

Holland Park State School

BYOD 2024



Information Handbook – Years 4 - 6



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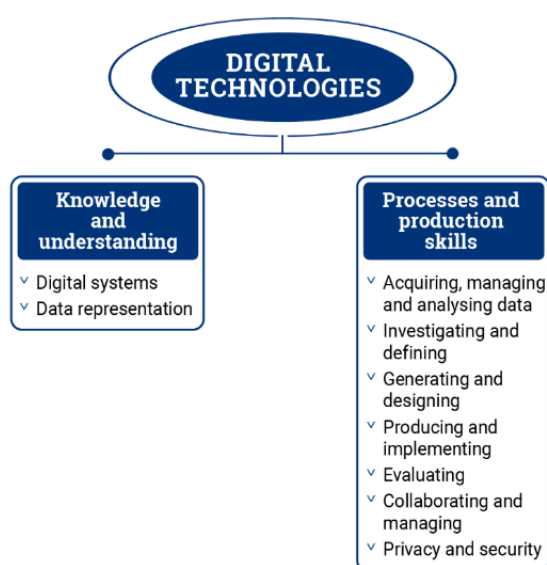
HPSS Digital Technology

BYOD Overview

Bring Your Own Device (BYOD) operates at Holland Park State School for years 4 to years 6. It is a term used to describe a personally owned iPad that meets the Holland Park State Schools minimum standards and connects with the Department of Education and Training (DET) information and communication (ICT) network for teaching and learning.

Using iPads can greatly enhance learning and prove beneficial in the classroom in many ways, making them essential to the modern teaching and learning experience.

Fully integrated into the curriculum these devices will boost student engagement, improve digital literacy and encourage computational thinking. Technology is most powerful when it is part of intentionally designed learning that combines a deep curriculum knowledge with age appropriate pedagogical (teaching and learning) intent.



The Australian Curriculum shapes our approach to digital pedagogies. The learning area of Digital Technologies allows student to develop computational thinking and information systems to define, design and implement digital solutions for authentic problems.

Digital Literacy General Capability encompasses the knowledge and skills students need to create, manage, communicate and investigate data, information and ideas, and solve problems.

The QLD Digital Strategy 2022-2026 is supporting our children, students and workforce to build their digital capability and inclusive practices to thrive in a rapidly changing digital future.

Digital capability and inclusion are essential for our workforce and students' success. Modern learning technologies are integral to collaboration beyond the classroom to enhance the way we teach, learn and work.

Balance is a key element of our vision for learning. Our aim is to blend traditional learning methods and technology to ensure our learners are engaged. If you are concerned about the amount of screen time your child is accessing, we strongly recommend setting up Screen Time on your child's iPad.

The School's Strategic Plan

The school's Strategic Plan outlines our vision that empowers all learners to pursue and achieve their optimal learning outcomes. By using relevant digital tools and resources that enrich and engage and provide opportunities for students to develop their critical and creative thinking skills as well as providing differentiation.

Implementation checklist

Getting ready for BYOD prior to the start of school in 2024

- Read this **BYOD 2024 information handbook**.
- Purchase a BYOD device or check you have a current device at home that meets the **minimum specifications** identified in this handbook. Please ensure that the device has a protective case, manufacturer's warranty and some sort of Accidental Damage Protection (e.g. AppleCare+) or extended Home and Contents Insurance which covers the device for the duration of its use

If you wish to opt in to iPad Loan Scheme for 2024, read, sign and hand in the iPad Loan Scheme (**appendix 2**)
- Purchase **Peripheral devices** and **iPad accessories** identified in this handbook.
- Review the **encouraged items** for the iPads (recommended but optional)
- Clearly engraved and or labelled all equipment with the child's name
- Turn on and setup your iPad over an internet connection
- Setup Apple ID
- Setup Family Sharing
- Read and setup Parental controls
- Enrol your BYOD iPad into Intune
- Check that your headphones and stylus pen connect to the iPad
- The **BYOD Student Participation Agreement** document must be read by both parent/s and child; (**appendix 1**)
- The **BYOD Student Participation Agreement** document must be completed and signed by both parent/s and child (**appendix 1**);

Please read all documentation provided and attend information sessions as required.

First day of school in 2024

- Your child brings in a fully charged device, protected in their **Go Bag** and enough battery life for all class periods to complete required work. This process will need to be done for each day of school.
- The signed BYOD Student Participation Agreement must be handed into the teacher on your child's **first** day at school. Please note that your student will not be able to access the school's wireless network if this agreement is not handed in.

