Upper Coomera State College

BYO IPAD PROGRAM
Year 3 - 6 Charter

Quality schooling for all

Upper Coomera State College
Learning Pathways to the Future

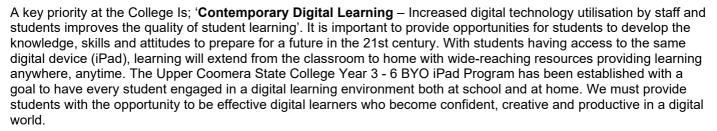**TABLE OF CONTENTS**

TARGET AUDIENCE

Students in Years 3 to 6 attending Upper Coomera State College will be expected to have an iPad to be used at school as part of their educational instruction.

As many families already have a suitable iPad at home, the program encourages families to have their child bring their existing device instead of purchasing a new one as long as it meets the minimum requirements. A purchasing portal will also be available for families to utilise or they can select their own store location for purchase.

The BYO iPad Program recognises that different individuals have different learning styles and needs. The benefits of the Program are:

- Students are engaged in a **connected** learning environment that promotes digital literacies, problem solving, **creativity**, **collaboration** and self-reflection
- Improves access to web-based research materials for students
- Extends learning beyond the classroom
- Educates students as to the importance of appropriate and ethical behaviour online
- Ability to personalise learning and provide work targeted at the correct level for students
- Access to rich media including digital stories, image and video.

Our Teaching and Learning Vision

A key priority at the College Is; '**Contemporary Digital Learning** – Increased digital technology utilisation by staff and students improves the quality of student learning'. It is important to provide opportunities for students to develop the knowledge, skills and attitudes to prepare for a future in the 21st century. With students having access to the same digital device (iPad), learning will extend from the classroom to home with wide-reaching resources providing learning anywhere, anytime. The Upper Coomera State College Year 3 - 6 BYO iPad Program has been established with a goal to have every student engaged in a digital learning environment both at school and at home. We must provide students with the opportunity to be effective digital learners who become confident, creative and productive in a digital world.

WHAT IS BYO?

BYO stands for 'Bring Your Own'. At UCSC this permits students in Years 3 to 6 to bring their own iPad to school to support and further their education. It means their iPad device can access school and Education Queensland networks. This makes learning between home and school seamless for students.

BYO and DIGITAL LEARNING PROGRAM at UCSC

The recommended devices across the college will be the following:
- P – Year 2 students will have access to sets of iPads in their classroom via (SRS) Student Resource Scheme
- Year 3 – 6 iPads Only
- Year 7 – 12 Full screen laptop device (more details are available in the UCSC BYOD 7-12 Charter)

YOUR SUPPORT
- Students and parents/caregivers are asked to lend their support to this very valuable and innovative program.
- Strong support from parents and caregivers is paramount to ensure the program is successful and that students gain maximum benefit for their learning.
- We require families to select and purchase an iPad, from within specifications set out below.
- This iPad will be for the student's personal use and is considered as their primary device.
- With this primary device we will continue to support students by diagnosing IT issues and consulting with families if further action is required.

BYO iPad SPECIFICATIONS
iPAD Minimum Specifications
The iPad must be one of the following and support iPadOS 14
· iPad Air 2 or later
· iPad 5th Gen or later
· iPad Pro (12.9 inch 3rd Gen or later, 11 inch 1st Gen or later, 10.5 inch 1st Gen or later, 9.7 inch 1st Gen or later)

The battery life must exceed 4 hours and a **case with a keyboard is strongly recommended.**
**All storage versions are supported in the *BYO iPad Program* at UCSC – (16GB, 32GB, 64GB, 128GB)

Keep in mind that any personal applications and content placed on the device may interfere with the storage requirements for school use as the full 16GB of storage may be required by some classes.

Apple devices meet the specifications for Education Queensland and will work quickly and easily on our network at school and for you at home (Internet access is via wireless). Network and platform maintenance costs to support the successful operation of the iPad devices at school will be covered by the school. Hardware issues are the responsibility of parents. Visit the Apple website at www.apple.com.au for information about Apple warranty.

WHEN TO PURCHASE
It is expected that all students will have an iPad ready for the first day of school. It is a good idea to purchase the device early so the student can become familiar with it and they are ready to commence learning.

