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HIP

Hilliard iPad Program



HIP Charter

2021



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1.0 Rationale

1.1 School Vision

The BYOD iPad Program has run at Hilliard State School since 2016. As a school, we believe firmly in the importance of embedding technology into learning. We are committed to supporting and empowering our students to maximise their full potential. Technology is an important tool in supporting student learning and developing the skills they require for their future.

The Hilliard State School BYOD iPad Program will:

- enable personalisation of student learning through access to rich learning resources;
- best facilitate the development of knowledge and skills necessary for the 21st century workforce, including digital-age literacy, innovative and creative thinking, effective communication and high productivity;
- allow continuous access to educational materials for learning efficiency to happen anywhere, anytime;
- ensure contemporary learning in classrooms;
- provide an engaging, interactive environment for learning;
- strengthen links between home and school, giving parents the opportunity to see, what their child is learning at school;
- allow students the opportunity to display prior knowledge of topics and thus be co-constructive in their own learning journey.



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The advantages of using iPads include:

- access knowledge and information through the plethora of content and creation apps to support student learning;
- access to a wealth of information when students need it through wireless connectivity to the internet;
- access to rich media including digital stories, image and video;
- increased productivity through quick loading of apps and quick response of the iPad;
- a very reliable operating system, ensuring maximum up-time;
- access to simple yet sophisticated text, audio and video-based communication facilities for collaboration with peers, teachers and experts in a local, national or global context;
- the ability to personalise learning and provide work targeted at the correct level for students;
- high student engagement both independently and collaboratively.

Please note that this policy works in conjunction with Education Queensland's BYOx Policy.

1.2 School Pedagogical Framework

- A teaching pedagogy based on differentiated pathways for each student. Teachers guide, support and facilitate students in their learning. Teachers also encourage students to demonstrate accountability for their learning through discussions of their learning goals and achievements;
- A focus on collaboration, goal setting and feedback;
- A focus on using Information Communications Technology (ICT) to enhance and enable the learning process where it is most appropriate;
- Rigorous, on-going student assessment based on demonstrated consistent learning achievements in a variety of settings and over time;
- High standards in literacy and numeracy across all 8 learning areas;
- Students who value learning and are engaged in a global community;
- Strong links between home, school and the wider community.



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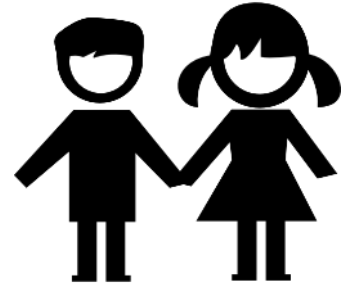
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2.0 Equipment and Minimum Specifications.

Currently the only device allowed in our Hilliard State School's BYOD program is the iPad. Advantages of the iPad, allowing us to meet the aims of the program, include the functionality to:

- Access to a wealth of information on the Internet when they need it through wireless connectivity;
- Access to rich media including digital stories, images & video;
- Increased productivity through quick loading of apps and quick response of the iPad;
- 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;
- Ability to personalise learning and provide work targeted at the correct level for students;
- High student engagement both independent and collaborative.



Hilliard State School understands 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. As all devices must be subject to the filtering of our internet system, we do not accept cellular models.

All storage versions are supported in the Hilliard SS BYO iPad program although we encourage parents to purchase iPad with a *minimum storage capacity of 64GB*. Purchase of this storage size ensures that the life of the device will endure for three years or more. Please use the table below to help guide your purchase.



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Device Name	Wi-Fi Model	Cellular 3G Model	Storage Sizes
iPad 1 st , 2 nd , 3 rd or 4 th Generation iPad Mini 4's iPad Air	NO <i>(These models no longer take IOS updates or are not compatible with our school program requirements)</i>	NO	N/A
iPad Air 2	YES	NO	We recommend that all devices have a minimum storage capacity of 64GB. Please note if buying a brand new iPad – the optimum model is an iPad (7) 64GB or 128 GB device.
iPad 5 th Generation (2017)	YES	NO	
iPad 6 th Generation (2018)	YES	NO	
iPad 7 th Generation (2019)	YES	NO	
iPad 8 th Generation (2020)	YES	NO	



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In addition, students in 2021 will require:

- All Apps as per Year Level list (Please check the new year-level app lists, as apps change for each year level. Apps must be paid for and installed by the parent ready for the first day of school 2021).
- An iPad cover that will provide robust protection.
- Headphones (over the head style).
- Carry case or laptop bag (Please see recommendations below).
- Tempered glass screen protector for the iPad (Optional).
- Microfibre cloth for cleaning iPad
- Stylus or Apple Pencil (Year 3 to Year 6 students only. Please note we highly recommend the purchase of an Apple Pencil with new iPad purchases.



