2020 Mt Eliza Primary School
Grade 5 and 6
BYOD (Bring Your Own Device)
iPad Program

Parent and Student Information Handbook

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MT ELIZA PRIMARY SCHOOL 1:1 IPAD PROGRAM

PARENT AND STUDENT HANDBOOK

PURPOSE AND GOALS OF 1-TO-1 IPAD PROGRAM

In 2015, Mt Eliza Primary School introduced a 1-to-1 iPad Program in our Senior Grades (5 and 6), with the intent that all students having their own mobile device (iPad only). Through an increased access to this technology, our teachers and students have been able to use a range of learning tools that allows for a greater range of engaging learning experiences in all areas of our curriculum.

In 2020, our Grade 5 and 6 students will again be expected to provide an iPad from home, or to purchase a recommended iPad. The school has established a secured online portal with JB Education Solutions portal where families who require purchasing an iPad will be able to arrange the purchase of an iPad, accessories, insurance and payment methods.

Students will use their iPads in class and at home to support their learning. As a school, we firmly believe that providing access for our students to this sort of mobile technology, will help engage them and enhance the learning process in new and creative ways. It will also support our students to become more highly skilled at using technology to access and present information, to problem solve and work collaboratively.

Goals of the 1-to-1 iPad Program

As a broad guide, the following are the goals for our 1-to-1 iPad program:

A. iPads will be used to facilitate learning by allowing students to:
   I.   access, use, create and publish digital and online information,
   II. develop knowledge, understanding and skills through creativity, critical thinking and problem solving,
   III. collaborate with peers and teachers and,
   IV. communicate their knowledge and learning in different ways.

B. Students will use their iPads as a tool to manage their learning

C. Students will develop age appropriate Digital Technology skills and understandings, including the responsibilities of online digital citizenship through:
   I.   having a school expectation that students will be responsible digital citizens when participating in the 1-to-1 iPad program (using their own and school devices),
   II. students being explicitly taught different digital citizenship skills,

III.   students practicing responsible use of Digital Technologies and develop positive attitudes towards these technologies, that foster lifelong learning, personal growth, collaboration and productivity,

IV.   our school strongly believing that explicitly teaching digital citizenship skills is essential and is best taught in partnership between home and school. Students are spending an increasing amount of time online, learning and collaborating. To ensure our students are safe when online, they need to do the right thing by themselves and others. Our school promotes our values of respect, responsibility, resilience, connectedness and challenge by behaving appropriately when online (Please refer to our Digital Technologies Student Acceptable Usage Agreement) and,

V.   at home recommending that parents take the time to create guidelines (in consultation with their child) around the use of their mobile devices. Parents need to ensure that all online activities occur in a shared space.

There is always someone a young person can turn if they are experiencing online issues:

- Talk to parents or a trusted adult
- Seek support from their classroom teacher
- Call Kids Help Line 1800 55 1800

For further information regarding cyber smart practice parents should visit:

https://esafety.gov.au/education-resources/iparent

As a fully accredited eSmart school, Mt Eliza Primary places a great importance on the development and advancement of positive, healthy and positive relationships based on each of our five school values.

JB EDUCATION SOLUTIONS

DEVICE OPTIONS

12.9" Retina display	10.5" Retina display	9.7" Retina display	7.9" Retina display
Retina display	Retina display	Retina display	Retina display
12.9-inch (diagonal)	10.5-inch (diagonal)	9.7-inch (diagonal)	7.9-inch (diagonal)
LED-backlit with Multi-Touch	LED-backlit with Multi-Touch	LED-backlit with Multi-Touch	LED-backlit with Multi-Touch
2732-by-2048 resolution	2224-by-1668 resolution	2048-by-1536 resolution	2048-by-1536 resolution
264 ppi	264 ppi	264 ppi	326 ppi
Fingerprint-resistant oleophobic coating	Fingerprint-resistant oleophobic coating	Fingerprint-resistant oleophobic coating	Fingerprint-resistant oleophobic coating
Fully laminated display	Fully laminated display	—	Fully laminated display
Antireflective coating	Antireflective coating	—	Antireflective coating
ProMotion technology	ProMotion technology	—	—
Wide colour display (P3)	Wide colour display (P3)	—	—
True Tone display	True Tone display	—	—

