Bring Your Own iPad Program
Implementation Handbook
2017

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School Vision

“Digital Technologies provides students with authentic learning challenges that foster curiosity, confidence, persistence, innovation, creativity, respect and cooperation. These are all necessary when using and developing information systems to make sense of complex ideas and relationships in all areas of learning. Digital Technologies assists students to be regional and global citizens capable of actively and ethically communicating and collaborating."

- Draft Australian Curriculum: Technologies – February 2013

Our vision for eLearning at Preston West Primary School is to enable our students to become independent, capable, responsible and creative users of digital technologies. The development of 21st century learning skills is essential to prepare them for the challenges that await them in their education, career and personal lives.

Students will have opportunities to use digital technologies in everyday classroom situations, and to learn, create, share and collaborate in ways that best suit their learning needs. Teachers will facilitate learning opportunities that go beyond content-based apps and programs, and move into the realms of content and multimedia creation, critical thinking, problem solving and communication. Learning tasks will be redesigned to allow students to fully explore their potential, and allow seamless differentiation through multiple entry points and avenues for success.

Ongoing professional development is crucial for staff to improve their own capabilities and contribute to a positive eLearning culture throughout the school. To provide high quality learning experiences for students, staff will have access to strategic, scaffolded, high quality professional learning opportunities, and will be supported to strategically plan for the integration of eLearning into their teaching practice.

We recognise the important role that digital technologies play in effective communication between school and home. Allowing our students to share their work with their families through digital technologies creates a more meaningful, authentic and relevant learning experience, and provides a link between their academic and family life.

The Bring Your Own (BYO) iPad program provides our students unparalleled access to personalised learning opportunities, both within and beyond the walls of the traditional classroom. The students have the chance to practice 21st century learning skills in a supervised environment where they are supported to learn, explore, create and think critically about the information they are consuming.
Context

“The Melbourne Declaration identifies essential skills for twenty-first century learners – in literacy, numeracy, information and communication technology (ICT), thinking, creativity, teamwork and communication. It describes individuals who can manage their own wellbeing, relate well to others, make informed decisions about their lives, become citizens who behave with ethical integrity, relate to and communicate across cultures, work for the common good and act with responsibility at local, regional and global levels.”

- Australian Curriculum, Assessment and Reporting Authority (ACARA), 2014

Our students are already 21st century learners. They are more connected than ever before and are exposed to evolving digital technologies on a daily basis. It makes sense that in the context of their lives, students have the opportunity to harness the power of digital technologies to enhance their learning in a safe and supportive environment.

Why a BYO iPad Program?

- A BYO iPad program provides students with on-demand access to learning tools, anywhere, anytime.
- The new Digital Technologies Curriculum will be the first time an area of curriculum is focussed entirely on technology. A BYO program would allow this curriculum to be implemented intentionally and purposefully, while authentically integrating with other curriculum areas to enhance learning experiences.
- A BYO iPad program allows students to create, collaborate, contribute and connect in ways that have previously been unimaginable, conveniently using portable, networked digital devices.
- A BYO iPad program opens up new possibilities for engagement, differentiation and innovative and self-paced learning experiences.

iPads For Learning Research

The Department of Education and Training’s iPads For Learning trial reinforced that quality of teaching, combined with purposeful and effective use of Information Communication Technology (ICT) contributes to improved learning.

Below are the lessons learnt from the iPads for Learning Trial.

1. The iPad, as a device, has functionality and features that enhance its use as an effective and engaging learning tool.
2. The iPad is just a device. It is just another resource, albeit a powerful ‘anything anytime anywhere’ tool, in the teaching and learning toolkit.
3. Quality teaching is the factor which enables the iPad to be used effectively to improve student motivation, engagement and learning outcomes.
4. 90% of students said that learning was more fun when using the iPads.
5. Teaching and learning success with iPads is more likely where they are used in a supportive school and home environment.
6. iPads in the trial had a significantly greater educational impact and were more successfully implemented in primary and special school settings than in secondary schools.

For more detail on these findings, please see the full report at: http://www.ipadsforeducation.vic.edu.au/ipad-student-trial/lessons-learnt

Why Start in Grade 3?

We believe that Grade 3 is the perfect age to commence a BYO iPad program.

In our experience, students in Grade 3 are old enough to understand their responsibilities as a digital citizen, and to make decisions about when it is appropriate to use the iPad as a learning tool. At the same time, they are young enough to be supported to develop the skills, habits and understandings required to be a successful navigator of digital technologies in their world. Students in Grade 3 are also at an age where it is not unreasonable for them to take responsibility for the care of their device.

The students in Grades 3, 4 and 5 in 2016 have successfully undertaken the BYO iPad program, and have confidently developed the skills to use their iPads appropriately in the classroom. The program will continue for these students throughout their education at Preston West Primary School.

Why technology?

Our newest curriculum, The Victorian Curriculum, has two areas focussed on technology. These have been created in response to the understanding that today’s “students need continuing opportunities and sustained engagement to build the capacity to think critically, creatively and innovatively when using and creating with technologies.” - ACARA, 2014

The Digital Technologies Curriculum will involve students in developing knowledge, understanding and skills while engaging in processes and production with digital technologies. Recognition of the importance of technology across all areas of teaching and learning is seen with one of the seven General Capabilities being The Information and Communication (ICT) capability. This capability focuses on applying social and ethical protocols and practices when investigating, creating and communicating with and using, managing and operating information and communication technologies.
Why iPads?

