



HIP Hilliard iPad Program 2024



Distinguished School

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1. Learning and Teaching Vision

Our school learning & teaching vision includes:

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.



Leveraging digital enables us to go beyond using technology as a direct substitute for traditional tools. Digital accelerates access to knowledge beyond the classroom and cultivates student-driven learning. It also enables teachers to redesign tasks to deepen learning or to create new tasks that were previously impossible within a classroom setting.

Our classrooms have students who:

- Co-operate and collaborate with each other
- Create new knowledge to improve global, environmental and cultural understandings
- Apply critical thinking skills and share with others
- Co-design their learning and their learning environment
- Choose and use appropriate digital tools
- Demonstrate digital citizenship and encourage others to be digital citizens
- Clearly describe how technology enhances their learning
- Develop new and creative ideas into products or processes that can impact the real world

3. iPad Requirements

All students in Prep to Year 6 will require an iPad that is capable of running the latest version of iOS, (iOS13 operating system for iPads) and school-required apps. If your children are currently part of the program their current device may be adequate, however please note that some apps may not work and your child may not be able to fully participate in all digital opportunities. Alternative options will be provided. If you are purchasing a device, we recommend that you purchase the the below models. Families will make their own decisions about where and how to purchase iPads.



Mobile Network (3G & 4G) Connectivity

Due to school-based policy, 3G and 4G compatible devices are **not allowed** into school. This includes mobile phones, mobile broadband devices and any other device with the capability of connecting to an external cellular network. This policy has been made to ensure that our school network is not compromised and that students are not able to access and unfiltered internet connection whilst at school. Unfortunately there is no way to block a cellular connection from iPads with this capability; therefore WiFi only models of the iPad are the only supported devices for the myLearn iPad program.

Apps

For the core list of apps and year level specific apps please refer to the App List section. Teachers may take advantage of other free apps during the school year that compliment the teaching and learning that is occurring at school. Teachers will advise if and when these will be required and it is expected that each student has these promptly to engage in the learning opportunities.

Headphones

Hilliard recommends students use DJ style, volume restricted over-the-ear headphones. Most of the noise-restricted headphones limit the maximum intensity level to 89 dB, which is a safe level and can be used for an extended period. At this level kids can easily hear what is happening around them and also normal conversational levels with the headphones on their ears.



Device Name	Wi-Fi Model	Cellular 3G Model	Storage Size
iPad 1st, 2nd, 3rd or 4th Gen iPad mini 4th Gen (with touch ID) iPad Air and iPad Air 2	No These models no longer meet the requirements of the Applications we use at school.	No	N/A
iPad Air 3rd Gen	Yes	No	Min 32GB
iPad 5th Gen	Yes	No	Min 32GB
iPad 6th Gen	Yes	No	Min 32GB
iPad 7th Gen	Yes	No	Min 32GB
iPad 8th Gen	Yes	No	Min 32GB
iPad 9 th /10th Gen	Yes	No	Min 32GB

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.



4. iPad Protection, Finance, Insurance

Case Recommendations

We strongly recommend a robust case to minimise potential damage.

Protecting your student's iPad is something we all need to be concerned about. The vast majority of iPad cases are simply not designed for the highly mobile student. They are designed for adults. A case which "looks nice" may be attractive to the user but the real reason for providing an iPad case should be to protect your investment. There is an enormous range of iPad cases and covers. The case you choose needs to be able to absorb the shock transmitted to the iPad when it is dropped. Failure to do this will result in the display being damaged. iPad repair for accidental damage (not covered by warranty) can be an expensive exercise. To assist in the prevention of this we recommend good case choice.

Finance

The school cannot enter into any finance arrangements with families for devices. The prices for the Apple devices have been sought by the school on behalf of all families involved in the program and are a significant saving from RRP. No device is without fault and will at some point require some technical maintenance. You do not need to be involved in this purchase opportunity and are free to organise your own personal purchase. Any families facing significant financial hardships can contact the Principal to discuss possible support options. The school has a purchase portal with JB HIFI and the details are below;

<https://hilliardss.eq.edu.au/curriculum/bring-your-own-device>

Insurance

If you are interested in insuring your child's device, please check with your preferred insurance company (or even the computer reseller) about your personal insurance at home and to and from school, for your iPad. Your personal circumstances may affect your options. Some lease agreements will include insurance in the scheme. Please read the terms and conditions of the scheme carefully so you know what you are covered for.

5. iPad Damage

Any damage to iPads needs to be fixed quickly. Please contact the school if there are any concerns or problems regarding this.

Damage in transit

All iPads will require a protective case 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 especially when these sleeve type cases are also inside a school bag. Sleeves can be very reasonably priced.

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 to a device is through negligence of the school, the school will cover the cost of 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 although NO guarantees for reimbursement can be provided. The decision around the responsibility for repair costs is at the discretion of the Principal.

Security & Transport

Significant investigation has been undertaken regarding bus travel and security. We have, to date, had no instances of damage or theft while on a school bus.



6. Specifics of Use

Charging Batteries



iPads brought to school will need to be fully charged. The power supply will not be required to be brought to school. The school will have a number of iPad power supplies to charge the iPad in the event of a battery being depleted. Leaving power supplies at home reduces the weight of the equipment students transport to and from school and reduces likelihood of damage and/or loss. Due to the latest iPads using the new Retina display, battery life of these devices can be reduced dramatically when performing display intensive processes. Testing has been conducted and normal class use of these Retina models will see the battery lasting all day if charged before school.

