Parent BYOD Handbook
Jindalee State School
Junior Program
Year 2 – 3

- 2025 program -

"Schools have to prepare students for jobs that have not been created, technologies that have not yet been invented and problems that we don't know will arise."

Andreas Schleicher

Contents

Bring Your Own Device at Jindalee State School

What is BYOD?

Bring your own device (BYOD) refers to a family purchased digital device for the purpose of supporting their child's learning at school and home.

Why BYOD?

Jindalee State School's vision is focused on educating students for a digitally empowered future. Jindalee values the importance of being digitally capable and connected. This vision is realised through innovation, creativity and futures orientation of its teaching and learning programs.

Digital devices are powerful means of differentiating and personalising a student's education, and student-owned devices facilitate student choice over which application best suits their learning and communication style.

The BYOD program aims to incorporate digital learning strategies to engage and empower all learners, through personalised learning, preparing them to contribute confidently, effectively and innovatively within global communities.

Whilst digital tools can be used to support and enhance a student's learning experiences, technology does not change what it takes to learn. The teacher, through their guidance and explicit direction of the learning, remains the most critical factor within every classroom.

Why these devices and these specifications?

BYOD programs stereotypically have families purchasing either a basic clamshell laptop or an iPad. At JSS, our selected digital devices are chosen based on several important factors. These include:

- being compatibility with our school's network;
- the ease and flexibility for student use;
- ensuring learning barriers are supported, not increased;
- the ability to support students' physical and cognitive development;
- to empower our students to be innovative and creative learners;
- maximise students' safety while working digitally;
- develop students' digital citizenship and cyber safety knowledge and skills; and
- supporting students reach their learning potential.

Ergonomics of Digital Devices

Jindalee State School is committed to the health, safety and wellbeing of our students and staff. When it comes to using digital devices, it must be remembered that these devices are tools for learning, and as such, are not used with every learning experience, nor are they used for the whole school day. To support students when using digital devices, students will develop and be encouraged to use healthy practises such as reducing screen brightness, stretching, correct posture and so on.

> If you are concerned about the amount of screen time your child is accessing, we strongly recommend setting up **Screen Time** and **Focus** on your child's iPad and Macs.

Supporting BYOD and your child's learning

It is essential that **all** devices enrolled into our BYOD program meet the minimum requirements set out below. This will ensure our students do not experience digital barriers when accessing classroom / home learning, online competitions (e.g. ICAS and Bebras) and NAPLAN online.

Preparation of BYO Device Kit

To successfully participate in our BYOD Junior Program, students will need:

- ☐ A completed **Acceptable Use Policy and Student Participation Agreement**.

- ☐ A completed **Online Services Survey** (available via QParents app; one per child enrolled)

- ☐ Possess a BYO device as per their year level, which **meets the minimum specifications**, is **enrolled onto Intune** and **clearly labelled** with the student's name.

- ☐ All required **apps downloaded** from Company Portal and signed in where required.

- ☐ A **protective cover for the device**.

- ☐ A **firm protective carry case** for protection from moisture and potential damage (**not** neoprene).

- ☐ A suitable **manufacturer's warranty**.

- ☐ An **Accidental Damage Protection** (e.g. AppleCare+) or extended Home and Contents Insurance which covers the device for the duration of its use.
  [*Strongly recommended*]

Getting Ready for BYOD

Prior to Day One

☐ **Read** this BYOD Parent Handbook

☐ Both parent/carer and child **complete** and **hand in** the *Acceptable Usage Policy and Student Agreement* (Check you have signed the most current version).

☐ **Purchase** a suitable BYO device
Students in Years 2 or 3 - **check** your child's current device continues to meet the minimum specifications identified in this handbook.
*Second-hand devices **must** be factory reset **before** being used.*

☐ **Read and complete** the *Online Services Survey*, available via QParents.
(*Completed annually.*)

☐ **Enrol the BYO device** with the Department of Education's Intune device management platform (evidenced by the presence of the installation of the *Company Portal* app).
Instructions can be found on our BYOD webpage.

☐ **Install ALL required software / apps** available from the Company Portal app.
- non-school apps must be restricted during school hours.

☐ **Student to sign into the Microsoft suite**
- only need to sign into one app to activate the whole suite.
*NB the Microsoft suite is free to all students; refer to the **How to guide**.*

🔔 If you require support, email elearning@jindaleess.eq.edu.au.

Day One at School

☐ Hand in The *Acceptable Use Policy and Student Participation Agreement* to the classroom teacher on your child's **first day** at school.

   Once the above documents are returned, your child will be permitted to bring their device to school.