- Portable and low weight.
- No login time, access is instant.
- 10 hour battery life means that a single charge will last the whole school day.
- No physical barrier between the student and the teacher as with laptops.
- No moving parts means that they are durable when properly protected.
- Dramatically decreased risk of viruses.
- They fit as a companion device with existing learning strategies.
- Enable instant access to new learning opportunities.
- Proven success in school settings.
- Low price of apps allows financial flexibility to try new apps to enhance the learning environment.
- Devices are easily managed and can be used anywhere, anytime.
- Students have been working with school iPads since Prep, and have a good understanding of how to use the device and the resources and tools available to them.
- Staff have been provided with an iPad and in-school professional learning sessions to develop their skills and knowledge so they can plan and deliver high quality learning experiences.

How will it look in the classroom?

It’s the task that matters. Our vision is for the BYO iPad classrooms, at Preston West, to be an environment where students have the freedom to select the best tool for the task. Having access to technology will enable students and teachers to choose from a wider variety of tools at any given time.

Obviously, there will be times where the iPad is not the best tool for the task (when practicing handwriting, for example) and it will be put aside, ready for when it is needed again. Students will have
immediate and unhindered access to one of the most effective tools for bringing the real world into the classroom.

Initially the students will be learning more about the iPad operating system:

- Downloading and using a range of apps.
- Selecting apps to suit particular tasks.
- Accessing the wireless network.
- Managing their work – saving and storing.
- Collaborating with others.
- Creating and publishing their learning.

They will also be learning about responsible care and use of digital technologies, including:

- Caring for the iPad and ensuring it is charged and ready for use each day.
- Accessing the internet and apps responsibly at appropriate times.
- Cyber Safety and digital citizenship.

Our goals for the first term of the Grade 3 BYO iPad program are:

- To have all students who participate in the program to be connected to the school’s Wi-Fi network, so that students can automatically connect to the secure network upon entering the school grounds.
- To have all students connected to interactive devices using Apple TV or Air Server so that they can stream work from their iPads to an interactive whiteboard or television.
- To have students’ Preston West Google account synced to their iPad, so that students have access to the full Google Apps for Education Suite.
- To make sure all students have an understanding of Cyber Safety and their responsibilities as a digital citizen.
- To create and maintain a digital portfolio through the use of Seesaw. This portfolio will be managed by the students and viewable by their parents from a personal device or computer.
Managing Your iPad

School Responsibilities

For the BYO iPad program to be successful, it is imperative that there is joint responsibility between the students, parents and the school.

The program will commence with all students (even those who are not participating in the program) undertaking an induction unit. This unit will set expectations and protocols for involvement in the program. As part of this unit, students will undertake lessons and activities that focus on cybersafety and digital citizenship so that they are fully aware of their rights and responsibilities as a digital citizen at Preston West Primary School.

e-Security

All iPads will be registered with the school. Registration will involve a record of:

- Student’s name
- Student’s grade
- iPad serial number
- Student’s passcode
- Regular network (history searches) and remote desktop searches may occur to monitor internet use.
- Students will not have access to their iPads without teacher supervision. This includes before school, at recess and lunch times.

Security

- iPads will be stored in locked classrooms at all times when not in use by the student. Students will be able to access their classroom 10 minutes before the first bell to put their iPads away. There will be no access to iPads during recess or lunch breaks.
- Students must not leave their school bag/iPad unattended in the yard before and after school.
- iPads are to remain in school bags on the way to and from school for the personal safety of the student.

Internet

- Use of the internet is governed by the school’s Digital Technologies and Cybersafety Acceptable Use Policy and Student Agreement.
- Appropriate use of the internet within the school network is closely monitored by the Education Department’s filtering system that blocks inappropriate content.
- Remote desktop searches allow for the monitoring of web browser histories to ensure inappropriate use of the internet is detected. Random checks will occur.
- Any inappropriate use of the internet is unacceptable and is subject to disciplinary action, with possible exclusion from the program.
Further resources and information for parents can be found at:
http://www.cybersmart.gov.au
http://www.amf.org.au/eSmarthomes
http://www.netalert.net.au

Mobile Device Management (MDM) – Casper Suite

All iPads in the BYO program are required to be enrolled in Casper Suite.

Casper Suite is a Mobile Device Management system that allows our technicians to set restrictions on content and services. These are global restrictions, which means that the restrictions will remain active outside of the school network.

Casper Suite will also allow our technician to audit the apps on an iPad, deploy apps and schedule apps and settings to be removed when they are no longer required.

Installation of Casper Suite requires the iPad to be completely erased and logged out of any Apple IDs in order to set up the necessary software. While the school can erase the devices, it is the responsibility of the family to ensure that all data (especially photos, videos and content created by the student) is backed up before the device comes to school. Preston West Primary School takes no responsibility for loss of data.

Please note that you are not able to create an iTunes backup of your iPad before bringing it to be enrolled in Casper and then restore this backup after Casper is installed. Doing so will remove all school settings, rendering the device unable to be used at school.

Apps that have been purchased by the Apple ID account holder will not have to be purchased again - they are available for re-installation via the ‘Purchased’ tab in the App Store.

Casper Suite also encompasses Casper Focus, which allows the teacher to ‘focus’ individual iPads onto specific apps or webpages, removing the ability of the user to go to other apps or websites while they are ‘focused’.

Google Apps For Education
Preston West Primary School is a Google Apps For Education school. Google Apps for Education is a suite of productivity tools for classroom collaboration, including Gmail, Google Docs, Google Slides, Google Sheets, Google Forms, Google Classroom and Google Drive.

