



BYOD Program 2015

*...building a positive future by developing life long learners
who value themselves and others.....*

Bring Your Own Device Apple iPad Program Prep 2015



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2015 AGPS iPad Program

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Rationale

Altona Green PS is committed to maintaining excellent outcomes in teaching and learning. Portable ICT devices enhance teaching and learning. Placing the technology of choice into the hands of our students provides opportunity to individualized learning, increases independence and promotes self initiated learning within and beyond the classroom.

As we prepare students for life in the 21st century we must equip them with the skills to utilize technology responsibly and empower them for lifelong learning.

We hope to provide students with ease of access to the internet and an ever expanding range of learning technologies available through apps and other programs.

Reasons for using the Apple iPad

There are numerous reasons for using iPads at Altona Green Primary School. These include:

- The iPad is a portable personal device that can be used as an anywhere, anytime learning device.
- The iPad is light, portable and easily carried in the school bag.
- The iPad is seen to be an intuitive device and minimal technical support is required.
- The touch interface engages the young learner as it correlates to the technology student's use in their everyday life allowing a high level of interactivity.
- The instant startup of the iPad means greater use of class time for learning.
- The vast number of applications (Apps), and access to information, on a wide range of topics, allows students to pursue topics that they are interested in learning.
- A 10 hour battery life means the iPad can be used throughout the entire school day.
- There is anywhere, anytime access to current information that contains text, sound, images and interactivity. Information is represented with rich multimedia and data visualisation techniques.
- Teachers are finding that through the use of different Apps, students are able to choose the type of product they create to demonstrate their understanding.

Students are able to display their work through the use of Smartboards in each of our classrooms.

At Altona Green Primary School we have the following goals for the iPad programme in 2015.

1. iPads will be used to facilitate learning by allowing students to:

- access, use, create and publish digital information
- develop knowledge, understanding and skills through creativity, critical thinking and problem-solving

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- collaborate with others
 - communicate, in a variety of ways, their knowledge and learning experiences.
2. Students will use the iPad as a tool to manage their work and learning.
 3. Students will develop age-appropriate ICT skills and understandings, including the responsibilities of online citizenship.
 4. Students will accept responsibility for their personal actions when using digital devices including the care and functionality of their iPad.

What are some examples of how students will use iPads in class.

Making films, creating soundtracks, taking photos, drawing images, reading eBooks, writing notes, annotating PDF documents and eBooks, researching and writing, creating digital books, accessing the Internet, online communication; email, blogs, today's meet, recording interviews, watching educational YouTube videos, listening to podcasts, submitting assessment pieces.

How do students identify their own iPad and make sure it is not lost while at school?

Students are expected to stick a label with their name on the outside of the iPad case or onto the back of the iPad itself. Students will create their own custom iPad wallpaper (including their name/photo) that will allow the student and others to easily identify the device from the lock screen during the first week at school.

Students are also encouraged to [set a passcode lock to their iPad](#) so that only they can access it. Please note that if the passcode lock is forgotten then the iPad needs to be erased. Parents are encouraged to keep a copy of their child's password for as well as give a copy to the classroom teacher for safe keeping.

If purchasing online through the Apple Store, it is also possible to have iPads permanently engraved free of charge.

iPads As Standard School Equipment

Parents of students in **Prep** will need to supply a personal iPad as standard school equipment.

Which iPad does my child need in 2015?

To ensure consistency, accessibility and compatibility we have listed below the minimum device requirements.

Minimum Requirement

The minimum model required is the Apple iPad2 wifi only with 16GB of memory (white or black). Students will need an iPad that is capable of running the latest version of iOS (operating system for iPads) and school-required apps.

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Please note that this device can no longer be purchased, but may be used if your child already has one.

Please Note: Parents/students who already own an iPad and wish to use it for school must check to see if it meets the Minimum Device Requirements

Recommended Device:

Latest model iPad 16GB wifi only (iPad with Retina or iPad Air)

We strongly recommend the wifi only model to reduce cost to parents and to ensure internet traffic at school is filtered.

