Surfside Primary School

Bring Your Own Device (BYOD)

iPad Program 2024

Contents Page

From the Principal

School Vision: To inspire our students to be creative, innovative and emotionally equipped to thrive.

In 2024 Surfside Primary will continue the use of **iPads** as part of our one-to-one I.C.T (Information Communication Technology) strategy for students in grades 3-6. All families are requested to provide their child with an iPad for school use from grades 3 – 6.

Rationale:

The Victorian Digital Technologies Curriculum requires all students to achieve skills and standards by certain year levels and schools are mandated to provide technology for students from grade 3 onwards so that children can participate in system wide online testing like Naplan and student opinion surveys. Surfside also require the use of iPads so that we can implement our Indonesian program and provide access to the learning resources required for these year levels. Teaching children good digital habits is best achieved in earlier class levels rather than waiting till later year levels.

Implementation:

Students in grades three to six will bring their iPad to school each day, where it will be connected to the schools Wi-Fi for internet access, data storage and printing. There will be a range of recommended Apps that are essential for school and class teachers will provide a list to families at the start of the year and an updated list each term. The Apps can be installed at school.

It is not practical for the school to consider other brands or devices apart from an iPad. The children have learnt on this platform from Foundation and it would be impractical for teachers to manage multi technology platforms.

Families may use an existing iPad or purchase an iPad from any supplier of their choice and bring this to school in 2024. iPad models regularly change and it is parent choice which model is chosen for school use.

It is not compulsory, however we encourage all families to participate. Personal devices allow greater access for purposeful use - Students are able to create, save and share their learning as needed and are not restricted by school shared devices.

Families who are unable to afford the upfront cost of an iPad can contact the school to discuss possible arrangements.

We will support families with Parent Information sessions and 1-1 assistance as required.

Please take the time to read this booklet which will explain many matters around 1-1 learning.

Regards

Peter Walsh
Principal

Purpose & Goals of BYO iPad Program

1:1 iPad Program

Surfside Primary School 1:1 program provides students in grades 3 to 6 with an iPad for school use. The iPads will provide students the opportunity to be effective digital learners who will become confident, creative and productive in a digital world.

Students will use their iPads in class and at home to support their learning. We believe that giving students immediate access to technology in a 1:1 program will help engage them in the learning process in new and creative ways and become increasingly skilled at using technology to access and present information, to problem solve and work collaboratively.

The iPad is not used as a toy or for entertainment. It does not take the place of the teacher to educate or instruct the children. It is highly restricted so that children are not over exposed to screen time.

Goals of the 1:1 Program

As a broad guide, the following are the goals for the initiative:

- Access, use, create and publish digital and online information.
- Develop knowledge, understanding and skills through creativity, critical thinking and problem solving.
- Collaborate with others.
- Communicate their knowledge and learning in a variety of ways.
- Achieve the skills of the Digital Technologies section of the Victorian Curriculum. This means all students in Victorian schools will be assessed and reported on how they use ICT in the classroom
- Access relevant curriculum resources to implement specialist programs like Indonesian
- Develop the skills to use the iPads as a tool to manage their work and learning
- develop age-appropriate ICT skills and understandings, including the responsibilities of online citizenship

Students will accept responsibility for:

- Their personal actions when using ICT.
- The care and functionality of their device.

Why we have selected iPads as the 1:1 device option:

The iPad is well suited to learning environments of Primary School aged children. It was chosen for the following benefits:

- The iPad was initially trialled in the Junior areas of the school and found to be the best student centred device to value add to the curriculum
- The iPads were then introduced at years 5 & 6 with great success so children good meet the expectations of the Digital Curriculum
- Parent feedback was that it was not good value to purchase only for year 5/6 and so the program was extended to years 3 & 4
- Compact size, ease of transportability and design means it can be used in almost any learning situation.
- The long battery life will allow it to be used all day at school without recharging.
- A device that the whole school is using with many Apps available to enhance student learning.
- A common tool for each student that would meet most of their day to day technology needs and that would help engage students in learning 24/7.
- A device that would be easy to use, requires minimal technical support and minimal parent support for children to use independently
- A device that is used consistently across the whole school.

iPad Provision

2024: Parent Purchase Model

Families will have the option of purchasing an iPad through a retailer of their choice or they can utilise the 2024 JB HiFI BYOD Portal.