Device requirements

Preferred iPad Model

If purchasing a new iPad, we recommend a **9th Generation iPad 64GB**, or 256GB. **WiFi** with no SIM, **10.2" Screen size**.

Minimum Device Requirements

Please ensure the device purchased is viable for the period of your child's needs and supports their learning journey. Holland Park State School has specifications for BYOD iPads that are consistent with meeting curriculum needs for students of the school. These specifications relate to the suitability of the iPad to enable class activities, meeting student needs and promoting safe and secure access to the department's network.

Devices which do not meet the **minimum** specification have the potential to impact your child's learning. All devices, including peripherals (headphones, stylus etc), must be clearly **engraved and or labelled with the child's name**.

Device Name	WiFi Model	Cellular (3G) Model
iPad (6th Generation) – 2018	Yes	Yes – no sim card
iPad (7th Generation) – 2019	Yes	Yes – no sim card
iPad (8th Generation) – 2020	Yes	Yes – no sim card
iPad (9th Generation) – 2021	Yes	Yes – no sim card
iPad (10th Generation) - 2022	Yes	Yes – no sim card

Wi-Fi. Devices with 4G capability will require the **SIM card to be removed**.

iOS Platform

The device **must** support the **latest operating system**. The latest operating system for Apple is published on their support page <https://support.apple.com/en-us/HT201222>.

Screen Size

Screen size – 10.2" or 9.7", provided it can run the latest operating system. NO iPad mini.

Peripheral Devices– must have

1. **Headphones** - Student will need a pair of iPad compatible headphones.
2. **Stylus** – We recommend a generic stylus or you can purchase an Apple pencil or LongiTech Crayon (please check the compatibility with your device).

Accessories– must have

1. **GO BAG** – student will have a waterproof iPad bag that will be purchased through the book list for 2024.
2. **iPad cover**

Encouraged items – are all recommended but are optional

1. Apple Care can be purchased for additional costs and provides a warranty.
2. Insurance is an important consideration for the device your child brings to school. You can discuss insurance cover for the device with your home and content provider and adding this item to your existing cover.
3. Tempered glass screen protector.
4. Microfibre cloth for cleaning iPad.
5. Keyboard.

Purchasing devices and accessories through JB Hi-Fi

A portal for Holland Park parents with [JB Hi-Fi Education](#) is available. This will enable you to receive education specific pricing (only available online), an option to select our preferred BYOD equipment, extended warranties and interest-free finance options.

BYOD program for Holland Park State School code for parents: **HPSSBYOD2024**

<https://www.jbeducation.com.au/byod/>

Equity and Access

HPSS will have devices available for some students who may find that the BYOD program is a financial burden. These devices will be shared with other student and will not be permitted to go home with students.

iPad Loan Scheme

Holland Park State School will have the option to hire an iPad. The iPad Loan Scheme for 2024 (**appendix 2**) will need to be completed. Please note that spaces in the iPad hire program are limited and based on stock availability.

The annual loan fee is \$250. This fee has been calculated by dividing the cost of the iPad and accessories over 5 years, which is generally the maximum life of an iPad.

Device Setup and Technical support

- 1 – iPad setup
- 2 - Setup your Apple ID (parent account)
- 3 - Setup Family Sharing
- 4 - Set Parental controls
- 5 – Enrol your BYOD device into Intune

iPad setup

Turn on and [setup your iPad](#) over an internet connection.

Create an Apple ID on your iPad

You can create a new Apple ID when you set up your device, or set it up later in the App store. Please note the children under the age of 13 cannot create their own.

- [Create an Apple ID when you set up your device](#)
- [Create an Apple ID using the App Store on your device](#)

Family Sharing – Sharing iTunes accounts.

All students will be required to have an Apple ID, however children under the age of 13 cannot create their own, so you will have to make them an account under Family Sharing on your own Apple ID, the guide for which can be found here: [Create an Apple ID for your Child under the age of 13.](#)

Setting up Family Sharing - Please go to [Family Sharing](#) for more information.

1. Go to *Settings*.
2. Tap your *name*.
3. Tap *Family Sharing*, then tap *Set Up Your Family*.
4. Follow the onscreen instructions to set up your family and invite your family members.

[Parental controls](#)

If you want to block or limit specific apps, prevent purchases and downloads, restrict explicit content, set limits for games and features on your child’s device, set up [parental controls](#).