Access the JB Education Portal with the code below:

https://www.jbeducation.com.au/byod

SCHOOL CODE: MEPS2020

2020 APP LIST

App	Cost		Explanation and Link to iTunes
Creation Apps			
Keynote	Free		Presentation app designed by Apple for iPad. Create, format and animate slides, present and share. https://itunes.apple.com/au/app/keynote/id361285480?mt=8
iMovie	Free		iMovie lets you enjoy your videos and tell stories like never before. Browse your video library, share favourite moments, create beautiful movies and watch them on all your devices in iMovie Theater. https://itunes.apple.com/au/app/imovie/id377298193?mt=8
Seesaw	Free		Seesaw is a student-driven digital portfolio that empowers students of any age to independently document what they are learning at school and share it with their teachers, parents and classmates. https://itunes.apple.com/au/app/seesaw-the-learning-journal/id930565184?mt=8
Book Creator	$7.99		Create a book on any topic, including images, narration and flipping pages. Saves to iBooks or can be shared via the cloud. https://itunes.apple.com/au/app/book-creator-for-ipad/id442378070?mt=8 ***Please ensure you purchase this app – the free version will not suffice.**
Do Ink Green Screen	$4.49		Green Screen by Do Ink makes it easy to create incredible green screen videos and images right on your iPad. https://itunes.apple.com/au/app/green-screen-by-do-ink/id730091131?mt=8
Literacy Apps			
Spell Mania	Free		Swipe over the letter tiles to spell as many words as you can. https://itunes.apple.com/au/app/spell-mania-word-spelling/id723644263?mt=8
Reading Eggs Student	Free		Reading Eggs is the multi-award winning reading program used by over 3 million children worldwide. The program provides a comprehensive range of reading lessons and ebooks that teach kids aged 3-13 the literacy skills needed for lifetime reading success. https://itunes.apple.com/au/app/reading-eggs-student/id726696040?mt=8
Mathematics Apps			
Mathletics Student	Free		Students can access their Mathletics account directly via the app, with all results and points recorded in real time for teachers/parents to track. Maths dictionary included. https://itunes.apple.com/au/app/mathletics-student/id560955922?mt=8
MyScript Calculator	Free		With MyScript© Calculator, perform mathematical operations naturally using your handwriting. https://itunes.apple.com/au/app/myscript-calculator-handwriting/id578979413?mt=8

Coolmath Games	Free		These games are fun + smart – they're super fun to play, but also require a lot of thinking, strategy and logic. https://itunes.apple.com/au/app/coolmath-games/id979633999?mt=8
Times Table Quiz	Free		How many multiplications can you resolve in a row? What if time matters? Train yourself and challenge your friends (or parents!) in a math high-score competition! https://itunes.apple.com/au/app/times-tables-quiz!-multiplication/id441001315?mt=8

Note Taking/Annotation/Brainstorming Apps

Inkflow Visual Notebook	Free		Inkflow is a note-taking and brainstorming experience unlike any other! Capture your ideas as easily as with pen and paper, then resize and reorganize them with your fingers. https://itunes.apple.com/au/app/inkflow-visual-notebook/id519524685?mt=8
Pages	Free		A word processing app that allows you to create and edit documents. https://itunes.apple.com/au/app/pages/id361309726?mt=8

Specialists Apps

GarageBand	Free		Use multi-touch gestures to play pianos, organs, guitars, drums, and basses. A range of Smart Instruments for non-musicians. Download for free; add all instruments with in-app purchase. https://itunes.apple.com/au/app/garageband/id408709785?mt=8
Pic Collage	Free		PicCollage has everything you need to create amazing collages with your photos. https://itunes.apple.com/au/app/pic-collage-collage-maker/id448639966?mt=8

Utility Apps

LEGO Commander	Free		Robot Commander is the official command app from LEGO® MINDSTORMS®. https://itunes.apple.com/au/app/lego-mindstorms-robot-commander/id681786521?mt=8 ***Year 6 students only**
LEGO Programmer	Free		Bring your LEGO® MINDSTORMS® EV3 robots to life! This is the official LEGO MINDSTORMS EV3 Programmer app for use with the LEGO MINDSTORMS EV3. https://itunes.apple.com/au/app/lego-mindstorms-ev3-programmer/id1039354955?mt=8 ***Year 6 students only**
QuakeFeed	Free		QuakeFeed is the #1 Earthquake App for iOS! https://apps.apple.com/us/app/quakefeed-world-earthquake/id403037266 ***Year 6 students only**
Swift Playgrounds	Free		Swift Playgrounds is a revolutionary app for iPad that makes it fun to learn and experiment with code. You solve interactive puzzles in the guided "Learn to Code" lessons to master the basics of coding, while additional challenges let you explore code and create programs that are engaging and unique. https://apps.apple.com/au/app/swift-playgrounds/id908519492 ***Year 5 students only**

Light Bot	Free		Lightbot : Code Hour is a programming puzzle game- a game whose game mechanics require using programming logic to solve levels. https://apps.apple.com/au/app/lightbot-code-hour/id873943739
QR creator	Free		QR Code Maker is an application designed to create QR Barcodes swiftly and easily. https://itunes.apple.com/au/app/qr-code-maker/id513617634?mt=8
QR reader	Free		Scans QR codes, barcodes, words and even creates PDF files with the "Scan to PDF" feature. https://itunes.apple.com/au/app/qr-reader-for-iphone/id368494609?mt=8

TECHNICAL SUPPORT AND SECURITY

The Apple Warranty does not cover accidental damage, only manufacturer's defects.