☐ Parents / Carers **complete the Online Services Survey** for each child enrolled.
Students will not have access to resources such as Mathletics, Mathseeds, Reading Eggs, Bookcreator etc, until the most recent survey is completed (regardless if SRS is paid).

☐ Pay SRS or enter a payment plan.

Day Two at School

☐ Your child brings in their **fully charged** device, snuggly protected in its iPad cover and its firm carry case (*neoprene style cases are **not** recommended*)

☐ Student demonstrates their device is **enrolled onto Intune** by connecting to the school's wireless network, EQNET and apps are downloaded.
Devices not enrolled onto Intune will not be able to be used.

BYOD Purchasing Options

Accessing our BYOD Purchase Portal

Parents who choose to purchase devices and or accessories via our BYOD Parent Purchase Portal, should feel assured the devices have been selected to support your child's learning potential and meet Education Queensland's minimum specifications.

To support our community, we have requested a range of payment options to be available within our BYOD Purchase Portal.

A link to our Purchase Portal is located on our BYOD webpage.

Independent BYOD Purchase

For parents/carers who choose to independently source a device for their child, we strongly recommend avoiding online sales sites, such as Kogan, as these sites have provided limited support for our families in the past.

When independently purchasing an iPad, please ensure you have read the **minimum specifications** listed in the following tables (pages 7-10). These specifications have been selected to ensure the device purchased is viable for the required BYOD phase and supports your child's learning journey.

The following tables, outline the required **minimum** specifications and accessories required for our Junior (Years 2-3) BYOD program. iPads which do not meet these **minimum** specifications have the potential of impacting how your child accesses the learning and the available school apps.

Year 2	Year 3	Year 4	Year 5	Year 6
iPad	iPad	Windows or Mac	Windows or Mac	Windows or Mac

--- continue to next page ---

Minimum Requirements

Years 2 – 3: iPad Specifications

➢ *Includes newly enrolled students in Years 3.*

> All devices, including peripherals (e.g. keyboard, headset etc), must be **clearly** labelled with your child's name.

☞ *Specific links to suppliers and resources are for items we have prior experience and is not an endorsement of the supplier.*

The Physical Device and Apps

Our minimum specifications are based on the assumption that an iPad has a supported lifespan of five years.

Please refer to the "*Will my childes iPad be supported?*" table on Page 10 for potential life of your child's iPad.

The Device	
Platform	**iPad OS 18** or higher • *iPads which do not support the latest iPad OS will **not** have access to school provided apps and will not be supported by our IT support team.*
Screen Size	10.2" minimum • mini iPads and Android tablets are **not** supported
Storage	64GB • Strongly recommended 128GB or higher
Connectivity	WiFi enabled • if purchasing a SIM enabled iPad (3G / 4G / 5G) ensure **SIM cards are removed for school** or if an eSIM, **disabled**.
Apps	
➢ School provided **Mandatory**	**Company Portal** app (Intune) installed as per the [provided instructions](#) found on our [BYOD webpage](#) and signed into **prior** to day one. *Log in details may be obtained from our eLearning team or your child's classroom teacher.*
	All required apps are to be downloaded via the Comp Portal app **prior** to day one. • App licenses are for the year, *e.g. A PicCollage license is available for students in Years 2-3 only. All licenses are restored in the following year if the student's enrolment is continuing within the Years 2 – 3 BYOD program.* • ***Paid*** *app licenses are leased to families for the academic year e.g. Book Creator). These are removed at the end of each year and renewed in the following year, when SRS payments are made. Re-downloading should not be required.*

----- Continue to next page -----

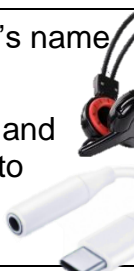# Years 2 – 3: iPad Specifications (continued)

		Required	**Must be disabled during school hours**
➢	Apple pre-installed	Notes, Voice Memos, Reminders, Camera, Photos, PhotoBooth, Videos, Clock, Calendar, Maps, Pages, Numbers, Keynote, iMovie, iBooks, Clips, Files, Safari, Mail, Music, Settings	iCloud, Messages, FaceTime, Kids Messenger (any other chat style apps), Home, News, Podcasts, Find My, Find Friends, Apple TV, iTunes Store, Game Centre.
➢	IMPORTANT	**iCloud <u>must</u> be disabled at all times.** Students cannot access iCloud at school. *If iCloud is turned on, your child will not be able to access their school work because the files, images etc are automatically moved to iCloud once they are home.*	
➢	Non-school apps	Any installed non-school apps, particularly games, social media (*not permitted for children under the age of 13*), chat tools **MUST be disabled during school hours** (this includes hours when attending the Jindalee School Age Care Program)**.** We recommend adding a **Focus** setting.	

