



2024 BYOD PROGRAM

INFORMATION BOOKLET

*Enhancing student learning
in Years 4, 5 and 6*

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SCHOOL VISION AND MISSION STATEMENT

OUR VISION

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

OUR MISSION

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

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: [Australian Curriculum V9: Digital Literacy](#).



BYOD PROGRAM ENHANCED LEARNING OPPORTUNITIES

Our BYOD program began in 2013 with Year 4.

The BYOD Program has allowed us to enhance learning opportunities by providing:

- iPads for creative, critical thinking and communication tool
- Supporting learning across all curriculum areas
- Developing skills, capabilities and dispositions for learning

PURCHASING OPTIONS



DEVICE REQUIREMENTS

iPad Requirements



A 9th Generation iPad or later
An iPad mini is unsuitable



A minimum of 64GB



iOS 16 or later required
Capable of future iOS upgrades



Network capability is **NOT** permitted
(i.e, 3G, 4G, 5G)



A robust protective case which includes
screen protection



AppleCare+ and/or insurance to protect against
theft and damage is recommended

YEAR 4

Year 4 students bring their iPad from **WEEK 3**

YEAR 5/6

Year 5 & 6 students bring their iPad from **WEEK 2**

iPAD SETUP AND APPLE ID

An Apple ID 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 Apple ID or use an existing one. **We recommend that parents do not share the Apple ID password with their child.**

We advise parents to note that Apple’s Terms and Conditions to create an Apple ID / 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 Apple ID. 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 Apple ID, 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 need to use this app with their first activity when they set up the device for learning. If you are not able to download this prior to participation in the program, the school can arrange for it to be downloaded.

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 their 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>

For further information visit: <https://appleid.apple.com/>

SCHOOL MANAGEMENT OF IPAD

RECEIVING SCHOOL APPS

Once the device is enrolled in the school's *Mobile Company Portal Management System*, the required apps will automatically be assigned and installed on the device. This will occur at the start of the year and 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.

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 their first name initial and full surname followed by @cnsstu.catholic.edu.au (e.g, John Citizen would be jjcitizen@cnsstu.catholic.edu.au).

Students are only to use this allocated email address and we strongly discourage students from using alternate email addresses such as 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 parents responsibility to ensure that any apps, images, books and music are suitable for a school environment. If teachers 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

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

TEACHER RESPONSIBILITIES

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

PARENT RESPONSIBILITIES

- 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
- Ensuring that your security processes are in place for passwords and purchasing
- 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
- Monitoring the use of the iPad outside of school and knowing all lockcodes
- 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
- Maintaining an interest in your child's education through regular discussion
- Ensuring that there is enough memory available for your child to engage in all educational requirements
- **Ensuring that social media forums such as, but not limited to: iMessage, TikTok, Facebook, Instagram, Snapchat, Kik, Facetime, Messenger are NOT downloaded and activated as they are disruptive to school life and violate age restrictions, as in most cases users need to be 13+**

STUDENT RESPONSIBILITIES

- Abiding by the school policy, guidelines and acceptable use agreement at all times
- Ensuring you adhere to the terms and conditions of all app and online activities (i.e. social media, email)
- Ensuring your iPad is brought to school every day, fully charged
- Ensuring the school lockscreen remains on your device during school hours
- Ensuring your iPad remains inside a robust protective case at all times
- Ensuring careful handling and transporting of devices
- Removing of unnecessary content that may restrict memory and impair educational usage
- 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 CYBER SAFETY

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 when 'no one is watching'. Safe and ethical behaviour is explicitly taught and we request that this is supported at home.

If breaches occur, such as bullying, inappropriate behaviour or language, these must be reported to parents or the school immediately.

CYBER BULLYING AND ONLINE PROTECTIVE BEHAVIOURS

We strongly encourage parents to visit the Australian Government eSafety Commission Website. <https://www.esafety.gov.au/parents>. This website covers key online safety concerns for parents in supporting students and offers a range of practical tips and advice on what to do if things go wrong including a list of important services that can offer further support.



Other helpful links include:

eSafety Online Safety Guide for download: <https://www.esafety.gov.au/parents/online-safety-guide>

eSafety Skills and Advice for Managing Online Challenges: <https://www.esafety.gov.au/parents/skills-advice>

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

OTHER USEFUL WEBSITES

Common Sense Media <https://www.commonsensemedia.org/>

Think U Know <https://www.thinkuknow.org.au/>

SOCIAL NETWORKING

Catholic Education restricts access to social networking while at school. This restriction will not extend to use at home.

We strongly recommend, for your child's digital safety and wellbeing, that St Francis Xavier's students do not use any social networking sites. As stated on the eSafety Commissioner's website, the risks and benefits of social media need to be carefully considered as: *'each social media site and app has its own criteria for minimum age requirements and most require users to be at least 13 years of age before they can register'*. There are apps that are specifically designed for students to communicate using a social media platform. These generally include parental restrictions and responsibilities.

The eSafety Commissioner website has a guide of the latest websites, games, apps and social media, including how to protect your information and report harmful content: <https://www.esafety.gov.au/key-issues/esafety-guide>.

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 will be notified of any serious breaches and if iPad use has been restricted.

FREQUENTLY ASKED QUESTIONS

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.

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

Absolutely. We strongly encourage you to buy a case for your child's iPad in order to protect the device from damage. An 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.

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. All additional apps are up to your discretion.

What about home learning on the iPad?

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

Do I need wi-fi at home?

Not for all work. If you **do not** have wi-fi at home, there are many ways for your student to complete work, and then they can share digitally with their teacher when they get to school. Please discuss this with your teacher if you have any concerns with access to digital work at home. When using wi-fi at home it is your responsibility to monitor your child's usage. *Your supervision is essential and we encourage parents to regularly check their child's online activities (e.g. browsing history and correspondence)*

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. Students should not be using their iPad while waiting before or after school.

Will the 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 if my question isn't answered here?

Send an email to secretary.manunda@cns.catholic.edu.au and we will reply as soon as possible.