Holland Park State School

BYOD 2027

Information Handbook – Years 5 - 6



Contents

HPSS Digital Technology 2
BYOD Overview 2
The School's Strategic Plan 2
Implementation checklist 3
Getting ready for BYOD prior to the start of school in 2027 3
First day of school in 2027 3
Device requirements 4
Minimum Device Requirements 4
Preferred iPad Model 4
Operating System 4
Screen Size 4
Peripheral Devices– must have. 4
Accessories– must have 4
Encouraged items – are all recommended but are optional 5
Purchasing devices and accessories through JB Hi-Fi 5
Equity and Access 5
iPad Loan Scheme 5
Device Setup and Technical support 6
iPad setup 6
Create an Apple Account on your iPad 6
Family Sharing – Sharing iTunes accounts. 6
Parental controls 6
Enrol your BYOD iPad into Company Portal 6
Technical support 7
iPad Care and Damage/Loss 7
Policies and Procedures 8
Acceptable Personal iPad Use 8
Passwords 8
Consequences of unacceptable/ inappropriate use/ behaviour by a student 8
Classroom procedures 8
PCYC/ outside school hours care 8
Required Apps for students in Years 5 and 6 9
Appendix 1 - BYOD Student Participation Agreement 10
Appendix 2 – iPad Loan Scheme 12

HPSS Digital Technology

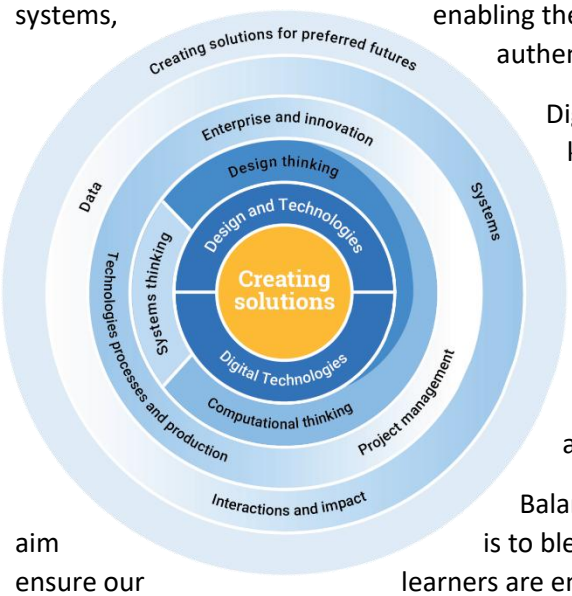
BYOD Overview

Holland Park State School's Bring Your Own Device (BYOD) program operates for students in Years 5 and 6. The BYOD program allows students to bring a personally owned iPad that meets Holland Park State School's minimum specifications and connects securely to the Queensland Department of Education 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.

When integrated purposefully into the curriculum, iPads can enhance student engagement, develop digital literacy and support 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 Digital Technologies learning area develops students' computational thinking and their understanding of information systems, enabling them to design and implement digital solutions to 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.

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 reflects our commitment to empowering every student to achieve their potential. Purposeful use of digital technologies supports this vision by enriching learning experiences, developing critical and creative thinking skills, and providing opportunities to meet individual learning needs.

Implementation checklist

Getting ready for BYOD prior to the start of school in 2027

- ☐ Read this **BYOD 2027 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 the device has a protective case and appropriate warranty coverage. Families are strongly encouraged to consider accidental damage protection, such as AppleCare+ or suitable home and contents insurance.

  If you wish to participate in the 2027 iPad Loan Scheme, complete and return the agreement in **Appendix 2**
- ☐ Purchase **Peripheral devices** and **iPad accessories** identified in this handbook
- ☐ Review the **encouraged items** for the iPads (recommended but optional)
- ☐ Clearly **engrave or label all equipment** with your child's name
- ☐ Turn on and set up your iPad using an internet connection
- ☐ Set up Apple Account
- ☐ Set up Family Sharing
- ☐ Review and set up Parental controls
- ☐ Enrol your BYOD iPad into **Company Portal**
- ☐ Check that your headphones and stylus pen connect to the iPad
- ☐ The **BYOD Student Participation Agreement** document must be ***read*** **and completed** by both parent/s and child; (**appendix 1**)

First day of school in 2027

- ☐ Your child must bring their iPad to school fully charged and secured in its protective **Go Bag,** with sufficient battery life for the school day. This is required each school day unless arrangements have been made for the iPad to remain securely stored and charged at 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

Minimum Device Requirements

Holland Park State School has established minimum iPad specifications to ensure devices are suitable for classroom learning, compatible with educational applications and able to connect securely to the Department of Education network.