	
<p>iPad with Retina (Wifi Only) Limited Stock due to New model. 16GB approx. \$429 at some retailers Price correct at time of printing.</p>	<p>iPadAir (Apple Store Pricing) 16GB \$499 32GB \$549 Price correct at time of printing.</p>

Recommended Accessories:

- A strong, durable, robust cover that protects both the front and back of your iPad.



Example:
Zest Kidz Bumper Case with Kickstand
available from the School Office
Cost: \$15.00

- Volume restricted over-ear headphones are recommended as they minimise the risk of students being exposed to loud music or sounds.

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Other Recommendations:

We strongly recommend purchasing an extended warranty ([AppleCare Protection Plan](#)) and/or comprehensive insurance for the iPad.

An external physical keyboard for the iPad is not a requirement but rather a matter of preference.

Where to Purchase the iPad?

Families may choose where and how they purchase their iPad. The following lists of retailers are just some of the available options:

Apple Retail Store – closest located at Highpoint Shopping Centre

Apple Online Store - <http://store.apple.com/au> (please note Apple has a 1 day sale late Nov/early Dec each year)

Other retailers e.g. JB HiFi, Myer, David Jones, Target, Big W

What education apps will be required on the iPad?

A list of the required core apps for your child's year-level will be supplied. At times we may require additional apps to be downloaded during the year. We recommend loading these apps onto the iPad before the child starts the year at school. App costs will not exceed \$50.00 in total.

iTunes cards are often on sale at various retailers. You can check using the following website www.giftcardsonsale.com.au/category/itunespromos/ for such promotions.

iTunes

Do we need to create an iTunes account for our child?

An iTunes account will be required to download apps onto the iPad however it is up to the parent to decide if a new account is to be created for their child or if an existing family iTunes account will be used.

How does my student set up an iTunes account if they are under the age of 13?

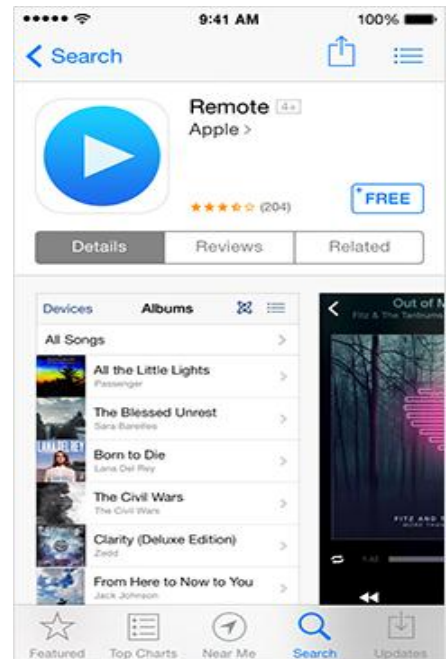
If students are under the age of 13 a parent is required (by Apple) to set up their child's iTunes account for them.

Parents need to use their own date of birth during the set up process and an iTunes gift card, NOT a credit card.

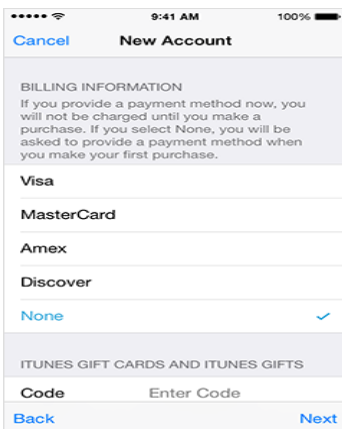
To set up an iTunes account (Apple ID) without a credit card

1. Open the App Store, iTunes Store, or iBooks Store on your iOS device.
2. Choose any free app, song, video, or book.

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3. Tap Free next to the item, then tap again to get it.
4. When you're asked to sign in with an Apple ID, tap Create New Apple ID.



