



Bibra Lake Primary School One:2:One iPad Program Information Booklet



Bibra Lake Primary School

One:2:One iPad Program

Information Booklet

Introduction

In tomorrow's exciting and challenging world and workplace there are jobs which we have yet to create. The skills required of the emerging workforce by business leaders will be very different from those of even five years ago. Our challenge is to prepare your child for a whole new employment landscape where digital flexibility and higher order thinking support the more traditional requisites of sound literacy and numeracy skills.

In a world where students are exposed to greater levels of technology than ever before at home, with their friends and eventually in the workplace, it would seem strange that we would not want them best prepared to be responsible and creative users of technology in the place where they spend much of their young life. At Bibra Lake Primary we do not intend to dilute excellent teaching practices but instead plan to enhance them to future-proof our students in ways that only technology can provide. To do this, students require access to current and reliable technology and programs.

Bibra Lake Primary introduced a voluntary BYOD Program in 2021 called One:2:One with the introduction of iPads and associated educational Apps. Our teachers have been learning how to best integrate tablet and mobile technology into their classrooms to maximize learning for students and we will commit to continuing this professional growth in 2023 and beyond.

Every initiative has the capacity to have issues, and one involving the use of technology more so, which is why we have developed this policy for all student and parents who wish to take part in this voluntary program.

Please take the time to read the conditions of this program and consider the benefits to your child of being part of it before agreeing to participate.

Should you have further questions please don't hesitate to contact the school or attend one of our parent/student lessons where we will demonstrate the power of this program in engaging students with their future.

Aaron Young
Principal

November 2022

One:2:One iPad Program Information

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Eligible Students

To be eligible to participate in this BYOD Program:

- Students and parents will need to agree in writing that they will abide by the terms and conditions outlined in this policy; and
- Students will need to ensure that they use the school network, including Internet connection, responsibly.

Ethical, Legal and Responsible Use of Devices

In agreeing to take part in this program, students are agreeing to use their device in an ethical, legal and responsible manner at all times – i.e. at school and also at home.

Students and parents must ensure that:

- The BYOD Program for Students Policy is adhered to;
- Comply with all laws that apply to the Internet, communications and copyright (eg cyber bullying and plagiarism will not be tolerated);
- Privacy and security (of the student and others) will be respected, unauthorised personal information will not be shared and no attempt will be made to access personal information of others; and
- Illegal copies of software, games, music files etc are not to be installed/downloaded on the device for use or sharing at school.

Students are reminded that the youngest age requirement for a social network is 13 years of age, some are even older. Most social media sites set minimum age requirements. This is primarily for safety reasons as young children don't understand the dangers of cyber predators, and because younger children have not yet developed the good judgement to know what's okay to post and what is not. They are also exposed to adult content which can be suggestive or inappropriate. Cyberbullying is emerging as a pretty devastating and destructive outcome for young children as well.

Minimum Specifications Required

To ensure compatibility with the school system and classroom needs, we recommend the following devices:

- iPad 9th and 10th generations with Wi-Fi, 64GB (iPads with a SIM card will only be accepted with the SIM card removed)
- Must be able to operate iOS 16
- Keyboard and protective case
- Headphones
- Device to be clearly identifiable

Items that can be stored on the iPad include Apps, photos, videos and other media. 64GB will enable students to store their school work on the device and using online cloud-based storage such as OneDrive. Please understand that using the device at home for personal Apps, photos, videos and other media will require regular storage management.

It is anticipated that a new iPad will have a useful life of around 3+ years.

At all times the device is owned by the students and parents.

Apple Care

Staff, students and their families can access free technical support for Apple devices, such as Macs, iPads and applications directly from AppleCare Support.

AppleCare Support is available 24 hours a day, seven days a week. It provides technical support for:

- Apple software and operating systems;
- Apple applications, such as Keynote; and
- Personal Apple accounts or settings.

To contact AppleCare Support:

- Phone 1300 760 237;
- When prompted enter access code 2961; and
- Follow the prompts to select your Apple device.

