# West End State School

**An Independent Public School**



# 1:1 iPad Pilot Program Handbook

**2022**

Empower every student to achieve their personal best to make the world a better place.

# Foreword

*This handbook has been compiled to provide a ready source of information for parents/carers, teachers and students about matters influencing the efficient use of the 1:1 iPads. Each student should be thoroughly conversant with its contents and follow all guidelines. This handbook is open to review as we stay responsive to the needs of our students and our community.*

# Contact Information

Email is our most efficient form of communication.

| Program Manager | 1to1@westendss.eq.edu.au |
|---|---|
| 1:1 Teachers on Q and A forum | https://padlet.com/WESSchool/QandA1to1atWESS |

### *Policy Owner and Document History*

| Policy Owner | West End State School | | |
|---|---|---|---|
| **Document History** | **Date** | **Approved By** | **Due for Review** |
| Version 1.0 | 6/12/2021 | West End State School | 2022 |
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# Contents

# About the Pilot

## What is 1:1?
One to One (1:1) is a term used to describe a digital device ownership model where students use their personally owned devices to access the departmental networks and information management systems in an educational setting. The 1:1 iPad Pilot Program will requires to have their own iPad for use at school and home.

## Why 1:1?
There are several reasons for embarking on this pilot, with the focus being student outcomes. The 1:1 pilot provides a way for students to have more control over how they learn and engage, and for teachers to further personalise learning. This is a necessary shift that the role of technology can better achieve according to meta-anaylsis by Microsoft and McKinsey & Company's Education Practice.

The Australian Curriculum mandates the integration of Information and Communication Technology (ICT) across all learning areas.

Central to our WESS 2020-2023 Strategic Plan is a commitment to continue to provide our students with vibrant, diverse and inclusive education, with a focus on the whole child. This pilot seeks to incorporate digital technologies for learning to ensure students develop both the cognitive and social-emotional skills they need to succeed.

*'Empower every student to achieve their personal best to make the world a better place'*

## 1:1 Device Tech Specifications

### Required
- 2021 iPad 9th Gen (64GB minimum which is standard) 10.2" Wi-Fi, capable of running the latest iOS software (*iPad 7 or 8 would be acceptable)
- Paid apps and school required apps
- iPad case with keyboard
- Headphones
- Stylus
- Families will need to keep their iPad iOS current by regularly updating to the latest iOS firmware.

### Recommended
- 2 Year Apple Care
- Screen protector
- Insurance of device (1:1 iPads are not covered by school insurance).
- WiFi Only Option (as below)

### WiFi Only Option
We recommend the WiFi only models with no data plan. While at school, the WiFi devices will be able to access the school network. We do not recommend purchasing the 3G/4G enabled iPads as you will be enabling your child to have connectivity via a mobile phone plan. If your child brings a 3G/4G enabled iPad to school, we will require that the 3G is turned off and that only the WiFi is used while on school grounds.

## Equity

If you have difficulty meeting the costs involved in this program, please contact the school to discuss the matter admin@wessendss.eq.edu.au. As a public school we are committed to ensuring every child has access to a device regardless of the family's financial position.

## Communication and Feedback

As this is a Pilot Program, we encourage a learning partnership and open communication. We will assess program success by measuring student engagement and self-efficacy, as well as student handwriting, typing skills, and personal responsibility. All enquiries can be addressed to 1to1@westendss.eq.edu.au

# At School

## Teaching Practice

At WESS we focus on embedding high quality, evidence-based teaching and learning practices. Just as with our school-wide embedded Signature Practices, our recent priority area of Leveraging Digital for Differention is based upon a sound pedagogical rationale. We encourage creation over consumption, and matching the purpose of the learning with suitable technology. We have a range of tools and strategies to teach our diverse range of learners, and professional learning networks in place for ongoing support and accountability, so we all stay uptodate together.

