



SUNSHINE COAST
GRAMMAR SCHOOL

BYOD iPad Program Parent Handbook

BYOD iPad Program

Digital Learning Vision

At Sunshine Coast Grammar School we aim to foster creativity and collaboration in our students through the use of digital technologies. We recognise that we are in an ever-changing digital world and that students will need to be capable users of technology who display a creative and confident mindset when faced with new digital tools.

Rationale

Sunshine Coast Grammar School is committed to providing a learning environment that engages students, promotes higher order thinking skills, creativity and collaboration, whilst preparing learners for their future. The Queensland iPad trial run by the Department of Education, Training and Employment found that students in a 1:1 iPad environment demonstrated 'improved performance, in comparison to previous grades, using an iPad'. The trial also found that students successfully met the Digital Technology curriculum standards. Trials held by education systems in other states have demonstrated similar successes, with students learning more collaboratively and creatively than before the trial.¹

The Sunshine Coast Grammar BYOD iPad program:

- Provides students with opportunities to display their learning in a range of ways
- Facilitates the teaching and learning of skills required for the students' futures, including digital literacy, problem solving, creativity, and effective communication
- Ensures contemporary learning in classrooms
- Provides an engaging environment for learning
- Strengthens the connection between home and school, providing parents with the opportunity to see what their child is learning at school

The iPad as a portable learning tool will allow students to monitor their own learning, seek immediate feedback from their teacher and classmates, and provide a personalised learning experience for every child.

BYOD – What is it?

BYOD ("Bring Your Own Device") is an established program across many schools that allows students to bring their own specified device into the classroom. Sunshine Coast Grammar School currently runs a BYOD program, which has been very successful for improving teaching and learning. BYOD allows student learning to be more personalised, as students can access the tools that are best for their learning, without the limitations of provided software. BYOD also provides parents with easier management of the device at home, as the account and its restrictions are managed by parents based on their families' needs.

¹ See the Victorian Department of Education and Early Childhood Development iPad trial:
<http://www.ipadsforeducation.vic.edu.au/planning/ipads-for-learning/2017-ipad-trial-school-stories>

Device requirements

Minimum specifications

Minimum system specifications for our iPad BYOD program are driven by curricular objectives from across our classes. Our vision is that Grammar students acquire the skills necessary to select and manage digital tools that will empower them in all phases of the learning process including research, problem solving, content creation, communication and collaboration.

Minimum Specifications	
Device	iPad (7 th generation) or iPad Pro running iOS 13.5 or later 128GB or more storage
Accessories	<u>Required:</u> Sturdy case Keyboard (either a keyboard case or a Bluetooth keyboard) Over ear headphones We don't recommend AirPods due to easy loss and damage. <u>Recommended:</u> Glass screen protector AppleCare or alternative protection program Accidental Damage Protection (through home insurance)

Insurance

Personal devices are not covered by school insurance. You may choose to put them under your personal household insurance or you can purchase separate insurance. We recommend that if you are purchasing a new iPad, you also purchase the AppleCare warranty if possible.

Apps, Media and other Content

- All iPads must contain the school-required apps (see the required list for your child's year level on GECO)
- Any apps accessed at school must not have a rating above 10+
- Any media added to the device must be appropriately rated and not include explicit language.
- Any personal apps (including games) must be closed before coming to class and must not be opened in class.

Apple IDs

As your child is under 13, you can only create an Apple ID for them through Apple Family Sharing. Apple Family Sharing enables you to create an account for your child that sits underneath your account and gives you parent-specific controls over that account. Some of these controls include managing the rating of music and media on the device, and to control whether children can download apps with or without permission.

Social Media Communication

iMessage, Facetime, and other communication apps are not to be used during school hours. iMessage is to be disabled during school hours, as per the BYOD agreement, and we suggest it remain disabled outside of school. All media communication outside of school hours should be monitored by a parent/guardian. This may be managed through the parental controls. To learn more about parental controls please visit this website: <https://support.apple.com/en-au/HT201304>

Required Apps

The app list for your child's year level is available on GECO, on the BYOD iPad page. It is important that children come to school on the first day of school with these apps installed, as they are used from the first week.

