

# NAMBOUR STATE COLLEGE

## Junior Campus BYO iPad Program Charter



## 2020 Vision

**To support students to excel in their chosen pathways, nurturing independence, compassion, innovation and global citizenship.**

2020 VISION	Teaching and learning	Positive school culture	Curriculum
TO SUPPORT STUDENTS			
TO EXCEL			
IN THEIR CHOSEN PATHWAYS			
NURTURING INDEPENDENCE, COMPASSION, INNOVATION AND GLOBAL CITIZENSHIP			

We believe through technology students are **engaged, challenged, extended and empowered, providing learning opportunities that meet students individual learning needs, levels of readiness, interests, aspirations and motivations.**

The Nambour State College BYO iPad program will enable:

- Personalisation of student learning through access to rich learning resources.
- **24/7 digital access to learning materials** so that they can learn when, where and how they want.
- **Access to an individual learning device** that connects them to learning materials.
- An engaging, interactive environment for learning that supports and **encourages inquiry, innovation, creative exploration and independent learning.**
- **Valuing parents and families as partners in student learning**, allowing teachers and parents to share, celebrate and work together in mutually supportive ways.
- Relevant, timely, accurate, and quality feedback on **student progress, which is monitored and reflected upon a regular basis.**
- Students to express voice and **choice in their learning**, where practical and with support.

## iPads and the Curriculum

iPad classes will use their iPads in a way that considers learning requirements, health and safety each day. They will be used as one of many tools for learning. Students will still

require school books and pencils according to their booklist. Learning is personalised for each student across a balanced curriculum.

The use of an iPad has not replaced the fundamental early year's experiences that children require to develop fine, gross motor and social skills. With our balanced curriculum, iPads provide an important tool for teachers to provide 21<sup>st</sup> century learning experiences, giving added voice and choice for a learner-centred teaching approach.

## Apps

Parents/Carers will need an Apple ID to purchase all *Core Apps* and *Year Level* specific Apps at home. *Family Sharing* enables Apps to be shared between family members and do not need to be purchased more than once to keep the cost to a minimum.

You may load other Apps on the iPad for use at home to be kept in a folder labelled **Home** as long as there is a minimum of 24GB available for school use.

## Device Requirements

### If purchasing a new iPad:

iPad 6th/7th/8th Gen iPad  
32GB or higher capacity

**Please ensure your child's iPad can take the latest iOS 14.**

Click here to find out which iPad model your child has and further information about this device:

<http://apple.co/2qXVG6P>

### Other requirements:

- Over the ear headphones
- Protective case (covering front and back)
- Waterproof carry case

## iPad Purchasing

The Apple Portal and School Locker offer special iPad pricing for students attending our College. This special pricing is available for purchases made through our College's customised online store that can be accessed via our NSC Website or the Apple or School Locker contact centre. If you are purchasing in-store or over the phone just let the store know our College's name; Nambour State College. Both suppliers have various payment options.

## Insurance

Parents are encouraged to provide personal insurance for their devices. Check with your preferred insurance company about personal insurance at home and to and from school for your iPad. You may want to investigate an extended Apple Care+ for iPad. For more information, visit <http://www.apple.com/au/support/products/ipad.html>

## Transporting From Home To School

In transit, all iPads must be in a protective case inside their school bag. Water bottles should not be carried in same section.

- iPads travel to school every day in a secure and safe manner
- In a sturdy iPad case
- Secured in school bag or iPad carry bag. iPads are not to be used before school, after school, or whilst on school property (this includes no use at Before/After School Care/Bus Duty).

## During the Day

- iPads will be securely stored in the classroom whilst not in use.
- Each student must adhere to the Classroom iPad Rules.
- iPads come to school charged. Charger should not come to school.
- Students involved in extra-curricular clubs that require iPad access will be granted access.

## General Care of the iPad

### General Precautions

- Food or drink should not be next to your iPad when in use.
- Cords, cables, and removable storage devices must be inserted into, and removed from the iPad carefully.
- The iPad should never be left in a car or any unsupervised area.

### 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.
- Regularly clean the screen with a soft, dry cloth or anti-static cloth.

### 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 Wi-Fi and Bluetooth when not in use
- Lock the iPad screen when not in use
- Close all running Apps when not in use

### Other Privately Owned Devices

Only Apple iPads will be able to be used in the Shared iPad Program. Nambour State College will not sanction any other privately owned devices connecting to the school network. This exclusion includes all other private iPads, and mobile devices. The policy has been enacted to prevent exposure of the school network to security risk.

## BYO iPad Program FAQs

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

**A: We believe in a consistent approach to ensure best productivity with regards to maximising student learning outcomes and providing technical support to students and parents when necessary.**

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: Yes, students will still continue to use pencil and paper and to practise handwriting. The amount of time that students will spend on their iPad each day will vary from year level to year level, class to class, student to student and even day to day. The amount of time will also vary, based on how well the iPad, as a tool to support learning, benefits individual students.**

Q: Will the iPads be managed at home or at school e.g. loading Apps, updating the device?