Our teachers and their professional learning are integral to the successful implementation of this pilot. A continued commitment to professional learning during the implementation of 1:1 iPads will look like:

- A strong focus on pedagogy first, technology second
- Time for teachers to become familiar with devices and applications
- The opportunity to attend formal professional learning sessions
- Data driven collaborations with other teachers
- The support of a pedogogy mentor/coach

## Screen time in the classroom

Screen time is carefully considered when teachers are planning units of work. There will not be a defined maximum or minimum time-limits imposed onto iPad use in the classroom, however best practice involves teachers using their professional judgement to ensure a balance of offline and active learning experiences.

## iPad Supervision

The use of iPads is not permitted on school grounds before or after school without the permission of a teacher and under their direct supervision. iPads are not to be removed from school bags until students are in their classroom and their teacher has directed them to do so.

iPads will remain in classrooms between 8:25am-2:45pm, with these being locked whenever the class is not in there or it is break time.  If the classroom teacher is absent, the devices will not be used for the day.

## Internet Filtering and Restrictions

Internet traffic is filtered by the Department of Education's filter system. To filter content at home, parents and carers will need to adjust settings on the iPad to keep students safe from explicit or inappropriate content. Classroom behaviour plans will include consequences for sharing content that does not relate to learning. Teachers and parents will work together in educating students about reporting and talking to trusted adults when they encounter inappropriate material. For more information, watch this eSafety video: iParent – Inappropriate Content.

## Code of Conduct

The WESS Code of Conduct defines processes for dealing with behaviour issues. The same processes for minor and major behaviour incidents at WESS will be followed for students participating in this program. Teachers, students and parents should be familiar with its contents, including, but not limited to:

- expectations
- responding to unacceptable behaviour
- disciplinary consequences
- use of mobile phones and other personal technology devices by students
- preventing and responding to bullying
- bullying response flowchart for teachers
- appropriate use of social media
- cyberbullying response flowchart for school staff

The WESS Code of Conduct is on our school website: Student Code of Conduct.

## 1:1 iPad Pilot Program Student Participation Agreement

To ensure students understand their responsibilities we have a student-friendly participation agreement which families will need to read through together. This agreement aligns with the WESS Code of Conduct and is specific to expectations around personal iPads. You will find this important document in the Day 1 Readiness section. It will need to be signed and handed to the classroom teacher on Day 1.

## Out of School Hours Care

To ensure safety of devices, OSHC will collect IPADs from students on arrival and return when they leave.

## Ergonomics

Tablet use is associated with a high degree of flexion in the head and neck, that is 15-25° beyond a neutral, relaxed posture. This increase will quickly lead to fatigue and discomfort, and over time, injury. By elevating the device and avoiding lap-level locations students can minimise any associated risks. This advice is supplied by The Harvard School of Public Health. Our teachers are aware of the need for good posture whilst using devices in the classroom and can help students maintain correct posture for using devices. Tips supplied by the University of Oxford include:

- Adopt a good sitting position in order to avoid straining your arms
- Do not slouch, sit forward or crouch over the iPad; sit up straight with the lower back supported
- iPads are not designed for prolonged use
- Work on a stable base and not on your lap
- Take regular breaks, especially to reposition the head and neck, and to rest the eyes

## What to do if your device is being repaired

Arrangements will be made between the school, student and parent/carer to facilitate access to school managed device and cloud based saving to continue learning.

## Third Party Consent

Our school uses tools and resources to support student learning, including third party (non-departmental) online services hosted and managed outside of the Department of Education network.

Online services, including websites, web applications, and mobile applications, are delivered over the internet or require internet connectivity. Examples may include interactive learning sites and games, online collaboration and communication tools, web-based publishing and design tools, learning management systems, and file storage and collaboration services.

### About the online services

After evaluation, the principal has deemed specific third party online services appropriate for school use. These online services are listed on the consent form you were provided with at the start of 2021 or on your arrival at WESS.