The Apple Pencil can only be used with the most recent iPad model (7th Gen) or the iPad Pro model. The Logitech Crayon is another recommended stylus.)



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Case Recommendations

You should also consider purchasing a waterproof sleeve or carry bag for your child device. There are many competitively priced cases and covers on eBay or you can choose to purchase from a local store. Please make sure you check the sizing of the sleeve or bag with the iPad size you have purchased to ensure it fits.



For all students, parents should consider a strong case that provides protection to both the front and back of the iPad. Many cases come with a built-in stand, which aids better posture when using the iPad at a desk. Please view the recommended cases below. Make sure you check the model of your iPad before purchasing a case to ensure it fits the device.



Shockproof Child Cover



Child Safe Case



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2.1 Required Apps

Each iPad will require necessary apps to be installed at the cost of the parent (most are FREE). The list of required apps can be found on our school website. We would recommend buying an iTunes card when on special which can save you up to 30%. We also recommend the use of **Apple's Family Sharing** to ensure that apps need only be purchased once for a whole family's use.

An apps audit will occur at the end of each year to finalise apps for the following year. Hilliard State School will endeavour to monitor apps for changes to ensure they continue to comply with our app's selection process.

Apps may be requested by the individual class teacher to support class learning or recommended to individual students to support individual students' specific learning needs.

2.2 Accidental Theft and Damage

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. Parents are encouraged to seek personal insurance (or Apple Care via Apple). Check with your preferred insurance company (or even the iPad reseller) about your personal insurance at home, to and from school, for your iPad.

2.3 Web Filtering

The internet has become a powerful tool for teaching and learning, however students need to be careful and vigilant regarding some web content. At all times, whilst using ICT facilities and devices, students will be required to act in accordance with the requirements of the Hilliard SS Responsible Behaviour Plan for Students and the BYOD Student Participation Agreement. To help protect students (and staff) from malicious web activity and inappropriate websites, the school operates within the Education Queensland's *Managed Internet Environment*.

Any device connected to the internet through the school network will have the appropriate levels of filtering applied. Teachers will always exercise their duty of care but it is the expectation that students will take responsibility for their own actions.



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2.4 Restriction Codes

Some parents may choose to enable restrictions on their child's iPad. For **Term One**, we ask that all restriction codes be set to **1111** to enable the school IT technician and class teacher to set up the iPad to enable the following:

- Wi-Fi profile installation
- Internet access
- Apps and camera access to the internet

After this time, if you choose to change the restriction code we ask that you inform our school IT technician. This information will be held securely in the ICT department of the school by our IT Support person and will not be shared with your child or other staff members. This will enable our IT Support to address any iPad access issues for your child at school in a prompt manner.

Please email geniusbar@hilliardss.eq.edu.au the following information:

1. Your Child's Name and Class
2. Restriction Code
3. Your email address

2.5 iPad Back Up

Please make sure you back up your iPad to your iCloud or iTunes account. This saves all app settings, documents and other work completed by your child at school. It is preferable to upgrade *fortnightly*, also prior to and after doing an IOS update.



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3.0 Policies and Procedures

3.1 Access to our Internet and Network

All students in the BYOD Program are expected to adhere to the guidelines within the Student Participation Agreement, which is signed at the beginning of each year. This can be downloaded from our [school website](#).

3.2 Student and Parent Responsibilities

Students and their families have a range of responsibilities related to appropriate behaviour when using technology. Students and their parents should:

- Understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the school's ICT network facilities and ensure they have the skills to report and discontinue access to harmful information if presented via the internet or email.
- Be aware that the ICT facilities should be utilised with good behaviour as stipulated under the Responsible Behaviour Plan for Students and that appropriate action by the school will be taken as a consequence. This may include restricted network access for a period as deemed appropriate by the school.
- Be aware that the Internet gives access to information on and from a wide variety of organisations, subjects, people, places with origins from around the world; the school cannot control information accessed through the internet; and information may be accessed or accidentally displayed which could be illegal, dangerous or offensive, with or without the student's immediate knowledge. The school has a range of internet filters in place at school and is always being updated. Our ICT Technician is happy to assist families with at home internet filtering options. Please email geniusbar@hilliardss.eq.edu.au , if you would like more information
- Understand that teachers will always exercise their duty of care, but protection, mitigation and discontinued access to harmful information requires responsible use by the student.



