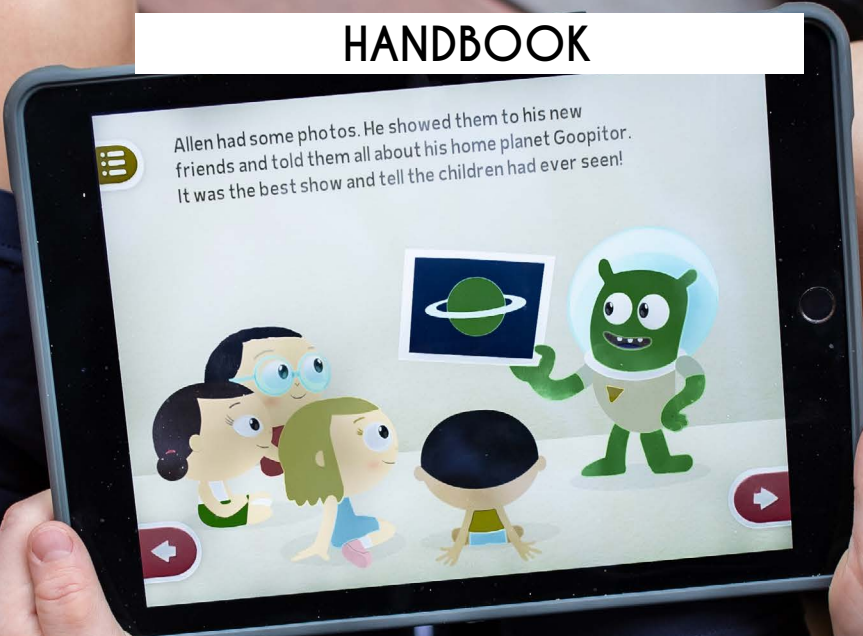


YEAR 4 - 6

# BYO iPad Program

## HANDBOOK



Grace Lutheran  
PRIMARY SCHOOL

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## BYO iPad

Grace Lutheran Primary School believes in providing a 21st century education for our students. We believe that technology has the potential to be an important enabler of global learning. It is able to facilitate deeper learning and further develop and enhance the ability for students to create, collaborate and curate with peers, teachers and the wider community.

Developing students' digital literacy is more important today than ever before. The very foundation of our Bring Your Own (BYO) iPad Program is built upon a philosophy that builds students capacity and digital literacies. We have a well-established curriculum that empowers students to engage in a digital world and develop necessary skills.

The Grace Lutheran Primary School BYO iPad Program allows students from Years 4 to 6 to bring an iPad to school to assist them in their learning. Students will need a keyboard, protective case and headphones to support their digital learning. Further technical specifications are outlined in this document. Procedures and guidelines specific to the BYO iPad Program are also provided.

This document should be read in conjunction with the Grace Lutheran Primary School eSafety Acceptable Use Guidelines which addresses specific user expectations that are associated with the program.

# Device Selection & Technical Specification

Students In Years 4 - 6 Require:

**iPad** (Not an iPad Mini)  
Less than 2 years old

## Protective Case

Durable good quality case recommended – consider how the case protects the corners of the device and the screen

## Keyboard

Families can decide what type of keyboard would be best for their child. When selecting a keyboard consider the size and how the keyboard is charged. Many students find a full-sized keyboard helpful. Some keyboards charge from the iPad and clip on for easy access. Other keyboards require separate charging. Many students prefer the convenience of a case with the keyboard attached

## Headphones

Students can have either corded or Bluetooth headphones. It is recommended that students do not bring to school expensive headphones, due to the risk of damage and loss. Most students prefer the feel of over the head headphones



## Recommendations

We Recommend The iPad Should:

- Be an **iPad / iPad Pro / iPad Air** (*NOT an iPad Mini*).  
*The iPad Mini is NOT compatible with online NAPLAN assessment and some learning applications that are used at school. The size also limits students' fine motor, creativity and detailed use on the iPad.*
- Students will not require a large amount of storage for school use. 32 GB will suffice for school use.
- **Be less than 2 years old.**
- Always be running **up-to date iOS software.**
- Have accidental **damage and theft insurance.**
- Have a **2-year warranty or greater.**
- Have **iTunes account set up by a parent.**  
*Students should not know the password.*
- **Not have credit card attached** to iTunes account.  
*We recommend using iTunes gift cards if needed instead. No cost to families will be required for school apps.*
- Be clearly **named.**

For a comparison of different iPad versions in order to make an informed choice for you and your child, visit [www.apple.com/au/ipad/](http://www.apple.com/au/ipad/).







