



OAKLEIGH STATE SCHOOL

BYO Policy

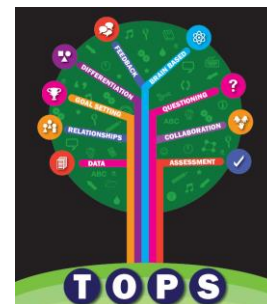


2016 Program: **BYOiPad** - Years 4 - 6



The Oakleigh Pedagogical Standard (TOPS)

It was mandated that in 2013, every school in Education Queensland would be involved in the development of a Pedagogical Framework. Oakleigh State School chose to create their own over this time, rather than adopting a model, as many others had done. This model is an aspirational project that sets out to demonstrate the elements that contribute to outstanding teaching and learning, as found by the research.



Our school learning & teaching 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 8 learning areas;
- Students who **value lifelong learning** and are **engaged in a global community**;
- **Strong links** between **home, school** and the **wider community**.

ICT Vision: *Oakleigh State School is committed to the use of technology to enable and transform learning in all curriculum areas. We aim to engage and empower our learners, skilling them to contribute confidently, effectively and innovatively within a global community.*

Rationale

Oakleigh State School is committed to investigating and implementing models of BYOT. From the research and reports of successful models of BYO 1-1 programs in schools, we have found that such programs, when implemented effectively, have the potential to:

- Enable **personalisation of student learning** through access to rich learning resources;
- Facilitate the development of **knowledge and skills** necessary for the **21st century** workforce, including digital age literacy, **innovative** and **critical thinking**, **effective communication** and **high productivity**;
- Allow continues access to educational materials allowing **learning efficiency to happen anywhere, anytime**;
- Provide an **engaging, interactive** environment for learning; and,
- Strengthen **links between home and school**, giving parents the opportunity to see, every day, what their child is learning at school and have relevant, timely, accurate and quality conversations around student **learning and progress**;
- Allow students the opportunity to **display prior knowledge of topics** and thus be co-constructive in their **own learning journey**.

At Oakleigh, students currently have access to a range of digital devices to support their learning, including many iPads that are shared across the school. The iPads have proven to be a very useful tool to support student learning and are the only platform currently allowed in the Oakleigh State School BYO Program in 2016 in Years 4, 5 and 6.

The advantages of the iPad include:

- Access knowledge and information through the plethora of content and creation apps to support student learning;
- Access to a wealth of information on the Internet when they need it through wireless connectivity;
- Access to rich media including digital stories, images and video;
- Increased productivity through quick loading of apps and quick response of the iPad;
- The operating system of the iPad is very reliable, ensuring maximum up-time;
- Provides simple yet sophisticated text, audio and video based communication facilities for collaboration with peers, teachers and experts in a local, national or global context;
- Ability to personalise learning and provide work targeted at the correct level for students;
- High student engagement both independent and collaborative.

Our Journey

The BYO iPad program at Oakleigh State School has resulted from a journey of strategic decision making combined with knowledge of worldwide educational research and trends.

The school has a good record of use with technology. Laptops and desktop machines have been used by students and teachers for a broad range of educational outcomes and processes for many years. We are extremely grateful to the ongoing support of the P & C in terms of assistance with purchasing and maintaining of this equipment.

The Library purchased 8 iPads in 2012. 4 of these were bundled and given to 4 teachers who were voluntarily attending professional development on the use of iPads. These teachers were then supported by regular meetings; in-class support and curriculum support to trial these devices. Several of these teachers also completed their Digital Pedagogical License during this period. During this time, staff in the library also trialed the use of these devices. These devices were used across all areas of the curriculum including the literature and literacy strands of the National Curriculum.

At the end of 2012, as part of special project funding, each teacher was provided with an iPad. The iPad was to be used as the platform for the delivery of our Pedagogical Framework via an eBook. It has become a key tool for teachers in realising our teaching and learning vision. In 2013, a further 24 iPads were purchased. This provided us with 4 sets of 8 which were borrowed throughout the school. In 2014, the numbers were again increased so that we have access to 6 sets of 12 for classroom use.

In 2014, we implemented a trial BYO iPad class in Year 4. This class was over-subscribed. Key benefits associated with the use of these devices over the course of this year were found to be

- that they were tools of differentiation, enabling teachers to cater for students with different needs and learning inclinations,
- that their effective use enhanced motivation and engagement

- that their effective use made them powerful vehicles of self-expression and creativity.