Insurance

The device your child brings to school will not be covered under any Department of Education insurance cover or policy. Insurance is an important consideration for your child's device. You can discuss insurance cover for the device with your home and content provider and adding this item to your existing cover.

Device Setup

New devices to the program will be collected by the school and the Mobile Device Management (MDM) "Jamf School" supervision profile will be added to the device which allows the school to add all the education apps at the schools expense. This process will wipe the device clean.

It is important to note that you CANNOT restore a backup after Jamf School has been added, so any files or photos should be saved to another device prior to the install.

There will be opportunities to join the program throughout the school year.

Before you can join the Mobile Device Management (MDM) program

The process of joining the MDM program – Jamf School – involves wiping and "supervising" the iPad.

For this reason, you need to have a backup of your iPad. In addition to performing a backup, you will also need to ensure that "Find my iPad" is turned off on the iPad. If "Find my iPad" is still turned on, the school's technician will be unable to wipe the iPad and enrol it into the MDM program.

In addition to turning off the "Find my iPad" function, the device will also need to be signed out of an Apple Id and "screen time: and have passcodes removed.

What to expect when your iPad is returned:

The iPad will have been wiped - so all apps and data will have been removed. The student's iPad is wiped as part of the process of enrolling in the MDM program. This removes all settings, apps, and documents. IT Support Staff at Bibra Lake PS may have already done this step for you at school before the iPad is sent home, if it has not been done however, please select "Apply configuration".

Some apps will install automatically when connected to the WiFi. Apps that Bibra Lake Primary School has assigned to your student iPad will start installing automatically once the iPad is re-connected to the WiFi.

Responsibilities of Parents/Guardians

Parents will need to supply the device for students to use during school hours.

Parents are aware of the responsibilities and obligations outlined in this policy and to the rules when using online services of the Department of Education.

Responsibilities of Teachers and the School

Teachers will integrate ICT and digital technologies into their current teaching program to support student learning as outlined in the Bibra Lake Primary School Business Plan 2021 – 2024.

Teachers will develop programs that incorporate the use of the technologies available to enrich the learning experiences of the students and continue to engage in professional learning opportunities, followed-up with coaching and mentoring.

Teachers will continue to ensure that the iPad storage location in the classroom is locked whenever the classroom is vacated.

Teachers will ensure rest breaks are undertaken to look after eye health and will guide children on correct posture when using an electronic device.

At the beginning of each year, students will complete an online cyber safety program as part of the Western Australian Health Curriculum. (www.cybersmart.gov.au/kids.aspx)

Students and staff are required to also be aware of and practice responsible copyright procedures for both print and electronic materials. <http://www.smartcopying.edu.au/>

It is not a requirement that the devices will be used every lesson, the teacher will decide based on the particular task at hand if it is appropriate to use the device during the lesson.

At school we will implement the use of Jamf School. Jamf School allows us to:

- Control the use of non-educational Apps that are being used at school, such as Facebook, Messenger, YouTube, Snapchat, Netflix, or Messages.
- Block/control the students from installing Apps
- Block specific websites

To find out more information visit the sites below:

<https://www.jamf.com/solutions/technologies/apple-school-manager/>

<https://www.jamf.com/products/jamf-school/>

Teachers will carefully select applications first and foremost for their intended use. The school will purchase Apps used for school at a reduced cost to ensure that the Apps are free from advertisements that can pop up during use and are not always appropriate.

Responsibilities of Students

Students must at all times use their device and the school network in a responsible manner.

All students are required to sign an iPad Program Agreement and parents are asked to sign to acknowledge the terms and conditions of this program. The completed agreement will be kept on file.

Normal school rules will apply to all inappropriate behaviours and use. Students will need to:

- Bring their fully charged iPad to school every day. Chargers are to be left at home. It is recommended that the device is charged fully overnight;
- Adhere to this policy at all times;
- Adhere to the rules for using online services of the Department of Education;
- During class time all data (ie documents, images, files, folders, etc) is saved on the device unless otherwise instructed by the teacher; and
- Ensure that images used as wallpaper on the device are appropriate for school.