All students in Grade 3 will be issued with a Google Apps for Education account. This account gives them access to a Preston West email address that is only able to send email to and receive email from the Preston West and Edumail domains. All emails are filtered and monitored.
This email address is used to access the rest of the Google Apps for Education tools. Students will be taught to use Google Drive to back up projects, documents, photos and videos, and will utilise the other Google tools in a multitude of ways within the classroom.

Please take the time to read through the Google Apps for Education information found in Appendix A. All students will need to return the Google Apps for Education permission form before the beginning of Term 1, 2017.

**Printing**
- In many cases students will use other media for the display and presentation of their work, including AirServer and Apple TV, where their iPad is streamed to a TV, projector or interactive whiteboard.
- Students will have access to black and white printing, although we anticipate that very little printing will be necessary.
- If the student wishes to print from home, they will need to have access to a printer with AirPrint functionality.

**Insurance**
Personal devices are not covered by school insurance. You can put them under your personal household insurance or you can purchase separate insurance. We recommend that if you are purchasing a new iPad, you also purchase the AppleCare warranty if possible.

**Technical support**
The school employs two technicians to support the BYO iPad program at school. This support is for network and connectivity issues. Hardware issues need to be addressed through individual suppliers.
- Students will firstly seek technical support through their classroom teacher. If the classroom teacher is unable to solve a problem it will be referred onto the eLearning coordinator or technician as available. Our technicians currently have ‘Office Hours’ four days each week where students can seek assistance.
- Before seeking a technician’s help, students must fill in the iPad First Aid form with all relevant details about the issue/s they are having with their device.
- All warranty issues are to be addressed through individual suppliers.
Family Responsibilities

**e-security**
- No media held on the iPad is to contain explicit language or inappropriate themes.
- All iPads used in the program must be enrolled in Casper Suite.
- The school takes no responsibility for loss of data at any point in the program. It is the responsibility of the family to ensure that important photos, videos and other content are backed up externally from the iPad.

**iTunes accounts**
- It is a requirement of Apple that a person must be over 13 years of age to have an iTunes account.
- It is recommended that parents purchase an iTunes card to set up the iTunes account to avoid using a credit card.
- It is recommended that parents set up the iTunes account to their email, so they will be aware of any purchases made through the iTunes store.
- Students will not be required to access the family’s iTunes account at school. Parents can determine if children have access to the iTunes account password at home.
- It is recommended that students back up their iPad through iTunes a minimum of once a week to avoid the loss of content (see later section in booklet for more information).

**Apps**
- All iPads must contain the school-required apps (see later section).
- A minimum of 3GB of space – after the installation of apps - must remain available for school use. Personal / family apps must allow enough space for school requirements.
- Any software added at home must be licensed and G Rated.
- If the iPad needs to be synced or updated the school takes no responsibility for lost files or software. These will need to be restored at home.
- Pirated software or media will be seen as a breach of the agreement with the school and the device may be re-imaged as a result.
- The school will not support jail-broken iPads.

**Care and maintenance**
- The student must maintain and care for the iPad (see ‘Student Responsibilities’).

**Internet**
- At home families may decide to provide broadband internet connection. This is a family responsibility.
- The school will not provide home set up assistance.
**Student Responsibilities**

The student is expected to maintain and care for the iPad. It is their responsibility to ensure that the iPad comes to school each day in full working order.

The iPad must:
- Be fully charged - students will not have access to charging facilities at school.
- Have a cover on.
- Have school required apps installed.
- Have system software – correct version – installed.
- Have a screen background that has either the child's name or photograph.

The student is also expected to fully abide by the Digital Technologies and Cybersafety Student Agreement. Any breaches of this agreement will result in suspension from the BYO iPad program for a time designated by school management.
Hardware and Purchasing

Option 1
iPad 4/iPad Air/iPad Air2 – Wi-Fi models recommended.

Option 2
iPad Mini 2/3/4 – Wi-Fi models recommended.

Making your choice of iPad:

**Note 1:** The school will support iPad 4 as part of its BYO iPad program, however it is important to note that over time some functionality may be affected and not supported with future Apple updates. This is out of the school’s control, and we recommend purchasing a newer model if possible.

**Note 2:** All iPad models offer a range of capacities including 16GB, 32GB, 64GB and 128GB. The 16GB models are sufficient for school use; however, families may choose a larger model to allow for additional family usage.

**Note 3:** Cellular (3G/4G) devices will be accepted for the program. However, it will be required that the sim cards are not installed in these devices. This is to make sure that all data traffic is managed through the school’s network. Random device checks will be carried out throughout the school year. Devices found to have an active sim card will be suspended from the BYO program until the sim card is removed.

**Purchasing**
Families can make their purchase of an iPad from any retailer. Beyond the Box may be able to assist you with purchasing from their store and through the Preston West purchasing portal. Beyond the Box offer extra warranty support that you may not receive from other retailers.

**Using an existing iPad**
Students are welcome to bring in an iPad that they have at home, however, it must meet the requirements (iPad 4/iPad Air/iPad Air2/iPad Pro/iPad Mini) and must not be connected to other iTunes or email accounts. The device should be dedicated solely to the use of the student.

**Additional accessories**
While they are not compulsory, headphones are a useful accessory for your child to have with them at school. They can be stored with the iPad in the locked cabinets for security.
Insurance
Personal devices are not covered by school insurance. You can put them under your personal household insurance or you can purchase separate insurance. We recommend that if you are purchasing a new iPad, you also purchase the AppleCare+ warranty if possible.