Example Kit

Protecting the Device and Recommended Accessories	
iPad Cover (**Mandatory**)	A tough or ruggedised-style cover to protect the iPad, labelled with your child's name. *Slimline covers are **not** recommended as they do not adequately protect the iPad against damage.*
Stylus (**Mandatory**)	[Apple Pencil](), [Logitech Crayon](), [Zagg stylus](), [Active Stylus]() or [similar]() • Styluses should be clearly named and are the responsibility of the student. • *Rubber tipped stylus are **not** recommended as these can damage the iPad screen.*
Headset with microphone (**Mandatory**)	Over-ear headset (**with microphone**) clearly labelled with child's name • Similar to http://www.littlesun.com.au/goods.php?id=500 ★ If purchasing an iPad 10, iPad Air or an iPad Pro (or newer) and if using a standard audio connection headset, you will need to purchase a ***USB C to Audio adaptor*** (similar to https://www.littlesun.com.au/goods.php?id=485).
Transportation – iPad Carry Case (**Mandatory**)	iPads must be stored and transported in a protective cover **plus** a firm protective carry case/bag with your child's name. • For greatest protection, the size should match the size of the iPad o snug and safe (*like a bicycle helmet*) ==For WH&S purposes, cables and charger are <u>not</u> permitted at school.== • *Neoprene cases are **not** recommended as they do not adequately protect the iPad against damage.*
Wireless keyboard (**Mandatory**)	• **wireless keyboard** for Year 2 onwards – set up at home (*Year 3s for 2025 – strongly recommended*)
Screen Protection (*strongly encouraged*)	A tempered glass screen protector • **Devices with damaged screens are a WHS hazard and will not be permitted at school.**
Essentials	Child's iPad named within Settings (*Settings / General / About / Name*)
	AppleCare+ • extended warranty and Accidental Damage Coverage
	Screen Time set up (**school and required Apple apps always available**). A *Focus* setting can also be set up.
	iPad with your **child's *unique* Apple ID** signed in, or part of the Family Sharing setup (recommended) – *Settings / Apple ID* • ==**Parent's** personal **Apple ID must NOT be signed into the iPad**==
	All devices and cases should be clearly labelled. Parents may choose to have the device engraved by Apple for identification/extra protection. The latest iPad operating system has "Find My Phone" inbuilt. With this turned on, it is possible to find the whereabouts of the iPad when it is connected to the Internet.

For continuing students or second-hand iPads

Will my child's iPad be supported?

The following projections are **estimates only**, based on information available from Apple relating to the device release to being discontinued, and then no longer compatible data.

As a general rule, if the iPad no longer receives updates from Apple, we are no longer able to support the iPad.

Not supported — Red
Potentially not supported — Yellow
Supported — Green

* expected to be released in September.	Release Date	2025	2026	2027	2028
iPad Series					
iPad (1st Generation)	2010	Red	Red	Red	Red
iPad 2 (2nd Generation)	2011	Red	Red	Red	Red
iPad (3rd Generation)	2012	Red	Red	Red	Red
iPad (4th Gernation)	2012	Red	Red	Red	Red
iPad (5th Generation)	2017	Red	Red	Red	Red
iPad (6th Generation)	2018	Red	Red	Red	Red
iPad (7th Generation)	2019	Yellow	Red	Red	Red
iPad (8th Generation)	2020	Yellow	Yellow	Red	Red
iPad (9th Generation)	2021	Green	Green	Yellow	Red
iPad (10th Generation)	2022	Green	Green	Green	Yellow
iPad (11th Generation)	2024*	Green	Green	Green	Green
iPad Air Series					
iPad Air (1st Generation)	2013	Red	Red	Red	Red
iPad Air 2 (2nd Generation)	2014	Red	Red	Red	Red
iPad Air (3rd Generation)	2019	Red	Red	Red	Red
iPad Air (4th Generation)	2020	Yellow	Red	Red	Red
iPad Air (5th Generation)	2022	Green	Green	Green	Green
iPad Air (6th Generation)	2024*	Green	Green	Green	Green
iPad Pro Series					
iPad Pro (1st Generation)	2015	Red	Red	Red	Red
iPad Pro (2nd Generation)	2017	Red	Red	Red	Red
iPad Pro (3rd Generation)	2018	Yellow	Yellow	Red	Red
iPad Pro (4th Gereration)	2020	Green	Green	Yellow	Yellow
iPad Pro (5th Generation)	2021	Green	Green	Green	Green
iPad Pro (6th Generation)	2022	Green	Green	Green	Green
iPad Pro (7th Generation)	2024	Green	Green	Green	Green

