Bounty Boulevard State School

Anywhere, Anytime Program

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1. Foreword

*This handbook has been compiled to provide a ready source of information for parents/carers and students about matters influencing the efficient running of the **Anywhere, Anytime Program** at Bounty Boulevard State School. All students and families should be thoroughly conversant with its contents and follow all guidelines. Please note this handbook is subject to change.*

2. Introduction

Technology is woven into every aspect of our lives, therefore the integration of technology into the classroom is necessary. The way in which teachers and students communicate and engage in the teaching and learning process is fundamentally altered when technology is embedded. The integration of mobile devices such as the iPad open up a whole new world of personalised learning, creativity, collaboration and engagement. Learning can be extended beyond the walls of the classroom, enabling students to continue their learning anywhere, anytime.

While digital tools can be used to support and enhance teaching practice and learning experiences, **technology does not change what it takes to learn**. The **teacher,** through their guidance and explicit direction of the learning journey **and the students**, through their motivation and work output **remain the most critical factor within every classroom**.

Bounty Boulevard State School embeds technology into the curriculum and utilises the iPad as a tool for learning, equipping students with the knowledge and skills required for later schooling and beyond.

3. Devices

At Bounty Boulevard State School we highly encourage all parents and carers to supply a compatible iPad for their child as a tool for learning. Regardless of year level, if your child brings their own device, they will be able to access 24/7 learning anywhere, anytime. As a parent/carer, you will also have the opportunity to regularly engage in your child's learning anywhere, anytime; not just at school.

A seamless learning environment between home and school strengthens the opportunities for your child to engage in quality learning experiences. It also allows students the opportunity to take the initiative to prepare for future learning experiences and have accountability over this. As a parent/carer, you will have the opportunity to regularly engage in your child's learning anywhere, anytime; not just at school.

In Prep – Year 2, where students do not have their own device, school iPads will be accessible on a rotational basis between the classes.

In 2022, all classes from Year 3 – 6 will continue to be a part of the Anywhere, Anytime Program that facilitates 1:1 iPads within the classroom.

As part of the program, if you are unable to provide a compatible device for your child, we may be able to provide an iPad, however this may be on a shared basis due to numbers and resourcing within the school. School provided iPads must remain at school.

4. Paperwork Required

Only students whose families have returned their **iPad Agreement** (pink form) and completed their **Online Services Consent Form** (completed online using Survey Manager) by the due date will be granted approval to use an iPad (personal device/school owned device) at Bounty Boulevard State School.

iPad Agreements will remain current until students leave the school, unless they are amended by Administration. Online Services Consent Forms (OSCF) must be completed for each learning phase or at least every two years (P-2, 3-4 and 5-6). An OSCF may also be generated and distributed to families in the event the school identifies a new service that may be used in classrooms.

A two-week period at the beginning of the year will allow all students the opportunity to complete the appropriate forms.

Online Services Consent Forms (OSCF) are distributed via email to all families from our surveys email survey@bountyboulevardss.eq.edu.au. The email contains a unique link & login details to a Survey Manager form, where families are asked to give yes or not consent to each 3rd party service or app used. Students who join Bounty at any stage after the beginning of the 2022 school year will have the form emailed home to families shortly after enrolment.

Please note that the Surveys inbox is not monitored for parent enquiries. Please direct any questions regarding the OSCF to classroom teachers in the first instance, or to the Administration Office. The email can be resent upon request via the classroom teacher or the office. Additional copies of the iPad Agreement (pink form) can be obtained through the office.

5.BYOD Specifications

We understand that every one of our families is different and that their financial access to a set device may differ. Therefore, we allow students to use an iPad that can utilise the latest operating system (IOS) and support the installation of the most recent applications.

Older iPad models will not operate certain apps, will have difficulty connecting to our school internet system and could pose as security issues, thus they are not supported by Bounty Boulevard State School. If you are purchasing a new device then the iPad (9th Generation) is the recommended device to purchase.

If you are unsure of what iPad model you have, you can visit Apple's website here: https://support.apple.com/en-au/HT201471

Below are the BYOD Specifications for 2022:

BYOD Specifications 2022		
Device Name	**Storage Capacity**	**Supported at Bounty**
iPad 1st Generation	**64 GB or 128 GB** The storage capacity specifications have been chosen to ensure students have enough space for schoolwork/apps and personal apps. If your child already has a 32 GB iPad from the supported list, and will be bringing this to school, it will be compatible, but please be mindful of the available storage on the device if a large number of non-school apps and videos are downloaded.	No
iPad 2nd Generation		No
iPad 3rd Generation		No
iPad 4th Generation		No
iPad Mini (2nd, 3rd, 4th, 5th or 6th Generation)		No
iPad Air 1st Generation		No
iPad Pro (all Generations)		Yes
iPad Air 2		Yes
iPad Air 3rd Generation		Yes
iPad Air 4th Generation		Yes
iPad 5th Generation		Yes
iPad 6th Generation		Yes
iPad 7th Generation		Yes
iPad 8th Generation		Yes
iPad 9th Generation (recommended)		Yes

Please note, we do not accept cellular (3G/4G) models, unless the Sim Card is completely removed from the device.

iPad minis are not supported as they do not meet the minimum resolution and screen size requirements set by ACARA standards.