Using the BYOD portal, parents can view education offers on approved iPad models, cases and accessories. AppleCare+ and insurance options are also available.

Most importantly, a sturdy case and a screen protector is strongly recommended as it will protect the iPad from the rigours of school life.
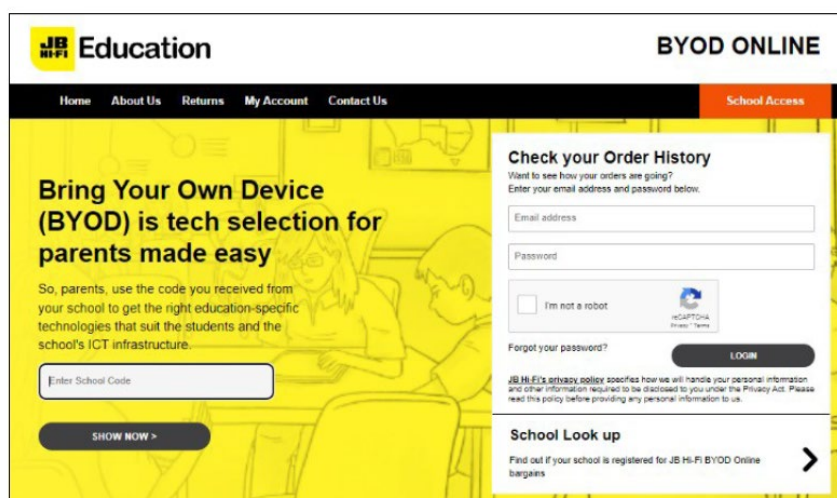
Which iPads are acceptable?

As technology is constantly evolving, models change regularly.
This does not mean that the latest iPad model is needed but to ensure students can use the device to its fullest we can only accept 7th Gen iPads or higher with a storage capacity of no less than 64GB

Optional supplier: JB Hi Fi Education

The steps below outline the process to access the BYOD portal.

1. Go to https://www.jbeducation.com.au/byod/
2. Enter the provided School BYOD Code for Surfside Primary School: **SURFSIDEPS24**
3. Select a student program **YEAR 3 to 6**
4. Select a preferred delivery method
1. Follow the prompts to choose the desired products, accessories, optional extended warranties, optional accidental damage protection and loss and theft insurance.
5. Enter personal details to proceed
6. Select a payment method and complete the order. Please note that there is no surcharge on credit card purchases.
7. If there are any questions, parents can contact JB Hi-Fi Education at:
   https://www.jbeducation.com.au/byod or call 1300 730 548 or email byodsupport@jbhifi.com.au
   Or their FAQ Page at https://www.jbeducation.com.au/byod/?content=faqs

Technical Support

Troubleshooting / Tech support Processes

Surfside primary has a number of resources which students can access for technical support. If the issue cannot be resolved at a school level, we can direct you to more specialized support.

The first point of call is the classroom teacher. If they cannot assist, problems will be directed to our IT technician. Our IT technician isn't onsite every day, but we will endeavor to resolve the issue in timely and efficient manner.

Accidental iPad Damage
iPad repairs are the responsibility of parents and families. We recommend that before any repairs are started, check the devices warranty, AppleCare+ or store insurance timeline to ensure you do not void any active cover.
The school can assist in explaining the issue to families to aid in the process of getting the device repaired.
If devices are not covered under Apple warranty or other insurance, we can direct you to a third party Apple device repair agent. **Please ensure all repair work is covered by a short term warranty**

Safety & Security

At School
Make sure that your iPad is either in your possession or stored away in a secure area in your classroom at all times during recess and lunchtime. **All students will be provided with a unique User Name and they must create their own unique Complex 7 password. This will allow students to securely access their Compass student account, access to the internet printing and saving data to a school server.**

Do Not
- Share your Apple ID password with anyone.
- Place it near an external window. Exposure to view from outside may tempt would-be thieves.

At Home
Do not leave ipads or technology in bedrooms over night to avoid temptation of using the device during sleep time. Create limits to the amount of screen time your family is happy with. Contact your internet provider to know what filters and parental controls can be supplied.

