



**2021**

# **iPad Program Information Booklet**

**A BYOD tool enhancing learning for  
Years 4, 5 and 6 students since 2013**

# CONTENTS

OUR VISION AND MISSION .....	3
THE CURRICULUM .....	3
OUR FINDINGS OF THE PROGRAM .....	3
DEVICE REQUIREMENTS .....	4
PURCHASING OPTIONS .....	4
IPAD SET-UP AND APPLE ID .....	5
SCHOOL MANAGEMENT OF IPAD .....	5
RESPONSIBILITIES .....	6
SCHOOL RESPONSIBILITIES .....	6
TEACHER RESPONSIBILITIES .....	6
PARENT RESPONSIBILITIES .....	6
STUDENT RESPONSIBILITIES .....	6
DIGITAL CITIZENSHIP AND CYBERSAFETY .....	7
CYBERBULLYING AND ONLINE PROTECTIVE BEHAVIOURS .....	7
SOCIAL NETWORKING .....	7
CONSEQUENCES OF INAPPROPRIATE USE AT SCHOOL .....	7
FREQUENTLY ASKED QUESTIONS .....	8-9

## SCHOOL VISION AND MISSION STATEMENT

### OUR VISION – OUR WHY

Together in faith, we grow and nurture our students to be compassionate, creative and critical thinkers for the future.

### OUR MISSION – OUR HOW AND WHAT

This will be achieved through our pedagogy of: *Visible Learning, Inquiry Learning and Explicit Teaching.*

St Francis Xavier's will have a whole school focus on literacy and numeracy, particularly in the Early Years. Literacy and numeracy will be consolidated through a STEAM approach used in Year 3 and 4 and a Design thinking approach in Years 5 and 6.

Thus, developing our children's skills and capabilities. Running parallel with this will be the dispositions of **Community, Creativity, Collaboration, and Communication.**

- Spirituality:* What it is to Know, Love and Serve God by following the traditions of St Francis Xavier and the charism of our Josephite heritage
- Inclusiveness:* What it is to Know, Love and Serve God by being Inclusive and celebrating cultural diversity.
- Learning:* What it is to Know, Love and Serve God by a love of learning that is authentic and challenging and inspires them to be compassionate, critical, creative thinkers for the future.

## THE CURRICULUM

The Australian Curriculum is made up of individual Learning Areas, Cross Curriculum Priorities and General Capabilities. It is in the dimension of General Capabilities that we find reference to the use of the Information and Communication Technologies (ICT). At St Francis Xavier's we strive to respond to and keep up to date with the use of various digital technologies to empower our students on their learning journeys. To find out more visit:

<https://www.australiancurriculum.edu.au/f-10-curriculum/general-capabilities/information-and-communication-technology-ict-capability/>



## OUR FINDINGS OF THE PROGRAM

Our BYOD program began in 2013 for Year 4 and then progressed to include Year 6. Throughout our experience we have found that several advantages of the iPad program which include:

- Access to knowledge and information
- Access to rich media including digital stories, images and video;
- Increased productivity and enhanced creativity
- The operating system of the iPad is very reliable, ensuring maximum up-time;
- Provides simple yet sophisticated text, audio and video based communication facilities for collaboration with peers, teachers and experts in a local, national or global context;
- Enhanced content management and teacher, peer and self feedback processes
- Promotes sharing of the student's learning journey with teachers, parents and peers
- Ability to personalise learning and provide work targeted at the correct level for students better meeting individual student needs
- High student engagement both independent and collaborative.

## DEVICE REQUIREMENTS

# iPad Requirements



An iPad 5th Generation or newer model  
An iPad mini is unsuitable



A **minimum of 32GB**



IOS13 required (IOS14 needed in 2021)



3G or 4G network is NOT permitted



A robust protective case which includes screen protection



AppleCare and insurance to protect against theft and damage is recommended

5&6

Years 5 and 6 bring their iPad  
**Week 2**

Yr 4

Year 4 bring their iPad  
**Week 4**

## PURCHASING OPTIONS

### Option 1 - Pre Owned

Supply your child with an existing family owned device if it meets the suitability requirements above and **reset to factory settings**

### Option 2 - Bulk Purchase

Choose to purchase your iPad from CompNow

Visit:  
[shop.compnow.com.au/school/sfxcairns](http://shop.compnow.com.au/school/sfxcairns)

### Option 3 - Preferred Supplier

Purchase your student's device from your preferred supplier, ensuring it meets the program requirements