Third party online service providers are external to the school, and the services may be hosted onshore in Australia or offshore outside Australia. Data that is entered into offshore services may not be subject to Australian privacy laws. When considering whether to provide your consent, we encourage you to read the information provided about each online service, including the terms of use and privacy policy, which outline how information and work will be used and under what circumstances they may be shared.

### Purpose of the consent

Third party online services are used for various purposes. The purpose of use for each service is outlined on the form. For example, teachers may use online services with students to support curriculum delivery, complete learning activities and assessment, facilitate class collaboration, and create and publish class work (e.g. projects, assignments, portfolios).

The form records your consent for your child to register accounts, use, and, where specified, publish their work to these services. The form also collects your consent for school staff to collect, store, and transmit information to online services in order to manage school operations and communicate with parents and students.

It should be noted that, in some instances, the school may be required or authorised by the Education (General Provisions) Act 2006 (Qld) or by law to record, use or disclose the student's personal information or materials without consent.

### Voluntary consent provision

It is not compulsory to provide consent. If your consent is not given, this will not adversely affect any learning opportunities provided by the school to your child.

### Duration of consent

The consent applies for the period of time specified under the 'About the Consent' section on the form: Prep to Year 3 and a second form covers Year 4 to Year 6. You may review and update your consent at any time by notifying the school in writing (by email or letter).

There may be circumstances where the school issues a new consent form to seek additional consent e.g. in the event that new online services are identified for use.

### Who to contact

To express a limited consent, withdraw consent or ask questions regarding consent, please contact Fiona Lane, Head of Department: Curriculum  flane1@eq.edu.au

# At Home

## Screen Time Settings and Tips

Monitoring technology use at home can be a challenge. Parental controls at settings that you can adjust on the iPad, which will help guide students to create habits that will set them up to self-regulate their experiences online. Screen Time settings allow you to monitor, limit and block apps and content. Setting this up with your child and including them in the decision making process may help them with cooperate. Follow the onboarding checklist when you are ready to set this up or https://support.apple.com/en-au/HT201304.

Furthur tips here: https://www.esafety.gov.au/sites/default/files/2019-06/EC-ESP-screen-time-tips-flyer_0.pdf

- be involved
- work with your child to set boundaries for screen use
- be clear about the consequences of not switching off
- set device-free zones and times at home
- ask your child to explain their screen use
- use iPad settings to help manage access
- lead by example

We feel it is vitally important for parents/carers to share their children's Digital Citizenship learning journey, and we encourage your active participation in the modelling and guiding of what is deemed responsible technology-based behaviour. There are many available resources to help in this area, including https://www.commonsensemedia.org/screen-time and https://www.esafety.gov.au/parents.

Act eSafe is an engaging animation for 7 to 10 year olds which focuses on e-security and eSafety issues.

## Screen Time at Home

The American Academy of Paediatrics (AAP), whose screen time rules had been strictly age-based, is recognizing that not all screen time is created equal. The Common Sense Census identifies four main categories of screen time.

- Passive consumption: watching TV, reading, and listening to music
- Interactive consumption: playing games and browsing the Internet
- Communication: video-chatting and using social media
- Content creation: using devices to make digital art or music

Source: *Common Sense Media-* How much screen time is OK for my kid(s)?

# Day 1 Readiness

To be ready for Day 1 of learning in a 1:1 classroom, the *1:1 iPad Program Student Participation Agreement* needs to be signed and the *Onboarding Checklist* needs to be ticked off. Bring both of these on Day 1 to give to the class teacher.