CHOOSING YOUR iPad
You are welcome to purchase an iPad anywhere. Many of you will already have an iPad at home that meets the above specifications.

The following suppliers provides UCSC families with access to the purchase of a range of iPads suitable for use at school at affordable prices.

- **JB Hi-Fi Online:** www.jbeducation.com.au/byod and enter the school code for Parent Access is: UCSCBYOD2023.

- **Learning With Technologies:** https://ucsc.orderportal.com.au/Welcome?ofid=2923

- **School Locker:** https://theschoollocker.com.au/

JB Hi-Fi BYOD Online provides families with access to a wide range of education-specific laptops, tablets, accessories and insurance, at an affordable price.

Products differ from those available in retail stores, as they are education specific and selected for their compatibility to school's ICT infrastructure and curriculum, as well as meeting the student's needs at home.

The BYOD portal provides a simple step-by-step process that allows you to purchase your devices, accessories, extended warranty and insurance all from the one place.

- Enhanced performance and connectivity
- Robust devices
- Dedicated online portal
- JB Hi-Fi store or school pick up
- Education specific products, not available in retail stores
- Finance options
- Warranties and insurance
- A wide range of accessories
- Extended battery life
- Discounted pricing

HOW TO ORDER
1. Go to **jbeducation.com.au/byod**
2. Enter your school code **UCSCBYOD2023**
3. Once logged in, select the relevant student programme.
4. Select your preferred JB Hi-Fi store for pick up, or pick up from your school (where possible).
5. Follow the prompts to choose your device, insurance cover and device accessories.
6. Enter your personal details.
7. Select a payment method and complete your order.
8. If you have any questions, please contact us at **jbeducation.com.au/byod** or call **1300 730 548**.

SOFTWARE
Required Apps – Year 3 to Year 6 iPads
Your child's iPad requires configuration before usage at school. This involves onboarding which will configure and connect the iPad to the school network. This is performed via the Microsoft Company Portal App, which is available via the Apple Appstore. Please refer to onboarding instructions here. All required Apps are available for installation from within the Company Portal app. Simply open the Company Portal app and under the applications tab, school advertised apps will be listed. Click on the Install button next to each app and the app will be installed on the iPad.
Helpful onboarding clip: https://www.youtube.com/watch?v=5wKm2pjcVn4

BACKING UP DATA
It is expected that students will utilise Microsoft OneDrive (included with EQ/School account) to save any school work. All other data on the iPad should be backed up to iCloud (fees may be applicable and not available to access when connected to the school network).

iPad ACCESS SECURITY

Students are expected to have a password or passcode on the iPad to keep it secure. When an iPad is onboarded through the Intune Company Portal, a security policy is applied which will enforce this requirement.

CARE OF DEVICE

It is the responsibility of families to keep their iPad in good working order to ensure minimal disruption to learning. It is expected that students bring their iPad to school each day fully charged. Each device should be clearly labelled with the student's name.

CASE / CARRY BAG

A strong carry case is a great way to protect your device from accidental damage like drops. Ensure your child's school bag is suitable to protect their iPad.

INSURANCE (optional, highly encouraged)

Purchasing insurance is a personal choice. When purchasing your iPad please explore your options to purchase accidental damage protection for your iPad. This covers your device with accidental damage on and off the school campus. Fire, theft and acts of God are usually not covered under these programs and we request you include it in your personal or home insurance. The insurance can be purchased with your iPad vendor or any insurance company. All insurance claims must be settled between you and the insurance company. You may wish to explore AppleCare.

WARRANTY

We advise that all iPads are covered by an extended warranty to last the students' time at the school. The additional warranty should be negotiated with the seller at the time of purchase. All will have a one year warranty. You may decide to opt in for an additional two years via AppleCare+.

SCHOOL SUPPORT

Students are advised to see the school IT staff who will attempt to diagnose the fault. If this is not able to be resolved by staff, they can recommend a course of action for repair (eg warranty claims, insurance claim, etc).

OCCUPATIONAL HEALTH AND SAFETY

Students are advised to consider the following when using their device:

- Taking regular rest breaks to allow muscles and vision to recuperate.
- Not using the device for an extended period in any session.
- Working in an environment free from glare.
- Using the device on a desk rather than on the lap whenever possible.
- Changing the viewing angle to minimise the need to bend the neck.
- Using a chair that maintains good posture.
- Carry the device with two hands at school and in their backpack to and from school.