In 2015 we offered our families the opportunity to supply their children in Years 4 and 5 with an iPad to support and enhance their learning. Professional development for teachers will continue to be a key priority. In 2016 this program extended into Years 4, 5 and 6.

The Department's BYOx strategy is profiled on their [website](#). Of interest is the inclusion of Oakleigh State School's BYO implementation journey under 'School Journeys' on this website.

BYO iPad Program FAQs

Q: Why only allow iPads and no other mobile devices or laptops?

A: At this stage in our learning journey, we believe in a consistent approach to ensure best productivity with regard to maximising student outcomes. In providing technical support to both parents and students, it is also preferable to be managing one type of device. Our preferred device at this time is the iPad.

Q: Why not allow BYO iPads across more year levels?

A: This may be a goal we work towards but for 2016, we wish to approach the development of this program in a measured and strategic way.

Q: What will happen if there are students who do not bring along a device?

A: We will continue to offer shared devices across these two year levels. These devices must be booked and accessed on a planned basis. They will not be permitted to go home with students.

Q: What will happen if there are quite a high number of students who don't bring their own devices?

A: The BYO iPad classes in Year 4, 5 and 6 will allow and encourage any students to BYO and the teacher will differentiate to support those students using iPads and those who choose not to BYO. Student learning for those students who do not BYO in this class will not be compromised.

Q: With the 2014 trial, how have you judged success?

A: We collected data, mainly qualitative in nature, which provided an insight into several areas including levels of engagement and motivation, levels of engagement within curriculum areas, ability to work independently and the facilitation of creative approaches to demonstrating and communicating understanding. We surveyed both parents and students at the end of Term 1 and this will be done again mid-way through Term 4. Additionally we have interviewed parents. Much of this data is available on the BYO website. Additionally we are publishing an eBook that showcases our findings.

Q: How much of the day will the iPads be used? Will the students still be using pencil and paper as well as handwriting?

A: We envisage that the iPads will be used between 25-50% of the school day. This may vary from day to day and from student to student as student A may benefit from using the iPad more than student B. We still see a need for students to use pencil and paper and to practice handwriting. Additionally, we have discovered that a balance of technology and the traditional is essential to support teaching and learning at Oakleigh State School.

Q: Will the iPads be managed at home or at school eg. loading apps, updating the device?

A: The iPads will be mainly managed at home but technical support is available from school if the need arises. There may be opportunities for a mobile device management program to assist with the installation of profiles and free apps. Parents will still need to install paid apps.

Q: With this system of mobile device management, what will our responsibility be as parents?

A: At a minimum, the parents will need to ensure that the profile for the mobile device management system stays installed on the device.

Q: I feel like my children know more than me about the use of technology. What can you do to support us as parents?

A: We have run two different models of support for parents. In Term One we ran afternoon sessions and in Term two we offered evening sessions at which student experts shared their knowledge. Additionally, we have an iTunesU course already set up for parents. This provides information such as why we use technology for learning, what you can do in a home environment to support a balanced approach to technology and information on setting devices up so that your children are safe. We would recommend that parents utilise this course before the commencement of the new year.

Q: What about parents who are keen to be involved in the program but cannot afford purchase of the device?

A: We investigated the options associated with leasing or renting devices to parents but are unable to offer this option. Please approach the principal if genuine financial hardship is restricting your ability to provide your child with a device.

Q: Will I be expected to purchase a brand new iPad and do I have to purchase from a particular store?

A: No, you can choose to use an iPad that you already own or purchase a used iPad. No, we will not recommend a store where you can purchase an iPad. We do not endorse any one store.

Q: How much money will I be expected to spend on apps?

A: We are limiting the amount to be spent on apps in the first year to \$30-\$40. For every year after this, we would expect no more than \$10 per year to be spent on paid apps.

Q: Will my child use their iPad on a day that the regular class teacher is away?

A: At this stage, we envisage that the iPads will not be used on a day that the normal classroom teacher is absent. This will alleviate potential accidents or abuse of the iPad.

Q: Can my child leave their water bottle at school to prevent accidental spillage in their school bag which may damage the iPad.

A: Yes, BYO teacher will allow your child to leave their drink bottle at school for this purpose.

Q: Can my child bring a 3G enabled iPad without the SIM?