Enrol your BYOD iPad into Intune

Intune is a secure mobile management system that allows you to use schools Wi-Fi, emails, learning applications and websites on personal devices. [Enrol your BYOD iPad into Intune](#)

What the school administration (Intune) can see on the device	What the school administration (Intune) cannot see on the device
<p>Your school can only see information that is relevant to the school:</p> <ol style="list-style-type: none"> a. Device owner. b. Device name. c. Device model. d. Device manufacturer. e. Operating system and version eg: iOS 15.7 or Windows 10. f. App inventory and App names, like Microsoft Office 365. g. On student and staff’s personal devices the school can only see school managed Apps. h. Device serial number and IMEI. 	<p>Your school does not monitor student’s use of the device</p> <ol style="list-style-type: none"> a. Cannot see your child’s personal information. b. Cannot see what your child is doing on their device at home. c. Does not track student’s locations / device location. d. Does not provide information on personally installed applications. e. Does not allow uninstalling of any apps. f. Home Network cannot be seen. g. Calling and web browsing history. h. Email and text messages. i. Contacts. j. Calendars. k. Passwords. l. Pictures, including what's in the photo’s app or camera roll. m. Files.

Please note that the student will need their MIS ID and password to complete this step. Login details have been send home with the student.

Technical support

The school provides technical support limited to enabling the iPad to access the school network and software. Physical damage, faulty hardware and operating system software, or removal of non-school software that prevents the iPad from accessing the school network are the responsibility of the student and parent/guardian.

iPad Care and Damage/Loss

The student is responsible for taking care of and securing the iPad. Responsibility for loss or damage of an iPad at home, in transit and at school belongs to the student and parent. Independent advice should be sought regarding inclusion in home and contents insurance policy or separate insurance for the iPad. The school takes no responsibility for damage or loss. It is advised that accidental damage and warranty policies are discussed at point of purchase to minimise financial impact and disruption to learning should an iPad not be operational.

Policies and Procedures

Acceptable Personal iPad Use

Upon enrolment in a Queensland Government school, parental or caregiver permission is sought to give the student access to the internet. Communication through internet and online communication services must also comply with the [Student Code of Conduct](#) available on our school website, and **the BYOD Student Participation Agreement**. This document must be signed by a parent/guardian and student at the commencement of the student joining the BYOD Program. In the first week of school the students will be taken through a presentation of the policies, procedures and consequences of iPad use. Parents will also be emailed this presentation.

Passwords

Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not disclosed to other individuals (e.g. a student should not share their username and password with fellow students). The password should be changed regularly, as well as when prompted by the department or when known by another user. Any child who attempts to discover the password of another student will receive a consequence that may result in loss of access.

Consequences of unacceptable/ inappropriate use/ behaviour by a student

As with any inappropriate or unacceptable behaviour at Holland Park State School, the Student Code of Conduct stipulates the guidelines for action following such behaviour.

It is important for students, parents and staff to know that state school principals have the authority to take disciplinary action to address student behaviours that occur outside of school hours or school grounds. This includes *cyberbullying and other online behaviours* that adversely affect, or that are likely to adversely affect, the good order and management of the school. Parents and students who have concerns about online incidents occurring during school holidays should immediately seek assistance through the Office of the [e-Safety Commissioner](#) or the Queensland Police Service.

Classroom procedures

































When a student enters the classroom, they must remove the iPad from the Go Bag and place in the designated classroom iPad zone. Students will be responsible for their iPad and are only allow to touch their own iPad. iPads are packed away in their classroom zones when they are not being used in specialist lessons, during playtime or are away from the classroom. Classrooms will be locked when teachers are out of the room. Teachers will monitor the students at all times using Apple Classroom.

PCYC/ outside school hours care

When a student is in after outside school hours care all devices are to remain inside student Go Bag and will be kept in their school bags for the duration of the time students spend at PCYC. iPads will not be part of the outside hours school program. The same rules and consequences for unacceptable behaviour will also be enforced at the outside school hours care.