6. Other Equipment

All students must supply working headphones, as required in the booklist. If you child is bringing their own device, a protective case is also required. Cases will be provided for all school iPads.

Additional equipment students from all year levels may bring, store and use at school include:
- Stylus Pen
- External keyboard
- iPad sleeve
- Any other related peripherals negotiated with the teacher.

All equipment should be clearly named and stored in the classroom as directed by the teacher.

7. App & Software requirements

If your child has their own device, apps listed on Bounty Boulevard State School iPad List are to be installed by **Friday February 13th, 2022,** as described in the iPad Agreement.

BYO Devices - Installing and Managing Apps at home:

Parents are responsible for purchasing and downloading the required school apps, as well as ensuring the device and apps are regularly updated. Once the apps are purchased/downloaded, they are the property of the purchaser (parent/student).

If you have more than one student at Bounty, you can also utilise Family Sharing. Family Sharing makes it easy for up to six family members to share iTunes, iBooks and App Store purchases and iCloud storage plan. Your family can also share a photo album, calendar, reminders and even help locate each other's missing devices. Please be aware of enabling photo sharing across devices as this can impact storage space.

To view more information on Family Sharing or how to set it up, please follow this link: https://support.apple.com/en-us/HT201088

While the current cost to purchase all of the apps is currently sitting just under $5.00, the booklist has been reduced to support this cost. A semester by semester review will take place of the app list and possible additions to the list of apps may occur. All changes will be communicated to families.

We also recommend buying an iTunes Card when on special, as this can save you up to 30%. The use of Apple's Family Sharing to ensure that apps need only be purchased once for the whole family's use forever.

Should you select this option, all apps listed in the app list, including the paid app, are required on the device by Friday Term 1, Week 2.

School Devices - Apps on School iPads

School iPads will have all required applications pre-installed. Parents/Carers are encouraged to pay the Voluntary Contribution Scheme to assist with cost of the up-keep and management of the devices/apps.

8. General Care for All Devices

General Precautions

It is recommended that:
- iPads are always carried with two hands, holding it against the chest, unless otherwise directed
- Students walk when carrying the iPad
- Hands are washed and dry before using the iPad
- Food and drink are kept in a separate area to the iPad
- Students only use the apps their teacher instructs them to use
- iPads are only used while sitting, unless otherwise directed
- Cords, cables, and removable storage must be inserted into, and removed from the iPad carefully

Damages

Students are responsible for the general care of the iPad (personally owned and school borrowed device). All devices are monitored by teachers at school and rules are in place to prevent foreseeable problems and damage however, from time to time, accidents may occur. If damage is caused by deliberate or careless actions of a student (owner or others), the costs of repair will be passed onto those involved and necessary behaviour consequences may result. The decision around the responsibility for repair costs is at the discretion of the Principal.

Screen Care

The screen can be damaged if subjected to rough treatment. They are particularly susceptible to damage from excessive pressure and can be costly to repair.

It is recommended that students avoid:
- Leaning on the iPad
- Placing anything near the iPad that could put pressure on the screen

Students should regularly clean their screen with a soft, dry cloth or an anti-static cloth.

Battery Maintenance

The battery life of portable devices is improving as technological enhancements are made. To get the most out of the battery life, follow these simple tips:

a. Reduce the screen brightness to a comfortable level;
b. Lock the iPad screen when not in use; and
c. Close all running programs when not in use.

Breaches

Any breaches of policies may result in the student being referred to school administration and discipline administered in accordance with the School Behaviour Policy. This may include denial of access to the iPads for some time, and other consequences.

9. BYOD Procedures

When a BYOD should be bought to class

Unless specifically advised otherwise by the teacher, students should bring their device to school **every day** and take it home every day. Some lessons will require the formal use of devices, while others will provide informal opportunities to use technology to complete tasks efficiently. It is imperative that the devices be available for use at the teacher's discretion. Since some lessons are specifically designed for the use of devices, students who fail to bring their device to school without a valid reason may face consequences regarding their lack of preparation. If students inadvertently leave their device at home, they are to report this to their teacher upon arrival.