A: Yes. The reason why we do not want external controlled Internet access is that by students going through our school wireless, they are also going through Education Queensland's Internet filters, helping protect our students from accessing inappropriate content.

Q: Is my child required to know our Apple ID and password?

A: There are a number of options for Apple ID management with one of them being Family Sharing. If this option is chosen, the child can know their password. This is advantageous as we will be using iTunesU which does require a login to use it.

Q: When buying a used iPad what do I need to be aware of?

A: Every iPad has a serial number and with this number, Apple track the date and place of purchase, length of any remaining warranty and whether it has been reported as stolen. Before buying a used iPad, it may be worthwhile noting the serial number and contacting Apple Care.

Q: Is there anything that I can do if my iPad is stolen outside of school?

A: The latest operating system has Find my Phone inbuilt and with this turned on, it is possible to find the whereabouts of the iPad when it is connected to the Internet. We are hoping also that the MDM system would allow us to find the location of an iPad if stolen.

Q: How many damages or related issues have you had with the trial class?

A: There was one mysterious cracked screen incident with an iPad after it was transported to school. There was no obvious reason for this. Late in Term 3, a screen was cracked at home as a hammer had been accidentally knocked on to it.

Q: Should we purchase a case and a cover for the iPad and if so, which one should we buy?

A: Yes, you should purchase a case and even a waterproof cover eg. wetsuit material, in case of drink spillage in your child's bag. There are many competitively priced cases and covers on eBay or you can choose to purchase from a local store. We are requesting that the cover is one that 'closes' over the iPad with a front cover and we would ask that a keyboard is not attached (this is not a necessary addition).

Q: Will students in iPad classes continue to have access to computers and other technologies?

A: Yes. The iPad class will have access to laptops at the same ratio as the other classes and they will also receive an Apple TV to support effective teaching and learning with the iPads. These classes are also likely to be fitted with additional wireless infrastructure if the need arises.

Q: I can't remember the passcode that is set on the iPad and it is locked. How do I unlock it?

A: You will need to connect the iPad to the computer it is synced to and restore to a previous backup.

Information for Students and their Parents on School Network Usage

Why are school providing students access to ICT facilities?

To ensure young Queenslanders are well equipped to contribute fully to the information economy, the education sector is responding to the innovation directions of Education Queensland. To support the directive for every school in QLD to develop a Pedagogical Framework, the 'Contemporary Learner' resource was created for state schools in QLD. It is a key element of the Oakleigh State School's Pedagogical Framework as it clearly demonstrates the need for a focus on the use of ICT in today's contemporary learning environments.

An essential tool for schools in the provision of innovative educational programs is the utilisation of intranet, internet and network services. Therefore, access to these technologies is an increasingly essential part of the modern educational programs provided in schools.



What is acceptable/appropriate use/behaviour by a student?

It is acceptable for students to use school computers and network infrastructure for: assigned class work and assignments set by teachers; developing literacy, communication and information skills; authoring text, artwork, audio and visual material for publication on the intranet or internet, solely for educational purposes as supervised and approved by the school; conducting research for school activities and projects; communicating with other students, teachers, parents or experts in relation to school work; and access to online references such as dictionaries, encyclopaedias, etc. Students can also collaborate, research and learn through Education Queensland's e-learning environment.

What is unacceptable/inappropriate use/behaviour by a student?

It is unacceptable for students to: download, distribute or publish offensive messages or pictures; use obscene or abusive language to harass, insult or attack others; deliberately waste printing and Internet resources; damage computers, printers or the network equipment; violate copyright laws which includes plagiarism; use unsupervised internet chat; and use online email services (eg. hotmail), send chain letters or Spam email (junk email).

Username and passwords are to be kept by the student and not divulged to any other individual (e.g. a student should not give their fellow students their username and password). Students cannot use another student or staff member's username or password to access the school's network, including not trespassing in another person's files, home drive or email. Additionally, student should not divulge personal information (eg. name, parent's name, address), via the Internet or e-mail, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.

What is expected of schools when providing student's with access to ICT facilities?

Schools will provide information in relation to student access and usage of its network and reserves the right to restrict/remove student access to the intranet, extranet, internet or network facilities if parents or students do not adhere to the school's network usage and access guideline/statement.

Schools will prepare students for the possibility of unanticipated access to harmful information, materials or approaches from unknown persons via the internet (e.g. run through processes for disregarding or ceasing access) to information, the process for reporting accidental access to harmful information and reporting approaches from unknown persons via the internet to the supervising teacher or school staff member.