Required Apps for students in years 4 – 6

These FREE apps will be automatically downloaded when you enrol your BYOD device into Intune
(step 5 of device setup and technical support, page 6)

Pages		Intune Company Portal	
Keynote		Microsoft OneDrive	
Numbers		Microsoft Teams	
Garage Band		Microsoft Excel	
iMovie		Microsoft Word	
Safari		Microsoft PowerPoint	
Chrome		Microsoft SharePoint	
Minecraft Education Edition		Microsoft OneNote	
Reading Eggs		Apple Classroom	
NAP 2024 browser		Pyonkee	
Popplet Lite		Scratch Jnr	
Kahoot!		Oxford/Collins Dictionary	
Geoboards		Fractions	
iBrainstorm		Number pieces	
Canvas Student		ChatterKid	
Number Pieces		Google Earth	

Appendix 1 - BYOD Student Participation Agreement

General Use		
1.	<input type="checkbox"/>	I understand that I will bring my personal iPad to school each day.
2.	<input type="checkbox"/>	I will ensure the iPad is charged at the beginning of each school day.
3.	<input type="checkbox"/>	I will leave the iPad charger at home unless directed to bring it to school under special circumstances.
4.	<input type="checkbox"/>	I will hold the iPad with two hands when carrying it and will walk with it all times in the classroom.
5.	<input type="checkbox"/>	I will ensure my iPad is kept in my school bag, in my Go Bag and on my trip to/from school.
6.	<input type="checkbox"/>	I will keep food and drinks away from the iPad at school and in my bag.
7.	<input type="checkbox"/>	I will immediately report any accidents or breakages to my parents and teachers.
8.	<input type="checkbox"/>	I understand that if any damage to a device is through substantiated negligence of the school, the school will cover the cost of repair. If damage is caused by deliberate or careless actions of a student (owner or others), the costs of repair will 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.
Content		
1.	<input type="checkbox"/>	I will use the iPad only to support my school learning program whilst at HPSS.
2.	<input type="checkbox"/>	I permit my teachers and parents to perform checks to monitor that I have not installed illegal/unsuitable software applications and content and to check the websites which I visit. I understand there will be consequences for inappropriate use including, but not limited to, loss of privilege of using the iPad for a period of time.
3.	<input type="checkbox"/>	I am responsible to ensure my iPad is backed up (as taught by my teacher).
4.	<input type="checkbox"/>	I will wait to use the device or open apps until my teacher instructs me to do so.
5.	<input type="checkbox"/>	I will wait to use the device or open apps until my teacher instructs me to do so.
6.	<input type="checkbox"/>	I will not communicate with students using my device unless under direct instruction from my teacher.
7.	<input type="checkbox"/>	I will not use my device during exams unless I am instructed.
8.	<input type="checkbox"/>	I will not take a photo of any assessment task sheet or exam without approval.
Safety and Security		
1.	<input type="checkbox"/>	Whilst at school, I will only connect my iPad to Education Queensland's Managed Internet Service. I am not permitted to access 3G Internet at school or VPN.
2.	<input type="checkbox"/>	While at school, I will only go to websites that support my learning activities and have been directed by my teacher.
3.	<input type="checkbox"/>	I will only use my school email account for mail related to my learning.
5.	<input type="checkbox"/>	I will be cybersafe and cybersmart when using the Internet.
6.	<input type="checkbox"/>	I will demonstrate etiquette when using my iPad/other equipment with regard to other people.
7.	<input type="checkbox"/>	I will only take photos and record sound video, when granted permission by my teacher.
8.	<input type="checkbox"/>	The school's name, crest or uniform will not be used in any way which would result in a negative impact for the school and its community. I will not post photos, audio or video of such.
9.	<input type="checkbox"/>	I will use my iPad lawfully and in accordance with the Student Code of Conduct for Holland Park State School.
10.	<input type="checkbox"/>	For security reasons, I am not to share account names and passwords with anyone.
11.	<input type="checkbox"/>	I am responsible for the security and use of my iPad while at Holland Park State School.
12.	<input type="checkbox"/>	I will not use iMessage or any messaging apps in school or during school hours. My parents have disabled all messaging apps on my iPad during school hours.

BYOD Student Participation Agreement

Please ensure that you read and tick each item in the student participation agreement. Please print out Appendix 1 to return to your teacher on the first day of school.

I understand if the above conditions are not followed, I will not be granted the authorisation to use my iPad at Holland Park State School for a minimum period of one week. I understand that if I regularly breach the BYOD Student Participation Agreement, the authorisation to use my iPad at school would be removed for a longer period of time.

Name of student: _____ Student Signature: _____
Name of parent: _____ Parent Signature: _____
Date: _____

Authorised at Holland Park State School by:

Principal Name: _____ Principal Signature: _____
Date: _____

Appendix 2 – iPad Loan Scheme

Dear Parents and Caregivers of our Year 4 to 6 Students in 2024,

This information is for the parents and caregivers who are opting to loan a school-owned iPad and accessories for their child in 2024.

If you wish to opt in to the iPad Loan Scheme for 2024, an annual loan fee of \$250 will be payable to the school.

