

## BYO iPad Program

### Student Participation Agreement 2017

#### 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.
4. I will hold the **iPad with two hands** when carrying it and **will walk** with it at all times.
5. I will **ensure my iPad is kept in my school bag on my trip to/from school**.
6. I will **keep food and drinks away** from the iPad at school.
7. 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 Robina 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.
3. 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.
4. I am responsible to ensure 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. Whilst at school, I will **only go to websites at school** that support my learning activities.
3. I will only use my school email account for mail related to my learning
4. I will be **cybersafe** and **cyber smart** when using the internet.
5. I will demonstrate **etiquette** when using my iPad / other equipment with regard to other people.
6. I will only take photos, on my iPad, when instructed by my teacher.
7. 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.
8. For security reasons, I am **not to share account names and passwords** with anyone unless requested by Robina State School staff when servicing the iPad.
9. I am **responsible for the security and use of my iPad while at Robina State School**. Lockable storage will be provided for students to place their equipment during lunch and play breaks.
10. I understand it is my responsibility to take care of my iPad and act in a manner that minimizes the risk of damage or loss including only using it in approved locations and at approved times.

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

Name of Student: \_\_\_\_\_ Student Signature: \_\_\_\_\_

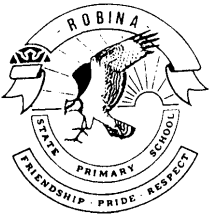
Name of Parent: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Authorised at Robina State School by:

Principal Name: \_\_\_\_\_ Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **BYO iPad Program**

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### **Expectations Associated with BYO Program - 2017**

#### **Charging Batteries**

Devices brought to school will need to be fully charged. **The power supply will not be required to be brought to school.** The school will have a number of iPad power supplies to charge iPads in the event of a battery being depleted. Leaving power supplies at home reduces the weight of the equipment students' transport to and from school and reduces likelihood of damage and/or loss.

#### **Other Privately Owned Devices**

The Apple iPad is the recommended device but you may also negotiate to use other device types. This is dependent on the ability to connect the device to the Education Queensland network. Robina State School will not sanction any other privately owned devices connecting to the school network, other than the devices approved for the **BYO iPad program**.

#### **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 Internet Service (MIS). MIS provides the means to filter students' access to web pages from a global level; controlled by Education Queensland and from a school level when appropriate.

#### **Internet Use at Home**

Devices can be configured to connect to a home wireless or wired network. This configuration can be performed as with a normal iPad.

#### **Operating system**

New Apple iPad's will be pre-installed with the latest iOS operating system. iPads and other devices are to be updated at home.

#### **Necessary apps**

Each privately owned device in the BYO program will require necessary apps to be installed at the cost of the parent if not free. Refer to the supplied list of required apps.

#### **E-Mail Use**

While at Robina 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.

#### **Finance**

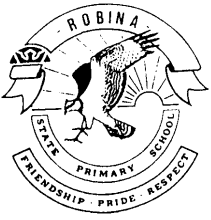
The school cannot enter into any finance arrangements with families for devices.

#### **Security and Insurance...**

While the BYO device will be securely stored during break times, parents should seek personal insurance. Check with your preferred insurance company or the device reseller about insurance at home and, to and from 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.

#### **Damage in transit...**

All devices 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 also inside a school bag.



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### School Network Usage

#### **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 e-learning 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; deliberately 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 e-mail (junk mail).

Usernames and passwords are to be kept by the student and not divulged to any other individual (e.g. a student should not give their fellow students their username and password). Students cannot use another student or staff member's username or password to access the school's network, including not trespassing in another person's files, home drive or e-mail. Additionally, students should not divulge personal information (e.g. name, parent's name, address), via the Internet or e-mail, 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?**

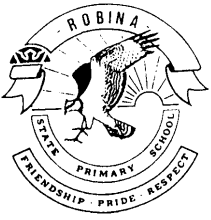
Schools will provide information in relation to student access and usage of its network and reserves the right to restrict/remove student access to the intranet, extranet, internet or network facilities if parents or students do not adhere to the school's network usage and access guideline/statement.

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 involving 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 schools 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 e-mail
- 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.
- Be aware that access to ICT facilities provides valuable learning experiences, therefore giving the student educational benefits in line with the school's educational program;
- 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.



## BYO iPad Program

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### Potential Hazards

The main feature of mobile devices that causes problems is the minimal amount of ergonomic adjustment – this promotes poor posture.

