

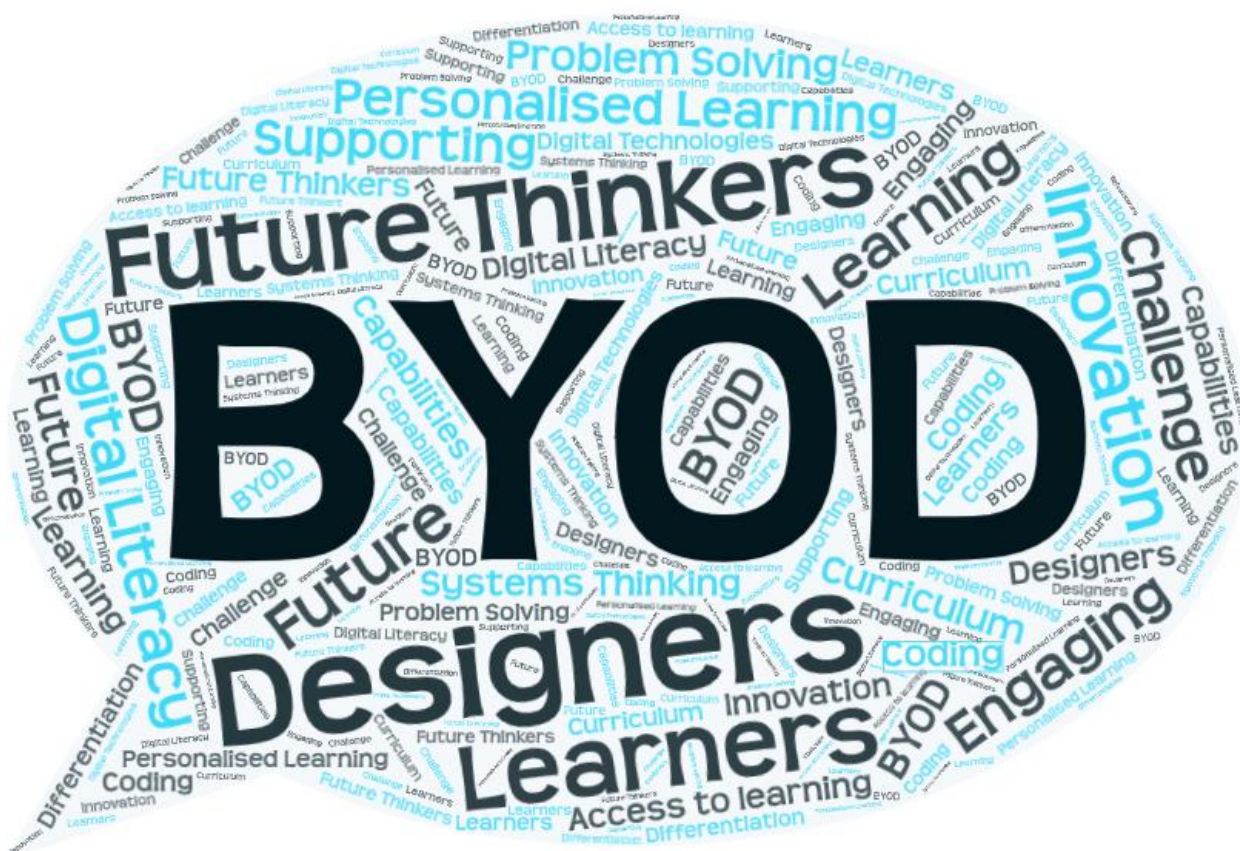


Parent BYOD Handbook

Jindalee State School

Junior Program

Year 2 – 3



- 2024 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



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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.

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.
(Usually only completed in Prep and Year 4, however, a new survey may be issued if changes occur in privacy and usage policies.)
- 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 should 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).

Day Two at school

- ❑ Your child brings in their **fully charged** device, snugly 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.

Overview of BYO Device Kit

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

- ❑ A completed **Acceptable Use Policy and Student Participation Agreement**.
- ❑ A completed **Online Services Survey** (one for each 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 **cover for that 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]

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

BYOD Purchasing Options

Accessing our BYOD Purchase Portal

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

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. These specifications have been selected to ensure the device purchased is viable for the 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.

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Minimum Requirements

Years 2 – 3: iPad Specifications

➤ Also, for 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 child's iPad be supported?*” table on Page 9 for potential life of your child's iPad.

| The Device | |
|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Platform | iPad OS 17 or higher <ul style="list-style-type: none"> <i>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.</i> |
| Screen Size | 10.2” minimum <ul style="list-style-type: none"> mini iPads are not supported |
| Storage | 64GB <ul style="list-style-type: none"> Strongly recommended 128GB or higher |
| Connectivity | WiFi enabled <ul style="list-style-type: none"> 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  | <p>Company Portal app (Intune) installed as per the provided instructions found on our BYOD webpage and signed into prior to day one. <i>Log in details may be obtained from our eLearning team or your child's classroom teacher.</i></p> <hr/> <p>All required apps are to be downloaded via the Comp Portal prior to day one.</p> <ul style="list-style-type: none"> <i>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.</i> <i>Paid app licenses are leased to families for the academic year e.g. Bookcreator). 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.</i> |