Warranty and Repairs
Warranty claims and repairs are the responsibility of the owner.
Setting Up and Backing Up Your iPad

Setting Up iPad Wi-Fi
To set up iPad, turn it on and follow the Setup Assistant. The onscreen directions in Setup Assistant step you through the setup process, including:

- Connecting to a Wi-Fi network (http://support.apple.com/kb/HT5569)
- Signing in with or creating a free Apple ID (http://www.apple.com/au/support/appleid/)
- Setting up iCloud (http://support.apple.com/kb/PH2609)

Choosing an iOS backup method (Should I use iTunes or iCloud to back up my iOS device?)
Curious about how to best back up your iPad? Is iTunes Backup or iCloud Backup (http://support.apple.com/kb/HT1766) the best solution for you?
Each backup method has its own advantages. For most users, iCloud Backup is the recommended solution as described below.

When is iCloud Backup the best choice for me?

iCloud Backup (http://support.apple.com/kb/HT4859) provides an easy and reliable backup solution for users who want to back up their iOS devices wirelessly and automatically without tethering to a computer. iCloud Backup is best for you if:

- You prefer that iCloud takes care of backups for you automatically when your device is connected to Wi-Fi and power.
- You want to restore data to your device from almost anywhere via a broadband Wi-Fi connection.
- You don’t connect your iOS device to a Mac or PC very frequently.
- You don’t own a Mac or PC.
- You would like an automatic backup solution to use in conjunction with iTunes Backup (see below).

Note: iCloud Backup does not back up music, movies, and TV shows that you did not purchase from the iTunes Store, or any podcasts, audio books, or photos that you originally synced from your computer (http://support.apple.com/kb/HT1386). iCloud Backup will restore your purchased music, movie, and app content from the iTunes and App Stores during the background restore process. Previous purchases may be unavailable if they are no longer in the iTunes Store, App Store, or iBooks Store.

When is iTunes Backup the best choice for me?

iTunes Backup (http://support.apple.com/kb/ht4946) is traditionally how users have backed up their iOS devices, and it continues to serve the needs of many users. iTunes Backup is best for you if:

- You frequently use the computer that hosts your iTunes Backups.
- You don’t have an iCloud account or don’t want to use iCloud.
• The photos and videos saved in your device’s Camera Roll regularly exceed 1 GB in size or you tend to have very large backups.
• You want on-site and networked backups.
• You would like a manual or secondary backup solution to use in conjunction with iCloud Backup (see below).

Note:
Keep in mind that iTunes Backup does not create a duplicate back up of your movies, music, podcasts, and apps.

Please note that you are not able to create a backup of your iPad before bringing it to be enrolled in Casper and then restore this backup after Casper is installed. Doing so will remove all school settings, rendering the device unable to be used at school.
School Required Apps

The following list of apps will be loaded to your child’s device as part of its enrolment to Casper Suite.

(NOTE: Some of the listed apps are paid for by Preston West Primary School. As a result, these apps will be recalled when the device is unenrolled from the program. These apps are underlined.)

Google Apps for Education
- Classroom
- Drive
- Mail
- Docs
- Slides

Literacy
- Reading Eggs
- iBooks

Mathematics
- Mathletics
- Calculator HD
- Targeting Maths
  (Year level dependent)
The Arts
- Garage Band
- iMovie

Content Creation
- Book Creator
- Explain Everything
- Popplet
- Comic Life 3

Utilities
- Flick
- QR Reader
Caring for Your iPad

http://www.tcgeeks.com/how-to-care-for-your-ipad-a-guide-for-everyone

Caring for The iPad Screen
The screen is made out of glass but it has a special oleophobic coating in order to protect it from fingerprints. Officially, it means that it’s oil resistant. It is important to take good care of the screen to get the most out of the coating. Here are some ways to protect your iPad screen:

- Don’t drop it on hard surfaces. It is glass and it can break.
- Clean the screen with a soft, slightly damp, lint-free cloth.
- Do not clean it with window cleaners, glass cleaners, aerosol sprays, abrasives, or alcohol.

You can also use a screen protector. These are not for everyone but they do work for the care of the iPad screen.

Caring for Your Batteries
Part of caring for your iPad means caring for the batteries. The batteries in your iPad are lithium polymer (rechargeable) and they will eventually wear out. It will take a long time before that happens, but there are some things you can do to care for your batteries and get the most out of them.

- Make sure you keep up on the latest iPad updates. This sounds odd but Apple will sometimes make adjustments to software, which helps with drain on resources and battery life.
- Go through one charge cycle per month. To do this all you have to do is charge the iPad to 100% and then run it completely out.

Caring for Your iPad: Environmental
There are also a few environmental ways to care for your iPad. Some of these are obvious while a few are not so obvious.

- Keep the iPad out of heat for an extended length of time.
- Keep the iPad out of cold for an extended period of time.
- Keep it out of water or extremely humid locations.
- Do not dry it with an external heat source, hair dryer.

It should also go without saying that part of caring for your iPad is to make sure you do not insert anything into the port connections other than the intended peripherals. Jamming things into the port connectors could render it unusable (and void the warranty).

External Protection
Protecting the outside of the iPad is part of caring for your device. A sturdy protective case is a requirement of the BYO iPad program.
FAQ

Access and Purchasing

Am I able to opt in to the program at a later date?
If you choose not to opt in for the start of Term 1, but change your mind down the track, you can opt in to the program at any time. Should you choose to opt in at a later date, you will need to contact the school to discuss the opt-in process. (Note: The school payment plan option will not be available after orders are processed towards the end of Term 4 of the prior year.)