5. Follow the onscreen instructions. When you're asked for payment information, choose None.
6. After you enter all of the information required, you'll be asked to verify your Apple ID by email. You must verify your Apple ID within the specified time frame before you can begin using it.

It is also important that parents actively monitor the apps (and other media) that students are putting on their iPad on a regular basis. AGPS strongly recommends that a parent is listed as an email contact for the iTunes account when software is being purchased (term used for free apps also) so they can track the usage.

Family Sharing

Family Sharing makes it easy for up to six people in your family to share each other's iTunes,

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iBooks and App Store purchases without sharing accounts. Pay for family purchases with the same credit card and approve kids' spending straight from a parent's device. And share photos, a family calendar and more to help keep everyone connected.

Once you've set up Family Sharing, all the songs, albums, movies, TV shows, books and apps ever purchased by family members are immediately available to everyone else in the group. And, of course, so are new purchases. The content appears automatically in the Purchased tab in iTunes, iBooks or the App Store for each family member. Just select the family member whose collection you'd like to browse, then download or play the content you choose. Other family members can access your collection in the same way. If you want to keep some purchases private, you can choose to hide individual items.

It is also extremely important that parents DO NOT GIVE STUDENTS THEIR CREDIT CARD DETAILS to set up the iTunes account. Families should use an iTunes gift card to set up their child's account.

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Parent Resources

As a parent, you play an important role in helping your children have safe and positive experiences online. By becoming aware of how young people interact online and some of the risks they face, you can guide your children with strategies to get the benefits of going online while avoiding the many of the risks.

Below are links to information, tips and advice to help you and your family make the most of being online.

Digital Citizenship

Digizen – <http://www.digizen.org/>

The Digizen website provides information for educators, parents, and young people. It is used to strengthen their awareness and understanding of what digital citizenship is and encourages users of technology to be and become responsible DIGital citiZENS.

Social Media

The Easy Guide to Social Media – <http://www.dbcde.gov.au/easyguide>

The Australian Government's Easy Guide to Socialising Online provides information on how internet users can protect themselves and their information when using social networking sites, search engines and online games.

CyberSmart Parent Blog

<http://engage.acma.gov.au/cybersmart/>

Are you seeking expert cybersafety opinion, or have a point of view? The Cybersmart blog is a place to share information and explore cybersafety issues.

Cyber Safety

cyber[smart:] – <http://www.cybersmart.gov.au>

Cybersmart provides activities, resources and practical advice to help young kids, kids, teens and parents safely enjoy the online world.

Top 10 Tech Safety Tips for Parents of Tweens and Teens

<http://parentingsquad.com/top-10-tech-safety-tips-for-parents-of-tweens-and-teens>

Parent Resources Continued...

Device Management at Home

Digital Education: Tech Tips for Parents

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<http://www.usnews.com/education/high-schools/articles/2011/10/25/4-tech-tips-for-parents-to-embrace-digital-education>

The Digital Lives of Teens: Turning "Do As I Say" into "Do As I Do"

<http://www.edutopia.org/blog/digital-teens-parent-tech-modeling-matt-levinson>

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FAQ

Does the school maintain and update all iPad hardware?

Unlike many iPad and/or laptop programs run by other schools, our iPad program is a BYOD (Bring Your Own Device) program. Just like your mobile phone, the iPad is a personal device and the maintenance and upkeep is the responsibility of the student or parents (this will depend on student age).

If software or new iPads are developed are we required to upgrade and at whose cost?

Apps can be updated for free on all iOS devices and operating system (iOS) updates on the iPad or iPad Mini are also free.

You do not need to replace your iPad every time there is a new release. As long as your current iPad or iPad Mini can run the latest iOS, it can still be used at school.

Will the iPad be used in all classes? What amount of the time will the iPad be used in class?

In short, yes. iPads are tools for learning that will be used along with all the other tools available at school (e.g. pen, paper, books etc).

Will students still be writing using pen and paper? Will handwriting skills still be considered important?