Daily Preparation of Device

Prior to arriving at school, students should complete the following checks on their device:

- Close all tabs on Safari
- Close all running programs
- Check and perform software/app updates
- Check/mange storage availability
- Ensure device is fully charged

Should students arrive at school without a fully charged device, or if their device loses significant charge throughout the day, they should communicate this with their teacher.

Transporting of Devices

Devices must be transported to and from school in protective cases in student's backpacks. A waterproof sleeve is recommended to avoid the iPad getting wet. Drink bottles should be kept in a different compartment for further protection.

Throughout the day, if walking around the school, students should show respect to property and avoid damage by carrying their device with two hands against their chest.

Security of Devices

Devices will remain in the classroom between 9am - 3pm. Students may take their devices into classrooms once their teacher has opened the classroom for the day. Teacher's discretion will determine where the devices will be stored within the classroom during the day.

If entering the LIC or attending rehearsals/training before or after school, students should take their devices in with them. Under no circumstances should devices be left in unsupervised areas.

If students elect to take their device to a lunchtime club, it is their responsibility to look after the device for the break and follow school rules around usage.

Before & After School Usage

Devices are not permitted to be used on school grounds before or after school, without permission from a member of staff.

Lunchtime Usage

Students are not permitted to use their devices at lunchtime unless under the direct supervision of a staff member in a lunchtime club.

Outside of School Hours Care

Storage and use of devices at outside of school hours is at the discretion of the supervisors.

Storage

At Bounty, we recommend an iPad that has 64GB of storage or more. This will allow for all the school apps as well as your child's personal apps and photos. If students have a 32GB iPad, then we ask that parents/carers please monitor the storage space to ensure there is adequate space for school work. If you'd like to find out which apps are using storage space, it is possible to do this on the iPad itself. Just select *Settings -> General -> Usage*.

Screens Down/Apples Up

When devices are in use and the teacher wishes to address the class, it is best for students to put their screens down so that the devices are not a distraction. The instruction to put screens down should be complied with promptly.

Use of Headphones

Student *may not* use headphones or play audio clips on their devices in class without prior permission of the class teacher. A set of headphones should be kept in their tidy tray as per the booklist requirements. Headphones should be clearly named.

Gaming

Students may have home games/personal apps on their devices. Such apps/games/websites medias are not permitted for use during school hours. This includes access to iMessage and social media.

Network Connectivity

3G and 4G compatible devices (cellular models) are not permitted to be used at school, unless **the SIM card is completely removed from the device**. This policy has been made to ensure that our school network is not compromised and that students are not able to access an unfiltered internet connection whilst at school.

Devices that have a VPN installed are also not permitted to be used at school until **the VPN is uninstalled and removed from the device.** VPNs are a security risk to the network, and devices with them will not be permitted to connect.

Students will be provided with a unique username and password to log into the school's network. Teachers/IT Support Staff will assist with connectivity as required. Students should be aware that they are held responsible for their actions while using the Internet and online communication services at school. Students will be held responsible for any breaches caused by other person(s) knowingly using their account to access internet and online communication services.

The school reserves the right to restrict/remove access of personally owned mobile devices to the intranet, internet, email or other network facilities to ensure the integrity and security of the network and to provide a safe working and learning environment for all network users. The misuse of personally owned devices may result in disciplinary action which includes, but it not limited to, the withdrawal of access to school supplied services.

Logins/Passwords

Teachers will create accounts for students on various platforms to assist with teaching and learning as listed in the App List and Online Services Consent Form. It is the student's responsibility to ensure their passwords are secure and not shared with, or used by others.

Students are welcome to have a passcode on their iPad. At times, this may need to be shared with their teacher or IT staff to assist with connectivity.

Saving Work

Students will be directed to save their work on approved platforms at the discretion of the classroom teacher. It is requested that work is not deleted from the iPad until directed by the teacher.

Airdrop
Students should **only** airdrop when requested by their teacher, and only to the device requested. Airdrop transfers may be monitored for inappropriate activity.

Photographing, Videoing & Recording
Students are prohibited from photographing, videoing and/or recording students or staff without their permission.

Monitoring Student Devices at School
At Bounty, we utilise Apple Classroom – an in-built IOS app that turns the iPad into a powerful teaching assistant, helping a teacher guide students through a lesson, see their progress, and keep them on track. With Classroom, an app or web address on every students' device can be launched at the same time, or different apps or sites can be launched for different groups of students. It also has the ability to lock individual or whole class devices. Please note however that the technology will not work outside of each classroom it has been set up in, as the devices require proximity for Apple Classroom to function.