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3.3 Acceptable Use by a Student

It is acceptable for students to use school technology and network infrastructure for:



- Completing set assigned class work and assignments set by teachers.
- Develop literacy, communication and information skills.
- Authoring text, artwork, audio and visual material for publication on the intranet or internet.
- Educational purposes as supervised and approved by the teacher.
- Conducting research for school activities and projects.
- Communicating with other students, teachers, parents or experts in relation to school work.
- Access to online references such as dictionaries, encyclopaedias, etc.
- Collaborating, researching and learning through online environments.

3.4 What is unacceptable/inappropriate use/behaviour by a student?

It is unacceptable for students to:

- Download, distribute or publish offensive messages or pictures.
- Use obscene or abusive language to harass, insult or attack others.
- Deliberatively waste printing and Internet resources.
- Damage computers, printers or the network equipment.
- Violate copyright laws which includes plagiarism.
- Use unsupervised internet chat; and use online email services, send chain letters or spam email.
- Trespass in another person's files, home drive or email.
- Use another student's or staff member's username and password to access the school's network.
- Divulge personal information via the internet or email.
- Access to websites / Apps that are not approved by classroom teacher.



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3.5 Consequences of unacceptable/inappropriate use/behaviour by a student

As with any inappropriate or unacceptable behaviour at Hilliard State School, the Responsible Behaviour Program for Students stipulates the guidelines for action following such behaviour.

Appendix 1 - Recommendations and Guidelines

General Precautions

- Students are to safely store their iPads in their schoolbags before and after school.
- It is recommended that food or drink should not be next to your iPad when in use.
- Cords and cables must be left at home.
- Students should never carry their iPad while the screen is open, unless directed to do so by a teacher.
- Students are responsible for ensuring the battery is **charged** for school each day.

Transporting the iPad

A protective bag or case has sufficient padding to protect the equipment from normal treatment and provide a suitable means for carrying the iPad within the school. The guidelines below should be followed:

- The iPad should always be within a protective case when carried.
- Some carrying cases can hold other objects, such as clipboard and exercise books but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.
- We use two hands when carrying our iPads within our classrooms.



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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. We recommend iPads have a tempered glass screen protector.

- Do not lean on the top of the iPad.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carry case that will press against the cover.
- Do not poke the screen.
- Clean the screen with a soft, dry or anti-static cloth.



Damage at School

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 any damage is through the negligence of the school, the school will cover the cost of the repair. 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 apply. The decision around the responsibility for repair costs is at the discretion of the Principal.

Battery Maintenance

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

- Reduce the screen brightness to a comfortable level.
- Disable connectivity such as Wi-Fi and Bluetooth when not in use.
- Lock the iPad screen when not in use. Close all running apps when not in use at least once a week, drain the battery to 0% and fully recharge to 100%. This will aid the life of the battery.



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Damages in Transit

All iPads will require a protective bag or sleeve when being transported. This will be an additional cost but is well worth the outlay as it is the best form of insurance for iPads and will often protect the device from impacts and accidents. The bag or sleeve should be waterproof to safeguard against any drink spillages in your child's bag.

Security and Insurance

While the BYO iPads will be securely stored during break times and before school, parents are encouraged to seek personal insurance. Check with your preferred insurance company (or even the iPad reseller) about your personal insurance at home and transporting the device to and from school.

Charging

iPads brought to school will need to be fully charged. The power supply are not required to be brought to school. Leaving power supplies at home reduces the weight of the equipment student's transport to and from school and reduces likelihood of damage and/or loss.

Occupational Health and Safety

Students are advised to consider the following advice when using their iPad.

- Taking regular rest breaks.
- Not using the iPad for more than 2 hours in any session.
- Working in an environment free from glare.
- Using the iPad on a desk rather than on the lap whenever possible.
- Changing the viewing angle to minimise the need to bend the neck.
- Using a chair that maintains good posture.





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Potential Hazards

The main features of mobile devices that cause problems is the minimal amount of ergonomic adjustment – this promotes poor posture.

If the screen is at the optimal height for the operator then the keyboard is too high and if the keyboard is at the optimal height then the screen is too low. Both scenarios may contribute to muscle discomfort or strain to varying degrees.

Potential injuries that can occur through using iPad include:

- Occupational Overuse Syndrome (OOS) (also known as repetitive strain injury (RSI) as a result of sustained unnatural postures and/or prolonged tension on muscles, tendons and other soft tissues.
- Eye strain through use in environments where there is poor lighting, glare or reflection and as a result of straining to view details on small screens.
- Manual handling strain through carrying the iPad for extended periods and/or lifting them out of awkward spaces. Strain may be the aggravation of an existing injury.
- Tripping hazards can also exist where the mobile device has external cables attached such as mains power cords or external drive connectors.