Yes, the iPads are being introduced to enhance teaching and learning and the use of pen and paper is still a vital skill for students to learn. At AGPS, handwriting continues to be a fundamental skill we focus on developing.

Will all homework tasks require the iPad? In what way will the iPad be used for homework tasks?

The iPad will be used as an additional resource to assist students in the completion of homework tasks. There may be some tasks that will benefit from the use of the iPad and some that will not need it at all.

Will students receive support in setting up the iPad and using it for educational purposes?

At the beginning of the year there will be a series of introductions and training sessions. Our technician will work with staff and students to help setup all the iPads.

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How do students receive support for the use of their iPad?

For iPad related issues including settings, iCloud, iTunes and downloading apps our Staff can provide limited assistance and advice but the friendly Apple Store Geniuses or Apple Support (<http://www.apple.com/au/support/contact/>) are your ultimate experts in all things Apple.

During school times, our ICT technician and staff will support students with technology related issues.

ICT Services at AGPS will not undertake mechanical repairs on students' personal iPad, as they are not Authorized Apple Repair Technicians and any attempt to do so may void your iPad's AppleCare/warranty. (Students should not "jailbreak" iPads, attempt to remove the screen or disassemble the iPad, or undertake any other action that voids the warranty.)

All repairs should be done at an Authorised Apple Centre and it is the responsibility of the student to ensure their iPad is in safe working order.

What do I do if there is something wrong with the iPad?

Any issues with your child's device should be reported to Apple, or the supplier from which the iPad was purchased.

iPads have no moving parts and as a result they are very durable devices. That said, they can break and a common issue is a broken screen due to being mistreated. If a student's iPad screen breaks due to being dropped or mistreated you will need to organise to have it repaired. Please visit your local **Apple Store** to explore repair options.

All iPads are covered by a one year manufacturers warranty (2 years if AppleCare is purchased). If your iPad experiences a genuine hardware fault, please visit your local Apple Store. The closest Apple Store is located at Highpoint.

Will AGPS replace a lost, stolen or damaged iPad?

AGPS will not replace a stolen, lost or damaged student iPad. Student iPads are to remain in the classroom during the school day. Staff will ensure that the classroom is securely locked whenever the classroom is vacant.

Parents are encouraged to insure their child's iPad from loss, theft or damage as the school does not insure students' personal devices just as it's not able to insure any other personal property of a student. There are many different insurance policies available to cover electronic devices such as iPads and many home and contents policies will also provide coverage – please check with your insurance provider.

Is the iPad covered by any insurance and or a warranty?

The iPad is covered by a one-year manufacturer's warranty that covers any hardware issues with the device. Parents have the option of purchasing an extended two-year warranty from Apple under the AppleCare program.

Student's personal iPads are not covered by the school's insurance policy. Parents are encouraged

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to investigate insurance options with their own insurance provider.

Should we purchase AppleCare?

Every iPad comes with **complimentary telephone technical support** for 90 days from your iPad purchase and a **one year warranty**. **AppleCare** is an extended warranty program from Apple. With the AppleCare Protection Plan, you can extend your service coverage to two years from the iPad purchase date. The AppleCare Protection Plan also provides **Express Replacement Service** which is designed to reduce the amount of time you are without an iPad if damaged.

What happens to student work if the iPad is lost/damaged/stolen?

Students are responsible for ensuring they protect, care for and maintain their iPad and its contents. This includes periodically backing up the contents of their iPad. In the event that an iPad is lost, all work that has been backed up by either syncing with iTunes, iCloud or using a different backup option will still be available. For more information about iTunes and iCloud backup systems please see <http://support.apple.com/kb/HT1766>

How will AGPS ensure students are only accessing educational apps or websites during class time?

As before, teachers will continue to monitor the use of technology in the classroom and any misuse will be treated the same as any other inappropriate behaviour and normal classroom discipline rules and policies will apply. Actively accessing or seeking out inappropriate sites is a behavioural issue that will be dealt with according to our eSmart Acceptable Use Policy.

