Narangba State School iLearn BYO Program

PROGRAM CHARTER

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1. eLearning Digital Vision

At Narangba State School, we are committed to the use of technology to transform teaching and learning. We aim to engage, challenge and empower our learners, to become confident, creative and critical citizens within our global community.

Our eLearning vision includes:

- A **teaching pedagogy** based on **differentiated pathways** for each student. Teachers guide, support and facilitate students in their learning. Teachers also encourage students to demonstrate accountability for their learning through discussions of their learning goals and achievements;
- A focus on collaboration, goal-setting and feedback;
- A focus on using **Information Communications Technology** (ICT) to enhance and enable the learning process where it is most appropriate;
- **Rigorous, on-going student assessment** based on demonstrated **consistent learning achievements** in a variety of settings and over time;
- **High standards in literacy and numeracy** across all learning areas;
- Students who **value learning** and are **engaged in a global community**;
- **Strong links** between **home, school** and the **wider community**.

2. iLearn – Bring your own (BYO) iPad program

Our iLearn BYO iPad program at Narangba State School has resulted from a journey of strategic decision making, combined with knowledge of the successes of other schools, as well as worldwide educational research and trends. Narangba State School students have the opportunity to participate in our innovative iLearn program, in which students bring their privately owned and managed iPad to school to support their learning.

With the implementation of the Digital Technologies Curriculum, the expectations associated with ICT digital capabilities and the moral obligation to foster critical and creative thinking, iPads will increasingly become an essential tool to shape 21st Century skills to prepare students for their futures.

3. Our Device

The Department of Education supports the iPad platform and the Department of Education's wireless infrastructure in schools has been configured to accommodate this device. Recent iPad models, regularly updated, do not pose major security risks to network infrastructure. The iPad is also suitable because:

- A wide range of versatile apps are available to support all areas of the curriculum.
- Students are able to create a diverse range of high quality digital content with limited training in the use of the applications.
- One swipe and the iPad is on and ready to be used, ensuring maximum learning time.
- The device is durable, lightweight and portable.

4. Device Requirements

The following outlines the minimum and recommended requirements of an iLearn device for our students. If parents/carers purchase contrary to these specifications the device may not meet functionality and/or security requirements. The school will make every effort to ensure the device works on our school network and accesses the full possibilities of the technology; however, the school makes no guarantee this will be possible.

Mandated Requirements	Recommended Requirement
iPad IOS 17 compatible	iPad – latest generation model, 64GB or 256GB
Keyboard	Bluetooth or cable
Screen protector	Tempered glass
Case / Cover	Waterproof
Headphones	iPad compatible - check model for headphone jack

All storage versions are supported in our iLearn program. Keep in mind that any personal applications and content placed on the device may interfere with the storage requirements for school use as the full amount of storage may be required.

PLEASE NOTE:

- **Cellular 3G, 4G, 5G is NOT permitted at school.**
- **iPad Mini (any version) will not be permitted on our school network.**
- **iPad is to have a robust protective case and screen protector suitable for student use.**
- **An attachable keyboard is required. A stylus is optional.**
- **No other devices will be permitted on our school network.**

5. Year Levels

In 2025, students in Year 2 – 6 will be invited to participate in our iLearn BYO Program. Teachers in other year levels may allow personal devices as a form of differentiation, depending on need.

6. Responsibilities of stakeholders involved in iLearn

Our goal is to ensure the safe and responsible use of facilities, services and resources available to students through the provision of clear guidelines.

School

- iLearn program induction — including information on (but not responsible for) connection, care of iPad at school, workplace health and safety, appropriate digital citizenship and cybersafety
- network connection at school and printing facilities

- internet filtering (when connected via the school's network)
- some technical support (please consult Technical support table below)
- some school-supplied software including Microsoft Office 365

Student

- acknowledgement that the core purpose of an iPad at school is for educational purposes and is to be used in class time only
- care of iPad
- appropriate digital citizenship and online safety (for more details, visit the website of the Australian eSafety Commissioner)
- security and password protection
- some technical support (please consult Technical support table below)
- maintaining a current back-up of data
- charging of iPad
- abiding by intellectual property and copyright laws (including software/media piracy)
- internet filtering (when not connected to the school's network)
- ensuring personal login account will not be shared with another student, and iPad will not be shared with another student for any reason
- understanding and signing the iLearn Student Participation Agreement