## JB Hi-Fi Education

JB Hi-Fi Education BYOD portal provides families with access to a wide range of education-specific devices, accessories and insurance at affordable prices. Some products differ from those available in retail stores, as they are education specific and selected for their compatibility for our school's ICT infrastructure and curriculum, as well as meeting the student's needs at home.

It is a way to help families and students get the best deal on technology for interactive learning.

As a parent or carer of a student you will have access to:

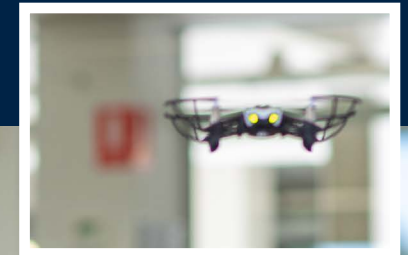
- **A customised dedicated online portal for managing your device purchases.**
- **Education specific discounted pricing.**
- **Customer Service Support – including warranty replacement and some tech support.**
- Delivery or pick up from your local JB Hi-Fi store.
- Products specifically selected and approved for use by your school.
- Education specific product, not available in retail stores.
- Accessories to support your device.
- Extended warranties and insurance options.
- Finance options including interest free finance.

## HOW TO PURCHASE THROUGH

# JB Hi-Fi Education Portal

The online portal offers a step-by-step navigation. To pre-order your child's education device simply:

1. Go to [www.jbeducation.com.au/byod/](http://www.jbeducation.com.au/byod/)
2. Please contact reception for a code.
3. Once logged in, select the Year 4 –Year 6 Program.
4. Choose your nominated JB Hi-Fi store for pick up or select to have your purchases delivered.
5. Select items that you would like to purchase.
6. Follow the prompts to finalise your order.
7. If you have any questions, please contact JB Hi Education.



## APP DEPLOYMENT MOBILE DEVICE MANAGEMENT

### Jamf School

To enable Grace Primary to efficiently distribute Apps to BYO iPads, the School uses a Mobile Device Management (MDM) product called Jamf School. This is administered by IT staff for the sole purpose of deploying all Apps required for each student. This includes both free and paid Apps – this system allows the school to purchase Apps in bulk, distribute them to student iPads at no additional cost to parents, and then remove those apps when they are no longer needed to be used by your child. This software will not make any other changes to your device.

Some parents will be aware that MDM software has many other capabilities other than deploying Apps; however, GLPS guarantees that the School will only use this software for the sole purpose of deploying Apps. Parents who do not wish to have the MDM installed should inform the school and then they will be required to install the App list manually (cost of paid apps provided by parents).

We encourage all parents to password protect their child's device to ensure that only software that you approve of is installed.



During the Meet 'N' Greet at the beginning of the school year, families are asked to bring their child's iPad to school (with iTunes account and iPad already set up).

During this time, IT support staff will connect student iPads to our school wifi and Jamf School to start deploying all of the school Apps required. This helps to ensure that students walk into the classroom with all of the tech resources and access that they need for the new school year.

NB. Parents will be required to stay for this process as they will need to type in their iTunes password (can't drop off iPads and collect them afterwards).

Before bringing your child's iPad to school during the Meet 'n' Greet (scheduled just before students start in Term 1 of the next school year) for Tech Setup, parents will need to have:

- Set up their child's iPad.
- Ensure the iPad has been set up with an Apple ID.
- Ensure the iPad is charged.



## Apple Classroom App

Apple's Classroom is an App that is on teacher iPads that allows teachers to manage learning in their classroom. From the teacher's iPad, a teacher can launch a school provided app (open an app that they will need), launch directly to a website (opens website for students rather than typing in a URL etc), share documents between teacher and students, and share student work onto the TV/data projector in classrooms using Apple TV. Teachers can see which apps students are working in, mute student devices, lock a student's iPad and when the session ends see a summary of their student's activities.

Student iPads connect to the teacher's iPad via Bluetooth. The connection will only work when students are within close proximity to their teacher's iPad.

## Safe Online Behaviours

Grace Lutheran Primary School believes in working in partnership with parents to promote the safe online behaviour of students. It is essential for us to develop globally connected students who have a positive digital footprint and image. It is important in the 21st century that students are able to work and socialise effectively in online environments.