Where possible, classes involving internet usage by students will be prepared prior to class engagement, including, filtering and checking sites students are directed to visit. An assessment should be made of the appropriate timeframe for access to the internet for completing the set task or duration a student should have access to the internet (e.g. during school hours, outside of school hours).

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, whilst using ICT facilities and devices will be required to act in accordance with the requirements of the Code of School Behaviour any specific rules of the school. To help protect students (and staff) from malicious web activity and inappropriate websites, the school operates a comprehensive web filtering system. Any device 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 webpage, spyware, malware, peer-to-peer sessions and scams and identity theft.

This purpose built web filtering system solution takes a precautionary approach to blocking website 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 DETE network must also be reported to the school.

The personally-owned devices are also encouraged to visit the Australian Communications and Media Authority's CyberSmart website 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 device, 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 students 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 words 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 back to the account of the user. All material on the device 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 device 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 mobile devices 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 mobile devices may result in disciplinary action which includes, but is not limited to, the withdrawal of access to school supplied services.

What awareness is expected of students and their parents?

Students and their parents should:

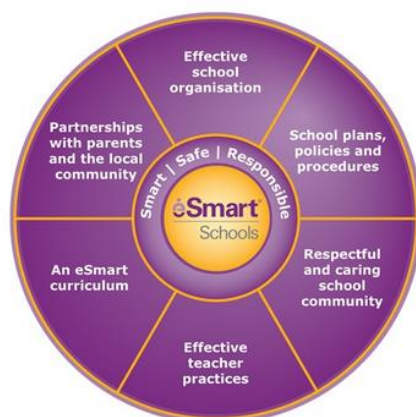
- Understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the school's ICT network facilities and ensure they have the skills to report and discontinue access to harmful information if presented via the internet or email;

- Be aware that the ICT facilities should be utilised with good behaviour as stipulated under the Code of School Behaviour; and that students breaking these rules will be subject to appropriate action by the school. This may include restricted network access for a period as deemed appropriate by the school.
- Be aware that the Internet gives access to information on and from a wide variety of organisations, subjects, people, places with origins from around the world; the school cannot control information accessed through the internet; and information may be accessed or accidentally displayed which could be illegal, dangerous or offensive, with or without the student's immediate knowledge; and
- Understand that teachers will always exercise their duty of care, but protection, mitigation and discontinued access to harmful information requires responsible use by the student

Oakleigh State School - eSmart School

From July 2015, Oakleigh State School is an [eSmart school](#). An eSmart school is a school where the smart, safe and responsible use of information and communications technology is a cultural norm. Students, teachers and the wider school community are equipped to embrace the best these technologies can offer, while being savvy about the pitfalls. The eSmart schools framework guides the whole school community through a process of developing and implementing change. It is based on a great deal of research and evidence about what has worked to generate change in schools in Australia and around the world.

The eSmart schools framework is organised into six domains:



During Term 3 and Term 4 in 2015 we will be working with our community on a plan for the implementation of this framework in 2016.

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 class or the broader community.

Parents are requested to ensure that their child understands this responsibility and expectation. The school's Responsible Behaviour Plan 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 never initiate or knowingly forward email or other online content containing:

- A message sent to them in confidence
- A computer virus or attachment that is capable of damaging the recipients' computer
- Chain letters or hoax emails
- Spam (such as unsolicited advertising)

Students must never send, post or publish:

- Inappropriate or unlawful content which is offensive, abusive or discriminatory
- Threats, bullying or harassment of another person
- Sexually explicit or sexually suggestive content or correspondence
- False or defamatory information about a person or organisation

Parents, caregivers and student are encouraged to read the department's [Cyber Safety and Cyberbullying guide for parents and caregivers](#).

Conditions and Specifics of Mobile Learning Devices

Charging Batteries

iPads brought to school will need to be fully charged. The power supply will be not required to be brought to school. The school will have a number of iPad power supplies to charge the iPad in the event of a battery being depleted. Leaving power supplies at home reduces the weight of the equipment student's transport to and from school and reduces likelihood of damage and/or loss. Due to the iPad 3rd, 4th Generation and Airs including the Retina display, battery life of these devices can be reduced dramatically when using display intensive processes. Testing has been conducted and normal class use of these Retina models will see the battery lasting all day if charged before school.