Frequently Asked Questions

General FAQ

Are students required to bring in a personally owned device, or is this optional?

Students are required to bring in a charged iPad each day in the same way that they are required to bring other learning support materials like pencils, notebooks, etc. It is not optional.

How much time will the students use their iPad for during the school day?

As with any learning experience, the teacher is best placed to decide which tool will be the most effective in meeting the intended learning outcome. iPads are not intended to be a replacement or a substitute for any of the more conventional tools teachers have at their disposal. It is the school's belief that any well-rounded approach to education involves balanced access to a variety of tools. iPads simply increase the number of tools at the teacher's disposal and are used when they are the best tool for the job.

Who is paying for the devices?

The devices will be purchased, owned and maintained by the families.

Are students expected to use the devices at both school and home?

Yes. One of the goals of BYOD is continuous access as a way to build information literacy. This means access to the learning tools on a device at home and school. Students will occasionally need a device to complete their homework. Homework is limited to thirty minutes per night (including tasks and reading time), and we recommend that children complete any homework that requires a device in a public area of the house (such as the kitchen).

If a student already owns an iPad, do they need a new one?

No, as long as the device is functioning properly and is able to meet the minimum hardware requirements, a student may use a device that he/she already owns.

What apps are required on the devices?

The app list included in this booklet provides a list of the apps students are required to have on their iPads. These apps have been chosen for their educational purposes. The majority of the apps are free, however, some apps are paid. Paid apps are kept below \$50 in total annually.

Connectivity FAQ

Can my BYOD student connect to the internet at school through the Grammar network?

All students in the BYOD program have the opportunity to connect to the Sunshine Coast Grammar School wireless infrastructure. This connection will give BYOD students access to internal and internet resources via our filtered gateway. In order to access the wireless network, students must agree to the ICT Code of Conduct and Student BYOD Acceptable Use Agreement prior to connecting their device. Grammar ICT Services reserves the right to refuse or revoke access to the wireless network.

What about Students/Family personal 3G/4G Network Access at school?

Some iPads have 3G and 4G connectivity through the use of a SIM card. We recommend that parents purchase the Wi-Fi only iPad for primary aged children. If children are using Wifi+3G device, we recommend that children are **not** provided with a SIM card. 3G/4G systems are beyond the control of Grammar ICT Services and as such cannot be monitored and filtered. If a parent provides a 3G or 4G phone or a data plan for their student Grammar cannot be held responsible for the content or any related charges associated with that service. This is the responsibility of the parent/student. If the student uses 3G or 4G mediums to access internet resources, they must still adhere to the Acceptable User Policy while on campus. Grammar staff members reserve the right to request that a student disable their 3G/4G connection.

Responsibilities FAQ

What are my obligations as a student in the BYOD program?

Children are expected to bring their iPad to school on a daily basis. BYOD devices are expected to be well maintained, up to date and fully charged. Students are expected to have a device with minimum specifications. All students must read, sign, and abide by the Acceptable User Agreement.

Who is responsible for the maintenance and updates of the devices?

All maintenance for the BYOD device, operating system, and apps purchased by the family/student is the responsibility of the family/student. Families/students should ensure a quick maintenance turnaround for any student devices issues. Loan devices may be available from the Grammar ICT Services Helpdesk for emergency situations for a limited period of time and at the discretion of the ICT Services team.

What happens if the BYOD device is lost or stolen?

Sunshine Coast Grammar School is not responsible for any loss, damage or theft of student-owned devices. We advise keeping track of the device's serial number, model and type for insurance purposes. As with any incident of theft or vandalism it should be reported immediately to a staff member. A loan machine may be provided during this time to ensure the student has minimal interruption to learning.

What access controls will the school implement?

