

# Information Kit

for 2020 Grades 3-6 BYOD Program



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# A Synopsis of the BYOD Program

## It's about teaching and learning

A BYOD program is about creating a 21st century learning environment that engages students. Students learn better when they are engaged and research indicates technology as an excellent means to increase engagement levels. 1 to 1 learning programs match how today's students interact and learn.

An important aspect of 1 to 1 learning is the concept of "anywhere/anytime" learning. This concept is grounded in the realisation that learning doesn't just take place at school, in a classroom or via a teacher. In our modern society, the importance of being able access information and knowledge immediately is a fundamental. Devices such as smart phones and tablets allow us to acquire the information we need immediately without relying on old institutions such as libraries and traditional media. At Hillsmeade Primary School we want to develop learners who are able to learn with a sense of immediacy.

Individualised learning is another characteristic of a progressive educational environment. Individualised learning has the following common themes:

- Learners (students) are central: that is, activities are created to suit individual rather than whole-group needs;
- Digital technologies is a key enabler;
- Life-long learning is a key aim;
- Communities of collaboration: that is, learning with and from others.

Learning should take place whenever and wherever a child is and in whatever way a child finds is of most value. The Victorian Education Department has identified a number of reasons for the use of an iPad as a powerful and valuable learning tool:

<http://www.ipadsforeducation.vic.edu.au>

An iPad learning program is defined as an environment where students and teachers have "anywhere, anytime" access to an iPad as well as digital content, educational software and digital authoring tools.

# Why Hillsmeade Primary School is moving toward iPads in the BYOD Program

The use of technology on a daily basis provides an opportunity to:

- Improve student academic achievement through the use of technology;
- Prepare students for tomorrow's workplace;
- Enhance teaching to transform the quality of instruction.

Our move toward iPads in the BYOD program is based on:

- Parent feedback; the overwhelming feedback received from families in 2018 and 2019 has indicated that they find iPads more affordable and many families have already purchased iPads for home use for their children.
- O365 - a suite of apps enabling iPad users to access Microsoft Office products.
- Management options made possible through improved Mobile Device Management (MDM) software.

Embarking on an iPad focused BYOD program has required the school to rethink the learning environment. In the past, the school has invested heavily in technology equipment including Windows laptops, iPads, SmartBoards, TV's, digital cameras and a substantial wireless network. Each of these is a tool for learning and teaching and as such enables teachers to design and implement innovative and interactive curriculum into the classroom. Student owned iPads allow the classroom to exist anywhere – in any classroom, in any outdoors location and in the home environment.

The concept that the school learning environment is no longer limited by the resources within the school is important. Through a sophisticated device such as the iPad, students can access vast amounts of information and knowledge and truly take charge of their learning. The iPad also provides a means of presenting work and assignments using multimedia elements such as photo, film and audio.

Hillsmeade Primary School acknowledges that technology should be an integral part of every student's education and seeks to offer progressive professional development for its teachers to ensure that the best teaching and learning occurs in the classroom. The iPad program prepares our students to be lifelong learners and to leave the school with the essential skills required in the rapidly changing future.

## Participation in the Program

Participation in the BYOD program is **optional**. The school will continue to make devices available to students through shared devices in the classroom.

The following are key elements of the Hillsmeade PS BYOD program:

- iPads will be taken home every night and returned to school the next school day;
- It will be the student's responsibility to ensure the iPad is fully charged at the beginning of every day;
- Students may be required to leave the iPad at school for a short period of time for updating, maintenance, etc;
- Students will be required to strictly observe the "Acceptable Use Policy" of the school. Failure to do so may result in the iPad being banned from school use for a period of time as outlined in the "Acceptable Use Policy".
- iPads must be protected by the school-approved cover and screen protector;
- Whilst not limiting students to school only apps, the school will reserve the right to ban apps deemed as unsuitable for a school-used device;
- The iPad must be maintained in a repaired state. i.e. Screen cracks and other damages must be repaired as soon as they become apparent.
- A reasonable amount of unused memory must be available for installation of new apps and saving of student work
- There will be costs associated with BYODs, such as the mobile device management (MDM)

## Purchase Options for the 2020 BYOD Program

### **Outright purchase or lease??**

Parents/Guardians who purchase through Compnow will be able to purchase the device outright or enter into a payment plan with Compnow. This decision will be entirely that of the parent and the school will not be involved in any matters surrounding either pathway. Parents are also able to source an iPad from another provider but will be subject to some costs for apps and the “Acceptable Use Policy” of the school.