Families are encouraged to consider the ongoing suitability of their child's device when purchasing an iPad, particularly its ability to support future operating system updates.

Devices that do not meet the minimum requirements may affect a student's ability to participate fully in classroom learning.

All iPads and accessories, including headphones, styluses and keyboards, must be clearly labelled with the student's name.

Preferred iPad Model

If purchasing a new iPad, we recommend the **Apple iPad (A16), 11-inch Wi-Fi model**, with a minimum of **128 GB storage.**

Device Name	WiFi Model	Cellular Model
iPad (9th Generation) – 2021	Yes	Yes – no sim card
iPad (10th Generation) - 2022	Yes	Yes – no sim card
iPad A16 (11th Generation) - 2025	Yes	Yes – no sim card

Cellular iPads are permitted; however, mobile data must be disabled during school hours. Students must connect to the approved school Wi-Fi network.

Operating System

All BYOD iPads must support iPadOS 27 and have the latest compatible software updates installed. Devices must continue to meet the Department of Education's requirements for secure connection to the school network. For further information, visit Apple's iPadOS 27 compatibility guide.

Screen Size

The recommended screen size is 11 inches. Existing 9th and 10th generation iPads are also accepted, provided they meet the school's operating system and device requirements.

iPad mini models are not supported.

Peripheral Devices– must have.

Please ensure all peripheral devices are compatible with your iPad model.

1. **Headphones** - Students must have a pair of headphones compatible with their iPad.
2. **Stylus** – Students must have a compatible stylus. A generic stylus, Apple Pencil or Logitech Crayon may be used. Families should check compatibility before purchasing.
3. **Keyboard** - Students must have a keyboard compatible with their iPad.

Accessories– must have

1. **GO BAG** – Students must have a protective, water-resistant iPad bag, available for purchase through the 2027 booklist.
2. **iPad cover** - All iPads must have a protective cover suitable for everyday classroom use.

Encouraged items – are all recommended but are optional

1. **AppleCare+:** Families may choose to purchase AppleCare+ for additional warranty and accidental damage coverage, subject to the terms and conditions of the plan.
2. **Insurance:** Families are encouraged to check whether their home and contents insurance covers their child's iPad against accidental damage, loss or theft, including while travelling to and from school.
3. **Tempered Glass Screen Protector:** Recommended for additional screen protection.
4. **Microfibre Cloth:** Recommended for cleaning the iPad screen

Purchasing devices and accessories through JB Hi-Fi

Families can access the JB Hi-Fi Education portal to purchase devices and accessories that meet the school's BYOD requirements. The portal provides access to education pricing and may offer additional warranty and payment options.

The BYOD education portal link can be found on our school website at the below link.

https://byod.jbhifi.education/

School code: HPSSBYOD2027

Equity and Access

Holland Park State School is committed to ensuring all students have equitable access to digital learning opportunities.

Year 4 students will continue to access shared school devices to support their classroom learning.

Families experiencing financial hardship are encouraged to contact the school to discuss available options for supporting their child's participation in the Years 5 and 6 BYOD program. Access to these devices will be subject to availability and school arrangements.

Families may also apply to participate in the school's iPad Loan Scheme, as outlined in Appendix 2.

iPad Loan Scheme

Holland Park State School will have the option to hire an iPad. The iPad Loan Scheme for 2027 **(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 Account (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 Account on your iPad

You can create a new Apple Account 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 Account when you set up your device
- Create an Apple Account using the App Store on your device

Family Sharing – Sharing iTunes accounts.

Students require an Apple Account to access relevant applications. Parents and guardians must create an account for children under 13 through Apple's Family Sharing feature.

The guide for which can be found here: Create an Apple Account 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 Company Portal

Microsoft Intune is a device management system that enables students to securely connect their personal iPads to the Department of Education network and access approved educational applications and resources.

