpage where the portal can be accessed. iPads can be purchased at any time during the year.

Protective Case

You will need a suitable case for your iPad. We would prefer that you purchase a folio type case as these provide good protection and double as a stand. This also allows for good iPad ergonomics when used in the classroom.
You can purchase cases from most retail outlets including BigW, Target, KMart, Myers, David Jones, JB HiFi and Dick Smiths Electrical; or they can be ordered from the Apple Store and also through Church Resources. You are expected to keep your iPad in the case at all times.

Families are welcome to choose the case you would like to purchase for your iPad. Ensure that it is good quality and will protect the iPad. **Belkin**, **Tech21**, and **Speck** are some of the well-known companies that make reliable iPad cases.

Headphones or Earphones

Students are expected to bring along their own head/ear phones every day with the iPad.

Insurance, Expert Service and Support

Because the iPad will belong to the family it will be the family's responsibility to insure the iPad if it is lost or damaged. It is recommended that families consider including the iPad in their home contents insurance.

AppleCare+ for iPad provides up to two years of expert telephone technical support and additional hardware coverage from Apple1, including up to two incidents of accidental damage coverage, each subject to a $65 service fee. This cover does not include loss or theft. More information can be accessed at:
https://www.apple.com/legal/sales-support/applecare/applecareplus/docs/applecareplus_au_tc.html

Security

Each classroom has a filing cabinet installed for the specific purpose of storing student iPads during the day. Before school students are supervised to enter classrooms (from 8.45am) to 'drop' their iPad in the filing cabinet. At recess and lunchtimes iPads are returned to the filing cabinets and classrooms are locked.
At OSHC (before or after school) the students are directed to leave their bags inside the Hall.
Students must not leave their school bag / iPad unattended after school.

Being e-Smart

All iPads will be registered with the school. Registration will involve a record of:
- Student's name
- Student's grade
- iPad serial number

Being eSmart in the appropriate use of the internet within the school network is closely monitored by a filtering system that allows for inappropriate content to be blocked. Remote desktop searches allow for the monitoring of web browser histories to ensure inappropriate use of the internet is detected. Random checks will occur.
Any inappropriate use of the internet is unacceptable and is subject to disciplinary action, with possible exclusion from the program. If a student is downloading excessive amounts of data parents will be informed.
Resources and information for parents is available at:
http://www.cybersmart.gov.au
www.amf.org.au/eSmarthomes
www.netalert.net.au
Tips for parents on the apps their children may be using:
https://esafety.gov.au/esafety-information/games-apps-and-social-networking

Care & Maintenance

The student must maintain and care for the iPad (see later section)
The iPad must come to school each day in full working order:
- Fully charged - students will not have access to charging facilities at school
- Cover on
- No passcode or fingerprint ID enabled
- **School required apps installed**
- System software installed and updated to latest version

Personalisation

Guidelines for the personalisation of the iPad will be provided by the classroom teacher at the beginning of the year. Keep in mind that there are young students and very young children who are in our school on a daily basis, and all covers or decorations must be appropriate for these age groups.

Internet at Home

At home families may decide to provide broadband internet connection. This is a family responsibility. The school will not be able to provide home set up assistance.

Access to Apps and Digital Content

The iPad is a personal device. It will be the student's tool to assist them in their learning. We anticipate students will choose from a selection of apps that they prefer for many of the basic uses of the device. Students are encouraged to try out and use different apps. Part of the learning involved in the use of the iPad is in the literacy of technical choice. Students will learn how to select the best app for a given task. The best app will be the one that best meets their needs at the time. Naturally, subject teachers will also specify apps that best meet their curriculum needs. A list of school-required apps are listed later in this handbook.

Important things to note about Apps

- All iPads must contain the school-required apps (see later section).
- A minimum of 5GB of space – after the installation of apps - must remain available for school use.
- Personal / family apps must allow enough space for school requirements – 5GB.
- Any software added at home must be licensed and G Rated.
- If the iPad needs to be synced or updated 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 re-imaged as a result.
- *Jail broken* iPads will not be supported by the school.