Parents can access the Compnow/Hillsmeade Primary School Portal and select their preference. The portal also contains a number of optional extras which parents may wish to consider.

The school will provide an iPad for use in class while any required repairs occur where the iPad has been supplied through Compnow.

### **Parents supplying own iPad**

Parents/Guardians who wish to provide their own iPad are encouraged to do so. However, the following conditions apply:

- Only iPads with lightning connector can be used.
- The iPad will need to be configured for use at the school which may result in the iPad being unavailable to students while configuration occurs. Our technical Support Team will endeavour to complete this throughout February;
- Parents will complete the “Acceptable Use Policy” as well as select whether they need to purchase the cover or screen protector
- Parents will need to arrange their own extended warranty and insurance;
- Technical support will be limited to school related access issues. All other technical support will need to be arranged externally by the parent.
- The school reserves the right to ban certain apps. This is to protect the school from the potential of students using inappropriate material during school hours. Failure to remove unsuitable apps will result in the iPad being banned from use at the school.

## Breakdown of 2020 BYOD Program costs

<u>Item</u>	<u>Purchase Price on Portal</u>
<b>7<sup>th</sup> Gen - 32GB Wi-Fi</b>	<b>\$</b>
<b>7<sup>th</sup> Gen - 128GB Wi-Fi</b>	<b>\$</b>
<b>Bravo Cover with Logo - Blue</b>	<b>\$</b>
<b>STM DUX Case - Blue</b>	<b>\$</b>
<b>UltraProtect Screen Protector</b>	<b>\$</b>
<b>Apple Care</b>	<b>\$</b>
<b>Excess on claim (max 2 claims)</b>	<b>\$</b>

## Timeline for the 2020 BYOD Program

<b>Date</b>	<b>Event</b>
<u>2019</u>	
Nov 27 <sup>th</sup>	Parent message through LINK and via Compass
Dec 2 <sup>nd</sup>	
Dec 3 <sup>rd</sup>	Information Evening 6.00pm to 7.00pm 3rd December
Dec 9 <sup>th</sup>	Parents able to begin ordering iPads and accessories on the portal <a href="https://shop.compnow.com.au/school/hillsmeade">https://shop.compnow.com.au/school/hillsmeade</a>
Dec 3 <sup>rd</sup> -20 <sup>th</sup>	<b>Portal will stay open for orders throughout term 1, 2020.</b> <b>Survey Monkey - Survey open for families to register information if wishing to use a currently owned, or privately sourced device.</b> <a href="https://www.surveymonkey.com/r/HPSBYOD">https://www.surveymonkey.com/r/HPSBYOD</a>
<u>2020</u>	
Jan 28 <sup>th</sup>	School returns, parents pick up orders entered during December and January.*  iPad configuration - Our technical support team will roll out the MDM to devices.
Feb	*A schedule will be shared at the beginning of February to inform families about when their child's iPad will be configured. (iPads will not be used at school prior to configuration).

## **Hillsmeade PS - iPad - Acceptable Use Policy**

The use of iPads at Hillsmeade Primary School continues to expand. Hence, there is a need for a set of guidelines to assist students, parents and staff to fully understand the responsibilities that accompany their use. These guidelines incorporate a variety of moral, legal and professional issues that need to be addressed.

It is important for students, parents and staff to develop the skills necessary to become responsible, reliable and respectful users of learning technologies. In order to assist this process, the following is a set of guidelines for the safe and responsible use of all iPads.