There are inappropriate apps on the App Store. Will teachers keep an eye on what Apps students download?

Teachers will monitor the use of the iPad in the classroom to ensure it is being used appropriately. There are a number of applications which have a 13+ rating on the iTunes store and for general use. Some of these are not to be on the iPad at any time, Facebook being a prime example. There are however some applications which we deem appropriate and use will be supervised at school. These include Gmail, Dropbox and Evernote. Parents can enable the parental controls on the iPad to restrict access to age-inappropriate apps.

How can I ensure my child is not using the iPad inappropriately at home?

Clear boundaries and expectations are the easiest way to achieve this. We recommend that you only allow use of the iPad in open and visible parts of the house, not bedrooms. Parents can enable the parental controls on the iPad to restrict access to age-inappropriate apps, movies and music. Another strategy is to establish a routine where the iPad is checked by parents regularly.

Will children be required to sign safe use of equipment contracts and same for parents?

Yes. Students and Parents are expected to read, discuss, sign and return the BYOD Apple iPad Policy and eSmart Acceptable Use Policy prior to bringing their iPad to school.

How can Parents manage students downloading Apps?

It is the responsibility of parents to manage student app downloading via a combination of clear boundaries and expectations, account restrictions and financial management (through the use of iTunes cards). iTunes accounts can be created and set up by using iTunes Gift Cards and DO NOT

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require a credit card. We strongly recommend that your DO NOT give your child access to your credit card for use on iTunes.

What if I am concerned that my child is using their iPad inappropriately?

All use of technology by students at AGPS is bound by the school eSmart Acceptable Use Policy and BYOD Apple iPad Policy.

The use of iPads in class will be monitored by teachers. Misuse of an iPad will be treated the same as any other distracting activity and normal classroom discipline rules will apply. All internet traffic that flows through our network is also filtered to block any inappropriate content.

Parents are encouraged to restrict the use of technology at home to shared rooms, for example the living room or dining room (not bedrooms). Another option for concerned parents is to enable restrictions on your child's iPad. You can enable and adjust Restrictions on the device to prevent access to specific features or content on the iPad. Locate these settings by tapping

With regard to filtering content that your child can access on their iPad, one solution is to filter your home Internet. We encourage you to contact your Internet Service Provider as they may have a service available to you or can make recommendations.

At home if you would like to limit your child's iPad use to a single app you can enable 'Guided Access' – this temporarily restricts an iPad to one particular app and may assist students to stay focused on a task.

Is there an app I can install on the iPad that will filter the internet?

If you would like to filter internet content specifically on your child's iPad a simple solution is to install an Internet browser app that has a filtering system built-in. There are many free and paid apps that filter Internet browsing and we encourage families to investigate and explore what's available.

One popular filtered browser app is the **Net Nanny app** that can be used to replace the native Safari app. Please note to make these iPad browser solutions effective you would also need to block the use of Safari in Restrictions as above.

What are AGPS policies about electronic devices and bullying?

AGPS has a Student Engagement and Wellbeing Policy that covers all forms of bullying from cyber to verbal to hand written and even covers non-verbal physical intimidation. Bullying will not be tolerated in any form at AGPS and will be dealt with in accordance with our policy.

Can a teacher confiscate the device if my child is using it inappropriately?

Teachers have an important role in ensuring that teaching and learning is a key focus within the classroom. Should student actions contravene this ideal, teachers will address the situation in accordance with the eSmart Acceptable Use or other school policies. Actions could, potentially, result in short term device confiscation. If this happens, the school will securely store the device and, where relevant, will contact the parents.

How can I check my child's internet history on the iPad?

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You can do this two ways.

- A. Go to Settings
- B. Select Safari -> Advanced
- C. Select Website Data

Or, you can:

- A. Open Safari
- B. Select the Bookmarks icon and the history is displayed.

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How can I keep my child's use of the iPad and other technology to a reasonable level at night so that s/he can sleep free from distraction?