**A: The iPads will need to be managed at home however we can provide some technical support at school if the need arises. The list of required Apps can be found on the Nambour State College website. Parents can choose to load additional Apps that are not necessarily required by the school however the use of such Apps that are not of educational value, will be limited at school. Also, school required Apps must have priority of the iPads storage.**

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

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

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

**A: Yes, a case/cover is required for your child's iPad. There are many competitively priced cases and covers on eBay or you can choose to purchase from a local store. A fully enclosed case with a clear tempered glass screen protector may be the most protective case for an iPad. We recommend that the case should protect both the front and back of the iPad. We will not recommend a store where you can purchase a case or cover. You should also consider purchasing a waterproof sleeve to put the iPad (in its case) inside e.g. wetsuit material, in case of drink spillage in your child's bag.**

Q: Should we purchase a screen protector?

**A: You should consider purchasing a tempered glass screen protector to help protect the iPad glass screen from damage.**

Q: Is a separate keyboard required?

**A: No, however, this is at the discretion of parents.**

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

**A: Yes. All students at Nambour State College will continue to have access to computers, where necessary, and other relevant and innovative technologies to support them with their learning.**

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 the students going through our school wireless, they are also going through Education Queensland Internet filters, helping prevent and protect our students from accessing inappropriate content.**

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 my child required to know our Apple ID and password?

**A: No, students will not be required to access this in school time.**

Q: I don't agree with students having their own computing devices for school. I am concerned that my child already has too much screen time and this should be cut down, not increased.

**A: The discerning use of digital technologies in the classroom can maximise learning opportunities.**

**Students learn how to engage with the world around them, connect, collaborate, access information and acquire digital skills to participate in life and work. Personal devices are important learning tools.**

**Research shows that there are many benefits to your child having a personal device. A sense of ownership creates a greater connection to using the device for learning, and students can learn anywhere and at any time in a way that suits their needs.**

## Information for Students and their Parents about Acceptable Usage

### **Acceptable device usage**

Students must follow the school rules when using their iPad:

- I am Safe
- I am Respectful
- I am Learner

Students must comply with the [Acceptable Use of the Department's Information, Communication and Technology \(ICT\) Network and Systems](#)

Communication through internet and online communication services must also comply with the department's [Code of School Behaviour](#) and the Nambour State College Responsible Behaviour Plan for Students available on our school website.

Examples of acceptable usage:

- engage in class work and assignments set by teachers
- developing appropriate 21<sup>st</sup> 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, encyclopedias, etc.
- researching and learning through the school's eLearning environment
- ensuring the device is fully charged before bringing it to school to enable continuity of learning

Students should be courteous, considerate and respectful of others when using their iPad.

## ***Unacceptable device usage***

Examples of unacceptable usage:

- using the device in an unlawful manner
- 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 / video
- sending chain letters or spam email (junk mail)
- accessing private 3G/4G networks during the school day
- knowingly downloading viruses or any other programs capable of breaching the department's network security
- using the device's camera anywhere a normal camera would be considered inappropriate, such as in 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
- students should not divulge personal information (e.g. 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 students 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.

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.

Where possible, internet usage by students will be considered and 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 schools hours, outside of school hours).

## ***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 e-mail;

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, or loss of BYO privilege, for a period as deemed appropriate by the school.

Be aware that access to ICT facilities provides valuable learning experiences, therefore giving the student educational benefits in line with the school's educational program;

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.

Our school and teachers make decisions about the best eLearning experiences to meet the needs of our students. While the Department provides most of the resourcing we use at school, sometimes a need exists that is not included. On these occasions, it is beneficial for students to utilise services provided by third party web based providers. A [Third Party Website Consent](#) form is required to be signed for all students, annually, in order to take advantage of these services.

### ***Internet Use at School***

At school, students must agree to follow the [Acceptable Use of the Department's Information, Communication and Technology \(ICT\) Network and Systems](#) in relation to Internet Use. Internet access is provided by Education Queensland's Managed Internet Service (MIS) and provides students with Content-filtered Internet access and Virus-filtered email.

MIS provides the means to filter students' access to web pages from a global level; controlled by Education Queensland and from a school level when appropriate.

### ***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.

### ***E-Mail Use***

While at Nambour State College, students have access to a Department of Education, Training 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.

### ***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 College'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 emails, 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 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 devices, will be required to act in line with the requirements of the [Code of School Behaviour](#) and 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 web pages, spyware and malware, peer-to-peer sessions and 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 DETE network must also be reported as this may require QPS involvement.



The personally-owned devices have access to home and other out of school internet services and those services may not include any internet filtering. Parents/caregivers are responsible for appropriate internet use by their child outside the school.

Parents, caregivers and students 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 student without that person's explicit permission. Students should also not reveal personal information including names, addresses, photographs, bank 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 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.

## **Occupational Health and Safety**

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

- Taking regular rest breaks e.g. every 30 minutes; more often if necessary 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 feature of mobile devices that causes 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 iPads 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***

- Where possible, place the iPad on a desk at a height where the elbows are at 90 degrees and the wrists 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 for 20 seconds”).
- Regularly blink to lubricate your eyes.
- Adjusting the screen brightness, colours and/or contrasts can also assist in reducing eyestrain.

### **References**

Australian Standard AS 3590 (1990) 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 Education, Victoria.