Parents and caregivers

- supply an iPad that meets the school's requirements as specified
- acknowledgement that core purpose of the iPad at school is for educational purposes
- internet filtering (when not connected to the school's network)
- encourage and support appropriate digital citizenship and cybersafety with students (for more details, visit the website of the Australian eSafety Commissioner)
- some technical support (please consult Technical support table below)
- protective equipment for the iPad
- adequate warranty and insurance of the iPad
- responsibility for any damage or malfunction to the iPad
- understand and sign the iLearn Student Participation Agreement
- setting up the iPad
  - it is mandatory that the iPad is set up using your **child's own Apple ID**. This is established through Family Sharing. Please do not establish the iPad with a shared parent Apple ID
- required Apps:
  - download all required apps through the Intune Company Portal

- Ensure only age appropriate apps are installed on the device.
  The age limit for most social media, games or entertainment content is 13+. These are, but not limited to apps such as Facebook, Messenger, Snapchat, Instagram, Tik Tok, Roblox, Fortnite etc.
- Any apps not on the school app list, need be stored in a 'Home Folder'.

Technical support

	Connection:	Hardware:	Software:
Parents and Caregivers	✓ (home-provided internet connection)	✓	✓ Set up child apple ID through Family Sharing and download apps
Students	✓	✓	✓
School	✓ school provided internet connection		✓ Office 365 Account Subscription etc.
Device vendor		✓ see specifics of warranty on purchase	

7. Responsible Use

The following are examples of responsible use of devices by students:

- Use iPads for:
    - engagement in class work and assignments set by teachers

    - developing appropriate 21st Century knowledge, skills and behaviours

    - authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by school staff

    - conducting general research for school activities and projects

    - communicating or collaborating with other students, teachers, parents, caregivers or experts as part of assigned school work

    - accessing online references such as dictionaries, encyclopaedias, etc.

    - researching and learning through the school's eLearning environment

    - ensuring the iPad is fully charged before bringing it to school to enable continuity of learning.

- Be courteous, considerate and respectful of others when using an iPad.

- Switch off and place out of sight the iPad during classes, where these they are not being used in a teacher directed activity to enhance learning.
- Seek teacher's approval where they wish to use an iPad under special circumstances.

The following are examples of irresponsible use of devices by students:

- using the iPad in an unlawful manner
- creating, participating in or circulating content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place
- disabling settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard
- downloading (or using unauthorised software for), distributing or publishing of offensive messages or pictures
- using obscene, inflammatory, racist, discriminatory or derogatory language
- using language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insulting, harassing or attacking others or using obscene or abusive language
- deliberately wasting printing and Internet resources
- intentionally damaging any devices, accessories, peripherals, printers or network equipment
- committing plagiarism or violate copyright laws
- using unsupervised internet chat
- sending chain letters or spam email (junk mail)
- accessing private 3G/4G networks during lesson time
- knowingly downloading viruses or any other programs capable of breaching the department's network security
- using the iPad's camera anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets
- invading someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- using the iPad (including those with Bluetooth functionality) to cheat during exams or assessments
- take into or use iPads at exams or during class assessment unless expressly permitted by school staff.

In addition to this:

- Information sent from our school network contributes to the community perception of the school. All students using our ICT facilities are encouraged to conduct themselves as positive ambassadors for our school.

- Students using the system must not at any time attempt to access other computer systems, accounts or unauthorised network drives or files or to access other people's devices without their permission and without them present.

- Students must not record, photograph or film any students or school personnel without the express permission of the individual/s concerned and the supervising teacher.

- Students must get permission before copying files from another user. Copying files or passwords belonging to another user without their express permission may constitute plagiarism and/or theft.

- Students need to understand copying of software, information, graphics, or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

- Parents and caregivers need to be aware that damage to iPads owned by other students or staff may result in significant consequences in relation to breaches of expectations and guidelines in the school's Student Code of Conduct.

- The school will educate students on cyber bullying, safe internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to incorporate these safe practices in their daily behaviour at school.