Do I need to buy a new iPad?
No. You can use an iPad or iPad mini that you already own, provided it is set up in accordance with the PWPS guidelines. You can purchase a second hand or refurbished iPad to lower the cost as long as it meets the minimum standards outlined in the guidelines.

What are my purchasing options?
You have two options if you choose to purchase an iPad for use in the program.
You can:
- Purchase from any retailer
- Purchase through our Beyond the Box portal

Are the iPads insured?
Personal devices are not covered by school insurance. You can put them under your personal household insurance or you can purchase separate insurance. We recommend that if you are purchasing a new iPad, you also purchase the AppleCare+ warranty if possible.

Curriculum and Classroom

What will the iPads be used for?
The iPads will be used to engage students in a range of learning experiences, through the use of a variety of educational apps. It will be a used as a tool for goal setting and reflection, researching, creating and collaboration, as well as allowing for connections to be made between home and school.

How much time will be spent using the iPads?
There is not a specified time allotment for use of the iPads. The usage will vary from day to day depending on the activities and tasks that students are required to undertake on the day. Teachers will be mindful of the amount of screen time that students have each day.
**Can the iPads be used outside the classroom?**
No. The students are required to take the iPad straight to the classroom when they arrive at school and they will be locked in the classroom at recess, lunch time and when they are not in use.

**Apps**

**What apps will be required?**
The school required apps are listed on page 17 – 18 of this document.

**Who is responsible for installing the apps?**
Parents will be responsible for creating an iTunes account for the students’ iPad and may use this to install apps. We recommend purchasing an iTunes gift card so that the account can be set up without a credit card, and that parents keep the password secure so that no new apps are installed without parent knowledge.

**Can students add apps for personal use?**
Yes, as long as the content is appropriate for school aged children (suitable age rating in iTunes). No social networking, photo sharing, text messaging or chat apps are permitted – if they are found to be on any iPad, that iPad will not be permitted at school until the apps are removed. It will be at the school’s discretion as to which apps fall under these categories. We also recommend that a separate folder is set up for ‘home’ apps so that your child is clear about which apps are not for school use.

**Technical Advice and Support**

**How will data be backed up?**
Students and families are responsible for backing up their data, as the school is unable to backup multiple devices. Further information on backing up iPads can be found via [www.apple.com/au/support/](http://www.apple.com/au/support/). Please note that restoring an iPad from backup after Casper Suite is installed will remove the necessary software for use in the school environment. You will need to create a new backup after Casper is installed.

**What technical support will be provided?**
Syncing or restoring the iPad will resolve most issues – this is why we ask that iPads be backed up regularly. The school employs technicians that will support the BYO iPad program in areas such as connecting to the network and filtering and monitoring content. Any hardware issues need to be addressed with the supplier of the device or the Apple store.

**Homework**

**Will the iPad be used for homework? What if we don’t have wireless Internet access at home?**
From time to time students may be set a research-based task or Mathletics activity that will require the Internet, as is currently the situation in all year levels. If you do not have wireless Internet at home, alternative arrangements will be made for your child.

*How much Internet will homework on the iPad use?*
Most of the apps that we will use do not require an active Internet connection, so homework will not increase your home Internet usage significantly.

**Safety and Security**

*What content filtering is available on the device?*
There are many options for parental supervision, control and content filtering built into the iPad settings. Please see the ‘Parent’s Guide to iTunes’ in the useful links section for more information. The school can also provide hard copies of information sheets upon request.

*Is my child’s access to the Internet filtered?*
The Internet is filtered by the Department of Education and Training filtering system while at school to restrict access to inappropriate content. This filtering does not work outside of the school, so parental supervision is strongly recommended when students use the Internet outside of school.

*What if my child accesses free Wi-Fi on the way to or from school without my supervision?*
It is expected that in the interests of personal safety and security, iPads are kept in school bags throughout the journey to and from school. It is the responsibility of the parent to set and maintain their expectations about the use of iPads and the Internet outside of the school environment. Should the situation arise where your child uses free Wi-Fi inappropriately outside of school, it is up to the parent’s discretion of how the situation is dealt with, and the school will work with the family to support their decision.

*Will there be cybersafety and digital citizenship training for students?*
Yes. All students in Grade 2 will undertake a Cybersafety and Digital Citizenship learning unit in Term 4. This will prepare them for their responsibilities as a digital citizen in Grade 3 and onwards at Preston West Primary School.

**Care and Responsibility**

*Who will recharge the iPad?*
Students will need to charge their iPad at home each night. We do not have the facilities to charge multiple iPads.
Useful Links

**iPads for Learning – In Their Hands Trial** (The Education Department iPads in schools trial)

**eSmart** (Information about what an eSmart school is.)

**iParent** (The Office of Children’s eSafety Commissioner’s dedicated site for parent information on digital technologies, device management and cyber safety.)
2017 BYO iPad Program Check List

Before Enrolling to Casper:

☐ All consent forms are signed and returned to the school’s eLearning Leading Teacher.
   - BYO iPad Program Participation Form
   - Google Apps for Education Permission Form
   - Digital Technologies and Cyber Safety Student Agreement
   - School Based Purchasing Plan Term and Conditions. (If required.)

☐ Device is enclosed in a protective case and is clearly labelled with the student’s name.

☐ Back up the data on the device, if you wish to retain existing data through iTunes or iCloud.
   (Note: Do not apply the backup, once the iPad is enrolled to Casper)

☐ Sign out of your iCloud Account. (Settings > iCloud > Sign Out)

☐ Remove Passcodes.

After Enrolling to Casper:

☐ Create an Apple ID and Sign in, if you haven’t done so.

☐ Ensure that all the Student Apps are installed.

