

West End State School

An Independent Public School



BYOD

Handbook

2023-2024



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 BYOD iPads. Each student should be thoroughly familiar 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. Please email the team at byod@westendss.eq.edu.au with any questions or concerns.

Policy Owner and Document History

Policy Owner	West End State School		
Document History	Date	Approved By	Due for Review
Version 1.0	06/12/2021	West End State School	2022
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About BYOD

Currently at WESS, all Year 5 and 6 classes are BYOD. We start the onboarding process for our Year 5s in Term 4 of Year 4. This is to give families more time and support, as we build student responsibility for using their device as a tool for learning.

Follow this link to see where the journey began: [2022 Pilot Findings](#).

Guiding Principles

Digital Citizenship – A tool to teach digital boundaries.

Digital Learning – A tool to further the Australian Curriculum.

Digital Connection – A tool to show families the learning each day.

BYOD Device Specifications

Required

- **Wi-Fi only. No cellular data (No SIM card installed).**
- iPad 8th, 9th or 10th Gen (64GB minimum)
- Capable of running the latest iOS software (iOS17)
- Protective case with keyboard
- Screen protector
- Headphones
- Stylus
- Families will need to keep their iPad iOS current by regularly updating to the latest iOS firmware (can set this to automatic)
- Device and accessories labelled/engraved with student name.

Recommended Additions

- 2 Year Apple Care
- Device Insurance (not covered by school insurance)



Equity

If you have difficulty meeting the costs involved in this program, please contact the school to discuss the matter admin@westendss.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

We encourage learning partnerships and open communication. If you have any questions or feedback, all enquiries can be addressed to byod@westendss.eq.edu.au.

At School

Digital learning

All learning experiences are 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 there or during break time. If the classroom teacher is absent, the devices will not be used for the day unless a school contracted supply teacher is supervising the class. Students are required to sign the Student Participation Agreement (outlined below) to ensure these guidelines are followed.

Internet Filtering and Restrictions

While students are at school, 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. It is important for teachers and parents/carers to 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 using technology. Teachers, students and parents/carers should be familiar with its contents, including, but not limited to:

- Disciplinary consequences.
- Use of mobile phones and other personal technology devices by students.
- 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](#).

Student iPad 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 below. It will need to be signed and handed to the classroom teacher. A copy of this agreement is at the end of this handbook.

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](#). 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 higher base and not on your lap. This can be achieved by purchasing an iPad stool/stand, or simply use books to elevate the iPad closer to eye-level.
- 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 a school managed device.

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, learning management systems, and file storage.

BYOD requires permission for certain external services, such as SeeSaw and ACER OARS. WESS uses QParents to manage student online third-party consent.

See letter at the end of this handbook from our Head of Department providing this important information and actions parents/carers need to take.

QParents

[QParents \(External Link\)](#) is a secure, online portal that has been created by the Department of Education to provide parents of Queensland state school students with 24-hour access to their child's information.

The portal allows you to securely access information about your child and communicates directly with your child's school.

At Home

Screen Time and Focus Settings

Parental controls 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 own responsible choices. Follow the onboarding checklist when you are ready to set this up. More information is available at: [Use parental controls on your child's iPhone, iPad and iPod touch – Apple Support \(AU\)](#)

Further [tips from the eSafety Commissioner](#) include:

- 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.

For more safety tips including an eSafety Guide aimed at informing parents on safety and better understanding on the apps and websites children want to use, go to the [eSafety Commissioner](#) website.

[Act eSafe](#) is a short video for 7 to 10 year old's which focuses on e-security and eSafety.

Time on Devices

The Australian Institute of Family Studies (AIFS) recommends:

- no screen time for children younger than two years
- no more than one hour per day for children aged 2–5 years
- no more than two hours of sedentary recreational screen time per day for children and young people aged 5–17 years (not including schoolwork).

[Too much time on screens? | Australian Institute of Family Studies \(aifs.gov.au\)](#)

Important Documents

Present these documents to the classroom teacher along with your set-up iPad when ready for BYOD:

- BYOD Student Participation Agreement
- Onboarding Checklist

Copies of these documents are available on the following pages, as well as the Forms Section on [Bring Your Own Device \(eq.edu.au\)](#)





BYOD Student iPad 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 in a three-point hold 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

I agree to abide by the guidelines outlined in this 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.

Student Name: _____

Student Signature: _____

Class: _____

Parent/Carer Name: _____

Parent Signature: _____

Date: _____

Please check one of the following options:


- I will be bringing my own iPad from home
- I will be using a school managed iPad while I am at school




Onboarding Checklist 2023 – 2024

Please present this completed form to the classroom teacher to participate.