### **Content**

- Whilst not limiting students to school only apps, the school will reserve the right to ban apps deemed as unsuitable for a school-used device. This includes, but is not limited to, age inappropriate apps and/or content.
  - Students will not be permitted to use their iPad to access social media apps such as Facebook. The use of apps like Facebook by persons under the age of 13 contravenes most usage policies.  
<https://www.esafety.gov.au/esafety-information/games-apps-and-social-networking>
- ❖ ***I can keep the content on my iPad school and age appropriate***

### **Usage**

- The iPad will be used at school and at home.
  - Whilst at school, the iPad must not be removed from its protective cover unless express permission is received from the teacher. If insured, removal of the cover or screen protector (at home or at school) will void the policy.
  - The protective screen must remain on the iPad at all times.
  - The iPad is expected to be returned to school every day in a fully charged state.
  - Whilst at school, the iPad is not to be used in the school grounds before school or during recess breaks.
  - Students must obey copyright laws at all times.
  - Students are not to download or distribute unauthorised copies of digital material. In particular, the illegal downloading of music or video is not permitted.
- ❖ ***I can bring my iPad to school every day fully charged***
- ❖ ***I can keep my iPad in excellent condition with a screen protector and in a sturdy protective cover***
- ❖ ***I can obey copyright laws***

### **Technical Support, Settings, Security and Network**

- Students may be required to leave the iPad at school for a short period of time for updating, maintenance, etc.
  - The school technician will set the iPad up with the correct school/security settings. These cannot be changed whilst at school. In particular, security settings are not to be tampered with.
  - 4G (or similar) is to be switched off whilst the iPad is at school. This will ensure student usage can be better monitored through the school's filtered internet and Wi-Fi settings.
  - Students are not to share password information with other students.
- ❖ ***I can use the school network and Wi-Fi respectfully***

## **Internet and Email**

- Access to the World Wide Web must only occur under teacher supervision.
- Students are not to look for, view or download unacceptable graphics, sounds or text files at any time. If students are unsure of what is acceptable they are to ask a teacher for assistance.
- Access rights will be revoked for any person accessing or failing to notify the teacher of any inappropriate material.
- If a student should accidentally access a site with unacceptable material on it they should immediately alert a teacher.
- Students will have their own school issued e-mail account. This will be the only account used for school communication.
- All users should always use polite and considerate language when using the e-mail facilities to send and receive messages.
- Individuals are not to access any other person's e-mail at any time.
- Sending any personal information (full name, address, phone numbers, etc.) via the school e-mail system is strictly forbidden.
- If a student should receive an e-mail message that makes them feel uncomfortable they are to immediately tell a teacher.

❖ **I can use the internet in a safe and responsible manner**

## **Maintenance of iPad**

- The iPad must be maintained in a repaired state. i.e. Screen cracks and other damages must be repaired as soon as they become apparent.
- The repair of iPads damaged at school or at home will be the responsibility of parents to repair.
- There will be annual costs associated with the BYOD program. Failure to pay these costs will result in the iPad being excluded from use at the school.
- Students will ensure there is adequate memory space for effective school use.

❖ **I can ensure that there is enough memory available on my iPad**

## **Consequences for Disregard of the Acceptable Use Agreement by Students**

Students of Hillsmeade Primary School have a responsibility to use the iPad sensibly and maturely. Should a student fail to follow these guidelines, the following strategies and consequences will be put in place. In most instances students will be given a verbal warning before implementing the first offence consequences.

• First Offence:	Short term (one week) suspension from using the iPad at school. Parents will be informed.
• Second Offence:	Long term (one month) suspension from using the iPad at school. Parents will be informed and an interview will be arranged.
• Any subsequent offences:	Any subsequent offences will be dealt with under school-wide welfare and discipline procedures as outlined in the student code of conduct.

**Notes: All offences should be reported to the teacher and the Principal or Assistant Principal, where appropriate. Should a deliberate or particularly offensive act occur, step one may be bypassed. All conditions contained in this document are subject to review and change if the school becomes aware of usage issues.**



# Acceptable Use Agreement - iPads

## Student Agreement - 2020

- I can bring my iPad to school every day fully charged*
- I can keep my iPad in excellent condition with a screen protector and in a sturdy protective cover*
- I can ensure the Essential Apps are available on my iPad*
- I can use the school network and Wi-Fi respectfully*
- I can use the internet in a safe and responsible manner*
- I can keep the content on my iPad school and age appropriate*
- I can obey copyright laws*

I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of this agreement will result in the internet and mobile technology access privileges being suspended or revoked.

**The Acceptable Use Agreement will  
be uploaded in the new year to  
Compass for families to complete  
digitally**

Student Name: \_\_\_\_\_ Class: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_ Date: / /2020

All questions, concerns and queries about any aspect of the program should be directed to Martine Ziino or Crystal Wells.