On campus, students to connect and utilise the schools filtered wireless network. Teachers will use Apple Classroom, Apple's classroom management system, to manage iPad use. Apple Classroom allows teachers to view what is displayed on students' iPads and to focus students to a specific app when necessary. Apple Classroom does **not** work when the children are at home and are connected to their home Wi-Fi. Students will be explicitly taught cyber safety skills as a part of the Digital Technologies curriculum, including keeping personal information private and about their digital footprint.

What access controls should parents implement?

The use of the device outside of the School is at the discretion of the parent/family. We strongly encourage you to work as a family to set ground rules for the care, maintenance, and usage of the devices. We also strongly encourage families to set ground rules about the use of games, chat programs or other social networking programs while students are using their device at home. Parents are encouraged to actively supervise the use of the device in keeping with safe practices as outlined by the Office of the eSafety Commissioner - <https://esafety.gov.au/education-resources/iparent/>

The school will work in partnership with families to promote and enhance ethical, safe and responsible use of technology. Building digital citizenship is the responsibility of both the school and family. Parent restrictions may be added to the device through the iPad's settings, but be sure not to interfere with controls around

resources that will be utilized at school such as youtube.com etc. Information on how to adjust the parent controls on an iPad is available here: <https://support.apple.com/en-au/HT201304>

Are students required to back up their devices?

It is critical that students have a back up of their data. For this reason, Grammar ICT Services provide a cloud-based application called OneDrive as a way to back up data. This resource is part of the required applications listed in the previous pages.

Protocols FAQ

My child is not old enough to have an Apple account – how should I login to the device to download the required apps?

Apple accounts can only be made by people over 13 years old. Parents can use Apple Family Sharing (AFS) to set up their child's iPad. AFS allows children to have satellite accounts that are managed by the parents. When children try to download an app, it sends a request to the parent's device to either allow or block the purchase. Information about AFS is available here: <https://support.apple.com/en-au/HT201060> and set up information is available here: <https://support.apple.com/en-au/HT201088>

May students install apps other than those required on their devices?

Yes, although as students are not old enough to have an Apple account (the minimum age is 13 years old), these app purchases must be either completed by a parent or approved by a parent through Apple Family Sharing. Any apps added to the device must not violate the school's Acceptable Use Agreement and must not be used at school without teacher permission.

What if I forget to charge the battery and it goes flat at school?

Students are expected to charge their device each night and bring it fully charged to school the following day. There will be limited provisions for students to recharge during the course of a school day.

What happens if a BYO device has issues? Where can I go for help?

Grammar ICT Services prides itself on providing knowledgeable service to all our users. Students can come to the ICT Services helpdesk and where possible, we will give guidance and advice on how to solve a variety of issues in the BYOD program. Students are encouraged to have recent backups of their data at all times. Students may be provided with a loan device for short durations while their devices are being privately repaired by the family. For hardware, we recommend that families purchase an extended warranty for their device at the time of purchase.

Do students still have access to Grammar storage for home drives under BYOD?

Yes. Students will be able to access their OneDrive folders on their device.

Where can I go to get more information?

You can go to <https://GECO.scgs.qld.edu.au> and follow the BYOD iPad Program links, come to the Helpdesk or email byod-ipad@scgs.qld.edu.au with specific questions that you feel are not covered in the BYOD documentation.

Student BYOD iPad Acceptable Use Agreement

I understand that my iPad is a learning tool and that I am responsible for looking after it.

I show self-management and prudence when using my device by:

- Only using my device during class time when allowed by the classroom teacher.
- Not using device during recess or lunchtime, unless I have permission from my teacher during inside play.
- Understanding that I am responsible for looking after my device.
- Not removing the device from the classroom without the teacher's permission.
- Bringing my device to school each day fully charged.
- Keeping the Apple Classroom profile on my device.
- Keeping my device and its apps up to date.

I show judgement and kindness when communicating using my device by:

- Only taking and sharing photos and videos with consent.
- Only using my device to communicate kindly and with consideration of others.
- Not sharing my password with anyone but my parents and my teachers.
- Using my device in ways that are appropriate, meet school expectations and are educational.