Other Privately Owned Devices

In 2015, Apple iPads are the preferred device to be used in the BYO iPad Program

Oakleigh State School will not sanction any other privately owned devices connecting to the school network, other than the devices nominated in the **BYO iPad Program** supported devices section. This exclusion includes all other private iPads and mobile broadband devices. The policy has been enacted to prevent exposure of the school network to security risks.

Internet Use at Home

The iPads can be configured to connect to a home wireless or wired network. This configuration can be performed as with a normal iPad.

Operating System

Most new Apple iPad's will be pre-installed with the latest iOS operating system (iPads can be updated at home through iTunes).

Necessary apps

Each privately owned iPad in the BYO program will require necessary apps to be installed at the cost of the parent. The cost of paid apps will be kept to \$30-\$40 for the beginning of the year. We would recommend buying an iTunes card when on special which can save you up to 30%.

Email Use

While at Oakleigh State School, students have access to a Department of Education and Employment email account, which they can access from home and school for the purposes of learning. Email traffic is monitored for inappropriate use, content and language.

General Care

Students are responsible for the general care of the iPad;

General Precautions

- It is recommended that food or drink should not be next to your iPad when in use
- Cords, cables and removable storage must be inserted into, and removed from the iPad carefully.
- Students should never carry their iPad while the screen is open, unless directed to do so by a teacher
- The iPad should never be left in a car or any unsupervised area.
- Students are responsible for ensuring the battery is charged for school each day.

Transporting the iPad

A protective bag has sufficient padding to protect the equipment from normal treatment and provide a suitable means for carrying the iPad within the school. The guidelines below should be followed:

- The iPad should always be within a protective case when carried.
- Some carrying cases can hold other objects, such as clipboard and exercise books but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.
- It is recommended that students do not carry drink bottles of any kind in their backpack.

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 not lean on the top of the iPad
- Do not place anything near the iPad that could put pressure on the screen
- Do not 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.

Damage at School

All devices are monitored by teachers at school and rules are in place to prevent foreseeable problems and damage however, from time to time, accidents may occur. If any damage is through the negligence of the school, the school will cover the cost of the 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.

Required Apps

Each privately owned iPad in the BYO program will require necessary apps to be installed at the cost of the parent.

At Oakleigh State School, a criteria is used to select required apps for the BYO Program. The 3 levels of mandatory apps are:

- Whole school (all classes at Oakleigh SS use these apps)
- Year Level (all classes in a year level at Oakleigh SS use these apps)
- Unit related apps – this may apply to one or two apps a term – in most cases they will be free.

An apps audit will occur at the end of each year to finalise required apps for the following year. Oakleigh SS will endeavour to monitor apps for changes to ensure that they continue to comply with our apps selection process.

Additionally, apps may be requested by the individual classroom teacher to support class learning or recommended to individual students to support individual students' specific learning needs.

Battery Maintenance

The battery life of portable devices is improving as technological enhancements are made. To get the most out of the battery life of the iPads, follow these simple tips:

- Reduce the screen brightness to a comfortable level
- Disable connectivity such as WiFi and Bluetooth when not in use
- Lock the iPad screen when not in use
- Close all running apps when not in use
- At least once a week, drain the battery to 0% and fully recharge to 100%. This will aid the life of the battery

Occupational Health and Safety

Students are advised to consider the following advice when using their iPad.

- Taking regular rest breaks (at least every 20 minutes; more often if the setup is not ideal to allow muscles and vision to recuperate).
- Not using the iPad for more than 2 hours in any session.
- Working in an environment free from glare.
- Using the iPad on a desk rather than on the lap whenever possible.
- Changing the viewing angle to minimise the need to bend the neck.
- Using a chair that maintains good posture.
- Reducing the need to carry the iPad (where practicable).

Potential Hazards

The main features of mobile devices that cause problems is the minimal amount of ergonomic adjustment – this promotes poor posture.

If the screen is at the optimal height for the operator then the keyboard is too high and if the keyboard is at the optimal height then the screen is too low. Both scenarios may contribute to muscle discomfort or strain to varying degrees.

Potential injuries that can occur through using iPad include:

- Occupational Overuse Syndrome (OOS) (also known as repetitive strain injury (RSI) as a result of sustained unnatural postures and/or prolonged tension on muscles, tendons and other soft tissues.
- Eye strain through use in environments where there is poor lighting, glare or reflection and as a result of straining to view details on small screens.
- Manual handling strain through carrying the iPad for extended periods and/or lifting them out of awkward spaces. Strain may be the aggravation of an existing injury.