Minimising the Risk of Strain or Injury

- Whenever possible, place the iPad on a desk at a height where the elbows are at 90 degrees and the wrists are kept straight.
- Wherever possible sit in a comfortable chair at a desk.
- Take frequent rest breaks at least every 20 minutes but more often if the setup is not optimal to allow eyes and muscles to recuperate.
- Avoid using the iPad for extended periods (maximum of 2 hours in any session).
- Setting the screen at an angle that reduces, as far as possible, the need to bend your neck and minimises reflection.



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Preventing Eye Strain

Eyestrain and headaches can be caused by the constant viewing of small objects on small screens, incorrect monitor position, or glare or reflection from lighting sources. The risk of eyestrain can be reduced by ensuring students: Work in environments free from glare or reflection.

- Have adequate lighting.
- Increase font size for comfortable viewing.
- Position the iPad screen for comfortable viewing distance.
- Take frequent rest breaks. (An old but valid idea is the 20/20 rules that states "every 20 minutes look at something about 6 metres away for 20 seconds").
- Regularly blink to lubricate your eyes.
- Adjusting the screen brightness, colours and/or contrasts can also assist in reducing eyestrain.

References

- Australian Standard AS 3590 screen –based workstations, workstation furniture and input devices.
- Workplace Health and Safety – <http://www.dir.qld.gov.au/workplace/index.htm>
- Using your device safely, Department of ED, Victoria
- Health and Safety in the Office – Department of Education, WA
- Officewise, Victoria Work Cover





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BYO iPad Program FAQs

Q: Why allow only BYO iPads and no other mobile devices or laptops?

A: We believe in a consistent approach to ensure best productivity with regards to maximising student learning outcomes and providing technical support to students and parents when necessary.

Q: How much of the day will the iPads be used? Will the students still be using pencil and paper as well as handwriting?

A: Yes, students will still continue to use pencil and paper and to practise handwriting. The amount of time that students will spend on their iPad each day will vary from year level to year level, class to class, student to student and even day to day. The amount of time will also vary, based on teachers' decision around whether it is the best tool to use for learning.

Q: Will the iPads be managed at home or at school e.g. loading apps, updating the device?

A: Student iPads will need to be managed at home however we can provide some technical support at school if the need arises (Parents should use [Family Sharing](#) when setting up their child's iPad). The list of required apps can be found on the [iLearn@HilliardSS](#) page on our school website. Parents can choose to load additional apps that are not necessarily required by the school however the use of such apps that are not of educational value, will be limited at school. Also, school required apps must have priority of the iPads storage.

Q: Will I be expected to purchase a brand new iPad and do I have to purchase from a particular store e.g. Apple?

A: No, you can choose to use an iPad that you already own or purchase a used iPad. We will not recommend a store where you can purchase an iPad. We do not endorse any one store however the Apple store can support you to setup the device.



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Q: Should we purchase a case/cover for the iPad and if so, which one should we buy?

A: Yes, a case/cover is required for your child's iPad. There are many competitively priced cases and covers on ebay or you can choose to purchase from a local store. A fully enclosed case with a clear tempered glass screen protector may be the most protective case for an iPad. We recommend that the case should protect both the front and back of the iPad. We will not recommend a store where you can purchase a case or cover. You should also consider purchasing a waterproof sleeve to put the iPad (in its case) inside e.g. wetsuit material, in case of drink spillage in your child's bag.

Q: Should we purchase a screen protector?

A: You should consider purchasing a tempered glass screen protector to help protect the iPad glass screen from damage.

Q: Is a separate keyboard required?

A: No however this is at the discretion of parents.

Q: Will students continue to have access to computers and other technologies?

A: Yes. All students at Hilliard SS will continue to have access to Microsoft Windows computers, where necessary, and other relevant and innovative technologies to support them with their learning.

Q: Can my child bring a 3G enabled iPad without the SIM?

A: Yes. The reason why we do not want external controlled Internet access is that by the students going through our school wireless, they are also going through Education Queensland Internet filters, helping prevent and protect our students from accessing inappropriate content.

Q: Are we required to purchase a stylus pen?

A: No, we are recommending that students do not bring a stylus to school.



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Q: When buying a used iPad, what do I need to be aware of?

A: Every iPad has a serial number and with this number, Apple track the date and place of purchase, length of any remaining warranty, and whether it has been reported as stolen. Before buying a used iPad, it may be worthwhile noting the serial number and contacting Apple Care.

Q: Is my child required to know our Apple id and password?

A: No.