Student/Family Checklist:

ACTIVITY	Completed? (Please Tick)
<p>1 Check your iPad meets Specifications. Check that your child's iPad is 2021 iPad 8th, 9th or 10th Gen (64GB minimum), Wi-Fi, capable of running iOS 17. Erase all content and settings on pre-owned iPads before beginning this checklist. Remove the SIM card if there is one installed.</p>	
<p>2 Create a student 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 setup the iPad with a shared parent Apple ID. We advise that you do not tell your child the Apple ID/Password. Correctly creating your child's own Apple ID will ensure that they are only accessing age-appropriate Apps and content in the App Store and Safari.</p>	
<p>3 Set up Family Sharing 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. How Family Sharing works -Apple Support - YouTube</p>	
<p>4 Digitally name your child's iPad Name your child's iPad with their name - Settings >General > About > Name</p>	
<p>5 Name your child's Accessories Protective Case with Keyboard, Headphones, Stylus etc.</p>	
<p>6 Add a Lock Screen Passcode iPads must have a lock screen passcode. Use thumb print (or touch ID) or facial recognition (face ID). A 6 Digit passcode is required for Intune Company Portal. How to change your passcode on your iPad</p>	
<p>7 Add a Lock Screen photo of your child's face Adding a photo to the Lock Screen: 1 Take a photo of your child using the Camera App. 2 Tap the "Settings" icon on your iPad's home screen to launch the Settings App. Tap "Wallpaper" and then tap "Choose a new wallpaper." 3 Select "Camera Roll" and select the photo of your child Select "Select Set Lock Screen" 4 Close the Settings App.</p>	
<p>8 Download Intune Company Portal App Install and sign in by entering your child's EQ email, EQ MIS ID and password. Follow this DoE how to guide: Intune – iOS enrolment video - Youtube.com</p> <div style="text-align: right;">  </div> <p>Company portal provides:</p> <ul style="list-style-type: none"> • Access to the school's secure network • Access to the full app list that students will use at school. <p>Please Install the following essential apps: Microsoft Word, Excel, Powerpoint, OneNote, OneDrive, Teams, Notability, SeeSaw, Switch4Schools and WhoAmI. <i>Other apps will be downloaded with teachers when necessary. They are not required to install during Onboarding.</i></p>	

ACTIVITY	Completed? (Please Tick)
<p>9 Download Book Creator App</p> <p>Book Creator is available on the App Store for \$5.99. This will require credit card details that can be deleted as soon as installation is complete.</p> 	
<p>10 Organise School Apps</p> <p>Drag all school apps so they sit on their own page. These include the essential apps outlined in Step 8 and Book Creator in Step 9.</p>	
<p>11 Enable – Dictation and Predictive Text</p> <p>Go to Settings > General > Keyboards > Enable Dictation Go to Settings > General > Keyboards > Predictive</p>	
<p>12 Set your iPad language to English</p> <p>Go to Settings > General > Language & Region > iPad Language</p>	
<p>13 Enable - Dictionary</p> <p>Go to Settings > General > Dictionary > English (UK)</p>	
<p>14 Enable - Multitasking Gestures</p> <p>Go to Settings > Home Screen & Dock > Multitasking and Gestures (select each function to green)</p>	
<p>15 Enable - Speak Selection</p> <p>Go to Settings > Accessibility > Spoken Content > Speak Selection (Slide to green = on)</p>	
<p>16 Set up Content and Privacy Restrictions</p> <p>Go to Settings> Screen Time> Content & Privacy Restrictions> (slide to green = on) Web Content> Limit Adult Websites (tick) This keeps internet searches safe at home, as the school internet filters for safe content. Continue adjusting restrictions as you choose. These are a few settings we recommend you turn on:</p> <ul style="list-style-type: none"> • iTunes and App Store Purchases > Require Passcode > Always Require (tick) • Content Restrictions > • Music, Podcasts, News and Workouts> Clean • Music videos > off • Music profiles > off • Movies > G or Don't Allow • TV Shows > G or Don't Allow • Books > Clean • Apps > 9+ • App Clips > Don't Allow 	
<p>17 Add School Focus</p> <p>Go to Settings > Focus > Set up new focus by pressing the “+” > Custom > name “School” > Customise Focus > Allow Notifications > No people or apps should be selected Customise Home Screen by choosing the page with learning apps Set a Schedule > Mon- Friday 8:00am – 3:00pm For support: How to use Focus on your iPhone (Works for iPads) Apple Support - YouTube</p>	
<p>18 Go to QParents (External Link)</p> <p>Ensure you have granted permissions to use required apps. This is mandatory and will allow parents/carers to securely access their child’s information.</p>	

Teacher Checklist	Completed? (Please Tick)
<p>Student Participation Agreement signed</p>	
<p>Connected to EQNet Wifi and No SIM/cellular data installed. Trouble shooting: Turn on Wi-Fi, turn iPad off and on. Comp Portal app – installed, student logged in with EQ login details.</p>	
<p>Third Party Permissions (QParents) Check App and website permissions. No permission = No app use</p>	