- Tripping hazards can also exist where the mobile device has external cables attached such as mains power cords or external drive connectors.

Minimising the Risk of Strain or Injury

- Whenever possible, place the iPad on a desk at a height where the elbows are at 90 degrees and the wrists are kept straight.
- Wherever possible sit in a comfortable chair at a desk.
- Take frequent rest breaks at least every 20 minutes but more often if the setup is not optimal to allow eyes and muscles to recuperate.
- Avoid using the iPad for extended periods (maximum of 2 hours in any session).
- Setting the screen at an angle that reduces, as far as possible, the need to bend your neck and minimises reflection.

Preventing Eye Strain

Eyestrain and headaches can be caused by the constant viewing of small objects on small screens, incorrect monitor position, or glare or reflection from lighting sources. The risk of eyestrain can be reduced by ensuring students:

- Work in environments free from glare or reflection.
- Have adequate lighting.
- Increase font size for comfortable viewing.
- Position the iPad screen for comfortable viewing distance.
- Take frequent rest breaks. (An old but valid idea is the 20/20 rule that states "every 20 minutes look at something about 6 metres away for 20 seconds").
- Regularly blink to lubricate your eyes.
- Adjusting the screen brightness, colours and/or contrasts can also assist in reducing eyestrain.

Other Risks

We are committed at Oakleigh State School to ensure the safety of our students and staff when using wireless technologies and believe that we have a duty of care and need to provide a safe learning environment for all children.

In order to minimise exposure to wireless radiation, we adhere to the policy and strict guidelines set out by the Department of Education. For more information, click on the links below:

<http://education.qld.gov.au/smartclassrooms/pdf/safe-use-technology-facts.pdf>

<http://education.qld.gov.au/health/pdfs/healthsafety/electromagnetic-fields-factsheet.pdf>

We also encourage these simple steps to reduce health risks (from www.powerwatch.org.uk)

- Avoid using WiFi if it isn't necessary
If a new classroom is to be built, or electrical work is to be carried out in an existing classroom, network cables can be added at the same time, providing wired network access with minimal extra cost and time.
- Situate access points as far away from child sitting areas as possible.
- Switch devices to airplane mode to use apps or watch videos stored on the device.
- Avoid placing a WiFi enabled device on your lap. Use a desk, table or tablet holder.
- Use headphones to keep the device's transmitter away from your head (non-bluetooth head sets)

For more information about EMR safety, refer to:

http://www.arpana.gov.au/pubs/factsheets/ReduceExposure_wirelessDevices.pdf

<https://www.apple.com/legal/rfexposure/ipad3,3/en/>

<http://www.wifi-in-schools-australia.org/>

<https://www.youtube.com/watch?v=LZ7o1sRij2A>

References

- Australian Standard AS 3590 screen-based workstations, workstation furniture and input devices.
- Occupational Overuse Syndrome – Keyboard Operators: Reducing the Risk.
- Workplace Health and Safety – <http://www.dir.qld.gov.au/workplace/index.htm>
- Using your device safely, Department of ED, Victoria
- Health and Safety in the Office – Department of Education, WA
- Officewise, Victoria Work Cover

BYO iPad Program - Supported Devices 2016

Apple iPad Products

	Device Name	WiFi Model	Cellular (3G) Model	<i>*Please note that although an iPad 2 is supported for the program, we do not recommend a new purchase is made of this device.</i>
	iPad 1 st Generation	NO	NO	
	iPad 2 nd Generation	YES*	NO	
	iPad 3 rd Generation	YES	NO	
	iPad 4 th Generation	YES	NO	
	iPad Mini	YES	NO	
	iPad Air 1	Yes	No	
	iPad Air 2	Yes	No	
All storage versions are supported in the BYO iPad Program – 16 GB, 32 GB, 64 GB				

All storage versions are supported in the BYO iPad 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 16 GB of storage may be required.

Apple devices meet the specifications for Education Queensland and will work quickly and easily on our network at school and for you at home. Network and platform maintenance costs for the iPad devices will be covered by the school, however hardware issues will be covered under Apple warranty terms and conditions. Visit the Apple website at www.apple.com.au for further information about these devices.

Mobile Network (3G & 4G) Connectivity....

