“BeLearning Program”

Brookfield eLearning Program

BYOD (iPad) Information Pack
2017

www.brookfieldss.eq.edu.au
Overview

School Vision

Belong – Strive – Succeed

School Values

- We believe it is important to work in a way which reflects the values of the community and the people who make up the staff of Brookfield State School.
- Everything we do is student focused.
- We strive to operate in partnership with families and the community and prepare students for future learning and life experiences.
- We recognise that literacy and numeracy are basic and essential skills for learning.
- We deliver curriculum which incorporates 8 key learning areas (KLAs).
- We strive to differentiate our curriculum to cater for the range of difference in our students.
- Our curriculum is underpinned by our belief in developing each child as a lifelong learner who is:
  - a knowledgeable person with deep understanding;
  - a complex thinker;
  - a creative person;
  - an active investigator;
  - an effective communicator;
  - a participant in an independent world;
  - a reflective and self-directed learner.
- We strive to provide a student centred environment in which students feel safe and cared for.
- We actively incorporate appropriate technology in the delivery of curriculum.
- We promote an appreciation of cultural diversity and value multiculturalism, diversity, equity and individuality in all members of our community.

BeLearning Vision

To provide students with digitally rich 21st century learning environments that allow them to inquire, analyse, communicate and create within a personalised learning program.

To provide best practice teaching that enables, enhances and transforms student learning and outcomes through ICT.
Rationale

A Bring Your Own Device (BYOD) environment supports and enables our Vision and Values. The Brookfield State School BeLearning Program:

- enables a personalisation of student learning through access to rich learning resources;
- best facilitates the development of knowledge and skills necessary for the 21st century workforce, including digital-age literacy, innovative and creative thinking, effective communication and high productivity;
- allows continuous access to educational materials allowing learning efficiency to happen anywhere, anytime;
- provides an engaging, interactive environment for learning; and,
- 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.

Product

Brookfield State School has decided to limit the device to an iPad as part of our BYOD program implementation.

Student Participation Agreement

To participate in the BeLearning Program, parents and students are required to sign the BeLearning Program Student Participation Agreement, which outlines acceptable use of an iPad at Brookfield State School.

Support and warranty

It is recommended that parents consider support and warranty arrangements for their child’s iPad. Support and warranty is the responsibility of the owner.

See information on Apple Care Warranty over page.

Students are responsible for general care of their iPad.

Insurance

It is recommended that parents consider insuring the iPad for theft and damage. Insurance is the responsibility of the owner.

Students are responsible for general care of their iPad.
Education Tax Refund

The Education Tax Refund (ETR) is a government initiative to help with the cost of educating primary and secondary children. It means eligible parents, carers, legal guardians and independent students could get 50% back on some education expenses. This includes items like computers, educational software, textbooks and stationery.

Most people are eligible for the ETR because they receive Family Tax Benefit (FTB) Part A. However, there are some payments that prevent you from receiving FTB Part A, but which still entitle you to receive the refund.

For more information regarding:
- Am I eligible?
- What can I claim?
- How much can I claim?
- How do I claim?

iPad Bundle Specifications

**Minimum requirements**

To participate in the BYOD iPad program at Brookfield State School, students and their parents need to purchase an iPad which will be used at school each day. This can be either any iPad (except the first generation iPad which don’t have a camera), provided that it meets the following requirements:
- Wi-Fi capability
- 16GB storage capacity (minimum)

An iPad mini is an acceptable device.

**Apple Care Warranty**

- Doubles the warranty to 2 years hardware worldwide warranty.
- 6 day phone support for hardware and software assistance.
- Worldwide warranty coverage for 2 years.
- Software and Application support provided Apple produced it.

**Protective Case**

There are a range of cases available for your iPad. We recommend a case that protects both the front and the back of the iPad. Two suggestions include:
- STM Skinny Case
- Gumdrop Case
  - High level protection for younger students
  - Full body protection
Information for Students and their Parents on School Network Usage

Why are schools providing students access to ICT facilities?

To ensure your Queenslanders are well equipped to contribute fully to the information economy, the education sector is responding to the innovation directions of the Smart State Strategy through Smart Classrooms. This strategy has been developed by Education Queensland, and focuses innovative programs and resources towards schools, teachers and students.

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 program 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 eLearning 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 mail); to record another person in anyway without their expressed consent.

Usernames and passwords are to be kept by the student and not divulged to any other individual (eg 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, students should not divulge personal information (eg name, parent’s name, address), via the Internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.

Email is to be used for the purpose of learning only.
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.