## IPAD SETUP AND APPLE ID

An AppleID is NOT required to download the necessary applications for the iPad to be used at school. This step can be “skipped” during set up. If you wish to install other apps beside the school assigned ones you are welcome to create an AppleID or use an existing one. Please be mindful of the age appropriateness of some apps and services. Further reference is made to this later in this document. **We recommend that parents do not share the password with their child.**

We advise parents to note that Apple’s Terms and Conditions to create an AppleID / iTunes account are that the person is 13 years or older. Our advice is that this is adhered to if you choose to create an AppleID. If you are not able to download this prior to participation in the program, the school can arrange for it to be downloaded. Similarly, iMessage and Facetime have an age restriction of 13+. We encourage these services to be disabled and deactivated on the device to adhere to terms and conditions and also reduce classroom interruptions.



If you have already created an AppleID, we ask that you download the Intune Company Portal App by Microsoft Corporation. <https://apps.apple.com/au/app/intune-company-portal/id719171358>  
Your student will use with their first activity when they use the device.

The administration of the iPad is a partnership between parents and the school and is strongly recommended that parents have a clear understanding of what is downloaded on your child’s iPad. It is a parental responsibility to regularly monitor their child’s device to ensure that its use is appropriate and supports the expectations described in this booklet.

If you wish to purchase paid apps we strongly urge that you **DO NOT** use or store your credit card with iTunes and instead only use iTunes gift card redemptions for any purchasing. We offer this advice solely so that there are no unintended purchases in the event of your child discovering your iTunes password.

You are not required to do any setup at home, if you choose not to. This will be done on the first days the iPad comes to school.

iPad Tutorial: <https://www.apple.com/support/ipad/>

iPad Tips and Tricks: <https://tips.apple.com/en-au/ios/ipad>

Further information visit: <https://appleid.apple.com/>

## SCHOOL MANAGEMENT OF IPAD

### RECEIVING SCHOOL APPS

Once the device is enrolled in the School’s *Mobile Management System*, the required apps will automatically be assigned and installed on the device. This will occur at the start of the year and also throughout the year if additional Apps are required. These apps will be purchased by the school at no additional cost outside of the school levies. The school will automatically remove the apps when they are no longer required. When you leave St Francis Xavier we will remove the Mobile Management System from the device.

### EMAIL ACCOUNTS

All students are issued with an email address that is set up by your child’s classroom teacher on the device. Your child’s email address is generally; [icitizen@cnsstu.catholic.edu.au](mailto:icitizen@cnsstu.catholic.edu.au)

**Students are only to use this allocated email address and we strongly discourage students from using alternate email addresses i.e. Gmail or Hotmail accounts. This is in the interest of protecting our students, our Diocese has a filter system that helps to monitor email correspondence.**

### HOME APPS

If you wish, you can install additional apps onto the iPad however we recommend that you DO NOT use or store your credit card details on the device. **We ask that no more than five (5) personal game apps are loaded onto the iPad.**

It is the parent’s responsibility to ensure that any apps, images, books and music are suitable for a school environment. If teacher’s find that apps, images, books or music are not suitable they will request that they are removed or it may be removed by the classroom teacher.

## RESPONSIBILITIES

### School Responsibilities

- Facilitate ongoing professional development and collaboration
- Maintaining ongoing communication and information sharing with parents
- Ongoing research into and monitoring of iPad activities during school hours
- Deployment of teacher selected apps
- Support enrolment and management of iPad interactivity with the school's management system.

### Teachers' Responsibilities:

- Maintaining ongoing communication and information sharing with parents
- Facilitating and participating in ongoing teacher professional development and collaboration
- Utilising effective pedagogy
- Maintaining a core focus on the national curriculum
- Establishing clear and effective protocols and procedures for iPad use, storage and transportation
- Use online sites and digital tools that support students' learning
- Monitoring student iPad activities during class times
- Keeping secure student passwords and student lockcodes
- Encourage cyber-safe behaviours
- Reinforce the school's rules and expectations when using technology.

### Parents' Responsibilities:

- Monitoring the use of the iPad outside of school and knowing all lockcodes
- Maintaining an interest in your child's education through regular discussion
- Maintain involvement and communication with your child's classroom teacher by attending meetings, discussions and keeping up to date with correspondence with iPad expectations and usage
- Ensuring all equipment is provided for your child and their device meets minimum specifications
- Regularly check the condition of the iPad to ensure safety, protection and security of the device
- Being responsive for repairs and maintenance issues
- Understanding there is no insurance through the school for theft or damage
- Ensuring regular syncing and back-up
- Ensuring that there is enough memory available for your child to engage in all educational requirements.
- Monitoring your child's use of electronic devices outside of school, discerning suitability of its use and encouraging sensible internet usage and awareness of their digital footprint
- Ensuring that your security processes are in place for passwords and purchasing
- Ensuring that social media forums such as **iMessage**, TicTok, Instagram, Snapchat, Kik, Facetime, Messenger are **NOT downloaded and activated** as they are disruptive to school life and age restricted, in most cases users need to be 13+