Apple App Store
It is strongly advised that parents do not use the same AppleID that is used with their phones also on their child's device to ensure account security and no access to credit cards, photos, etc.

The iPad requires Apps that are made available from the App Store. As you will own the device, you will need to set up an Apple ID account.

The minimum age requirement for an Apple ID is 13. This means students will need to use their parent's Apple ID or enable Family Sharing. With Family Sharing, you can create Apple IDs for children under 13.
"Children under 13 can't create an Apple ID on their own. However, as a parent or legal guardian, the family organiser can provide verified parental consent for a child to have their own Apple ID, then create it on the child's behalf." - Apple Support

1-1 Device Acceptable Use Policy

Surfside Primary School places a high value on the development and maintenance of positive, healthy and respectful relationships and a supportive environment for all members of the school community. We also understand the impact of screen time on children and that access to digital devices must be limited in terms of time on device and in balance with the regular curriculum and hands on activities.

The responsibility and expectation of digital citizenship
It is the expectation that students will be responsible digital citizens when participating in the iPad Program, using the school's devices or their personal or mobile devices. Students will be supported in developing appropriate digital citizenship through understanding the ethical, cultural and societal issues related to Information and Communication Technologies. Students will practice responsible use of ICT and develop positive attitudes towards ICT that foster lifelong learning, personal growth, collaboration and productivity. As part of their digital citizenship students are required to read and agree to a Digital Learning Agreement 2024.

The responsibilities of the school
Surfside Primary School will:
Provide the DET supplied internet provision and adhere to all DET security guidelines.
Provide appropriate supervision of children while they utilise devices.
Only recommend and use Apps and Web based content that directly link to the provision of the Victorian Curriculum.
Ensure that children use the device for limited time each session and across the day with regular breaks from the device as part of the day.
Ensure that the use of devices to complete homework is minimised.
Provide parent information nights, and make available relevant information via Compass and the school website.

Acceptable Use Agreement & Surfside Primary School Electronic Device Code of Conduct
All students and a parent/carer are required to read, understand and sign a Digital Learning Agreement at the commencement of each school year. This governs the requirements and expectations under which students use the school technology, access the network and internet. This is a standard expectation, not only from Surfside Primary School but also the Department of Education and Training (DET).

Parents/Carers must be quite clear about the expectations within this agreement and the consequences arising from it. The school will, of course, support students to understand how to care for their devices and to understand how to be responsible digital citizens.

CYBER SAFETY
Surfside Primary School believes that teaching cyber safety and responsible online behaviour is essential and is best taught in partnership between home and school. Students are spending increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online. The school promotes the values of respect, honesty, teamwork and achievement, expecting students to behave appropriately on line.

Students in grades 3 to 6 participate in a Digital Learning course at the beginning of each school year and have guest speakers present a range of scenarios/real life stories faced by people of similar ages and strategies to be taken when faced with similar scenarios.

At home, we recommend that parents make time to set guidelines around use of devices. Ensure that all Internet activities occur in a shared space – not your child's bedroom. Negotiate appropriate times for online activities and use of mobile phones.

For further support with online issues students can call Kids Helpline on 1800 55 1800.
Parents/carers can call Parentline on 132289 or visit http://www.cybersmart.gov.au/report.aspx

eSmart Policy

Policy

Surfside Primary School recognizes the importance of Information, Communication Technology (ICT) in an ever evolving digital world. We strive to provide students with a 21st century learning environment where they encourage and promote the safe use of digital technologies. Students from grade Foundation – 2 have class allocated sets of iPads and students from grades 3-6 operate within a 1:1 BYOD iPad program. Students are exposed to explicit teaching in regards to safe online responsible behavior, cyber safety and reporting practices currently in place at Surfside Primary School. We believe that teaching students about these behaviors is essential, and best taught in partnership with parents/guardians.

As well as having a school wide 1:1 iPad Learning Agreement signed by students and parents, all students in conjunction with their classroom teacher will develop a classroom Digital Learning Agreement that will be in line with our school values (Respect, Honesty, Achievement, Teamwork).