The school's iLearn program supports personally-owned iPads in terms of access to:	However, the school's iLearn program does not support personally-owned iPads in regard to:
• printing • internet • file access and storage.	• technical support • charging of iPads at school • security, integrity, insurance and maintenance • private network accounts.

8. Security

- Students keep their iPad in their bags before and after school.

- Devices are kept in their classrooms during breaks. Every reasonable step will be taken to ensure doors are locked when teachers are not in the classroom.

- Students are educated on how to look after their device, around manual handling and storage to keep them safe.

- Content on devices is kept safe through the rigorous setting up procedures deployed by the school. It is a parental responsibility to ensure that devices are set up according to this procedure. Spot checks are carried out on devices to maintain a high standard of compliance with setting up procedures.

- With the use of a passcode and following the correct setup procedures the desirability of iPad for potential thieves is low because the device cannot be accessed by unauthorised users. It cannot be reset without the required security code. This information is known by Apple, Online stores (like eBay

- and Gumtree) and Pawn Shops and Second Hand Stores. Devices will not be usable by anyone but the owner.
- Teachers monitor and supervise the use of iPad to keep children safe. It is expected that parents will assume this responsibility at home.
- Network filtering is set to high through education Queensland. In the unlikely event that inappropriate material is accessed students are taught about how to shut this down and inform their teacher immediately. Students who attempt to access inappropriate content are dealt with under measures under the school's Student Code of Conduct. Content filtering at home is a parental responsibility.
- Schools are generally safe places and the only visitors to the site are known to us (as caregivers) or they are signed in at the office and wear identification stickers. Staff alert Administration if suspicious or unauthorised people are on the school grounds.
- As the majority of our students have a device, students are well aware of the need to protect devices. As a consequence of such a high uptake of the BYOD program, students and staff show considerable respect and consideration towards others and their property and are likely to report any suspicious activity.
- The ultimate responsibility for the care and maintenance of iPad lies with their owner and not with the school. This is a general practice amongst schools that allow Bring Your Own Devices.
- Due to iPad OS and updates to the security and settings of Apple devices we consistently review the security and restrictions on all devices in our school.

9. Recommendations and Guidelines:

Device care

The student is responsible for taking care of and securing the iPad and accessories in accordance with school policy and guidelines. Responsibility for loss or damage of an iPad at home, in transit or at school belongs to the student. Advice should be sought regarding inclusion in home and contents insurance policy.

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.

General Precautions

- Food or drink should never be placed near the iPad.
- Plugs, cords and cables should be inserted and removed carefully.
- Turn the iPad off before placing it in its bag.
- Hold the iPad with two hands when carrying it and walk with it at all times.

Transport of devices within school

All iPads must be carried in their protective carry bags when transported around the school (unless directed otherwise by teacher).

Before and After School Usage

iPads are not permitted to be used on school grounds before or after school without the express permission of a teacher and under their direct supervision. Devices are not to be removed from school bags until they are in their classroom and their teacher has directed them to do so.

After School

Students will normally be expected to take their devices home after school to complete homework and for charging. Students are expected to back up their device regularly.

Jabiru / After School Activities

Students who attend Jabiru or other after school activities should follow the directions of their supervisors regarding where to place / store their iPad bags for security and safety. The security and safety of iPads outside of normal school hours is the responsibility of students and their parents, not the school.

Lunchtime Usage

The only place students are allowed to use their device during lunchtime is when attending STEM club or their own classroom for school work, under staff supervision and with teacher permission. Students found to be in the classroom without teacher permission face disciplinary consequences.

Screen Care

- The screen can be damaged if subjected to rough treatment. They are particularly susceptible to damage from excessive pressure and can be costly to repair.
- Do no lean on the top of the iPad.
- Do not place anything near the iPad that could put pressure on the screen.
- Do no place anything in the carry case that will press against the cover.
- Do not poke the screen.
- Clean the screen with a soft, dry or anti-static cloth.

Charging

- Before bringing the iPad to school each day, **students** must:

1. Charge the iPad each night.	2. Close down all home apps (we recommend a 'Home' apps folder)	3. Close down all open websites / history

Blocked Sites and Apps

Students or Parents who use YouTube, Facebook or any other Social Media and or Gaming sites at home on the iPad must close these before they enter the school. These sites and apps are blocked in our school environment and it may cause the student difficulties in joining the school Wi-Fi network.