Classroom helps teachers focus on teaching, so students can focus on learning. Teachers will use this app as part of the teaching and learning that is occurring within the classroom, to ensure that children are abiding by the iPad Agreement. Student devices will be required to be named '*student name – class*'. E.g. 'John – 4 Red'. Students are also prohibited from altering the settings within the Apple Classroom menu on their device once it has been configured and connected to their classroom teacher's device, which should look like the below:

> **Join Classes** set to <u>AUTOMATICALLY</u>
>
> **Lock Apps & Device** set to <u>ALWAYS</u>
>
> **AirPlay & View Screen** set to <u>ALWAYS</u>

(Classroom will appear in the settings menu under Bluetooth once it has been set and configured on a student device. It is built-in and does not require downloading separately.)

Monitoring Student Devices at Home
Screen Time
A feature called 'Screen Time' is available as part of the iPad Software. Parents can access their child's Activity Report right from their own iOS devices to understand where their child spends their time, along with the opportunities to manage apps and their settings.

Screen Time also gives parents the ability to schedule a block of time to limit when their child's iOS device can't be used, such as bedtime. During this time, notifications from apps will not be displayed, and a badge will appear on apps to indicate they are not allowed to be used. Parents can choose specific apps like books that will always be available, even during downtime or after a limit is spent.

Please see the following link for more information: https://support.apple.com/en-us/HT208982

Restrictions
You can use 'restrictions' (also known as parental controls) to block or limit specific apps and features on your child's iPad. Please ensure the restrictions in place do not limit your child's capacity to access certain apps or materials while at school. An example would be the restriction set on an App such as safari.

These restrictions are protected through the use of a passcode. The passcode should not be the same as your child's passcode (if they have one on their device), and should not be shared with your child.

Please see the following link for more information: https://support.apple.com/en-us/HT201304

10.   School Device Procedures

When Will School Devices Be Accessed
School devices for students in Prep - 2 will be booked and accessed by staff on a rotational basis. Students in Years 3 – 6 will be provided access to a school device as negotiated by the Leadership Team.

Returning Devices
After using a school device, it is requested that students:
- Close all tabs on Safari
- Log out of programs (Prep – Year 2 only)
- Close all running programs
- Restart the device (Prep – Year 2 only)
- With teacher assistance, carefully place device back on charge

Transporting of Devices
If walking around the school, students should show respect to property and avoid damage by carrying their device with two hands against their chest.

Security of Devices
Devices will remain in classrooms. Teacher's discretion will determine where the devices will be stored within the classroom during the day.

In Years 3-6 it will be at the discretion of staff if students have permission to take a school device to a lunchtime club. Where possible/necessary a school fleet of iPads will be provided at the club.

Lunchtime Usage
Students are not permitted to use their devices at lunchtime, unless under the direct supervision of staff member supervising the club.

Storage
Students should notify their teacher if they are running out of storage on a borrowed device.

Screens Down/Apples Up
When devices are in use and the teacher wishes to address the class, it is best for students to put their screens down so that the machines are not a distraction. The instruction to put screens down should be complied with promptly.

Use of Headphones
Student *may not* use headphones or play audio clips on their devices in class without prior permission of the class teacher. A set of headphones should be kept in their tidy tray as per the booklist requirements. Headphones should be clearly named.

Gaming
Students will only have access to school Apps on a borrowed device. Students will not have access to download apps of their choosing on the device.

Network Connectivity
Students will be provided with a unique username and passcode to log into the school's network. Teachers will assist with connectivity.

Students should be aware that they are held responsible for their actions while using the Internet and online communication services at school. Students will be held responsible for any breaches caused by other person(s) knowingly using their account to access internet and online communication services.

The school reserves the right to restrict/remove access of personally owned mobile devices to the intranet, internet, email or other network facilities to ensure the integrity and security of the network and to provide a safe working and learning environment for all network users. The misuse of personally owned devices may result in disciplinary action which includes, but it not limited to, the withdrawal of access to school supplied services.

Logins & Passwords

Teachers will create accounts for students on various platforms to assist with teaching and learning as listed in the App List and Online Service Consent Form. It is the students' responsibility to ensure their passwords are secure and not shared with, or used by others.

Students are prohibited from having a passcode on their borrowed device.

Saving Work

Students will be directed to save their work on approved platforms at the discretion of the classroom teacher. It is requested that work is not deleted from the iPad until directed by the teacher to do so.

Airdrop

Students should **only** airdrop when requested by their teacher, and only to the device requested. Airdrop transfers may be monitored for inappropriate activity.