SAFETY AND SECURITY

Students are responsible for the security and use of their device whilst at the College.

Students must follow the school rules when using their device:

- Be Safe
- Be Responsible
- Be Respectful
- Be a Learner

DIGITAL CITIZENSHIP

- Students should be conscious creators of the content and behaviours they exhibit online and take active responsibility for building a positive online reputation. They should be conscious of the way they portray themselves, and the way they treat others online.
- Students should be mindful that the content and behaviours they have online are easily searchable and accessible. This content may form a permanent online record into the future.
- Interactions within digital communities and environments should mirror normal interpersonal expectations and behavioural guidelines, such as when in a class or the broader community.
- Parents are requested to ensure that their child understands this responsibility and expectation. The school's Student Code of Conduct also supports students by providing school related expectations, guidelines and consequences.

SECURITY OF DEVICES
- Students are to remain with their iPad at all times and are only to be used in class with teacher support.
- Students may take the sleeves/pouches containing devices into classrooms once their teacher has opened the classroom for the day. Students must otherwise stay with their bag and iPad.
- Students in the junior school will lock their iPad in a secure area of their classrooms during break times and specialist lessons.
- Under no circumstances should iPads be left in unsupervised areas.

PASSWORDS
- Each student at Upper Coomera State College has their own unique user account.
- Passwords must not be obvious or easily guessed. They must be kept confidential, and changed when prompted or when known by another user.
- Personal accounts cannot be shared.
- Students should not allow others to use their personal account for any reason.

E-MAIL USE
While at UCSC, students have access to a Department of Education (DoE), email account, which they can access from home and school for the purposes of learning. Email traffic is monitored for inappropriate use, content and language.

WEB FILTERING
An internet filtering solution provides DoE with the ability to restrict access to inappropriate material on DoE's network. Content filtering is active only whilst the device is connected to the school's wireless network. To help keep students safe, we do not permit students to use their own mobile data connection whilst on campus. Any content accessed in this manner will not be filtered. It is important to remember filtering systems are not foolproof and do not replace the need for care when students are online. Parents, caregivers and students are encouraged to visit the e-safety site above to learn more.

CYBERSAFETY
At any time, if a student believes they have received a virus or spam (unsolicited email), or they have received a message that is inappropriate or makes them feel uncomfortable, they must inform their teacher, parent and/or caregiver as soon as is possible. Students and parents are encouraged to explore and use the Government's e-safety website to understand, take appropriate precautions and learn how to deal with any "cyber-safety" issues. You can find this information at the link below:

https://www.esafety.gov.au/

Parents are encouraged to visit and explore the Government iParent website for guidance with using safety settings on your family's web-connected devices, tips for choosing movies and games and strategies for keeping young people safe online.

https://www.esafety.gov.au/parent

Students must seek advice if another user seeks personal information, asks to be telephoned, offers gifts by email or asks to meet a student.

Students must never initiate or knowingly forward emails, or other messages, containing:
- A message sent to them in confidence
- A computer virus or attachment that is capable of damaging the recipients' computer
- Chain letters or hoax emails
- Spam (such as unsolicited advertising). Students must never send or publish:
- Unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments
- Threats, bullying or harassment of another person
- Sexually explicit or sexually suggestive material or correspondence
- False or defamatory information about a person or organisation.

MISUSE AND BREACHES OF ACCEPTABLE USAGE
Students should be aware that they are held responsible for their actions while using the Internet and online communication services. Students will be held responsible for any breaches caused by other person(s) knowingly using their account to access Internet and online communication services.

The school reserves the right to restrict/remove access of personally owned mobile devices to the intranet, internet, email or other network facilities to ensure the integrity and security of the network and to provide a safe working and learning environment for all network users. The misuse of personally owned mobile devices may result in disciplinary action which includes, but is not limited to, the withdrawal of access to school supplied services.