### Students' Responsibilities:

- Ensuring responsible use at all times according to the school policy and guidelines
- Ensuring careful handling and transporting of devices
- Ensuring your iPad is brought to school every day, fully charged
- Removing of unnecessary content that may restrict memory and impair educational usage
- Ensuring your iPad remains inside a robust protective case at all times
- Ensuring the school lockscreen remains on your device during school hours
- Ensuring you adhere to the terms and conditions of all app and online activities (i.e. social media, email)
- Follow the school's acceptable use agreement
- Keeping passwords and your lockcode secure and only sharing them with parents/carers and your teacher
- Report damage and concerns immediately to an adult.



## DIGITAL CITIZENSHIP AND CYBERSAFETY

St Francis Xavier's School believes that educating our students to be safe and ethical cybercitizens is absolutely essential both at school and as a partnership between home and school. Our students are spending more and more time in online environments and we need our students to be people who 'chose to do the right thing' especially so when 'no one is watching'. Safe and ethical behaviour is explicitly taught and we request that this is supported at home too. Sometimes the online environment 'feels' different and sometimes it feels anonymous. We encourage our students to be respectful at all times of both themselves and others and not participate, but report, hurtful online behaviours. We recommend to parents to regularly check their child's email and online activities and participate in active discussion about respectful behaviours. If your child experiences meanness, bullying or any inappropriate behaviour, take a screen shot of the activity and report it immediately.

We encourage parents to:

- Make time to sit with your child, see how they are using the internet and regularly monitor their activities
- Review who they are connected to online
- Have the screens in a shared and viewable space
- Ask them to show you the games they play and their 'in app' conversations
- Support the terms and conditions of Apps and social networking sites
- Limit usage times and especially restrict the use of the iPad before bed. View this BTN article with your child to help them make better bed time choices: <http://www.abc.net.au/btn/story/s3809197.htm>

### CYBERBULLYING AND ONLINE PROTECTIVE BEHAVIOURS

Students should be conscious of the content and behaviours they exhibit online and take active responsibility for building a positive online reputation. Students should be conscious of the way they portray themselves and the way they treat others online, being mindful that online content and behaviours can be easily searchable and accessible. St Francis Xavier's School believes that interactions within digital communities and environments should mirror everyday normal interactions.

We strongly encourage parents to download and read the free online safety guide provided by the Australian Government eSafety Commission. This guide covers some key online safety concerns for students and offers a range of practical tips and advice on what to do if things go wrong. It also provides a list of important services that can offer further support.

<https://www.esafety.gov.au/parents/online-safety-guide>

**To complain and report unethical online behaviours:**

<https://esafety.gov.au/complaints-and-reporting/cyberbullying-complaints/i-want-to-report-cyberbullying>

### SOCIAL NETWORKING

Catholic Education restricts access to social networking at school. As most social networking sites are blocked, this blocking will not extend to use at home. Students who do not meet the terms and conditions of the account provider will be reported to the provider (i.e. Facebook, Instagram etc).

iMessage	13+	iTunes (Unless a child is listed under the family sharing account)	13+		
TikTok	13+	Snapchat	13+	KiK	17+
Facebook	13+	Twitter	13+	Instagram	13+
Tumblr	13+	Skype	13+	YouTube	13+
Messenger	13+	WhatsApp	16+	Monkey	17+

For further advice visit: [www.common sense media.org](http://www.common sense media.org) [www.thinkuknow.org.au/](http://www.thinkuknow.org.au/)

### CONSEQUENCES OF INAPPROPRIATE USE AT SCHOOL

Any inappropriate use at school is unacceptable and is subject to disciplinary action and exclusion from school networks and resources. Parents may be notified that the iPad has been confiscated. It is a school requirement that the school issued lockscreen is in place on your child's device at all times when at school.

## FREQUENTLY ASKED QUESTIONS

### **My child already has an iPad. Can that be used instead of purchasing a new one?**

Yes, as long as it meets the requirements of this program they may use this as a school device. An iPad mini is no longer suitable. The iPad must be reset to factory settings. Please be aware that it may need replacing at some point during the three year program.