Photographing, Videoing & Recording

Students are prohibited from photographing, videoing and/or recording students or staff without their permission.

Monitoring Student Devices at School

Apple Classroom turns the iPad into a powerful teaching assistant, helping a teacher guide students through a lesson, see their progress, and keep them on track. With Classroom, an app or web address on every students' device can be launched at the same time, or different apps or sites can be launched for different groups of students. It also has the ability to lock individual or whole class devices. Please note however that the technology will not work outside of each classroom it has been set up in, as the devices require proximity for Apple Classroom to function.

Classroom helps teachers focus on teaching, so students can focus on learning. Teachers will use this app as part of the teaching and learning that is occurring within the classroom, to ensure that children are abiding by the iPad Participation Agreement. Borrowed devices issued by Bounty will already be named in the correct convention and are not able to be changed. The settings for Apple Classroom are automatically configured and are not able to be changed by the student.

11. Cyber Safety/Cyber Bullying

While web filtering is used to help prevent students from accessing potentially harmful sites, if a student believes they have received a virus, or they have received a message or other online content that is inappropriate or makes them feel uncomfortable, they must inform their teacher, parent or caregiver as soon as possible.

Students must never send, post or publish:

- Inappropriate or unlawful content which is offensive, abusive or discriminatory

- Threats, bullying or harassment of another person

- Sexually explicit or sexually suggestive content or correspondence

- False or defamatory information about a person or organisation

- Full name, school, address or phone number

It is requested that parents/caregivers and student read and follow *Appendix 1 – BBSS Cybersafety Agreement* provided during Enrolment Interviews.

12. Digital Citizenship

Students should be conscious creators of the content and behaviours they exhibit online and take active responsibility for building a positive online reputation. They should be conscious of the way they portray themselves, and the way they treat others online. Students should be mindful that the content and behaviours they have online are easily searchable and accessible. This content may form a permanent online record into the future. Interactions within digital communicates and environments should mirror normal interpersonal expectations and behavioural guidelines, such as when in a class or the broader community. Parents are requested to ensure that their child understands this responsibility and expectation.

The school's Positive Behaviour for Learning also supports students by providing school related expectations, guidelines and consequences.

Appendix 1 – BBSS Cyber Safety Agreement

As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules.

1. I cannot use school ICT equipment until my parent(s) and I have signed my use agreement form and the completed form has been returned to school.
2. I can only use the computers and other school ICT equipment for my schoolwork and learning.
3. If I am unsure whether I am allowed to do something involving ICT, I will ask a teacher.
4. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my user name or password.
5. I will not tell anyone else my password.
6. I will only go online or access the Internet to complete my classroom learning tasks.
7. I understand that I must not, at any time, use the Internet, email, iPads, mobile phones or any ICT equipment to be mean, rude, offensive, or to bully, harass, or in any way harm anyone else connected to our school, or the school itself, even if it is meant as a 'joke'.
8. While at school, I will not:
9. *Attempt to search for things online I know are not acceptable at our school. This could include anything that is rude or violent or uses unacceptable language such as swearing; or*
10. *Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at Bounty Boulevard State School.*
11. If I access any website or email that is violent, mean or rude or things I know are not acceptable at our school on any ICT, I will:
    a. *Not show others, and*
    b. *Inform a teacher immediately.*
12. I understand that I must not download or copy any files such as music, videos, games or programs without the permission of a teacher. This is to ensure Bounty Boulevard State School complies with Australian copyright laws.
13. Personal ICT equipment can only be used at school after approval from a teacher. Mobile phones are to be signed into the LIC before school for safe-keeping, and can be collected at the end of the school day. I understand that Bounty Boulevard State School will not be responsible for any loss or damage to any privately-owned ICT device at school.
14. I will not connect any device, such as a USB drive, to school ICT to run or install any software, without a teacher's permission. This includes all wireless technologies.
15. The school cybersafety rules apply to any ICT brought to school including mobile phones.
16. I will ask my teacher's permission before giving out any DoE personal information online, such as my first name and school email address.
17. I will not use any device from home or from school to communicate inappropriately with other students during school time.
18. I will not provide personal information online which includes:
    a. *Full Name*
    b. *Address*
    c. *Private Email address*
    d. *Phone numbers*
19. I will respect all school ICT and will treat all ICT equipment/devices with care. This includes:
    a. *Not intentionally disrupting the smooth running of any school ICT systems*
    b. *Not attempting to hack or gain unauthorised access to any system*
20. *Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT*
21. *Reporting any breakages/damage to a staff member.*
22. I understand that if I break these rules, the school may need to inform my parents. In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs to any equipment that is wilfully damaged.