I show leadership and honesty when using my device by:

- Speaking to a trusted adult if I see something that makes me upset or if someone is unkind to me.
- Speaking to a trusted adult if someone I know has seen something that makes them upset or someone is unkind to them.
- Using tools and websites that are appropriate to my age.
- Not downloading any apps, music or videos at school without a teacher's permission.
- Understanding that apps downloaded for personal use are not to be accessed at school.
- Only having content on my device that is appropriate to my age.

Signed by:

Student

Parent/Guardian

TERMS AND CONDITIONS

This agreement sets out the obligations of the participants (students and parents / guardians) in relation to the Sunshine Coast Grammar School BYOD Digital Learning Program.

The terms and conditions of the program should be read in conjunction with the Sunshine Coast Grammar School ICT Code of Conduct.

1. Access to the Program

- 1.1 Year 5 and 6 students at Grammar are required to bring a device fitting the minimum requirements as part of the program.
- 1.2 A user is required to accept full responsibility for their use of ICT resources. In addition, students must adhere to the "code of conduct" policies.

2. Equipment

- 2.1 The device must meet all the requirements of the Minimum Device Specification outlined in the current BYOD Handbook. This includes meeting any required physical device characteristics and the having the listed software installed.
- 2.2 Students bring their own device for use at Sunshine Coast Grammar School at their own risk.
- 2.3 Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.
- 2.4 Students are responsible for:
 - Taking due care of the device in accordance with operating manuals.
 - Adhering to the ICT Code of Conduct
 - Backing up all data securely. All electronic data and resources used for school coursework must be stored on another device or electronic medium accessible on demand. Students must not rely on the continued integrity of data on their device.
 - Clearly labelling/marking their device.
- 2.5 For the removal of any doubt, Sunshine Coast Grammar School will not be responsible for any loss, theft or damage to:
 - the device
 - data stored on the device while the device is at school or during a school-related activity absolutely, in negligence or otherwise

3. Conditions

- 3.1 Participants must bring the device to school each day.
- 3.2 Participants must ensure that the device is fully charged each night before it is brought to school.
- 3.3 The student is responsible for keeping his or her device in their possession or properly securing it, at all times. Grammar Staff are not responsible for the security or condition of student's personal devices.
- 3.4 The student is responsible for the proper care of personal technology devices, including all maintenance and repair, replacement of modifications, and software updates necessary to effectively use the device.
- 3.5 Grammar staff reserve the right to confiscate and/or inspect personal technology devices if there is reason to believe that it was used to violate our policies, administrative procedures, school rules, or for general misconduct.
- 3.6 Violations may result in the loss of privilege to use personal technology in school, and/or disciplinary and legal action, as appropriate.
- 3.7 The student must comply with Grammar staff member requests to refrain from using a device, verify/display the screen, or to power down (turn off) the device.
- 3.8 Students may not use any devices to record, transmit or post photos or video of a person without their knowledge and consent. Images, video, and audio files recorded at school may not be transmitted or posted at any time, without the permission of a Grammar Staff member.
- 3.9 The student should only use personal technology devices with consent and under the supervision of a Grammar staff member.
- 3.10 All users are encouraged to utilize the schools secured wireless network to access the Internet. If a student utilizes their own private 3G & 4G wireless connections via USB Dongles, tethering other

technologies such as phones, inbuilt 3G and 4G technology on BYOD, the parent and student acknowledge that the school is not responsible for any content accessed.

- 3.11 While at school the device is to be securely stored in a locker or remain physically in the possession of the student to whom it has been issued.
- 3.12 Grammar has no responsibility for the integrity of files, preferences, or configurations stored locally on the device.
- 3.13 Participants are required to use the device only according to the Sunshine Coast Grammar School ICT Code of Conduct and the expectations which form part of the participant's overriding conditions of enrolment.

These terms and conditions may be amended from time to time as required at the discretion of Sunshine Coast Grammar School.