Family Sharing and Apple IDs for Students under 13

Family Sharing allows you to create an Apple IDs for children under 13. Apple IDs allow your child to participate in Family Sharing and use other Apple services such as iCloud, iMessage, FaceTime, and Game Center. To participate in Family Sharing, all family members must have their own Apple ID.
Children under 13 can't create an Apple ID on their own. However, as a parent or legal guardian, the family organizer can provide verified parental consent for a child to have their own Apple ID and then create it on the child's behalf.
When you create an Apple ID for a child, it will be added to your family group automatically. Please visit https://www.apple.com/au/ios/whats-new/familysharing/ for more information and the user guide on how to set up family sharing on your iPad.

School Required Apps

In order to use the iPad effectively as a learning tool, Glenroy West Primary School requires that the following apps be installed on your child's iPad for the start of the school year. The selection of apps below will be used throughout the year (depending

on Year Level). Please note that some of these apps (free apps) may not be used in your child's year level. Throughout the year, your child's teacher may ask you to download more free apps onto your child's iPad. Your assistance in this will be greatly appreciated (a letter will be sent home asking you to download the particular app). When installing apps, please ensure that the icon matches the image below as some apps use similar names.

App	Icon
Google Classroom	
Chrome	
Google Drive	
Google Docs	
Google Sheets	
Google Slides	
Google Keep	
Google Calendar (iPhone app)	
Gmail	
GarageBand*	
iMovie*	
Showbie	
Tellagami	
QR Reader for iPad	

App	Icon
WebDav	
Draw	
Mathletics	
Calculator!	
Thinglink	
Socrative Student	
Adobe	
LEGO WeDo	
Puppet Pals	
Dragon Dictionary	
Pages*	
Keynote*	
Numbers*	
Scratch Jnr	

* These apps are free with iPads purchased after the 1st September, 2013. iPads purchased before this date may have to purchase from the iTunes store.

Printing

In many cases students will use other media for the display and presentation of their work. We anticipate that students will use very little printing at school. When necessary students will have access to black and white printing, by submitting documents through Google Classroom or WebDav.

Technical support

The school's IT technician will be supporting the 1 to 1 iPad program at Glenroy West Primary School. Students' first port of call will be to seek technical support through their classroom teacher.
All warranty issues are to be addressed by families through individual suppliers and are not the school's responsibility. While it is not compulsory, families are also encouraged to purchase Apple Care Plus (as referred to in Insurance section).

Discipline and Consequence of Misuse at School

Any non-educational apps or games, which are played in class without permission of the teacher, will incur a warning. If the app is used again during learning time, the game will be deleted from the iPad and a note will be given to parents (N.B. The game will not be deleted from the iTunes account). The iPad may be withheld until a parent is able to collect it.

iPad and Digital Safety

Digital safety is of the utmost importance. Although we provide cyber smart education for the students at Glenroy West Primary School, it is important that parents are aware of what their children are doing on any digital device while at home.

Frequent discussions with your children are necessary and allow you to be proactive in protecting them against any possible dangers. Experts warn that children are most vulnerable to online dangers while at home. While many potential dangers are filtered and blocked on the school's network, children often have complete, unrestricted access to inappropriate sites at home. It is important to remind your children that at home they should continue to use the iPad for educational purposes.

The fact that there are risks in using digital devices is no reason to avoid using technology or to keep it away from your children. It is important to know what your child is doing and to continually educate them to reduce risks and to enable them to recover if something goes wrong. Security risks are real, but the benefits of today's technology far outweigh the potential dangers. They are vital to developing 21st Century skills the children of today require to live in a rapidly changing world.

iPad Safety Tips - Restrictions

Below is a list of restrictions we would like you to put in place on your child's iPad:
- iMessage and FaceTime disabled
- Email accounts including Gmail app are for school use only (no personal email)
- Siri is disabled
- YouTube app is removed
- Game Centre and Multi-Player gaming are disabled
- TV and Movies are restricted to G and PG ratings
- iTunes to not play any songs flagged as containing 'explicit lyrics'

Monitor and Limit Screen Time

- iPad/digital devices to be used in a central place at home (e.g. kitchen, family room) where there is adult supervision
- Do not allow digital devices in bedrooms
- Know what your child is doing with technology and how their time is being spent
- Set times for internet access (e.g. turn off your home's Wi-Fi connection after 8pm)
- Set a time for iPad/screen time use (e.g. put a timer on for 20 minutes). The Raising Children's website (Australian Parenting Website) recommends for children aged between 5-18 to have no more than 2 hours of screen time per day (includes all screens – TV, video games, computers, mobile devices, etc.)
- Turn screens off 2 hours before bed (recent research has shown screen time before bed can interrupt sleep patterns at night)

We have attached a sample of a 'Family Contract for Online Safety' that you may wish to use with your child/ren. You can find this at the end of this booklet.