What the school administration (Intune) can see on the device	What the school administration (Intune) cannot see on the device
Your school can only see information that is relevant to the school: a. Device owner. b. Device name. c. Device model. d. Device manufacturer. e. Operating system and version eg: iOS 26.0.1 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.	Your school does not monitor student's use of the device 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.

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 concerned about cyberbullying or harmful online behaviour can seek assistance from the school, the eSafety Commissioner or Queensland Police, depending on the nature and seriousness of the incident.

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 allowed 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 5 and 6

These FREE apps will be automatically downloaded when you enrol your BYOD device into Company Portal
(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 2027 browser		Pyonkee	
Popplet Lite		Scratch Jnr	
Kahoot!		Oxford/Collins Dictionary	
Geoboards		Fractions	
iBrainstorm		Fractions	
Canvas Student		ChatterKid	
Number Pieces		Google Earth	

Appendix 1 - BYOD Student Participation Agreement

General Use		
1.	☐	I will bring my personal iPad to school each day unless arrangements have been made for it to remain securely stored at school.
2.	☐	I will ensure my iPad is fully charged and ready for learning at the beginning of each school day, whether charged at home or at school.
3.	☐	I will leave my iPad charger at home if charging my device at home. If my iPad is stored at school, I will connect it to the designated charging station as instructed.
4.	☐	I will carry my iPad with two hands and always walk when carrying it around the classroom or school.
5.	☐	I will keep my iPad in its protective case when transporting it between home and school or between lessons, and follow the school's procedures for storing my device safely.
6.	☐	I will keep food and drinks away from the iPad at school and in my bag.
7.	☐	I will immediately report any accidents or breakages to my parents and teachers.
8.	☐	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.	☐	I will use the iPad only to support my school learning program whilst at HPSS.
2.	☐	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.	☐	I will follow my teacher's instructions for saving and backing up my schoolwork.
4.	☐	I will wait to use the device or open apps until my teacher instructs me to do so.
5.	☐	I will not communicate with students using my device unless under direct instruction from my teacher.
6.	☐	I will not use my device during exams unless I am instructed.
7.	☐	I will not take a photo of any assessment task sheet or exam without approval.
Safety and Security		
1.	☐	While at school, I will only connect my iPad to the approved Education Queensland school network. I will not use personal mobile data, hotspots or Virtual Private Networks (VPNs) to bypass the school's internet filtering and security settings.
2.	☐	While at school, I will only access websites and online content approved by my teacher for learning activities.
3.	☐	I will only use my school email account for communication related to my learning.
4.	☐	I will immediately tell my teacher or another trusted adult if I encounter inappropriate content, receive an unsafe or upsetting message, or experience concerning online behaviour.
5.	☐	I will communicate respectfully when using digital technologies and will not engage in cyberbullying, harassment or behaviour that may harm others.
6.	☐	I will only take photographs or make audio or video recordings with my teacher's permission. I will not photograph or record other people without their consent.
7.	☐	I will not share or publish photographs, videos, recordings or information about other students, staff or the school without appropriate permission.
8.	☐	I will use my iPad responsibly and in accordance with the Holland Park State School Student Code of Conduct.
9.	☐	I will keep my usernames and passwords private and will not share them with other students.
10.	☐	I will keep my iPad secure, follow school storage procedures and immediately report any loss, damage or suspected unauthorised access.
11.	☐	I will not access or use iMessage, social media or other messaging applications during school hours.

BYOD Student Participation Agreement

Please read the BYOD Student Participation Agreement carefully, then complete and sign the acknowledgment below. Please print out Appendix 1 to return to your teacher on the first day of school in 2027.

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 5 and 6 Students in 2027,

This information is for parents and caregivers who wish to loan a school-owned iPad and accessories for their child during the 2027 school year.

If you wish to opt in to the iPad Loan Scheme for 2027, 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 outlined in this Agreement and with such additional policies and procedures identified in this Agreement and set by the school, for the 2027 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 2027 indicates agreement to loan the Equipment for the full school year. A proportional refund of the annual loan fee may be available if a student leaves Holland Park State School before the end of the school year, in accordance with the school's refund arrangements.
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 financially 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 IF YOU WANT TO HIRE AN IPAD

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

Parent/Caregiver Acknowledgment – iPad Loan Scheme 2027

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 herein, both on their own behalf and on behalf of the Student.

Parent name: _____

Parent Signature: _____

Date: _____

Name of student: _____

Year level in 2027: _____