ICT CODE OF CONDUCT

Information and Communication Technologies are an integral part of teaching and learning at Sunshine Coast Grammar School. Grammar seeks to provide all users with secure and timely access to relevant digital tools, online services and digital resources (ICT resources and services). The purpose of the ICT Code of Conduct is to communicate a clear statement to students of their responsibilities, what constitutes acceptable and unacceptable use, and to express the commitment of the School to providing and maintaining a secure, effective and reliable ICT infrastructure which supports teaching and learning.

Ethical Use

Sunshine Coast Grammar School ICT resources and services are provided to promote educational excellence by facilitating resource sharing, innovation and communication. Grammar students are expected to use all digital tools, online services and digital resources in a responsible, ethical and legal manner, demonstrating respect for others and an appreciation of the right to learn of all students.

- The use of the Grammar ICT resources and services is primarily for educational purposes and their use must be consistent with the mission, ethos, and educational objectives of the School
- Use of Grammar ICT resources and services must not jeopardise the fair, safe and productive ICT environment of the School community, nor the School's operations, resources and reputation
- School ICT resources and services must not be used unlawfully or for an unlawful purpose
- Some reasonable personal use of ICT resources and services may be allowed, but as a privilege and not a right. If that privilege is abused it will be treated as a breach of the ICT Code of Conduct

Access

- All students are entitled to access the ICT resources and services provided by Grammar and teachers have the right and responsibility to manage student use of School ICT resources and services to ensure safe, fair and equitable access
- To ensure fair and equitable access the School may impose quotas on the use of ICT resources and services including print, file storage, email and internet download
- Where quotas exist students are expected to comply with them. If a student exceeds any of their quotas they may be temporarily prevented from using the affected School ICT resources and services
- When a student's enrolment ceases they are no longer authorised to have access to Grammar ICT resources and services and their account will be disabled for a set period, and then deleted
- Students may have their ICT access suspended immediately where there is a suspected breach of Grammar policies.

User Responsibilities

Any action that disrupts or is likely to disrupt the learning environment or interfere with the operation of the School is classified as inappropriate use. This includes any action that is in breach of any law, including photography without permission of those being filmed. The use of an ICT to bully, intimidate, threaten or otherwise harass any person through any SMS or text message, photograph, video or other data transfer system available is inappropriate and will represent a breach of the ICT Code of Conduct.

- Students must ensure that their Grammar username and password is secure at all times. Students must only access Grammar ICT resources and services using their own username and password and are responsible for all activity initiated from their account
- Students must not create, send, store, upload, access, use, solicit, publish or link to:
 - Offensive, obscene, profane or indecent images or material
 - Material likely to cause annoyance, inconvenience or distress to others
 - Discriminating or sexually harassing material or messages that create an intimidating or hostile learning environment for others
 - Malicious software such as viruses, worms or hacking software
- Any observed security weakness in, or threat to, Grammar ICT resources and services and any known or suspected breach of the ICT Code of Conduct must be reported to the ICT Help Desk.

Use and Operation – General

- Students must operate ICT resources and services in a responsible manner and only adjust settings, cables and connections when instructed to by a teacher.
- To ensure that important work is not lost, it is essential that students save regularly while working and back up their important files.
- All Grammar ICT resources are to be kept free of stickers and clean of graffiti at all times.
- Students are to advise the teacher of any problem with ICT resources and services immediately and report any issues with School resources to their teacher or the ICT Help Desk.
- Students may not install software onto School ICT resources not directly issued to them (i.e. laboratory computers).
- No network gaming is allowed on the School network.