Other Important Information

iPad Settings

- Naming your child's iPad with your child's first name, first initial of their last name and class e.g. Taylor S 2J
  - Settings / General / About / Name
- Add a recent photo of your child, with their current class as a lock screen for easy identification.
  - Photos / touch and hold the required image / Share / Use as Wallpaper / Set / Set as Lock Screen (*you may choose to have this for both lock and home screens*)
- Add a school appropriate Home Screen
  - Photos / touch and hold the required image / Share / Use as Wallpaper / Set / Set as Home Screen
- Confirming language, region time and date are correct
  - Settings / General / Language & Region / Preferred Language / English (Australia)
  - Settings / General / Language & Region / Region / Australia
  - Settings / General / Language & Region / *Date should be today's date*
- Disabling ANY VPN's as they hinder internet access at school
  - Settings / General / VPN & Device Management / VPN / Not connected
- Disable Aeroplane mode
  - Settings / Aeroplane Mode / toggle off
- Setting Safari to Automatically close tabs
  - Settings / Safari / Tabs / Close Tabs / After One Day
- Turning on Automatic updates
  - Settings / General / Automatic Updates / On
    Around September, you will be requested to turn this off whilst we test Apple's latest iPad OS.

Digital Care

Parent Support – Managing the Digital Device

Your child will need parent support in learning to:

- care for their device e.g. not eating or drinking over or near the device;
- ensure the device is stored in a protective carry case;
- ensure the device is **fully** charged and ready to use each day (leave cables and chargers at home);
- to access the internet at school and at home;
- access programs and apps responsibly and timely manner;
- understand the BYOD Student Participation Agreement;
- be responsible in the daily use of their device.

Basics

- Digital devices will only be used under the guidance and instruction of their teacher. **It is not to be used prior to the commencement of class or after school**, unless directed by the teacher or a Jindalee School Age Care Program carer.

- It is the family's responsibility to ensure your child's device has all required apps installed, updates are maintained (including the operating system), and is prepared for use within the classroom.

- Devices brought to school will need to be **fully charged each day** (as outlined in the *Acceptable Use Policy*).
  The power supply is not be brought to school and students will not be permitted to charge their device at school.

Tips to Increasing Battery Time

- Reduce the screen brightness to a comfortable level (*50% is sufficient*).
- Lock the screen when not in use.
- Close all running apps/programs when not in use.
- At least once a week, drain the battery to 0% and fully recharge it to 100%; this will aid the life of the battery.

iPads – iCloud Storage

- **iCloud is not accessible through the Department of Education's network**. It is strongly recommended that parents do not store apps, app data, documents or photos that their child may require for school access in the cloud (iCloud) as they will **not** be able to access them. For this reason, *we request iCloud to be turned off*.

Device Security

Passwords

- Students and their parents are responsible for the security and integrity of their individual devices and their EQ accounts (MIS ID and unique password).

- Students and their parents are required to register their device/s with the school's Company Portal (Intune) **prior to Day One** (this requires the student's EQ MIS ID and password). Step by step instructions are available on our BYOD webpage. This must be done on a **home** network.

- Students must protect their EQ account and password details. Under no circumstances should passwords be divulged to any other user. If a student has any reason to suspect that their account security may have been compromised or tampered with, it should be reported immediately to their teacher and request their password to be changed.

- The student's **iPad should all have a strong unique login for the device** (different to the EQ account). i.e. iPads should have at least a four-digit PIN (longer is stronger).

> Student codes for their iPads can be managed via the school's Comp Portal (Intune) using https://portal.manage.microsoft.com/devices.

----- Continue to next page -----

General Care and Protection Tips

Security, Insurance & Warranty

- It is strongly recommended that all devices have some form of extended warranty.
- As the device belongs to the family, it is the family's responsibility to insure the device for loss and or damage.
  - Apple Care+ is recommended as it provides extended warranty and accidental damage insurance. This cover does **not** include loss or theft.
  More information about *Apple Care+*.
  - Alternatively, it **may** be possible through the family's home and contents insurance.

Device Loss and Damage

- To ensure lost iPads are returned quickly to its owner, **all students will have a lock screen image which includes a selfie, their first name and their current class**.
- Digital devices will be the responsibility of the student (owner).
- Jindalee State School accepts no responsibility for the security or safety of the device.
- Parents are advised to review their insurance policies (for at home, school and in transit use).

> If damage is caused by deliberate or careless actions of a student (owner or other/s), the costs of repair will be passed onto those involved and behaviour consequences may apply. The decision around the responsibility for repair costs **is at the discretion of the principal**.