We recommend that parents ask their child to place their iPad and other devices such as phones in a central place in the house (such as the kitchen) from an agreed time at night so that iPads and phones etc. are not in the bedroom at night.

Will the students be allowed to have games on their iPads?

Yes. The iPad is a student's Personal Electronic Device and a student can install their own age appropriate apps for personal use on the iPad, in addition to the required school resource based apps. These apps must not contravene any BYOD Apple iPad Policy and student personal apps must not impact on the space available for educational resources and apps.

Will AGPS back up the iPads?

No, students are responsible for the care, protection and maintenance of their iPad, this includes periodically backing up the contents of the iPad.

You can back up your iPad to iCloud (the first 5GB of online storage is free) or by plugging your iPad into a computer running iTunes. Apple's Support site is very useful in this regard.

Should I update the software on my child's iPad?

We highly recommended that you keep the Apple iPad Operating System software (iOS) up to date and that you keep any apps installed on your iPad up to date. Both iOS and app updates are free of charge.

Should students bring their iPads to school every day?

YES. Your child needs to charge up his/her iPad each night and bring it to school ready for use every day.

What happens if a student forgets their iPad or forgets to charge it overnight?

As the iPad is used as a tool to enhance current practices, the student will not have access to the additional resources and tools available on the device for that day. S/he will still be able to attend lessons and activities but may not be able to participate in any parts of the lesson or activity that depend on the use of an iPad.

How often should an iPad be charged?

It is expected that students will bring an iPad to school with enough charge to see them through the day. As such it is recommended that iPads are charged overnight prior to each school day. The current iPad with Retina Display has a 10 hour battery life which is more than enough to last the entire school day.

What happens when a student brings an iPad to school that has a flat battery?

It will be the student's responsibility to ensure the iPad is charged and operational at the commencement of the school day. AGPS does not currently have the infrastructure to support the recharging of batteries.

Will students use their iPads before school or during breaks?

Students are not permitted to use their iPads during breaks in the yard or during wet and sweat weather inside.

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Do we need Wi-Fi at home?

No, but a basic home internet connection should cover a student **academic** use of the iPad. Families who do not have wifi at home will be supported at school through regular iPad help sessions to be held each term.

Do I need to purchase a stylus?

A stylus is not essential for the day-to-day use of the iPad, although some students may prefer the use of one. All accessories, except for a strong, robust cover and headphones, are optional.

Can I save to an iPad?

Yes. Any file you create on an iPad is saved within the device. The iPad actually has a safer, more regular saving mechanism than most other devices. All of these saved files can be emailed and many can be uploaded to a secure cloud account.

What is the ability of the iPad to save a student's work?

There is no trouble saving any data; it can be saved to a range of platforms, saved to the iPad itself and to a related computer. It has the ability to transfer files back and forth from related applications.

An iPad has no USB; how do I transfer files?

There are a number of ways to do this:

- The iPad can plug into your home PC or Mac (via the supplied USB cable) and copy photo and video files across just like a USB.
- You can email the file to yourself from your iPad, and then open it on a PC or laptop if needed.
- Perhaps the easiest way to transfer files (and keep a backup at the same time) is to use cloud storage such as [iCloud](#), [DropBox](#) or [Skydrive](#).

What if my child is not as comfortable using an iPad or as 'tech-savvy' as their friends? How will I set this thing up? How will I help my child download the apps?

Students will be shown how to utilise the iPads during class time. As students progress through their years, they will be learning, developing and building upon their ICT skills helping them become proficient users of technology and responsible active participants in a global digital world.

Can I write on the iPad in other languages?

Yes. The keyboard can be set to include other languages, and there are handwriting apps that enable entry of handwritten characters that appear in typed form.

How can parents obtain more information on the specifications of the iPads?

There are many online resources available and parents can access the Apple website for more specific details on the Apple iPad

See <http://www.apple.com/au/ipad/compare/>

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