- *__Insurance__*

'private property brought to school by students is not insured by the school or covered by school insurance and it is not the responsibility of the Department if that property is lost, stolen or damaged."

If parents use the JB Education insurance package they should follow the procedure specified by JB Education.

Parents are advised to check their home insurance to determine if a personal iPad is covered. Most insurance companies will have an excess claim cost.

- **Accidental iPad Damage**

Mt Eliza Primary School will make all reasonable efforts to ensure that student iPads are safe and secure. Students should immediately alert staff members of any issues with their iPad. If the issue is a manufacturer's defect, it will be rectified at no cost by Apple in the first year of purchase. If it is determined that the iPad has sustained accidental damage, parents will be contacted. If the damage has been caused maliciously by another student, the school will determine if the cost should be borne by that student.

- *__Network and Software Image Issues with iPad__*

Students experiencing any software issues with their iPad (i.e. lack of network connectivity, problems with programs etc..), should refer the issue to school staff. Staff will assess the problem and resolve it if possible, or refer to other support staff for advice.

- **Transport & Storage @ school**

As with all belongings, students will be expected and responsible for the care and security of their iPads. All students will be required to purchase a case that meets adequate standards of durability, protection, functionality (see What is needed? for more detailed options and prices). The college does not have insurance cover on personal items that are brought to school.

Students will be transporting their devices in their bags to and from school each day. Bags should not be left unattended or out of view when travelling to and from school via public transport.

MT ELIZA PRIMARY SCHOOL 1-TO-1 IPAD ACCEPTABLE USE AGREEMENT

1. *iPad General Use*

- Students are responsible for all information and content on the device which should adhere to the Mt Eliza Primary School ICT Acceptable Usage Policy (signed at the beginning of the school year).
- Students to provide their teachers with an up to date password for their device
- The iPad must be used under the direction of teaching staff at all times. Misuse will result in temporary removal of the device.
- Students must save their own photo on the lock screen of their iPad for easy identification.
- The iPad should arrive to school each day fully charged for the days' activities. Charging will not be an option at school.
- The iPad needs to be looked after and must not be left on the ground, on a chair or left outdoors at any time. They should be left on tables or stored in tubs when not in direct use.
- iPads may only be taken outside with the direct permission of a teacher.
- Teaching staff have the right to look at any application or file on the student's iPad at any time. Staff might make daily random checks on selected devices.
- The school recommends that when using the iPad at home it is used in a family or common shared space and not in the bedroom.

2. *iTunes*

- A personal iTunes account is required to download applications (software) to allow the iPad to function.
- Parents/Legal Guardian will need to purchase a $50 iTunes card at the beginning of the school year for the purchase of core educational apps from the iTunes App Store.
- This will be accompanied by instructions on how to create an iTunes Account and to download the required core apps for the program. It is not necessary to use credit card details for the creation of the iTunes account. We strongly recommend not using credit card details.
- By using the iTunes software, a user agrees to be bound by the terms and conditions of the Software License Agreement.
- By using the iTunes Store, a user agrees to be bound by the Terms and Conditions of Use that apply to the Store.
- Parents may choose to use an existing iTunes account to allow access to previously purchased music or other items.
- A user is entirely responsible for maintaining the confidentiality of information held in the users account, including the users for any activity that occurs under the

users account as a result of failing to keep this information safe, secure and confidential.

- Additional applications purchased will be the responsibility of the parent/legal guardian and reflect the behaviours promoted in the Mt Eliza Primary School Digital Technologies Students Acceptable Usage Agreement.

- Mt Eliza Primary School would highly recommend that a parent be listed as an email contact for the iTunes account when software is being purchased, so they are able to track usage.

- Parental controls should be set on the iTunes account and password protected to ensure they stay in place. These controls are found in the iTunes menu>Preferences>Parental>Age Restrictions. Password protecting is the padlock icon on the bottom left of the window. This will assist in managing the contents within iTunes.

3. *iPad Restrictions*

- We strongly suggest that parents look at the restrictions area in the iPad settings. It would be appropriate to enable restrictions to the section at the bottom of the menu for the "Allow Content". This can be made appropriate for the Senior Primary School Age group for the different categories. The passcode should not be made known to the student.