Digital citizenship

Students should be conscious creators of the content and behaviours they exhibit online and take active responsibility for building a positive online reputation. They should be conscious of the way they portray themselves, and the way they treat others online.

Students should be mindful that the content and behaviours they have online are easily searchable and accessible. This content may form a permanent online record into the future.

Interactions within digital communities and environments should mirror normal interpersonal expectations and behavioural guidelines, such as when in a class or the broader community.

Parents are requested to ensure that their child understands this responsibility and expectation. The school's Student Code of Conduct also supports students by providing school related expectations, guidelines and consequences.

Cybersafety

If a student believes they have received a computer virus, spam (unsolicited email), or they have received a message or other online content that is inappropriate or makes them feel uncomfortable, they must inform their teacher, parent or caregiver as soon as is possible.

Students must also seek advice if another user seeks personal information, asks to be telephoned, offers gifts by email or asks to meet a student.

Parents, caregivers and students are encouraged to read the department's Cybersafety and Cyberbullying guide for parents and caregivers.

Web filtering

The internet has become a powerful tool for teaching and learning, however students need to be careful and vigilant regarding some web content. At all times students, while using ICT facilities and iPads, will be required to act in line with the requirements of the Code of School Behaviour). To help protect students from malicious web activity and inappropriate websites, the school operates a comprehensive web filtering system. Any iPad connected to the internet through the school network will have filtering applied.

The filtering system provides a layer of protection to staff and students against:

- inappropriate web pages
- spyware and malware
- peer-to-peer sessions
- scams and identity theft

This purpose-built web filtering solution takes a precautionary approach to blocking websites including those that do not disclose information about their purpose and content. The school's filtering approach represents global best-practice in internet protection measures. However, despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed. Teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

Students are required to report any internet site accessed that is considered inappropriate. Any suspected security breach involving students, users from other schools, or from outside the Queensland DET network must also be reported to the school.

The personally-owned iPads have access to home and other out of school internet services and those services may not include any internet filtering. Parents and caregivers are encouraged to install a local filtering application on the student's iPad for when they are connected in locations other than school. Parents/caregivers are responsible for appropriate internet use by students outside the school.

Parents, caregivers and students are also encouraged to visit the website of the Australian eSafety Commissioner for resources and practical advice to help young people safely enjoy the online world.

Privacy and confidentiality

Students must not use another student or staff member's username or password to access the school network or another student's iPad, including not trespassing in another person's files, home drive, email or accessing unauthorised network drives or systems.

Additionally, students should not divulge personal information via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school. It is important that students do not publish or disclose the email address of a staff member or student without that person's explicit permission. Students should also not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others. They should ensure that privacy and confidentiality is always maintained.

Intellectual property and copyright

Students should never plagiarise information and should observe appropriate copyright clearance, including acknowledging the original author or source of any information, images, audio etc. used. It is also important that the student obtain all appropriate permissions before electronically publishing other people's works or drawings. The creator or author of any material published should always be acknowledged. Material being published on the internet or intranet must have the approval of the principal or their delegate and have appropriate copyright clearance.

Copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

Monitoring and reporting

Students should be aware that all use of internet and online communication services can be audited and traced to the account of the user.

All material on the iPad is subject to audit by authorised school staff. If at any stage there is a police request, the school may be required to provide the authorities with access to the iPad and personal holdings associated with its use.

Misuse and breaches of acceptable usage

Students should be aware that they are held responsible for their actions while using the internet and online communication services. Students will be held responsible for any breaches caused by other person(s) knowingly using their account to access internet and online communication services.

The school reserves the right to restrict/remove access of personally owned iPads to the intranet, internet, email or other network facilities to ensure the integrity and security of the network and to provide a safe working and learning environment for all network users. The misuse of personally owned iPads may result in disciplinary action which includes, but is not limited to, the withdrawal of access to school supplied services.

Supporting documents and further information

Narangba State School's Website: https://narangbass.eq.edu.au/curriculum/bring-your-own-device For any further questions please contact: iLearn@narangbass.eq.edu.au	Refer to school website for: • Student Participation Agreement • Frequently Asked Questions • App Lists • Device Requirements and Purchasing • Set up iPad Checklist • Family Sharing Guide