Schools will prepare students for the possibility of unanticipated access to harmful information, materials or approaches from unknown persons via the Internet (e.g., running through processes for disregarding (or ceasing to access to information, the process for reporting accidental access to harmful information and reporting approaches from unknown personal 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).

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 associated devices 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 and devices 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 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.
Conditions of use

Specifics of Use

Charging Batteries
A student's iPad should be fully charged when brought to school. The power supply is not required to be brought to school. Leaving the power supply at home reduces the weight of the equipment students transport to and from school and reduces likelihood of damage and/or loss.

A fully charged iPad should not require charging during the school day.

Backing up
It is recommended that the student iPad be regularly synced using iTunes to a home computer to ensure that the iPad's contents can be restored.

Installing Music, Apps, Games and Programs
Brookfield State School permits games and programs to be installed on the student's iPad.

It is highly recommended that a parent is the administrator of the iTunes account linked to the student’s iPad. By having the iPad linked to a parent iTunes account, the student would need to request permission from a parent to purchase the item from the iTunes store. Parents would therefore be cognisant of the content installed on the iPad.

Whilst at school, students are only permitted to access audio/video files, websites and programs that relate to their educational activities. Students are not permitted to use the Internet at Brookfield State School to download non-learning related audio/video files, website content, programs and iTunes content. Accessing non-learning related audio/video files, websites and programs at Brookfield State School would result in the removal of student privileges to the use the iPad at school for one week. The consequence for repetitively accessing non-learning audio/video files, websites and programs at Brookfield State School, would be, that the authorisation to use the iPad at school would be removed for a greater period of time.

Other Privately Owned Devices
Brookfield State School will not sanction other privately owned devices connecting to the school network, other than the nominated iPad. This exclusion includes other private laptops, and mobile broadband devices. The policy has been enacted to prevent exposure of the school network to security risks.

Internet Use at School
At school, students must agree to follow the Appropriate Use/Behaviour of School Network guidelines 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;
- Virus-filtered email;
- School website hosting.
MIS provides the means to filter students’ access to web pages from a global level; controlled by Education Queensland and from a school level. The MIS School Administrator regularly monitors and receives reports of student Internet use.

Email Use
While at Brookfield State School, students have access to a Department of Education, Training and Employment email account they can access from home and school. Emails are monitored for inappropriate use and language.

General care

Students are responsible for the general care of their iPad.

General Precautions
- It is recommended that food or drink should not be next to your iPad when in use.
- Cords and cables must be inserted into and removed from the iPad carefully.
- 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
It is recommended that the iPad be protected by a case that protects the front and back of the device (there are many available for purchase). The iPad should remain in the case when being used and carried at school. It is recommended that students do not carry drink bottles of any kind in their backpacks with their iPads. The side pocket of a school bag works well to transport drink bottles and keeps them separate from iPads.

Screen Care
- Screens may be damaged if subjected to rough treatment. They are particularly susceptible to damage from excessive pressure.
- 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 cover that will press against the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth.
BeLearning Program Student Participation Agreement

General Use

1. I understand that it is recommended that I bring my iPad to school each day.
2. I understand that I am responsible for the safety of my iPad each day.
3. I will ensure my iPad is charged at the beginning of each school day.
4. I will leave my iPad charger at home, unless directed to bring it to school under special circumstances.
5. I will hold my iPad with two hands when carrying it and I will walk with it at all times.
6. I will keep food and drinks away from my iPad at school.
7. I will immediately report any accidents or breakages to my parents and my teachers.

Content

8. I will use my iPad only to support my school learning program.
9. I permit my teachers and parents to perform checks to monitor that I have not installed illegal/unsuitable software applications and content to check the websites which I visit. I understand there will be consequences for inappropriate use.
10. I am responsible to ensure my iPad is backed up.

Safety and Security

11. 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.
12. I will only visit websites at school that support my learning activities when using the Internet.
13. I will be cybersafe and cybersmart at all times.
14. I will demonstrate etiquette when using my iPad and other equipment with regard to other people.
15. 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.
16. For security reasons, I am not to share account names and passwords with anyone unless requested by school staff.
17. I am responsible for security and use of my iPad while at Brookfield State School. A lockable room will be provided for students to store their iPad during lunch breaks.
18. I understand that if the above conditions are not followed, I will not be granted permission to use my iPad and other ICT devices at Brookfield State School for a minimum period of one week.
19. I understand that if I regularly breach the Student Participation Agreement the authorisation to use my iPad and other ICTs at school would be removed for a greater period of time.

Name of Student: __________________________  Student Signature: ______________
Name of Parent: ___________________________  Parent Signature: _______________
Email contact: ____________________________________ _________________________
Date: ____________