☐ Apply a Passcode.
   (Note: It is not recommended that a passcode is used.)
Appendix A

Google Apps for Education Permission Form and FAQs

Dear Parents,

Preston West Primary School is a Google Apps for Education school. Google Apps for Education is a suite of productivity tools for classroom collaboration. It provides your child with a Preston West email address that is filtered and limited to the Preston West and Edumail domains. This email address is then used to access a Preston West Google Drive and Google Classroom account.

Please take the time to read through the attached information about Google Apps for Education and return this permission form by December 1st, 2016.

Thank you,

Luke Begg
eLearning Coordinator

---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Student Name: __________________________________________ Grade:___________

I hereby give permission for the above student to have access to a Preston West Primary School Google Apps for Education account.

Parent/guardian:

Signed: __________________________________________ Date: _____________
Years 3-6 Google Apps for Education Parent Information

Google Apps for Education is a suite of productivity tools for classroom collaboration. It provides your child with a Preston West email address that is filtered and limited to the Preston West and Edumail domains. This email address is then used to access a Preston West Google Drive and Google Classroom account.

Google Apps for Education allows us to collaborate and learn more effectively through the use of technology, and offer a range of new learning opportunities for teachers and students.

Further information about Google Apps for Education can be found here
http://www.google.com/enterprise/apps/education/benefits.html

Facts about Google Apps for Education

• Google Apps for Education is used by many of the world’s leading educational institutions, including universities, secondary and primary schools. Many public, Catholic and independent schools within Australia are using Google Apps for Education right now.
• Google Apps for Education is completely free for schools and does not contain advertising anywhere within it.
• Google Apps for Education works on any device. This allows our students to continue learning beyond the classroom and the ability to access their content at any time.
• Students and teachers can work in teams, sharing calendars, documents and collaborating ideas to learn more effectively.

What should I be aware of?

• Google Apps for Education allows students to communicate and store information in both public and private spaces online.
• Unlike many other web services, Google Apps for Education acknowledges its users as the owners of content they produce and store.
• Google Apps for Education does not share any data or user information with any other party unlike other Google products such as Gmail.
• Your child will be provided an email address as part of the Google Apps for Education package. This email service is filtered and is restricted to sending and receiving emails from within the Preston West and Edumail domains only.
• The school has undertaken an Online Services Assessment to ensure the appropriateness of Google Apps for Education. This assessment can be provided upon request.
• Google Apps for Education terms of service can be read here.

We will be working with students to educate them around using Google Apps for Education in a productive and responsible manner. We also feel it necessary for parents to be aware of new technologies such as Google Apps for Education and encourage you to be proactive discussing and exploring it with your child.
Frequently Asked Questions and Answers for Parents/Guardians

Q: How is the Google Apps for Education account different from a Gmail account?

A: Only those Google services that are applicable to an educational setting are provided in our Google Apps for Education domain. Some of the tools available in a public Google account will not be available in the Google Apps for Education domain.

Q: Can I email my child at their Google Apps for Education Account email address?

A: No, their accounts are configured to only send and receive mail from within the Preston West and Edumail domains.

Q: Can I review my child’s Google documents?

A: Yes. Your child would need to share the documents with you under the “Share” option, or make those documents viewable to “anyone with a link” within that same “Share” option.

Q: Are there consequences if my child misuses his or her Google Account?

A: Yes. Your child’s Student Google Account is a privilege and if abused, its use will be revoked.

Q: I am using Google Chat at home. Why can’t my student use it?

A: Google Chat and Google Hangouts are currently disabled for students.

Q: Will my child be able to use their Google Apps for Education Account outside of school?

A: Yes from a Windows, Mac, Chromebook, iPad or Android tablet with a supported browser and access to the Internet.

Q: I do not have internet at home. What resources are available to my student?

A: The Google Apps for Education domain can only be accessed using an internet connection. Your child will not be able to interact with their Google Apps for Education account in your home unless you have internet access. Public venues such as libraries offer free wireless internet connections that would allow students this access.

Q: What if my child already has a personal Gmail account. Can they use this account instead of the Preston West Google Apps for Education account?

A: No. Students can share their personal documents with their Google Apps for Education account, but they will need to use their Google Apps for Education accounts while at school.

If you have any further questions, please don’t hesitate to contact the school for further information.
Appendix B

Acceptable Use of Digital Technologies at Preston West Primary School 2017

1. Introduction
The purpose for using digital technologies at Preston West Primary School is to:
- Enhance student learning opportunities
- Promote student achievement
- Provide opportunities for engaged learning in a 21st century environment

The use of these digital technologies within school should be responsible, legal, appropriate and for educational purposes and should follow the guidelines outlined in this policy. This policy applies to the use of all school related digital technologies for educational purposes, whether provided by the school or the student.

2. Definitions
Digital technologies are any electronic device or related applications, which allow users to record, send, access or receive information, in textual, audio, image or video form. These may include but are not restricted to:
- Computer systems and related applications such as email, internet and other installed programs and apps.
- Discussion forums, chat rooms, blogs, social networking sites, podcasts, instant messaging systems.
- Video or still cameras
- Audio recording devices
- Tablets and smartphones
- Any other device that can be connected to the internet.

3. Acceptable use
Netiquette
You should:
- Respect other users
- Behave online as you are expected to behave in real life
- Make sure that email and online messages are written carefully and politely
- Use appropriate language and keep messages short and precise
- Be careful about making jokes. Jokes can be misunderstood and hurt people’s feelings
- Do not type in all capitals. It is like shouting online. Shouting at someone is impolite
- Anything you post online or in an email should be checked by a teacher/adult before it is sent.
Respect resources
You should:
• Use digital technologies for educational purposes under teacher supervision
• Follow teacher directions for accessing files, programs, apps, email and internet resources
• Ask permission from your teacher before following online prompts
• Treat equipment carefully
• Only log on to the school computers using your school provided login.