Students in the MLC will participate in Term 1 Investigations with a unit focused on 'Digital Citizenship'. The focus of these lessons is primarily how to be a good Digital Citizen by making positive and constructive contributions while interacting safely online. Throughout the unit, students will participate in a range of activities focusing on creating a positive digital footprint, managing private and public information, our online responsibilities and learning about what is cyber bullying and how we respond to bullies.

Students in the SLC will commence the year with a Digital Learning Program that runs for the duration of Term 1. Here they will learn about areas including 21st Century Classrooms, Cyber Safety, Cyber Bullying, Digital License modules and Coding. Each topic includes a range of explicit teaching lessons and hands on, student led activities where students are challenged to explore and expand upon what they consider to be responsible and safe use of digital technologies.

Implementation

- Staff are familiar with the eSmart program and its purpose within the school.
- All SSPS students must have a completed 2024 iPad Learning Agreement signed by both parent/guardian and student.
- Staff are responsible in ensuring that students adhere to the 2024 Surfside Primary School Digital Learning Agreement. Breaches of this agreement will be documented and appropriate action taken between staff and parent/guardian.
- Each classroom will, in conjunction with our school values, complete and display a personalised Digital Learning Agreement within their classroom.
- Grade 5/6 students will all complete the eSmart Digital Modules.
- The school community will be provided with Cyber Safety information on a regular basis.
- Safe online behaviour is explicitly taught and referred to by classroom teachers on a regular basis.
- Students are advised to report an incident to their teacher immediately if:
  - They have experienced any form of Cyber Bullying.
  - They feel someone else has been exposed to any form of Cyber Bullying.
  - They come across sites that they feel are not suitable for school.
  - Someone asks them to provide them with personal information
  - They accidentally do something they feel goes against their classroom or school Digital Learning Agreement.
- SSPS will supervise students when using digital technologies for educational purposes through a filtered internet service but ask for parental/guardian assistance for this safe practice to continue at home.
- Mobile phones and other personal electronic devices (iPod's, Android tablets etc) may only be brought to school once a written/verbal understanding is reached between classroom teacher and parent/guardian.
- All incidents of Cyber Bullying will be documented on the Compass portal.
- Teacher will monitor the time spent on screens over the course of each session and day.
- All devices will be returned to school bags at the end of the day and are not permitted for use in the school grounds.

All incidents of Cyber Bullying must be logged onto Chronicles on Compass and given Level 1 Access. All incidents

will be investigated and followed up between management and parents. Any student who does not meet the expectations discussed in their classroom iPad Learning Agreement will lose their iPad school access for a length of time discussed between Classroom teacher and parent/guardian. Parents will be notified and expected to meet with classroom teacher if students are involved in any bullying/cyberbullying incidents.

Evaluation
This policy will be reviewed as part of the School's review cycle.
Policy to be made available on school website once accredited.

Digital Learning Agreement 2024

Introduction

The focus of the iPad BYOD program at Surfside Primary School is to provide students with the teaching and learning tools that prepare them for a technologically immersed world, provides access to learning tools that link to the Victorian Curriculum. Integrating iPads effectively in the curriculum is essential for increasing student learning outcomes, active engagement, motivation, and self-initiated learning. Children are working toward the achievement of the Digital Technologies content of the Victorian Curriculum F-10.

The policies, procedures and information within this document apply to years 3-6 at Surfside Primary School and are directly in line with our School Values (Respect, Honesty, Teamwork and Achievement).

Access to technology at Surfside Primary School may be withdrawn as a consequence for inappropriate behaviour. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources.

All content including but not limited to files, photos, videos and music must remain appropriate, as deemed by SSPS. Failure to comply with respectful use of an iPad will result in discussion between teacher, student and parent to determine appropriate consequences.

Set up & Use at School

Students will be accessing Internet through the SSPS network. Student internet usage is tracked and logged with filtered website and search criteria. 3G and 4G capability is not allowed and not necessary, however Wi-Fi accessibility is mandatory. <u>4G and 5G are NOT to be used for Internet access whilst at school</u>.

<u>iPads are NOT to be used before school, during recess or lunch breaks, or after school while travelling home.</u>

School Based Apps

Apps:
Surfside Primary School will utilize an iPad management program to install educational school-based apps at the beginning of each school year. These apps will be utilized in the classroom to assist students with their learning outcomes. As the year progresses, apps may be removed, and new apps installed.