As a part of the school digital literacies program we encourage students to follow the **THINK** process when in online environments that is:

**T** = "is it **TRUE?**"  
**H** = "is it **HELPFUL?**"  
**I** = "is it **INSPIRING?**"  
**N** = "is it **NECESSARY?**"  
**K** = "is it **KIND?**"

Students also engage in learning about being safe online aligned through curriculum units of work.



## Student Responsibilities

It is the expectation of the school that students:

- Bring their device fully-charged and ready to use every day.
- Be comfortable and confident in the operation and use of the device.
- Take responsibility for care of the device. E.g. keeping it in its case throughout the day to avoid physical damage, not leaving the device unattended. The school does not accept responsibility for theft or loss of the device.
- Respond to teacher direction regarding use of their device.
- Manage their time, use and battery life of their laptop so that at school it can be used productively for educational purposes.
- Use the device responsibly, appropriately and respectfully.
- Keep passwords private and protect their device so it requires a login when not in use.
- Using school wi-Fi only, not 3G or 4G.
- Seek permission before photographing or videoing another person. Images and videos are not to be shared without the permission from the teacher in charge.
- At all times be mindful of both their own digital reputation and that of the school.
- Ensure that software and Apps are regularly updated so that the device is an effective tool for learning.
- Back up important work and files regularly (this can include the use of Cloud storage).

Consequences of misuse or failure to fulfil these obligations will be applied and dealt with as a behavioural issue. This may include withdrawal or restriction of BYO privileges.

# Parent / Guardian Responsibilities

Parents / Guardians should consider the following:

- The school urges parents to discuss the cover of their student's device with their preferred insurance company, as cover may be obtained under most home and contents insurance policies.
- Do not email or text students during the school day but use normal methods of communication via Reception.
- Have read both this document and the GLPS eSafety Acceptable Use Guidelines with their child.

The school does not accept any responsibility for damage, loss or theft of the device, data or supplementary accessories.



## IPAD IN THE HOME

# Helpful Tips For Parents

- 1 Put rules in place from the very beginning. Be consistent and persistent.
- 2 Keep use to restricted hours. This will control the socialising and messaging that can go on through the night. Use Apple Screen Time to assist with this.
- 3 Use a docking station in an open area of the house where iPads are to remain during appropriate times.
- 4 Ensure that when homework is being done, all social game apps are turned off. Set notifications to OFF for any apps. These can be distracting at home and in the classroom.
- 5 Do not let iPads to be taken into bedrooms. Clear visible areas are best where you can monitor.
- 6 Set up a chores system where students complete a number of different jobs around the house and earn weekend screen time as rewards.
- 7 Be careful with credit card use. Do not link one to your child's iTunes account. Consider using iTunes gift cards instead.
- 8 Don't allow Messenger use, or if your family decides to use this, monitor what is being sent.
- 9 Restrict/un-install the games for unacceptable behaviour or misuse. You can reinstall apps that have been paid for at any time later for free.
- 10 Be aware of age restrictions and recommendations for apps.
- 11 Talk to other parents. Find out what management strategies work and which ones don't. Appreciate that you are in the same boat as other families.





## Useful Websites

eSafety Tips &  
Advice for Parents



eSafety Games,  
Apps and Social  
Networking



Apple Parental  
Control Setup





# Technical Support

Support of the device remains the personal responsibility of the student and/or parent.

## GLPS Support

The School will provide support where the concern is basic troubleshooting for hardware and software that is relevant to school use. Where the area of concern is beyond basic troubleshooting, families will be required to seek support from alternative sources including the Apple Store or the JB Hi-Fi Customer Service Team (if device was purchased through the JB Hi-Fi Education).

## Apple Store

The Apple Store provides technical support for their devices. Parents can make an appointment at the Apple Store to get targeted support from Apple.

## JB Hi-Fi Education Customer Service Team

If parents purchased their child's device through the JB Hi-Fi Parent Portal, their Customer Service Team also provides tech support. Visit [www.jbeducation.com.au/support](http://www.jbeducation.com.au/support) or phone 1300 730 548.

## Warranty

Warranty claims that are within the standard manufacturer's warranty can be made through JB Hi-Fi Education Solutions. Contact their Customer Services Team for more information.

## Insurance Claims – Accidental Damage

If you purchased an insurance (accidental damage) policy through JB Hi-Fi or the Apple Store, visit their website for more information about how you can make a claim and organise repairs or replacement. Insurance policies need to be purchased if parents would like accidental damage to be covered for their child's device.