24 Vulture Street, West End Qld 4101
**P** (07) 3010 8222
**F** (07) 3010 8200
**E** admin@westendss.eq.edu.au
**W** westendss.eq.edu.au

**West End State School**

# 1:1 iPad Pilot Program Student Participation Agreement

*Please present this completed form to the classroom teacher*
*on your first day of participation in the program.*

### General Use:

- I understand that it is my responsibility to keep my iPad, stylus, keyboard and headphones safe, charged and in good working order.
- I understand it is my responsibility to bring my iPad, inside its case to school each day.
- I will ensure my iPad is charged and ready to use at the beginning of the day.
- I will hold the iPad safely when carrying it and will always walk.
- I will ensure my iPad is kept in my school bag while travelling to/from school and is not to be used prior to 8:25am or after 2:45pm.
- I will only take photos and record sound and video when given permission by my teacher.
- I will leave other students' iPads alone.
- I will follow staff direction in relation to the use of my iPad.
- I will immediately report any accidents or breakages to my parents/carers and teachers.
- If my iPad is damaged at school, I understand that the school will investigate to determine the cause of the damage and the WESS Student Code of Conduct will be followed.
- If the classroom teacher is absent, and not replaced by a WESS staff member, the devices will not be used for the day.

### Content:

- I will use the iPad only to support my school learning program while at school.
- I will not keep any inappropriate software and content on my iPad.
- I will ensure there is adequate free storage available on my device for classroom use, and my iPad is backed up regularly.
- I understand that I am not permitted to access Social Networking apps, including Messaging contacts at school, or on the way to and from school.
- I understand that many social networking apps such as Facebook have a minimum age restriction of 13 years old.

### Safety and Security:

- While at school, I will only connect my iPad to DET's filtered internet service and Education Queensland's Managed Internet Service (MIS)
- When devices are used at home, parents/carers are encouraged to manage the monitoring of student online activity and use iPads in a common area.
- I will only use my school email account for mail related to learning and under the direction of my teacher.
- I will not send group emails or chain emails from my school email account.
- **I will not share names, personal details or images of myself or others, online or in electronic communication unless it is safe, and I have asked for permission.**
- The school's name, logo or uniform must not be used in any way which would result in a negative impact for the school community.
- I will use my iPad lawfully and in accordance with the WESS Student Code of Conduct regarding ethical use of equipment, technology, use of legal software, cyber safety, use of the internet and the protection of personal data.
- I will not share account names and passwords with other students.
- I am responsible for the security and use of my iPad while at WESS.

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I agree to abide by the guidelines outlined in this 1:1 iPad Pilot Program Student Participation Agreement. I also commit to being a responsible user of technology.

I understand that non-compliance or irresponsible behaviour consequences relative to the behaviour will be determined by the school as per the WESS Code of Conduct.

Name of Student: _____

Student Signature: _____

Class: _____

Name of Parent: _____

Parent Signature: _____

Date: _____

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# Onboarding Checklist 2022

*Please present this completed form to the classroom teacher*
*on your first day of participation in the program.*

**Student/Family Checklist:**

| Activity | Completed? (Please tick) |
|---|---|
| 1. **Check** your child's iPad is 2021 iPad 9th Gen (64GB minimum which is standard) 10.2" Wi-Fi, capable of running the latest iOS software.  (*iPad 7 or 8 would be acceptable) | |
| 2. **Apple ID:** It is mandatory that the iPad is set up using your **child's own Apple ID** by creating a new icloud email with a variation of their name. This is established through Family Sharing. Please **do not establish the iPad with a shared parent Apple ID**. We advise that you do not tell your child the Apple ID/Password). | |
| 3. **Family Sharing:** Correctly creating your child's own Apple ID will ensure that they are only accessing age-appropriate Apps and content in Safari. This can be done through Apple's Family Sharing. | |
| 4. **Name your child's iPad** Name your child's iPad with their name Settings > General > About > Name Also, label your child's iPad case with their name. | |
| 5. **Name your child's Accessories** iPad Case with keyboard Headphones Stylus | |
| 6. **Add a Lock Screen passcode** All 1:1 iPads must have a lock screen passcode. Use thumb print or facial recognition. How to change your passcode on your iPhone, iPad, or iPod ... | |
| 7. **Add a Lock Screen photo** of your child's face Adding a photo to the Lock Screen: Take a photo of your child using the Camera App. Tap the "Settings" icon on your iPad's Home screen to launch the Settings App. Tap "Wallpaper" and then tap "Choose a new wallpaper." Select "Camera Roll" and select the photo of your child Select "Select Set Lock Screen" Close the Settings App. How to customize AssistiveTouch on your iPhone, iPad, and ... | |