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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 (any other chat style apps), Home, News, Podcasts, Find My, Find Friends, Apple TV, Messages, iTunes Store, Kids Messenger, 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 have been moved to iCloud. | |
| ➤ Non-school apps | Any installed non-school apps , particularly games, social media (<i>not permitted for children under the age of 13</i>), chat tools MUST be disabled during school hours (this includes hours when attending the Jindalee School Age Care Program). We also recommend adding a Focus setting. | |

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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. <i>Slimline covers are not recommended as they do not adequately protect the iPad against damage.</i> |
| Screen Protection Strongly encouraged | A tempered glass screen protector <ul style="list-style-type: none"> • Devices with damaged screens are a WHS hazard and will not be permitted at school. |
| Stylus Strongly Recommended | Apple Pencil, Logitech Crayon, Zagg stylus, Active Stylus or similar <ul style="list-style-type: none"> • Styluses should be clearly named and are the responsibility of the student. • <i>Passive (rubber tipped) stylus are not recommended as these can damage the iPad screen.</i> |
| Headset (with microphone) | Over-ear headset (with microphone) clearly labelled with child's name <ul style="list-style-type: none"> • Similar to http://www.littlesun.com.au/goods.php?id=500 ★ If purchasing an iPad 10, iPad Air or an iPad Pro you will need to purchase a USB C to Audio adaptor if using a standard audio headsets. (similar to https://www.littlesun.com.au/goods.php?id=485).  |
| Wireless Keyboard | Recommended in Year 2 Required in Year 3 |
| Transportation – iPad Carry Case | iPads must be stored and transported in a protective cover plus a firm protective carry case/bag with your child's name. <ul style="list-style-type: none"> • For greatest protection, the size should match the size of the iPad <ul style="list-style-type: none"> ○ snug and safe (<i>like a bicycle helmet</i>) <p style="background-color: yellow;">For WH&S purposes, cables and charger are <u>not</u> permitted at school.</p> <ul style="list-style-type: none"> • <i>Neoprene cases are not recommended as they do not adequately protect the iPad against damage.</i> |
| Essentials | Child's iPad named within Settings (<i>Settings / General / About / Name</i>) |
| | AppleCare+ <ul style="list-style-type: none"> • extended warranty and Accidental Damage Coverage |
| | <i>Screen Time</i> set up (school and required Apple apps always available). A <i>Focus</i> setting can also be set up. |
| | iPad with your child's unique Apple ID signed in, or part of the Family Sharing setup (recommended) <ul style="list-style-type: none"> • 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 not longer able to support the iPad.

| Year of Release | Discontinued | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 |
|-----------------------------|--------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| iPad Series | | | | | | | | |
| iPad 6th generation | 2019 | Supported | Supported | Supported | Supported | Supported | Supported | Supported |
| iPad 7th generation | 2020 | Supported | Supported | Supported | Supported | Supported | Supported | Supported |
| iPad 8th generation | 2021 | Supported | Supported | Supported | Supported | Supported | Supported | Supported |
| iPad 9th generation | Available | Supported | Supported | Supported | Supported | Supported | Supported | Supported |
| iPad 10th generation | Available | Supported | Supported | Supported | Supported | Supported | Supported | Supported |
| iPad Air Series | | | | | | | | |
| iPad Air 3rd generation | 2020 | Supported | Supported | Supported | Supported | Supported | Supported | Supported |
| iPad Air 4th generation | 2022 | Supported | Supported | Supported | Supported | Supported | Supported | Supported |
| iPad Air 5th generation | Available | Supported | Supported | Supported | Supported | Supported | Supported | Supported |
| iPad Pro Series | | | | | | | | |
| Other Pro series | | | | | | | | |
| iPad 11" Pro 1st generation | 2020 | Supported | Supported | Supported | Supported | Supported | Supported | Supported |
| iPad 11" Pro 2nd generation | 2021 | Supported | Supported | Supported | Supported | Supported | Supported | Supported |
| iPad 11" Pro 3rd generation | 2022 | Supported | Supported | Supported | Supported | Supported | Supported | Supported |
| iPad 11" Pro 4th generation | Available | Supported | Supported | Supported | Supported | Supported | Supported | Supported |
| 12.9 inch series | | | | | | | | |
| iPad Pro 2nd generation | 2018 | Supported | Supported | Supported | Supported | Supported | Supported | Supported |
| iPad Pro 3rd generation | 2020 | Supported | Supported | Supported | Supported | Supported | Supported | Supported |
| iPad Pro 4th generation | 2021 | Supported | Supported | Supported | Supported | Supported | Supported | Supported |
| iPad Pro 5th generation | 2022 | Supported | Supported | Supported | Supported | Supported | Supported | Supported |
| iPad Pro 6th generation | Available | Supported | Supported | Supported | Supported | Supported | Supported | Supported |

| Key | |
|-----|-------------------------------------------------------|
| | Supported |
| | May not last the program |
| | Potentially not supported after September iOS release |
| | Expected to be not supported |

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 2A
 - *Settings / General / About / Name*
- Adding a recent photo your child with their first name and 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.
- Set up Focus
 - *Settings / Focus / +*
Further instructions are found on our [Years 2-3 BYOD webpage](#).

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 and 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 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. *It is preferred that iCloud is turned off.*

Device Security

Passwords

- Students and their parents are responsible for the security and integrity of their individual devices and their EQ accounts.
- 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 username 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 the 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>.

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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 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. 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. Bookcreator). 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.

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