PRIVACY AND CONFIDENTIALITY

It is important that students do not publish or disclose the email address of a staff member or student without that person's explicit permission. The student should not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others. Students must not record, photograph or film any students or school personnel without the express permission of the supervising teacher. Identifying images, audio content and personal information must not be uploaded to the internet or leave the school (this information may be saved on the school server only). It should also be ensured that privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interest.

INTELLECTUAL PROPERTY AND COPYRIGHT
Students should never plagiarise information and shall observe appropriate copyright clearance, including acknowledging the original author or source of any information used. It is also important that the student obtain all appropriate permissions before electronically publishing other people's works or drawings. The creator or author of any material published should always be acknowledged. Material being published on the internet or intranet must have the approval of the principal or their delegate and have appropriate copyright clearance.

MONITORING OF USE
Students should be aware that all use of internet and online communication services can be audited and traced to the account of the user. All material on the device is subject to audit by authorised school staff. If at any stage there is a police request, DoE will comply with all legislative requirements.

INTERNET USE
Internet Use at School
At school, students must agree to follow the Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems in relation to Internet Use. Internet access is provided by Education Queensland's Managed Internet Service (MIS) and provides students with Content-filtered Internet access and Virus-filtered email. Students are required to report any Internet site accessed that is considered inappropriate.

DAMAGE OR LOSS OF EQUIPMENT
All students are responsible for the care of their iPad. Rules are in place to prevent foreseeable problems and damage, however, from time to time, accidents may occur. If damage is caused by deliberate or careless actions of a student (owner or others), the costs of repair may be passed onto those involved and necessary behaviour consequences may apply. The decision around the responsibility for repair costs is at the discretion of the Principal.

Devices are used within the college at your own risk. It is important to ensure that devices are insured against theft, damage or loss in order to avoid unexpected expenses. Many home insurance policies allow you to specify coverage for mobile devices and we strongly recommend taking advantage of this. Any software or hardware issues, vandalism, damage, loss or theft of the device must be reported immediately to the school.

DAILY USAGE
Unless specifically advised otherwise by their teacher, students should bring their iPad every day. Devices will only be used when they are a best fit for the learning or task at hand. No other student should be using your child's device within the college.

BEFORE AND AFTER SCHOOL USAGE
Students in the Primary School are not to remove iPads from school bags until they are in their classroom and their teacher has directed them to do so.

LUNCHTIME USAGE OF DEVICES
Students in the Primary School are not to use their device at lunch unless arranged by a teacher. Devices should be locked in a secure area within the student's classroom during lunchtimes.

OUTSIDE SCHOOL HOURS CARE
Students using their iPad at Outside Hours School Care should follow the directions of supervisors and follow all school procedures. Devices should only be used in designated areas for homework purposes if permitted to do so.

GENERAL CARE AND ACCEPTABLE USE
Students are responsible for the general care of their device. Use and care of your device:
- ☐ Bring your device to school each day fully charged.
- ☐ Hold your device with two hands when carrying it.
- ☐ It is recommended that food and drinks should not be next to your device when in use.
- ☐ Plugs, cords and cables should be inserted and removed carefully.
- ☐ Devices should be carried within their protective case where appropriate.
- ☐ Turn the device off before placing it in its bag.
- ☐ Devices should never be left unsupervised.
- ☐ Students are responsible for ensuring the battery is charged for school each day
- ☐ Avoid dropping or bumping your device.
- ☐ Don't place technology devices in areas that may get very hot.

☐   Don't get devices wet. Even though they may dry and appear to operate normally, the circuitry could slowly corrode and pose a safety hazard.

☐   Follow all instructions given by staff.

☐   Avoid exposing your device to direct sunlight or sources of heat such as desk lamps, dust, dirt, rain, liquids or moisture, heavy shock or vibration

MOBILE DATA NETWORKS AND INTERNET TETHERING

Mobile network tethering, wireless internet access points and inbuilt data connectivity can provide students with an UNFILTERED network connection within the school grounds. These types of internet connections need to be disabled before arrival at school as the college cannot monitor or take responsibly for content accessed via these methods.

PROTECTING YOUR iPad SCREEN

The screen can be damaged if subjected to rough treatment. How to protect your iPad screen:

- o Utilise a robust iPad case and screen protector.
- o Do not place anything near the iPad that could put pressure on the screen.
- o Avoid placing anything in the carry case that could press against the cover.
- o Only clean the screen with a clean, soft, dry cloth or an anti-static cloth.
- o Don't clean the screen with a household cleaning product.
- o Explore the benefits of AppleCare.