| | |
|---|---|
| 8. **Set up – Family Sharing**<br>Family Sharing makes it easy for up to six people in your family to share each other's iTunes, Books and App Store purchases without sharing accounts.<br>How Family Sharing works — Apple Support - YouTube | |
| 9. **Set up Downtime**<br>Settings > Screen Time > Downtime > (Slide to green = on)<br>Every Day (tick)<br>From (7:00pm) To (7:00am)<br>https://support.apple.com/en-au/HT208982 | |
| 10. **Add App Limits**<br>Settings > Screen Time > App Limits > Add Limit > (select Apps you'd like to limit except for Education)<br>Social<br>Games<br>Entertainment<br>Add Website<br>Next > (select an amount of time to set daily time limits) | |
| 11. **Enable – Multitasking Gestures**<br>Settings > Home Screen & Dock > Multitasking > Allow Multiple Apps and Gestures (select each function to green)<br>How to navigate iPad Pro with gestures — Apple Support | |
| 12. **Enable – Speak Selection**<br>Settings > Accessibility > Spoken Content > Speak Selection (Slide to green = on)<br>How to set up Speak Selection on Mac — Apple Support | |
| 13. **Turn off – Background refresh**<br>Settings > General > Background App Refresh (Slide to grey = off) | |
| 14. **Enable – Dictation**<br>Settings > General > Keyboards > Enable Dictation<br>Use Dictation in Notes — Apple Support - YouTube<br>How to have your iPhone and iPad speak each word as you type | |
| 15. **Enable – Predictive Text**<br>Settings > General > Keyboards > Predictive<br>How to use QuickPath to type faster on your iPad - YouTube | |
| 16. **Set your iPad language to English**<br>Settings > General > Language & Region > iPad Language – English<br>How To Change The Language on iPad - YouTube | |
| 17. **Enable – Dictionary**<br>Settings > General > Dictionary > English (UK) | |
| 18. **Disable – Automatic downloads**<br>Settings > App Store > Automatic downloads > Apps, App Updates, In-App Ratings & Reviews, Offload Unused Apps (Select to grey = off) | |

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|---|---|
| 19. **Add Communication Limits**<br>Settings > Screen Time > Communication Limits ><br>During Screen Time > Contacts Only (tick)<br>During Downtime > Specific Contacts (tick) > Choose From My Contacts > (select parents/carers contact) | |
| 20. **Set up Content and Privacy Restrictions**<br>Settings > Screen Time > Content & Privacy Restrictions > (slide to green = on)<br>iTunes and App Store Purchases > Require Passcode > Always Require (tick)<br>Content Restrictions ><br>        Age Classification For > Australia<br>        Music, Podcasts, News and Workouts > Clean<br>        Movies > G or Don't Allow<br>        TV Shows > G or Don't Allow<br>        Books > Clean<br>        Apps > 9+<br>Web Content > Limit Adult Websites<br>Location Services > Don't Allow | |
| 21. **Download Paid Apps**<br><br>Book Creator<br>**$4.49** | |
| 22. **Check pre-installed Apps are active** | |

| | | |
|---|---|---|
| Apple Music | Calendar | Contacts |
| Files | Mail | Maps |
| Measure | Notes | Photo Booth |
| Shortcuts | Find My iPhone | Tips |
| Voice Memos | Reminders | |

**Classroom teacher Checklist:**

| Activity | Completed?<br>(Please tick) |
|---|---|
| Connected to **EQNet WiFi** | |
| **Organise Folders**<br>Home apps should ALWAYS be stored in a clearly labelled 'Home' folder, and not accessed at school at any time. | |
| **Confirm Apps** are installed by Week 2 | |
| **Everything Labelled** | |
| **Confirm Student Participation Agreement Signed** | |

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