## ANY QUESTIONS?

If you have any questions, please direct these to [reception@glps.qld.edu.au](mailto:reception@glps.qld.edu.au)

# Appendix 1

## Example Year 4 – 6 App List

Lists may vary slightly each year. This is shared with families to help see the style of apps we use for learning at GLPS.

- Seesaw: The Learning Journal
- Matific
- The Calculator

### 'Microsoft Package' Folder:

- Microsoft Excel
- Microsoft OneDrive
- Microsoft OneNote
- Microsoft PowerPoint
- Microsoft Word

### 'Mathematics' Folder:

- Number Pieces by MLC
- Number Line by MLC
- Pattern Shapes by MLC
- Fractions by MLC
- Geoboard by MLC
- Math Vocabulary Cards by MLC
- Math Clock by MLC

### 'Reading' Folder:

- Apple Books
- Bible
- Epic! – Kids' Books and Videos

### 'Creating' Folder:

- Book Creator for iPad
- ChatterPix Kids
- GarageBand
- Padlet
- Toon Tastic

### 'Robotics/Coding' Folder:

- MINDSTORMS EV3
- LEGO® Education
- Ozobot Bit
- Ozobot Groove
- Scratch Jr
- Sphero Edu
- Tynker: Coding Games for Kids
- WeDo2.0 LEGO®

### Education 'Photo/Video' Folder:

- iMotion
- iMovie
- PicCollage Grid & Photo Editor
- Clips

### 'Other' Folder:

- Monitor Mobile (used for printing)
- Google Earth

Recommended Docked Apps (quick access apps at the bottom of every home page), or Apps not in folders.

## Appendix 2:

# GLPS eSafety Acceptable Use Guidelines

(YRS 4 – 6)

### RATIONALE:

Grace Lutheran Primary School uses Technology and the Internet as a learning tool to improve student learning outcomes through increasing access to worldwide information, providing creative learning opportunities and connecting with each other in and beyond the classroom walls. The school embraces the benefits of technology and is committed to reducing students' exposure to cyber-risks (such as cyberbullying, identity theft and fraud) when using the Internet and other electronic devices. These guidelines should be read in conjunction with the GLPS eSafety Acceptable Use Guidelines.

### IMPLEMENTATION:

Students will follow these guidelines when using all electronic devices and the network. If there are any problems the school will notify the parents and there will be a consequence agreed upon by all parties. The school will monitor all traffic over the network. The school and teachers have the right to at any time check work, emails and Internet usage on all devices.

### BE RESPECTFUL

- I will treat my iPad/device respectfully and appropriate
- I will only use my iPad/device if a teacher says it is okay
- I will only print my work if a teacher says it is okay
- I will be respectful of other students and their work
- I will not use another person's device without permission
- I will only take photos/videos of my own work
- I will always ask consent from students and teachers before taking photos and videos of students or teachers
- I will always communicate politely and respectfully online

### BE SAFE

- I will keep my usernames and passwords confidential and not share them with others
- I will not ask my friend for their password/log on details
- I will not open or download any programs, apps or files without first getting the teachers permission
- I will not use the school devices or network to be mean, harass, harm or be rude to anyone

- I will not share personal information about myself or others when using the schools network – this includes, home address, email address and phone numbers
- If I do not feel safe at any time while using the schools network, I will tell a teacher
- If I accidentally come across any inappropriate material I will minimize the window, report it immediately to the teacher without showing any other students
- If I am unsure whether I am allowed to do something involving technology I will ask the teacher first
- If I become aware of others using devices in an inappropriate way I will tell a teacher immediately
- I will not post any identifying information including photographs and/or videos or personal opinions that may be perceived as defamatory about any member of our school community (students and staff) or the school in general.

### BE A LEARNER

- I will use my iPad/device for educational purposes only
- I will always give credit to sources of information
- I will remember that everything you read on the Internet may not be true
- I will remember that all online posts, are consistent with the ethos, values and standards of our school community and are lawful.

Breaches of this agreement may directly or indirectly place at risk the online safety, privacy and reputation of each member of our school community or the school in general. In some situations, where the breach may be deemed unlawful the school is obligated to notify the police or other relevant authority.

It is important that any breach of this agreement be reported immediately. Concerns should initially be reported to your child's class teacher. Failure to comply may result in withdrawal of access to the school network and use of all devices. In serious breaches consequences may include suspension, withdrawal of enrolment or notification to police or other relevant authority.







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