Passwords:
Students must enable a passcode on their iPads, with auto-lock set to 5 minutes. They must not share their passcode with other students, but parents must know the passcode.

Students will be assigned a unique password at the start of the school year. Each year this password is reset for security purposes. This password will allow students to access the Surfside Wireless network.

Home screen Set-up:
Students are expected to have all school apps located together on one home screen. All other apps are to be moved to another home screen. This ensures that students can easily locate apps as needed.

Charging:
Students are expected to bring their iPads to school fully charged. There will not be facilities at school for charging. It is recommended students put their device on charge in the evening when they go to bed, as this ensures it is fully charged for each day's learning. There will not be devices for 'loan' at school. Course work will be completed without the iPad if it cannot be used.

Care:
Students are responsible for the care of the iPad they bring to Surfside. iPads that are broken or fail to work properly must be fixed/repaired as soon as possible to continue daily work.

- The iPad is the student's property and should be treated with respect and care
- Always update to the latest iOS version to ensure security and safety
- iPads should not be left in backpacks, or any unsupervised area
- Students must keep their iPad in its case at all times to avoid damage. It is also advised that all devices have screen protectors.
- Students are to keep their devices clean and free from foreign matter

Games & Music

While at school the iPad is a learning tool and educational device, not an entertainment device. Therefore it is to be used for learning, not entertainment. Games, music and other entertainment apps are not be used during school times, nor should appear on the school Home Screen. iPads are not a device to accompany study or tutorials during school.
Certain apps can use a lot of iPad storage and parents will need to monitor to ensure all school required apps can work as expected.

Cyber Safety / Cyber Bullying

Cyber Safety broadly refers to appropriate and responsible behavior online. It includes; online privacy and information protection, good manners and behavior, knowing how to get help to deal with online issues. Students need to be aware that there always exists a permanent and retraceable record of anything sent - photo, text or video / audio. Passwords, personal details or other private information should not be sent or provided without careful consideration first.

Cyberbullying is when technology, such as email, mobile phone, chat rooms and social networking sites are used to verbally or socially bully another person; an ongoing abuse of power to threaten or harm another person. Students who are found to engage in this type of behavior in or outside of the school will face serious consequences.

Page intentionally left blank

Surfside Primary School
1 - 1 iPad Digital Learning Agreement

This agreement must be returned before students are able to utilise their iPads at school.

Student Section

Student Name: _____ Class: _____

I have read with my parents the Surfside Primary School 1-1 iPad Program Digital Learning Agreement.

I agree to follow the rules of the agreement. I understand that failure to follow these rules may result in me having my privilege suspended or revoked.

Student Signature: _____ Date: _____

Parent / Guardian Section

I have read the Surfside Primary School 1-1 iPad Program Digital Learning Agreement.

I give permission for my child to participate. I understand that failure to follow this Digital Learning Agreement may result in my child having their privilege suspended or revoked.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Page was intentionally left blank

FAQs

Why do children need their own iPad in grades 3 and 4?
The Victorian Digital Curriculum and the curriculum in general requires student to meet bench marks in year 3 and 4. Having access to the technology early gives the children the opportunity to learn the appropriate behaviours to manage the devices effectively. Feedback from parents asked for the technology to be made available in years 3 & 4 so that a device could be purchased with 4 years of use gained. Student opinion surveys and Naplan are being implemented in an online format which requires 1-1 access. We also rely on students having access so that we can implement our Indonesian program.

Why do we need to bring our own device?
When families and children own the device, they take great care in looking after this expensive and important resource. Historically schools provided the hardware like desktop computers or laptops. However, our modern learning style requires all children have their own device. When families own and supply the device the learning can go to and from school each day. School owned devices must stay at school and are restricted to only DET licensed software. Families can choose whatever apps they feel are appropriate for their child and use the device for both school and home use. It would be impossible without very large school fees for a school to purchase iPads for each student.

Why iPads and not Samsung or another brand?
iPads have been proven to be the most effective digital device for student learning. Surfside has been utilising iPads for the past 5 years and we have found that the children can intuitively operate iPads without teacher or parent assistance. iPads require minimal technical support which have proven valuable in the classroom.