CHARGING OF DEVICES AND BATTERY MAINTENANCE

Students generally do not have the opportunity to charge their iPad during class and it is expected that iPads have sufficient battery power to last an entire day. Your iPad is to be fully charged before the commencement of each school day. WH&S requirement limit the availability of access to charging stations within the college.

The battery life of portable devices is improving as technological enhancements are made. To get the most out of the battery life of your iPad, follow these simple tips:

- Reduce the screen brightness to a comfortable level
- Close all running apps or software when not in use

PRINTING

Students will be able to print via a web page available within the college. Students begin each term with $5 credit assigned to their account. Any further printing will require the account to be topped up at the college finance office.

BYO iPad Program FAQs

Q: Why allow only BYO iPads in Years 3 to 6 and no other mobile devices or laptops?
A: We believe in a consistent approach to ensure best productivity with regards to maximising student learning outcomes and providing technical support to students and parents when necessary. iPads are an easy to use device with a wide variety of educational apps that allow a consistent approach to curriculum delivery for students in these year levels.

Q: Do I have to purchase from the portal or can I bring an iPad I already own or purchase from my own choice of supplier?
A: The portal has been set up to make purchasing easier but you do not have to use it. You may bring an existing iPad that you own or purchase from the vendor of your choice. While we cannot recommend one vendor over another we do recommend that you meet the iPad minimum specifications listed in the charter before purchasing a device.

Q: If my child already has an iPad do they need a newer one for 2023?
A: No. A student can BYO an existing iPad from home, however it must meet the minimum specifications in order to effectively access the College wireless network.

Q: How much of the day will BYO devices be used? Will the students still be using pencil and paper as well as handwriting?
A: We envisage that iPads will be used each day as part of your child's learning. The percentage may vary from day to day and from student to student as student A may benefit from using the device more than student B. Yes, students will still continue to use pencil and paper and to practise handwriting. Teachers will continue to utilise explicit and direct instruction teaching practices to support the effective teaching of literacy and numeracy skills.

Q: Should we purchase a case/cover for the BYO device and if so, which one should we buy?
A: Yes, a robust case/cover is highly recommended for your child's iPad. The portal has some excellent education specific iPad cases available and there are many competitively priced cases and covers available online or you can choose to purchase form a local store. A fully enclosed case with a clear tempered glass screen protector may be the most protective case for an iPad. We recommend that the case should protect both the front and back of the device. You should also consider purchasing a waterproof sleeve to put the device (in its case) inside e.g. wetsuit material, in case of drink spillage in your child's bag.

Q: Is a keyboard required when using an iPAD?
A: The College highly recommends and encourages the purchase of a case with a built-in keyboard.

Q: Will students continue to have access to computers and other technologies?
A: Students in Years 3 to 6 will still have access to other technologies to support their learning within the specialist lesson of Digital Creative Play. There will be some access to classroom devices for students in years 3-6 however to ensure access when needed students in these years should have their own iPad.

Q: What happens if my child's device is damaged at school?
The devices are the responsibility of the owner and the College will not be liable for any damage that occurs to the device. For this reason, we highly recommend buying a suitable case/cover for the device, discussing appropriate use of the device with your child and considering the options available to purchase extended warranties and accidental damage cover. The portal has options available to package this cover when purchasing the device for reasonable prices.

Q: Can my child bring a 4G/5G enabled iPad without the SIM?
A: Yes. The reason why we do not want external controlled Internet access is that by the students going through our school wireless, they are also going through Education Queensland Internet filters, helping prevent and protect our students from accessing inappropriate content.

Q: Are we required to purchase a stylus pen?
A: No, we are recommending that students do not bring a stylus to school.

Q: Is my child required to know our Apple id and password?
A: No this is not required at school because all apps required for school will be available via the Company Portal app.

Q: I can't remember the passcode that is set on my iPad and it is locked. How do I unlock it?
A: You will need to restore the iPad to a previous backup. Technical advice can be sought from the school if required. The Genius Bar at Apple Robina is also very helpful.