### **Do I need to buy a case to protect the iPad?**

**Absolutely.** We strongly encourage you buy a case for your child's iPad in order to protect the device from damage. The iPad is not indestructible. We recommend investing in a 'Survivor' case. We encourage this case to remain on the iPad at all times. Many popular cases do not often provide the same level of protection and often result in damage, especially when they do not include screen protection.

### **Do I need wifi at home?**

When using wifi at home it is your responsibility to monitor your child's usage as the security filtering that we use at school will not be in effect. *Your supervision is essential and we encourage parents to regularly check their child's online activities (e.g. browsing history and correspondence).*

### **Can I back up my child's iPad on a PC?**

The iPad connects to either a Mac or a PC. The iPad will sync, backup and talk to both Windows PC or iMac desktops and laptops. We recommend that the iPad is backed up on a home computer/icloud in case of damage or theft. Information about the restoring and backing up iPads can be found at the Apple website <http://support.apple.com/en-au/HT201252>.

### **What apps should I purchase and install so I am ready for school?**

You will not need to purchase any apps as the school will share apps with your device.

### **Does my child bring the iPad to school on the first day of Year 4?**

No. We would like to establish clear expectations and classroom practices before iPads are brought into school. Teachers will discuss with students how iPads are transported, managed, stored, used and set up before we ask the students to bring them.

### **How should the iPad be transported to and from school?**

The iPad must be in its protective case (e.g. Survivor Case) at all times. Students must take their iPad home each night to recharge the battery.

### **Will their iPad be secure at school?**

At school, the classrooms are locked and secured when unattended. We do encourage purchasing the insurance package with the recommended bundle. This covers theft and damage.

### **Will the iPad battery last all day?**

If the iPad has been brought to school with 100% battery power it will last for the school day. You can also go online to access tips for extending battery life. Visit: <http://www.apple.com/au/batteries/maximizing-performance/>

### **Can the school's network handle the load of every student and teacher having an iPad?**

The school has invested quite heavily in infrastructure to ensure that the network will be able to cope with the demands of all the students and staff having laptops and iPads that require network access.

### **Will my child be using the iPad all day?**

No. The iPad is a tool for learning that will be used along with all the other useful tools available in the home and school.

### **What about handwriting?**

Students will continue to write with paper and pen and work to improve their handwriting.

### **What about homework on the iPad?**

There may be times when homework is required to be completed on the iPad at home. However, your child's teacher will communicate this with you.



### Will my child's eyes be adversely affected by looking at an iPad screen all day at school?

We are explicitly aware of children's over exposure to screens. At school we do not use the iPads for extended periods. Typical use of the iPad includes using the camera and recording of student learning. We also reinforce a number of techniques to relieve and reduce eye strain.

Time engrossed in a variety of displays can put a tremendous strain on your vision and may have lasting consequences for your long-term eye health. These are some simple things you can do to prevent any lasting effects:

1. **3 B's: Blink, Breathe, and Break.** When looking at a computer or handheld digital device they tend to blink two to three times less than they normally would. This can often lead to "dry eye". That may seem like something inconsequential, but in reality—for power digital users—can lead to permanent vision damage.
2. **The 20/20/20 Rule.** While working on the computer, reading the iPad, Kindle, etc., every few minutes look at another object in the distance to allow eyes to refocus.
3. **Consult your Doctor.** Let your eye doctor know if they are a "power user" of handheld devices. Their eye doctor may provide them with a separate lens prescription for digital devices, to lower eye strain and avoid permanent damage. One pair of glasses or one prescription *may not* fit all.
4. **Monitor Lighting.** Make sure they are in a well lit room, or outside. Eye strain is often a function of lighting. Glare, and low light can really hurt their eyes, and when they are looking at a digital device the back-lighting of the device combined with the room's lighting could be very detrimental.

### Will iPads promote poor posture?

Poor posture and associated strain are generally the product of fixed body position for an extended period of time. Desktop computers and laptops are just as likely to cause strain because they control posture. iPads are mobile and light, which means they can be used with a wider variety of postures. It is easier to shift positions while remaining engaged. Reminding your child about posture for any activity is always important.



### What can I do to promote safe online practices?

The Australian Government's eSafety Commission provides valuable information and support for parents. Visit <https://www.esafety.gov.au/parents>

### What do I do if my child experiences Cyberbullying?

Online bullying can have a devastating social and emotional impact on children. The eSafety Commission offers targeted advice, strategies, case studies and other supportive information for students and parents who may be experiencing inappropriate online behaviours. <https://www.esafety.gov.au/parents/big-issues/cyberbullying> You can also submit a cyberbullying report to eSafety.

### What if my question isn't answered here?

Please ask!