You should not:
• Install, relocate or remove software or apps
• Download or share files without teacher permission
• Attempt to access or change settings on devices without teacher permission
• Attempt to fix equipment without teacher permission
• Connect any device (such as a USB drive, camera, phone, CD/DVD, iPod, tablet or music device) to, or attempt to run any software on school digital technologies without a teacher’s permission. This includes all wireless technologies.

Respect others
You should:
• Always respect the rights, beliefs and privacy of others
• Observe copyright rules by respecting the information, ideas and artistic works of others
• Acknowledge the author or publisher of information from digital resources
• Use your manners when communicating with other people

You should not:
• Post or send inappropriate, hurtful or inaccurate comments about another person
• Use disrespectful or inappropriate language
• Harass another person. If someone tells you to stop sending them messages, you must stop
• Re-post a private message without the permission of the person who sent the message
• Take or send photos, sound or video recordings of people without their permission
• Use the ideas or writings of others and present them as if they were your own
• Use technologies in a way that negatively effects the wellbeing of others both inside and outside of the school
• Expect replies to emails or instant messages from teachers and school staff outside of normal business hours
• Alter or delete anyone else’s work
Keep yourself safe online

You should:

• Keep personal work secure
• Use the Internet and email only under teacher supervision
• Use only school provided email accounts when communicating online
• Ask your teacher before sharing any personal details or photographs online or in an email
• Make ‘hard to guess’ usernames and passwords, and keep them a secret
• Tell a teacher if you come across something that upsets you or makes you feel uncomfortable when you are using digital technologies

You should not:

• Share your usernames or passwords with others
• Use another person’s username or password
• Send photos or post detailed personal information about yourself or other people (Personal contact information includes your home address, telephone or mobile number, school address, email addresses, photograph etc.)
• Meet with someone you have met online without your parent's/guardian’s approval and participation
• Attempt to alter or bypass security, monitoring or filtering that is in place at Preston West Primary School
• Attempt to access inappropriate material

5. Notification

You should:

• Tell your teacher immediately about any messages you receive that are rude or that upset or worry you
• Turn off the monitor or close the iPad cover, and tell a teacher immediately if you accidentally access something inappropriate. This will allow teachers to follow up appropriately according to the School Acceptable Use Policy
• Tell a teacher if someone else is doing something which offends you or is not permitted
• All communications between students, parents and school staff will occur during normal business hours. Teachers will respond to communications at the earliest time possible without interruption to normal school program
Digital Technologies and Cybersecurity Student Agreement 2017

Preston West Primary School recognises the need for students to be safe, smart and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with families and the school community. We request that families work with us and encourage safe, smart and responsible behaviour at home.

At our school, we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment
- Have an Acceptable Use of Digital Technologies policy that reflects our school’s values and clearly states the expected standards of student behaviour, including the consequences for inappropriate behaviour
- Educate our students to be safe, smart and responsible users of digital technologies
- Raise our students’ awareness of issues such as online privacy, cybersecurity and intellectual property
- Supervise students when using digital technologies for educational purposes
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students
- Know that some online activities are illegal, and as such we are required to report these activities to the police
- Support families to understand the importance of safe, smart and responsible use of digital technologies, the potential issues that surround their use and strategies they can implement at home to support their child
- Provide families with a copy of this agreement.
Student Agreement Grades 3 - 6

I agree to use digital technologies in a safe, smart and responsible manner by ensuring that the rules below are followed at all times.

When I use digital technologies at Preston West Primary School I will respect resources, which means:

• I will follow teacher instructions for following prompts and accessing files, programs, apps, email and internet resources
• I will only use digital technologies for educational purposes
• I will not attempt to access or change settings on devices or download, install, relocate or remove software or apps without teacher permission
• I will not connect any device to the school hardware without teacher permission
• I will treat all equipment with care.

When I use digital technologies at Preston West Primary School I will respect others, which means:

• I will not use digital technologies to upset, offend, harass, threaten or in any way harm other people or the school, even if it is meant as a joke
• I will observe copyright rules by respecting the information, ideas and artistic works of others, and acknowledge the creator or publisher of digital resources
• I will not re-post private messages, or take or send photos, sound or video recordings of people without their permission
• I will always respect the rights, beliefs and privacy of others.

When I use digital technologies at Preston West Primary School I will keep myself safe online, which means:

• I will never share photos or personal information about myself or other people (including name, address, telephone number, email addresses, birthdate etc.)
• I will keep my usernames and passwords safe and secure
• I will not attempt to alter or bypass security, monitoring or filtering that is in place at school
• I will not deliberately attempt to access inappropriate or non-educational content
• I will not meet with anyone I have met online.

If I accidentally access inappropriate material, I will:

• Not show others
• Turn off the screen or minimise the window and
• Report the incident to a teacher immediately.

Student Agreement

I understand that breaches of the rules will see me lose my digital technology access rights for a period of time determined by the Principal, eLearning Coordinator or my teacher.

Student Name _______________________________ Grade ______________
Appendix C

School Based Purchasing Plan Terms and Conditions 2017

*** Please note that families may be required to sign an updated agreement should one become available ***

Dear Parents,

To ensure that all students have the opportunity to participate in the BYO iPad Program, Preston West Primary School is offering school-based payment plans. Families who choose this option will be able to pay for their iPad and a MacGuy Defender case in 12 instalments over a 12-month period.