Students must ensure that at all times their conduct or use of the device is acceptable, this means that students are not permitted to:

- Use the Internet during school time for personal use;
- Use the Internet before and after school. This includes students attending the before and after school care provider;
- Remove the device from the classroom during lunch or recess;
- Secure their iPad inside the classroom when attending the before/after school care provider;
- Use the device to defame, embarrass or cyber bully another person;
- Disable the operation of the device or make alterations to the Mobile Device Management (MDM) Profile;
- Record audio, video or take photos of other students or staff without their permission; and
- Distribute any unauthorised media outside of the school without permission

When transporting the devices to and from school and during the school day, students must:

- Ensure that the device is in a protective cover; and
- Never leave their device unattended.

Students who fail to adhere to this policy and conditions of use during school hours may have restricted access to the school's network (including Internet access).

Damage, Vandalism and/or Loss of Device

The students and parents must accept full responsibility for the care and use of their own iPad.

Bibra Lake PS and the Department of Education does not accept responsibility for theft or loss of the device (in parts or whole) or any accessories. It is recommended that families check the details of their personal insurance coverage for events of loss or damage to the device and if not already covered elect to purchase or include a suitable insurance option for the iPad, recognising that there is risk associated with the BYOD Program.

In the event that damage should occur to the device, students will report this to the classroom teacher who will then complete an iPad Incident Report to be sent home with the student. No member of staff will attempt to fix any technical issues, this will be reported to parents/caregivers through an iPad Incident Report.

Technical Support

To contact AppleCare Support:

- Phone 1300 760 237;
- When prompted enter access code 2961; and
- Follow the prompts to select your Apple device.

To enable the efficient and effective use of the iPad during school hours, students will be given access to the school network. Students will be trained and given supporting documentation on how to access school network facilities.

Technical support will only be available during normal school hours to assist with connection to our network. If a student is experiencing a problem with their device, it must be reported immediately.

Technical support is not provided for hardware or software problems that may occur with the devices (this could void your warranty). Such assistance remains the personal responsibility of the student/parent as a private matter.

Misuse and Breaches of this Policy

If a student is found to have misused their iPad, there are a range of sanctions that may apply, including, but not limited to:

- Loss of some or all school network privileges for a period of time;
- Strike against their Good Standing;
- Suspension from school; and
- Reporting of a criminal offence by the school to the Police.

Where there is reasonable cause to suspect that material contrary to this policy and the ethos of the school is being brought to school on the iPad, the school has the right to impound the iPad and conduct a search for the material. Parents will be contacted prior to the search being conducted.

App List

All apps are provided at no cost to the student once the iPad has been enrolled in the program through the Jamf School MDM installation. This includes a number of paid apps that the school has assessed and feels are valuable to support student learning and creation.

The licences of these apps provided through Jamf School are pushed out to the student devices remotely and then the device will be prompted to automatically download the apps when it next connects to a wifi connection. Parents will not need to access the app store or purchase any apps that are used as part of the BYOD Program.

On completion of Year 6, or upon leaving the school, Jamf School will be revoked from the device along with any school owned app licences attached to that device. This will once again wipe the device clean including the 'supervision' function.

Third Party Services

Effective from January 2021, schools are required to notify parents and carers of Third Party Services that are used within our school. All applications on our app lists are examples of Third Party Services and provided by an external organisation that may be free or paid.

Some Third Party Services require us to share some personal information about your child and require parent/carer consent before the services are used. Information provided may include: student name, school, class, email etc.

Third Party Service Provider consent forms are to be completed by parents at the beginning of each year. Students will not be allowed to use devices until parent consent forms are received by the school.

Social Media and Privacy

As per Department of Education (DoE) guidelines, Internet and Online Services provided to students will primarily be used for learning related activities and require informed parental consent, user agreements and appropriate management. DoE provides online services to students in public schools for learning related activities and strives to protect students from exposure to inappropriate online material and activities.

Students engage in learning about ethical and safe use through online platforms. Lessons are consciously planned and implemented to enhance development of ICT skills and Digital Technologies understanding, in order to prepare them for an ever changing social, higher-education environment and future workforce. We encourage students and teachers to safely and ethically access the internet and email, use organisational tools and engage with resources to innovate and transform their teaching and learning.