The fee has been calculated by dividing the cost of the iPad and accessories over 5 years, which is generally the maximum life of an iPad at Holland Park State School. This fee also includes the cost of apps as well as general maintenance, repairs or replacement for accidental damage and administration of the loan scheme.

Agreed Terms of the Loan Scheme

Holland Park State School hereby makes an offer to the student for use of an iPad and accessories at school during school hours and outside school hours off school premises in accordance with the Parent/Carer Responsibilities and Student Responsibilities outlines in this Agreement and with such additional policies and procedures identified in this Agreement and set by the school, for the 2024 school year. The annual fee payable is \$250.

1. The equipment remains the property of Holland Park State School
2. Opting in to participate in the loan scheme for 2024 indicates agreement to loan the Equipment for the full school year. Pro-rata refunds of the loan fee will only be provided for Students who leave part way through the school year.
3. Students have use of the Equipment during the school year whilst they are enrolled at Holland Park State School. At the end of the school year, the equipment is returned in good order and condition. If opting to participate in the loan scheme again for the following year, equipment will be reissued at the start of that year.
4. In the event that the equipment is not returned in good working order, an invoice will be issued for the replacement cost of equipment not returned. The school has the right to commence debt collection proceedings if payment is not received within our payment terms.
5. The Equipment must be made available for return to the school at any time requested by the school.
6. The Student will not remove any labels configured by the school. The Student will not mark, graffiti or add any stickers to the Equipment.
7. Repairs or replacement relating to accidental damage caused by drops or falls that occur **at school** will be covered under the loan scheme. Parents and caregivers will be financially responsible for the repair or replacement of equipment that is damaged, lost or stolen **at home**. Parents and caregivers will be finally responsible for the repair or replacement costs due to malicious damage, negligence or abuse of equipment. A school invoice will be issued to cover costs incurred.
8. All loan equipment must be carried to, from and around the school in the protective carry case provided.

School Responsibilities

The school will provide

- Information to support the development and implementation process
- Instruction for Students in the maintenance and use of their iPad and accessories
- A system and process to address repair or replacement issues
- Provision of a protective carry case to support the care and use of the Equipment in accordance with this Agreement.

Parent/Caregiver responsibilities

- Agree to pay the \$250.00 loan fee by the agreed date
- Agree to encourage and supervise proper use of Equipment at home
- The Equipment is not intended for use by other members of the family

Parents/Caregivers acknowledge that they are responsible for:

- Any improper conduct of their child resulting from using their iPad, including for use outside school hours; and material stored on the iPad, including where used at home or outside of school hours.
- Encouraging and impressing upon their child the importance of the safe keeping of the iPad and its accessories.
- The return of the Equipment in a condition compliant with this Agreement.
- Co-operating with the school to promote cyber-safety for all students.
- Supervising the use of the iPad after school hours.

Student Responsibilities

- Students (and parents) will be responsible for the overall care of the Equipment.
- The equipment is used appropriately during school time for educational purposes only.
- Students must comply with all school policies, including those that specifically support the use of electronic devices and the internet.
- Students are responsible for keeping their iPad secure.
- Students are to bring their iPad and its accessories to school each day.
- Students must carry their iPad (and its accessories) in its protective carry case (Go Bag) at all times.
- iPads are to be kept clean and free from graffiti and stickers.
- Students are not to remove any identification labels from the Equipment.
- The equipment should be stored in the protective case when not being used.
- Students are expected to be extremely careful when using the Equipment in a public place or at home and should keep in mind that they are responsible for any loss, damage or theft of the equipment.
- Applications and games outside of what is on the school app list is **NOT** allowed, except with the prior written consent of the school for specific educational apps for the student
- To ensure that only secure internet connections are used when accessing the internet for locations other than school.

PLEASE RETURN THIS PAGE TO THE SCHOOL OFFICE BY WEEK 9

(or scan it and email administration@hollandparkss.eq.edu.au)

Parent/Caregiver Acknowledgment – iPad Loan Scheme 2024

The Parent/Caregiver agrees that the student only uses the iPad in accordance with the terms and conditions listed in the iPad Loan Scheme Agreement, and that the Student Responsibilities have been read and acknowledged by their child.

The Parent/Caregiver accepts the terms of this Agreement for and on behalf of the Student and accepts all obligations of the Student set out here in, both on their own behalf and on behalf of the Student.

Parent name: _____

Parent Signature: _____

Date: _____

Name of student: _____

Year level in 2024: _____