Use and Operation – BYOD Digital Learning Program

- Students are required to bring their BYO device to school each day or as directed by the School.
- Students are to ensure that their BYO devices fully charged for the commencement of each school day.
- Students are expected to take their BYO devices to every class unless directed otherwise by the teacher.
- The students should ensure their BYO devices are never be left unattended.
- Students should remain alert at all times to the security of the device, and should not draw the attention of strangers to the presence of the device in the school bag.
- Students may install files, software and devices onto their BYO devices (only) as required as long as:
 - The files, software and devices do not adversely affect the performance of the device
 - The installation does not infringe or violate copyright laws
 - The files, software and devices do not contravene the ethos and expectations of the School
- Students may be required to provide software licences or proof of ownership / purchase for any installed files or software found on a student's device.
- Students are not permitted to network their BYO devices for the purpose of network gaming, or file sharing beyond that which is required by School staff.
- Students must adhere to the laws concerning copyright and other intellectual property rights.
- Downloading and storage of illegally obtained music and other unapproved files/software is strictly prohibited.
- Use of the BYO devices camera and sound recorder at school is restricted to educational use as directed by a teacher. Students are not permitted to use the camera or sound recorder at school unless instructed to do so by a teacher.
- Internet Filtering does not extend outside of the school grounds or users with 3G and 4G access. Responsibility for safe use of the internet outside of the School network remains the responsibility of the parent / guardian.

Internet and Email Responsibilities

Internet access will be made available onsite for the purpose of communication, research, and education. The School will endeavour to provide Internet access that is safe and appropriate for the maturity level and needs of student users.

- Internet and email services are provided as an educational research tool and must not be used to visit inappropriate sites or online game sites.
- Use of email and other communications technologies should respect and practise the principles of Sunshine Coast Grammar School. This includes:
 - Communicating only in ways that are appropriate and respectful. Harassing, insulting, defaming or attacking others through any digital communication amounts to cyber-bullying and is not acceptable
 - Not using vulgar or obscene language in any electronic communication
 - Not sending emails or posting comments that contain information which is abusive, impolite, offensive, defamatory, inaccurate or illegal
 - Not sending spam, chain letters, or other mass unsolicited mailings
- Internet sites should be visited only when the content is likely to be acceptable within the ethos and guidelines of the School. Inappropriate sites visited by accident should be closed and immediately reported to the supervising teacher or ICT Help Desk.
- Access to the internet is filtered and monitored. Inappropriate sites include, but are not limited to:
 - Sites that are illegal
 - Are pornographic or contain inappropriate or obscene sexual material
 - Advocate hate or violence
 - Advocate racism, sexism, or gender bias
 - Contain discriminatory material
 - Offer inappropriate games or software
- Retrieval, viewing or posting of any material that is explicit, obscene, violent or offensive via the School's network is prohibited.
- Bullying or harassment via the use of ICT resources and services will not be tolerated.
- Students must respect and protect the privacy of others. This includes:
 - Not viewing, using or copying passwords, data, or networks to which they are not authorised
 - Not distributing private information in any form (including through emails, photographs, mobile phones and the Internet) about others or themselves
 - Students must not use or send obscene language
 - Students must not divulge home addresses, telephone numbers, EFTPOS or Credit Card Numbers
- Internet Filtering does not extend outside of the school grounds. Responsibility for safe use of the internet outside of the Grammar network remains the responsibility of the parent / guardian.
- To ensure that their privacy is protected students should be especially vigilant if they access the internet outside of the Grammar filtered and protected network.

Monitoring

- The School will monitor student accounts and student use of ICT resources and services to maintain a secure ICT environment.
- The School reserves the right to monitor, log, collect and analyse the activities of students in their usage of IT resources and services.
- The School reserves the right to investigate any and all aspects of its ICT resources and services if it is suspected that any student is violating this Policy or any other School Policy.
- The School may take any action it considers necessary to remedy immediate threats to ICT infrastructure or security, including suspending student accounts and/or disconnecting or disabling relevant IT resources or other equipment, with or without prior notice.
- The School will, where possible, block or filter any network traffic that potentially breaches this policy or is potentially illegal.

Consequences

- Minor breaches of this Policy will be addressed by the relevant Grammar staff member in line with Grammar behaviour policies and the student account may be suspended if deemed appropriate.
- Ongoing or serious breaches of the ICT Code of Conduct may result in further disciplinary action including suspension and exclusion.

The intent of this policy is to make clear certain uses, which are and are not appropriate, but not to exhaustively list all such possible uses. Sunshine Coast Grammar School may, at any time, make a determination that particular uses are or are not appropriate.