Privacy

Staff, parents/carers and the community need to encourage students to be aware of the risks associated with some online activities and how to adopt protective online behaviour to protect them from exposure to inappropriate online material or activities, suggestions being:

- Keeping personal details private by using a nickname instead of a real name and always asking parents before giving out name, address or phone number online;
- Keeping usernames and passwords private; and
- Mindfully posting online and being positively constructive in response to others. Once posted, a message can be difficult to remove.

Social Media

The youngest age requirement for a social network is 13 years of age, some are even older. Most social media sites set minimum age requirements. This is primarily for safety reasons as young children don't understand the dangers of cyber predators, and because younger children have not yet developed the good judgement to know what's okay to post and what is not. They are also exposed to adult content which can be suggestive or inappropriate. Cyberbullying is emerging as a pretty devastating and destructive outcome for young children as well.

The MDM will block everything and only allow apps permitted by the school during school time.

There are many more social networking sites, so we ask that you are aware of the sites students are accessing at home.

Please understand that these measures are in place to protect the students at Bibra Lake PS. If your child is in the Bring Your Own Device Program please ensure that these apps are deleted from your child's device that they bring to school. If found on devices at school, we will exercise our right to report prohibited accounts.

If you have concerns regarding your child's online safety, please access the Office of the Children's eSafety Commissioner at <https://www.esafety.gov.au/>

Frequently Asked Questions

What are the minimum device requirements?

We have identified the iPad 9th generation as the recommended device. For longevity of the device we also advise parents that earlier devices are not recommended as we cannot guarantee that they will be able to maintain required functionality over a three year period (considering device and app updates).

Can the device have a SIM card (4G/5G)?

No, devices with a SIM card inserted are not allowed to be used at school as this can be used to circumvent the schools' internet filters and policies. Devices with a SIM card slot can be used as long as there is no SIM card inserted. If the iPad has a SIM card it must be removed prior to bringing it to school. If purchasing a new or used iPad please consider purchasing a WiFi only model to ensure adherence to this policy is simpler for you and your child.

Will devices need to be insured and by whom?

Yes, it is highly recommended that devices are insured. This will be the responsibility of the parents. Please consider that devices may simply be added to most home insurance policies and this should still cover them at school too. We suggest you discuss this with your insurance company directly.

Do other schools have One:2:One Programs?

Yes, an increasing number of primary schools are establishing one to one programs. We have researched schools who have successfully implemented programs and used their documentation to inform our own school planning.

Can parents choose to provide an alternate device?

No. To maximise program effectiveness a common device is essential. This allows teachers to develop common language and procedures to best support learning.

What is Mobile Device Management (MDM)?

Mobile device management allows the school to communicate with all devices enrolled in the program. This means the school can provide licences for apps to students and provide teachers and parents access to managing the device and how it is used.

Why does our device need to be supervised by Jamf School - (MDM)?

Supervision allows the MDM to communicate to devices and provide restrictions during school time. This allows teachers to manage all the devices in the classroom, while also allowing parents to manage the devices and apply restrictions remotely when the device is at home.

<https://support.apple.com/en-us/HT202837>

How will the internet be monitored?

Direct internet access will be monitored by individual classroom teachers. To support this, protections are also in place via the Department of Education while connected to the school Wi-Fi. These protections restrict students from accessing inappropriate websites. Students sign in with their username and password to the WiFi and any app/site/server request goes through the Schools Internet Gateway (SIG). Most websites and apps are blocked however we can still easily track down what was accessed and when by the user's log in.

Will students still learn to read and write?

Yes, reading and writing will still remain as the core foundations for learning. The introduction of devices simply provides more access to a range of resources to support this. It is important to note too, that devices will not be used for all learning.

How much time will students be spending on the iPad each day?

In respect to our One:2:One device program, students will have a fair distribution of activities in class time. Teachers will ensure planning includes breaks in lessons and active learning opportunities. Students will be taught about mindful use of devices, which includes recognising balance and utilising varied digital and non- digital tools to demonstrate their learning.