At the end of the 12-month period, when all payments have been made, the iPad becomes the property of the family.

TERMS

1. Ownership
Preston West Primary School will purchase the iPad and participating families will make 12 scheduled payments over a 12-month period.

The iPad remains the property of the school until the end of the payment period.

2. Cost and Payment
Due to new releases from Apple and all devices with 16GB of storage being made redundant, we will be offering a single package for the 2017 iPad Program.

- Apple iPad Air 2 (WiFi, 32GB) + MacGuy Defender Case = $598.00
- Student’s name, laser engraving service (Optional) = Add $20.00 to the total price, payable with the deposit.

Payment Schedule
All models require a $100 deposit (plus engraving fee if purchased), payable by Friday 18\textsuperscript{th} November 2017. Please note that no orders will be accepted after this date.

Direct Debit payments will commence on the 14\textsuperscript{th} December and will be required to be paid thereon the 14\textsuperscript{th} of each month until all 12 instalments have been paid. Monthly instalments will total $41.50 per month.
3. Termination of Agreement
a. This agreement comes to an end:
   (i) At the end of the payment period.
   (ii) In the event of default as defined in subclause (b) hereof

b. Default occurs if:
   (i) When the student leaves Preston West Primary School prior to the end of the payment period. (Where a student ceases to be enrolled at the school for any reason, the payment plan is to be paid out in its entirety or the iPad returned to the school in full working order, including all accessories and components.)
   (ii) If payments are not made by the due date, Preston West Primary School will request the iPad to be returned.
   (iii) If the iPad is not used in accordance with the Preston West Primary School Digital Technologies Acceptable Use Agreement.
   (iv) If the signatory is subject to insolvency or other proceedings which place the iPad at risk for loss or seizure by others.

4. iPad Use
The student will operate, maintain and store the iPad with due care and in compliance with the instructions and recommendations of the supplier and manufacturer of the iPad. The iPad is to be used in accordance with the Preston West Primary School Digital Technologies Acceptable Use Agreement.

5. Warranty and Insurance
All iPads come with an Apple Limited Warranty. This does not cover accidental damage.

Accidental damage, including screen breakage or case damage should be reported to the eLearning coordinator as soon as possible. Parents will be required to cover any cost in repairs as Preston West Primary School is not liable for user-based damages. The iPads are not insured for loss or theft, and in the event of loss or theft, parents would be required to continue to pay instalments in full until the payment is fulfilled in entirety.

Parents may purchase additional insurance through the provider of their choice, or insure the iPad under their contents insurance at their discretion.
Preston West Primary School iPad
Payment Plan Agreement 2017

This agreement is made and is effective as at: .................................................................

Between: Preston West Primary School
383 Murray Road
Preston, 3072

And: Parent / Guardian (Full Name): .................................................................

Address: ...........................................................................................................

..........................................................................................................................

..........................................................................................................................

I hereby agree to the Terms (including the payment schedule) which form a part of this agreement.

The Payment Plan is agreed to for the following items:

Apple Air 2 Package - $598.00
- Apple iPad Air 2 (WiFi, 32GB)
  -  □ Silver       □ Gold          □ Space Grey (Please tick the colour desired)
- MacGuy Defender Case

□ Laser Engraving Service with the student’s full name. (Tick the box if required. Total price: $618.00)

For use by (student’s name) ...........................................................................................................

Signed:

............................................................................................................................. Date..........................................

(Parent/Guardian)
DATE: ........../........../.......
CLASS: ......................
STUDENT: ...........................................................................................................
PAYMENT FOR: ....................................................................................................

AMOUNT $ .................

☐ Visa ☐ Mastercard

Card No: ___ ___ ___ / ___ ___ ___ / ___ ___ ___ / ___ ___ ___ CCV ___

Card Holders Name: .................................................. Expiry: ___ ___/ ___ ___
Dear Parents,

Please take the time to read through the BYO iPad Implementation Book (available from the office) – it contains important information about the program and links to useful documentation.

Luke Begg
eLearning Coordinator

Student name: ___________________________          Teacher: ________________________

My child will be participating in the BYO iPad Program, and we will be:

☐ Providing an iPad from home that we already own (please specify).
  ☐ iPad 4     ☐ iPad Air/Air 2     ☐ iPad Mini 2/3/4

☐ Purchasing an iPad through the Beyond the Box.
  Please contact Beyond the Box directly, quoting the school’s name and Tim Booth (our Beyond the Box rep). This will ensure you get education pricing. Phone: (03) 9372 8899

☐ Purchasing an iPad through another retailer (please specify).
  ☐ iPad 4     ☐ iPad Air/Air 2     ☐ iPad Mini /2/3/4

Note: Please be aware that as of 2017, cellular devices will be accepted, however the sim card must be removed from the device.

Student access to Apple FaceTime and iMessage.

FaceTime and iMessage are Apple supported apps that will allow video and text communication between any Apple devices. This is an optional function with the BYO iPad Program for parents that wish to maintain communication with the children whilst travelling. Please note that FaceTime and iMessage will not be allowed during school hours. If you need to contact your child during school hours you will need to call the school office.

☐ I would like my child’s device to access FaceTime and iMessage.

☐ I would NOT like my child’s device to have access to FaceTime and iMessage.

Parent Name: ___________________________________________________________________

Signature: __________________________________________          Date: ______________

NOTE: Please make sure the device is NOT signed in with iCloud, otherwise Casper Suite cannot be installed.