To and from school

- The device must be stored in its tough, protective carry case, inside a suitable school bag.
- Ensure pressure is not applied to the device at any time e.g. from books, lunchbox or other bags.
- Never leave the device in a vehicle.
- Students will not be permitted to use or carry their device in or around the pick-up / drop-off zones.

At school

- When not in use, the device must be in a tough, protective carry case.
- Don't eat or drink over or near the device.
- **Chargers and associated cables must be left at home**.
- Remember to remove all peripherals before packing the device away e.g. headphones.
- If you have a SIM enabled device for your child, the SIM must be removed or if an eSIM, it must be disabled.
- Devices should always be carried with two hands and should be closed, unless explicitly directed to by the teacher.
- Students should never leave their device unattended or in an unsupervised area.
- Devices are to be stored in the classroom during class and break times.
- Students will not be permitted to use or carry devices outside the classroom, unless carried in a tough, protective carry case and supervised by a classroom teacher.
- **Students are not permitted to use any messaging apps; all communications must go through the school office.**

Screen Care

- The screen can be damaged if subjected to rough treatment or excessive pressure.
- Do not lean on the device, particularly the screen of the iPad.
- Do not place anything in the carry case that will press against the screen or cover.
- Clean the screen with a soft, dry or anti-static cloth.

Equity and Access

- If parents opt not to provide a personal device, students may have access to a **shared school owned** device for use in the classroom. These devices are school owned, and as such, will not be permitted to go home with any student and we cannot guarantee regular access.

Accessing Support

- Jindalee State School offers a range of support to our families including information sessions, online resources, newsletter articles and website updates. Additionally, families will have access to our eLearning team for ongoing support.

> For further information about the BYOD program contact Jindalee State School on 3725-5777 or eLearning@jindaleess.eq.edu.au.

Frequently asked Questions

Can I use a device that has previously been purchased?

Yes, as long as it meets the **minimum** specifications set in this document for the duration of the BYOD program and you conduct a **full factory reset**.

With iPads, it is **essential** that the iPad can support the latest iOS at all times for your child to fully participate in the learning.

What if I don't sign the Acceptable Use Policy and Student Participation Agreement, can my child still use their device?

No. The agreement is to ensure parents and students are aware and acknowledge their responsibilities and expectations when using digital devices on our school's network. **Your child will not be permitted to use their device until these documents are signed and submitting to the classroom teacher.**

Can I download apps or software not identified in Intune or in the Set-Up directions?

Yes, however, parents are required to disable these apps during school and before/after school care hours. Parents will need to be mindful of the potential distraction these apps may cause during school hours and the data space taken away from your child's evidence of learning.

Social media and some gaming apps are licensed for individuals aged 13+ years and therefore **not permitted on our students' devices.**

Communication apps such as Messages and Messenger for Kids (or any future communication apps) **must also be disabled during school and before/after school hours**. All communications must be via the school's administration or the Jindalee School Age Care Program.

Students are not permitted to use **non-school** apps during school hours.

Please remember, the core purpose of the iPad is for the education of your child.

Do I get to keep the apps I downloaded on the iPad?

Free and paid apps are provided for the school year and are available to students enrolled in Years 2–3. All licenses are restored in the following year if the student's enrolment is continuing within the Years 2–3 BYOD program.

Paid apps are provided to families for the academic year (e.g. Book Creator). These are removed at the end of each school year and renewed in the following year, if the student's enrolment is continuing within the Years 2–3 BYOD program and when SRS payments are made.

Re-downloading of apps should not be required.

Will the iPad replace all pen and paper classwork?

No, the device is intended to be utilised as an educational tool. As such, the device will be used in conjunction with written work. It is anticipated that the device will be used to not only support student learning but also extend students to be innovative and creative.

Who is responsible for damage to the digital device?

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 the student (owner or others), the costs of repair may be passed on to those involved and behaviour consequences may apply. The decision around the responsibility for repair costs is the discretion of the principal.

It is recommended that iPads have AppleCare+ or be added to home and contents insurance policies; check with your insurance provider to see if this is an option.

Can I have access to onsite technical support?

No. There will be no formal technical support other than providing the wireless connectivity for students and general troubleshooting issues. Students will be supported by their teacher and the eLearning team in the use of their device as part of their learning.

Accessing Support

- Jindalee State School offers a range of support to our families including information sessions, online resources, newsletter articles and website updates. Additionally, families will have access to our eLearning team for ongoing support.

> For further information about the BYOD program contact Jindalee State School on 3725-5777 or eLearning@jindaleess.eq.edu.au.