Due to school-based policy, 3G and 4G compatible devices are not allowed into school. This includes mobile phones, mobile broadband devices and any other device with the capability of connecting to an external cellular network. This policy has been made to ensure that our school network is not compromised and that students are not able to access an unfiltered internet connection whilst at school. Unfortunately, there is no way to block a cellular connection from iPads with this capability; therefore WiFi only models of the iPad are the only supported devices for the **BYO iPad Program**.

Security and Insurance....

While the BYO iPads will be securely stored during break times, parents are encouraged to seek personal insurance. Check with your preferred insurance company (or even the iPad reseller) about your personal insurance at home and, to and from school, for your iPad.

Damages in Transit....

All iPads will require a protective case or sleeve when being transported. This will be an additional cost but is well worth the outlay as it is the best form of insurance for iPads and will often protect the device from impacts and accidents, especially when these sleeve type cases are inside a school bag.

Apps for 2015 OSS BYO Program

Apps for 2015 OSS BYO Program											
Mandatory Apps											
	Pages - Free with new iPad	Showbie - Free for students	Notability \$3.79	iMovie - Free with new iPad	Explain Everything \$3.79	Book Creator \$6.49	Inspiration \$12.99	iTunesU Free	Keynote - Free with new iPad	iBooks - Free	
	iLife and iWorks Suites free with new iPad purchase. This is a saving of about \$50. I haven't put the links in here as we don't want those who are entitled to these apps free to accidentally pay for them!										
Curriculum Related Apps - Mandatory											
	eClicker Audience - Free for students	Do Ink Green Screen \$3.79	Google Chrome - Free	RWT Timeline - Free	Kidblog - Free for students	Stop Motion HD - Free	Spelling City - Free for students	Inigma QR Reader - Free	Google Maps Free	Aurasma Free	Morfo or Photospeak
											
	Skitch - Free	Math Fight - Free	Numbler - Free	Calculator HD - Free	Weebly Education	Bookry	Hopscotch - Free	Digital Citizenship iBook	Chess - Free		
Creativity Apps - Optional											
	Puppet Pals 2	Tellagami	Haiki Deck	Pic Collage	Comic HD	Canva	GamePress	Scratch Jr			
These apps are not mandatory - when responding to a task, children will often be given a choice of ways in which to respond and these apps widen the options for them. All of them except Puppet Pals are free.											

Oakleigh State School

BYO iPad Program 2015 Student Participation Agreement

General Use

1. I understand it is recommended that I bring my personal iPad to school each day.
2. I will ensure the iPad is charged at the beginning of each school day.
3. I will leave the iPad charger at home unless directed to bring it to school under special circumstances.
4. I will hold the iPad with two hands when carrying it and will walk with it all times.
5. I will ensure my iPad is kept in my school bag on my trip to/from school.
6. I will keep food and drinks away from the iPad at school.
7. I will immediately report any accidents or breakages to my parents and teachers.
8. I understand that the attached permission form grants the school authority to publish to web spaces designed to allow me to share and publish an authentic audience. This was only be done by following the guidelines provided by the school.
9. 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 Oakleigh State School.
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 am responsible to ensure my iPad is backed up.

Safety and Security

1. Whilst at school, I will only connect my iPad to Education Queensland's Managed Internet Service. I am not permitted to access 3G Internet at school.
2. Whilst at school, I will only go to websites at school that support my learning activities.
3. I will only use my school email account for mail related to my learning.
4. I will be cybersafe and cybersmart when using the Internet.
5. I will demonstrate etiquette when using my iPad/other equipment with regard to other people.
6. I will only take photos and record sound video, when granted permission by my teacher.
7. The school name, crest or uniform will not be used in any way which would result in a negative impact for the school and its community. I will not post photos, audio or video of such.
8. I will use my iPad lawfully and in accordance with the *Appropriate Use/Behaviour of School Network* guidelines regarding ethical use of equipment, technology, use of legal software, use of the Internet and the protection of personal data.
9. For security reasons, I am not to share account names and passwords with anyone unless requested by Oakleigh State School when servicing my iPad.
10. I am responsible for the security and use of my iPad while at Oakleigh State School. Rooms will be locked during break times.

I understand if the above conditions are not followed, I will not be granted the authorisation to use my iPad at Oakleigh State School for a minimum period of one week. I understand that if I regularly breach the 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 Oakleigh State School by:

Principal Name: _____ Principal Signature _____

Date: _____