BYO iPad Program Rules for Students

1. Your iPad has been brought to school to support your school learning program. Whilst at school your iPad is to be used for educational purposes. Please note that the iPad is not for commercial purposes (e.g. you cannot use the iPad for a part-time job).
2. If you do not comply with these BYO iPad Program Rules for Students you will be not allowed to use the iPad within the college and you give permission for the college to hold the iPad until such time as a parent/caregiver can collect it. There may be other disciplinary consequences applied under the Upper Coomera State College Student Code of Conduct.
3. The School's ICT Acceptable Use Policy also applies to your use of the network / Internet when you are accessing the Internet using the device. You are reminded of your obligations under that agreement and policy.
4. You must not allow other students to use your iPad for their own purposes whilst at school. You must not tell anyone else your account name and password.
5. You accept responsibility for the security and care of the device.
6. You are responsible for backing-up all necessary data. The college is not responsible for any data loss. Therefore, please ensure all your school work and important documents are backed up.
7. When not in use, the device must be monitored or secured at all times. Your device is your responsibility.
8. Images or sound captured by personal technology devices on the school premises or elsewhere must not be disseminated to others using the device, for the purpose of causing embarrassment to individuals or the college, for the purpose of bullying or harassment, or where, without such intent, a reasonable person would conclude that such outcomes may occur. The college has the right to invoke appropriate disciplinary processes to deal with such behaviour by a student.
9. You must not intentionally use the device or internet services to which it may be connected:
    - for any illegal, pornographic, fraudulent or defamatory purposes;
    - for bulk transmission of unsolicited electronic mail;
    - to send or cause to be sent any computer worms, viruses or other similar programs;
    - to menace or harass another person (or use in a way that would be regarded by a reasonable person to be offensive);
    - to transmit any harassing, obscene, indecent, offensive, or threatening material or emails;
    - to reproduce, distribute, transmit, publish, copy or exploit any material that constitutes an infringement of any intellectual property rights (such as copyright) of a third party; or
    - in a way that violates any laws, such as privacy laws.
10. You understand that if accessing the Internet at home, it is unlikely to be filtered and there will be no restrictions on what content can be accessed.
11. In particular, you must not use the device (or any Internet services to which it may be connected) to bully, harass or be unkind to other persons.
12. You must ensure that you do not use any instant text, audio or video messaging programs on the device whilst at the college. Such applications include but are not limited to FaceTime or other messaging applications. On any Apple devices, it is important that the iMessage functionality be disabled whilst at school.
13. You must ensure the device arrives fully charged each school day.
14. You ensure that your device's screen is turned off or faced down at the teacher's request.
15. You ensure that you are not connecting to a mobile data connection (e.g. 4G / 5G) whilst on the school grounds and that you are not connecting or "tethering" to the data connection on a mobile phone or wireless hotspot.
16. Always ensure the device is contained in a protective case or sleeve before travel to or from the college.
17. In light of any actions deemed inappropriate, the college may remove the device at any time and hold it until such time as a parent can collect it.

BYOD Participant's Agreement

This BYOD Participants Agreement form must be signed and returned to the school before a device can be connected to the school network. The student and parent or caregiver must carefully read this agreement before signing it. Any questions should be addressed to the school and clarification obtained before the agreement is signed.

In signing below, I acknowledge that I,

- ☐ accept all policies and guidelines as per the College's Student Code of Conduct
- ☐ accept all policies and guidelines as per the ICT Acceptable Use Policy
- ☐ acknowledge that I understand and agree with all of the conditions detailed in this form
- ☐ and of particular note, I:
  - o understand the device is not protected by the college's Internet filtering system when connected to a wireless network outside of the college,
  - o will ensure the device arrives at school fully charged each day,
  - o will ensure that all web browsers and tabs are closed prior to arriving at school,
  - o understand that failure to comply with the BYOD Program Charter will prevent the device from being used within the college.
  - o It is my responsibility to insure the device against theft, damage or loss and I understand the potential costs involved as a result of damage to the device.
  - o understand that I may not connect to a mobile data network connection (e.g. 4G/5G) and will ensure that this feature is disabled prior to coming to school,

Student's name	Signature of student	Date

Parent / caregiver's name	Signature of parent / caregiver	Date

Designated school representative's name	Designated school representative's signature	Date