How will devices be kept secure when at school?

Devices will be stored in a locked location in the classroom when not in use.

What happens if parents are not able to afford an iPad for their child?

In the event that parents are unable to supply a device, some school devices will be accessible to each class. It is important to note though, that while we will endeavour to meet the needs of every child we cannot guarantee one to one access at all times (students may have to share devices).

Who is responsible for maintaining devices?

Apple devices need to be updated regularly. This will need to be managed by parents at home. Parents will be responsible for downloading and updating any IOS updates when they become available. Maintenance of devices will also include charging the device, as it will not be possible to do in class.

Will there be any limitations on what parents are expected to spend on additional apps?

All school based apps will be provided to students free of charge. They will have access to these and can continue to use these as long as they remain at Bibra Lake PS. There will be no additional expenses to parents unless they choose to purchase apps.

Which accessories will students require with their device?

We strongly recommend all parents purchase a protective case with a keyboard attached for their device. Students will also be required to use headphones at times and are welcome to use their own. All accessories must be labelled with your child's name to clearly identify their equipment.

What will happen if a student is not using the device appropriately?

All students must sign the iPad Program Agreement. If they are not meeting the requirements of this agreement their access to using their device and/or the school network may be restricted for a period of time.

What is the life expectancy of the devices?

The life expectancy of the iPad (as determined by the warranty) is two years. However, we can confidently say that the device should last the three or more years of Primary schooling without needing to be replaced.



Bibra Lake Primary School

One:2:One iPad Program Agreement

The below documents outlines key agreements that students require consent for to participate in the One:2:One iPad program. Please read all information carefully, before signing and returning the agreement to your classroom teacher.

I _____, as parent of _____
(full parent/guardian name) (full student name)

have read, understood and accept the following agreements which form consent for my child to participate in the One:2One iPad Program from Year 4-6.

(initial) **Insurance**
I have made arrangement for my child's iPad to be covered by my insurance policy and I understand private insurance is my only option for any damage which may occur.

I have clearly identified my child's iPad by labelling their iPad and cover with their name, as well as any accessories I have purchased.

(initial) **Jamf School Mobile Device Management (MDM)**
I acknowledge that the Jamf School Mobile Device Management system, used for managing apps and student devices, will be installed on my child's iPad. Through this platform, the school can manage student devices, Apps, content and setting restrictions. More information and the app for parents is available via <https://www.jamf.com/products/jamf-school/>

(initial) **Device Preparation**
I have backed up the iPad and ensured that the "Find my iPad" function is turned off. I have also signed out of any Apple Id and all "screen time" and passcodes have been removed.

(initial) **Usage Agreement (online Services – Parent and Student)**
Please note that this agreement is also signed at enrolment. I have read, understood and accept this agreement.

(initial) **Third Party Services Agreement**
I have read, understood and accept this agreement.

My iPad serial number is: _____

Parent or Guardian Full Name: _____

Student Name: _____

Classroom: _____ Year Level: _____

Signed: _____ Date: _____



iPad Rules and Expectations Years 4 to 6

We are responsible and respectful iPad users.



We must have teacher permission to use an iPad.



We only use the apps our teacher has told us to use.



We do not send or receive Airdrops without teacher permission.



We only visit websites and apps for learning. We do not search inappropriate topics.



We do not touch someone else's iPad without their permission.



We do not interfere with other people's work saved on the iPad.



We carry the iPad with two hands and do not place it on the floor or a chair.



We keep food and drinks away from our iPad.

If I break a rule, the consequences are:

1. Receive a first warning.
2. Ban from iPads for one day.
3. Ban from iPads for one week and parents are notified.

For a major infringement of the rules, the user will be: immediately banned from using all technology, sent to the Principal and their parents will be notified.

I have read and agree to follow the Bibra Lake Primary School iPad Rules and Expectations.

Student Name: _____

Classroom: _____ Year Level: _____

Student Signature: _____

Date: _____

Parent/Carer Name: _____

Parent/Carer Signature: _____

Date: _____