- There are a large number of applications which have a 13+ rating on the iTunes store and for general use, with Facebook being the prime example. In reality many students have Facebook accounts. These accounts cannot be accessed via the school's Wi-Fi, as a result of inbuilt restrictions and filters. There are however many applications or services which we deem appropriate. These include: Gmail; Dropbox and Evernote. The list of suggested Apps and those we wish to use will grow over time and will be listed on the school website.

4. *eSmart Program*

- Mt Eliza Primary School is a fully accredited eSmart school. This is a whole school framework designed in conjunction with the Department of Education and Training (DET) and The Alannah and Madeline Foundation for schools across Australia. It is a comprehensive Cyber Safety framework in which schools are expected to meet certain guidelines around different eSmart practices. Student also receive explicit teaching sessions focusing on different cyber safety issues.

5. **Responsibility for iPad**

- It is the student's individual responsibility to ensure that the iPad is looked after. Like all personal items bought to school, the school has no liability for damage or loss of any personal items bought to school.

FREQUENTLY ASKED QUESTIONS

1. **Will a student be using their iPad in every subject every day?**

    A student will not be required to use the iPad at all times. The use of iPads will take place alongside a range of learning experiences and methods to showcase student learning. However the iPad is an essential learning tool that must be available to be utilized when required. Students will be notified if they are required for specialist classes.

2. **Where will a student store their iPad when it is not in use? E.g. playtimes**

    Students must store and secure their iPad in their protective case, in their teacher's locked filing cabinet during recess and lunchtime. The Senior School building will be kept locked at recess and lunchtime, when no staff are in attendance. If a student accidentally leaves their iPad at school overnight, staff will lock it away if possible. The building is alarmed each night, following cleaning.

3. **Can a student add their own software to their iPad**

    Yes. With the authority of the iTunes account holder, a student may add their own apps to the device.

4. **What is the process if my child exits the school? Can we use the iPad for secondary school if they use iPads also?**

    The iPad is the property of the family and therefore would be taken by the student. Families will be responsible for any finance agreements relating to the device. These iPads will be able to be used by the increasing number of secondary schools introducing 1:1 iPad programs.

5. **Is my child expected to bring their iPad home every day?**

    Yes. Students are expected to bring their iPad to and from school every day. This will allow them to fully utilize the device at home and school. It is expected that the iPad will come to school each day fully charged. Your child's iPad must be transported in their protective cases, inside the child's school bag. Please remember iPads and drink bottles don't mix very well!

6. **Can I recharge my iPad at school?**

    No. It is expected that your child's iPad is fully charged when it comes to school each day. Student battery chargers are to remain at home and not bought to school. Students must be aware that the use of the iPad outside of class time might impact on the ability to remain charged for all classes.

7. **Can other people use my iPad?**

    While it is a family owned device, the iPad is required for your child's education. It is recommended that it is not used by anyone else.

8. **Will the student apps on the device be private?**

   Students can expect their iPads to be periodically inspected and monitored for inappropriate usage. Students and parents need to be aware that apps stored locally on the iPad or on school servers are not private.

9. **What happens if my child leaves their iPad at home?**

   There will be a small number of iPads available for shared student use in the Senior School. These iPads will be available for those students who leave theirs at home. These iPads will also be made available to those students who do not have an iPad.

10. **Will students have access to the internet at school?**

    Each iPad will be configured to our school network when students are at school. This Wi-Fi is through DET's Netspace network and has filters, so students are only able to use selected and appropriate sites. The school network also blocks any inappropriate sites.

11. **How will iPad usage be monitored during class time? How are teachers going to be able to ensure all students using iPads are using it for the correct purpose?**

    Teachers and support staff closely monitor student behaviour during class time. 'Spot Checks' will be conducted each day on students' iPads, to ensure they are being in a responsible manner. Our school's student Digital Technologies Acceptable Student Usage Agreement provides a clear and concise management plan for the appropriate use of iPads when at school.

12. **What happens if a family chooses not to purchase or provide an iPad?**

    While we expect all students to have an iPad, those students who are not able to purchase or provide an iPad, will have access to some form of technology (iPad Mini).

13. **Is there a choice of other tablets (Android devices) or is it Apple only? If so, why?**

    We have decided to go with an Apple device because of their capabilities and range of educational apps. DET ICT infrastructure does not support Android devices.

14. **Will a $50 iTunes card last the entire year?**

    Yes, most apps we use are free. The basic app list allows for the purchasing of some paid apps.

15. **What will happen to pen and paper in the classroom?**

    The focus and priority on important skills such as handwriting will remain an important aspect of our teaching program. While a device such as an iPad vastly enhances and extends the range of ways students can present their work, our students will still be expected to use pen and paper in a range of learning situations.