How much time will my son/daughter be spending in front of an iPad?
It is important to note that the iPad is used as a tool to enhance learning, not as a toy or entertainment. We acknowledge that too much screen time can be an issue amongst students and ensure that we maintain a balance of digital technologies and concrete materials during class. Teachers will monitor time spent on screens and will vary tasks accordingly to ensure children do not spend inappropriate time with screens.

Will iPads stop my child from learning core skills we used to learn?
Ipads are not used as a substitute for core learning and skills like handwriting and mental arithmetic are still an important part of your child's education. The iPad is used to value add to the core skills that we currently teach and hold important at Surfside. The children will continue to develop their understanding using concrete materials and face to face teacher/student interactions. However the iPad allows the children to engage in their learning and express their work and findings in ways that used to be impossible.

Where will a student store their iPad when it is not in use? Eg. Lunchtime
Students are not permitted to use their devices at Recess or Lunch. iPads will be kept in their classroom tub/locker when not in use. Our school insurance does not cover students' personal belongings for damage or theft.
We suggest that parents check with their Insurance company for cover. We also recommend that parents have conversations around the care of their children's devices.

Can a student add their own Apps to their iPad?
The iPad is the property of your family, and as such you may install any App you feel is appropriate for home use. It is important to remember that many Apps have age restrictions, especially Social Networking. School app's take priority over all games and personal content. The iPad will be the student's tool to assist them with their learning.
We have an Acceptable Use Agreement in place and expect all students to meet those expectations. Consequences are in place if students break this agreement.

Do I need an Apple ID?
As you will own the device, you will need to set up an Apple ID.   For optimal iPad use it is recommended that each device has its own Apple ID.
At the start of the school year each device will be enrolled with the schools management software called JAMF. JAMF then provides the device with the recommended school apps for your child's year level. An Apple ID is not needed for this process but strongly recommended for security and tracking purposes.

The minimum age requirement for an Apple ID is 13. This means students will need to have the Apple ID setup using the parents details. Family Sharing is also an option which can be used for children under 13 years of age. *"Children under 13 can't create an Apple ID on their own. However, as a parent or legal guardian, the family organiser can provide verified parental consent for a child to have their own Apple ID, then create it on the child's behalf."* - Apple Support
Here is a link to the information around Family Sharing: https://www.apple.com/family-sharing/

Is my child expected to take their iPad home every day?
Yes, students are expected to take the iPad to and from school each day. This will enable them to fully utilise the device at home and at school. It is expected that the iPad will be charged overnight ready for use the next day at school. Remember: Families own the device. Parents are asked to ensure that the iPad is used responsibly and cared for appropriately in the home environment. **A strong iPad Case will help protect the device in transit.**

Can I recharge my iPad at school?
No: It is expected that the iPad is fully charged upon arrival at school and will not need charging during the day. Student battery chargers are to remain at home and not be bought to school.

Can other people use the iPad?
While it is a family owned device, the iPad is required for the student's education, so it is recommended that it is not used by other people outside of the family.

Can my child access games on their iPad?
Games are not to be accessed through the school network or used or downloaded on the iPad at school. Inappropriate, violent and other unacceptable material must not be accessed or used under any circumstances during school time. Due to age restrictions, Social Networking Apps will NOT be used at school, and are not recommended for Primary School age children. It is the right of parents to determine what is appropriate usage and access in the home environment.

Does my home need Internet access?
The iPad does not require access to the internet to function but an internet connection is needed to download apps. School required apps will be downloaded in class during school time.
If you do not have internet access, please contact your teacher.

What if my child doesn't have an iPad?
If your child does not have an iPad they will not miss out. We always endeavour to provide access to a school owned device that may be shared across classes and year levels, while they are at school.
Personal devices allow greater access for purposeful use - Students are able to create, save and share their learning as needed and are not restricted by school shared devices.

Who can I contact if I have further questions?
Questions regarding the iPad Program can be emailed to our school (surfside.ps@education.vic.gov.au) with the subject line "iPad BYOD Help", or your class teacher via Compass. Your inquiry will be responded to as quickly as possible.