Caring for your iPad

Caring For The iPad Screen

The screen is made out of glass but it has a special oleophobic coating in order to protect it from fingerprints. Officially, it means that it's oil resistant. It is important to take good care of the screen to get the most out of the coating. Here are some ways to protect your iPad screen.
- Don't drop it on hard surfaces. It is glass and it can break.
- Clean the screen with a soft, slightly damp, lint-free cloth.
- Do not clean it with window cleaners, glass cleaners, aerosol sprays, abrasives, or alcohol.

You can also use a transparent screen protector. These are not for everyone but they do provide an extra layer of care for the iPad screen.

Caring For Your Batteries

Part of caring for your iPad means caring for the batteries. The batteries in your iPad are lithium polymer (rechargeable) and they will eventually wear out. It will take a long time before that happens, but there are some things you can do to care for your batteries and get the most out of them.

- Make sure you keep up on the latest iPad updates. This sounds odd but Apple will sometimes make adjustments to software, which helps with drain on resources and battery life.
- Go through one charge cycle per month. To do this all you have to do is charge the iPad to 100% and then run it completely out.

Parental Controls

iPads do have parental controls which will allow you prevent access to features which you do not wish your child to have access to.
Please visit the following website that will assist you through this process.
https://support.apple.com/en-us/HT201304

File Storage

Whilst many iPad apps save work automatically there will be times when students need to backup, email or copy files up to some online storage. We will be assisting students on the best ways to do this. This may include, but is not limited to, free cloud storage, transferring files by connecting to a pc/mac or emailing.
Depending on the capacity of the iPad you have purchased, it is expected that students leave enough storage on the iPads for schoolwork (5GB). If the iPads run out of space due to the storage of unrelated apps, video or music files, they will need to be removed.

iPads at Home

It is expected that students take the iPads home and bring them to **school each day fully charged**. On occasion the iPad may be needed to complete homework. We recommend the following for parents and guardians:

- The iPad should be used in an open area, where it can be visually monitored.
- Invite your child or children to show you what apps and tools they have been using.
- Restrict access to the device if it is not being used in an appropriate manner.

If you have any concerns or other questions related to the use of iPads at Glenroy West Primary School, please speak to your child's classroom teacher or contact ICT Coordinator Steve Allen or Principal Pamela Streete on 9306 8955.

Appendix 1:

Family Contract for eSmart Safety

1. I will not give out personal information such as my address, telephone number, parents' work address/telephone number, or the name and location of my school without my parents' permission.
2. I will tell my parents right away if I come across any information that makes me feel uncomfortable.
3. I will never agree to get together with someone I "meet" online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother or father along.
4. I will go online or play video games when my parents say it's OK and limit my online time so that it doesn't interfere with chores, homework or other activities.
5. I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my parents right away.
6. I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online, and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.
7. I will not give out my Internet password to anyone (even my best friends) other than my parents.
8. I will check with my parents before downloading or installing software or apps or doing anything that could possibly hurt our devices or jeopardize my family's privacy.
9. I will be a good online citizen and not do anything that hurts other people or is against the law.
10. I will help my parents understand how to have fun and learn things online and teach them things about the Internet, computers and other technology.

I agree to the above.

_____
Child sign here

I will help my child follow this agreement and will allow reasonable use of the Internet as long as these rules and other family rules are followed.

_____
Parent(s) sign here

Items one through six are adapted from the brochure Child Safety on the Information Highway by Lawrence J. Magid. Copyright 1994 and 1998 by the National Center for Missing and Exploited Children. © 1997, 2005 Larry Magid
Note: This pledge is mainly for younger children. Teens and pre-teens should use the teens' pledge (http://www.safekids.com/teen-pledge-for-being-smart-online/). Also note that this "pledge" is really designed as a conversation starter and certainly could be adopted to suit your family