If the screen is at the optimal height for the operator then the keyboard is too high, and if the keyboard is at the optimal height then the screen is too low. Both scenarios may contribute to muscle discomfort or strain to varying degrees.

### Potential injuries that can occur through using 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

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

### References

- Australian Standard AS 3590 (1990) screen-based workstations, workstation furniture and input devices.
- Occupational Overuse syndrome – Keyboard Operators: Reducing the Risk.
- Workplace Health and Safety – <http://www.dir.qld.gov.au/workplace/index.htm>
- Using your device safely, Department of Education, Victoria.



## BYO iPad Program

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### Supported Devices - 2017

#### Apple iPad products

Device Name	WiFi Model	Cellular (3G) Model
iPad 1st Generation	NO	NO
iPad 2nd Generation	YES	NO
iPad 3rd Generation	YES	NO
iPad 4th Generation	YES	NO
iPad Mini	YES	NO
iPadAir	YES	NO

All storage versions are supported in the **BYO iPad program** – (16GB, 32GB, 64GB)

The 16GB base model is the preferred device due to cost considerations. Keep in mind that any personal applications and content placed on the device may interfere with the storage requirements for school use as the full 16GB of storage may be required by some classes.

Apple devices meet the specifications for Education Queensland and will work quickly and easily on our network at school and for you at home. Network and platform maintenance costs for the iPad devices will be covered by the school however hardware issues will be covered under Apple warranty terms and conditions.

Visit the Apple website at <http://www.apple.com.au> for further information about these devices.

#### Mobile Network (3G & 4G) Connectivity...

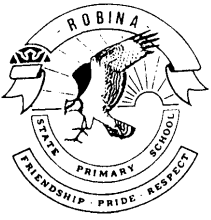
3G and 4G compatible devices are not allowed to be used by students while at school. This includes mobile phones, mobile broadband devices and any other device with the capability of connecting to an external cellular network.

This policy 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 WiFi only models of the iPad are the only supported devices for the **BYO iPad program**.

#### Other Device Types

Our experience with other device types is limited. Every effort will be made to accommodate them but you will need to be patient with regard to finalising the use of devices other than Apple iPads. Please speak with your child's Year 5 teacher to arrange for the school computer technician to assess the capacity to operate the proposed device on the Education Queensland network.



## BYO iPad Program

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### Parent Checklist – 2017 – Preparing for your child to bring their iPad to school.

Other devices will need to be managed on a device by device case.

- Create an **Apple id and Password** (we advise you **NOT to share** your Appleid/password with your child)
- Discuss the **Student Participation Agreement** expectations with your child
- Ensure that your child understands they are **not to share** their ipad with other students
- Ensure that your child understands that they are not to capture photo, video or audio unless advised to do so by their class teacher.
- Ensure that your child understands that if their regular teacher is away, the **iPads will be locked away** for the duration of the day. Students must not negotiate otherwise with relief teachers
- Have purchased a **protective cover** for your child's iPad
- Set up the apps on your child's iPad as per the **required apps** list for your class

**Wireless setup** to access school wireless complete – must be completed in range of the school network:

1. Go to **Settings** and turn Wi-Fi **ON**
2. Select **Choose a Network** and then **Other**
3. Type in the name: **QDETA-X** and choose Security: **WPA Enterprise**
4. Select the **blue/white across arrow** at the right-hand side of QDETA-X
5. Select **Auto** and add **URL**: <http://wpad/wpad.dat>

**Email Setup** to access school email complete – must be done in range of school or home wireless

1. Go to **settings** and select **Mail, Contacts, Calendars**
2. Tap **Add Account** and choose **Other** and then select **Add Mail Account**
3. Type the **name** and **email** for the user and their **password** – this is also their Network login details to access school computers and internet
4. The default **Description** is fine, then tap **Next**
5. On the next screen, the **INCOMING MAIL SERVER Host Name** should be set to : pop.eq.edu.au
6. On the same screen, the **OUTGOING MAIL SERVER Host Name** should be set to: smtp.eq.edu.au
7. In the **additional OUTGOING MAIL SERVER** settings, set **Use SSL** to ON and ensure the Server Port is set to 465 ( **Authentication** should be set to **Password**)
8. Under **OUTGOING MAIL SERVER** tap on **Advanced**, make sure that **Use SSL** is ON, **Authentication** is set to password and that **Server Port** is set to 993

Please see your child's teacher if you experience difficulties with any of these items