Other Privately Owned Devices

Only Apple iPads will be able to be used in the myLearn iPad program. Hilliard State School will not sanction any other privately owned devices connecting to the school network, other than the devices nominated in the myLearn iPad program supported devices section. This exclusion includes all other private iPads, and mobile broadband devices. The policy has been enacted to prevent exposure of the school network to security risks.

Internet Use at School

At school, students must agree to follow the Appropriate Use/Behaviour of School Network guidelines in relation to Internet Use.

Internet access is provided by Education Queensland's Managed Internet Service (MIS) and provides students with:

- Content-filtered Internet access
- Virus-filtered email
- School website hosting

MIS provides the means to filter students' access to web pages from a global level; controlled by Education Queensland and from a school level when appropriate.

Internet Use at Home

The iPads can be configured to connect to a home wireless or wired network. This configuration can be performed as with a normal iPad.

E-Mail Use

While at Hilliard State School, students have access to a Department of Education and Employment email account, which they can access from home and school for the purposes of learning.

Email traffic is monitored for inappropriate use, content and language.



7. Getting Your iPad Ready

Passcodes

A passcode is required to be placed on the students iPad when the Department of Education App called Company Portal is installed.

Add your child's photo to Lock Screen

Please add a photo of your child to the "Lock Screen" of your child's iPad so it is easily identified if left unattended.

Adding a photo to the Lock Screen.

- Take a photo of your child using the Camera App.
- Tap the "Settings" icon on your iPad's Home screen to launch the Settings app.
- Tap "Wallpaper" and then tap "Choose a new wallpaper."
- Select "Camera Roll" and select the photo of your child
- Select "Select Set Lock Screen"
- Close the Settings App.

Rename the device

Please ensure your child's iPad is set up with their name and class. Eg. John C Prep A

Settings > General > About > Name

Create child's Apple ID

All students are required to have their own Apple ID. This ensures other family members work, apps, photos and messages do not sync with their device. **Children under 13 require a child Apple ID.** This can be done through Apple's Family Sharing option.

Family Sharing also makes it easy for up to six people in your family to share each other's iTunes, iBooks and App Store purchases without sharing accounts. Parents are automatically prompted to approve or decline any purchases children make (free or paid) straight from their own device.

[Family Sharing](#)

8. Enrolling Your Device Into Intune

Please find a short video that will assist you with enrolling your student's iPad into the Department of Education Intune App.



Department of Education

**Get your BYO iPad
ready for school**



9. Recommended Settings

Enable - AirDrop

Students will use AirDrop in class to send and receive work.

Settings > General > AirDrop > Everyone

Disable - Offload Unused Apps

Settings > App Store > Offload Unused Apps (slide to grey = off)

Disable - iCloud Photos

iCloud is not currently supported on EQ Networks due to volume constraints.

Settings > Photos > iCloud Photos (slide to grey = off)

Enable - Speak Selection

This supports students by allowing the device to read words aloud that they may not know.

Settings > Accessibility > Spoken Content > Speak Selection (Slide to green = on)

Turn off - Background App Refresh

This feature allows the iPad to continue working on Apps in the background but this slows down the device. We find it best to turn off the feature for the best efficiency.

Settings > General > Background App Refresh (Slide to grey = off)

Enable - Dictionary

This allows the built in dictionary to give the definitions of words.

Disable - iCloud Drive

iCloud is not currently supported on EQ Networks due to volume constraints.

Settings > Apple ID (Name top left) > iCloud > iCloud Drive

Enable - Dictation

This feature allows spoken words to be converted to written text. It is very accurate these days and saves a lot of time by unnecessary typing.

Settings > General > Keyboards > Enable Dictation

Enable - Predictive Text

This feature allows the iPad to generate text predictions based on the words around the text. It is a great way to support spelling because students see correctly spelt words rather than incorrect ones and also saves a lot of time.

Settings > General > Keyboards > Predictive

Set your iPad language to English

Settings > General > Language & Region > iPad Language - English

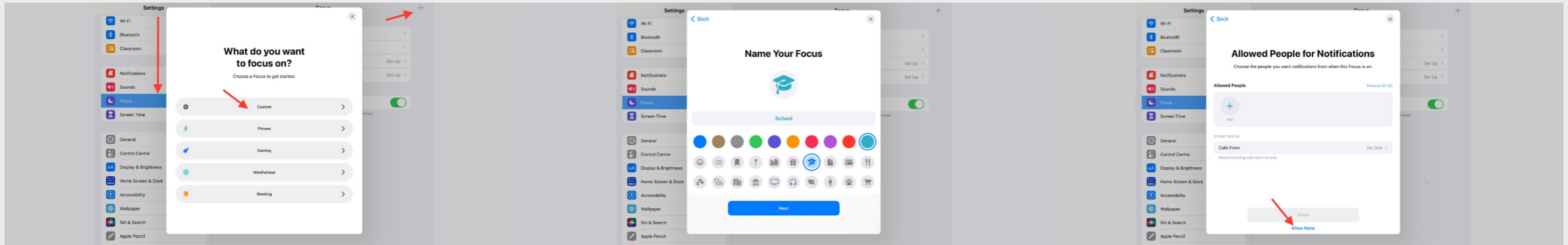
Disable - Automatic downloads

We would prefer that iPads do not automatically update at school as this increased our Network traffic.

Settings > App Store > Automatic downloads > Apps, App Updates, In-App Ratings & Reviews, Offload Unused Apps (Select to grey = off).

10.Focus

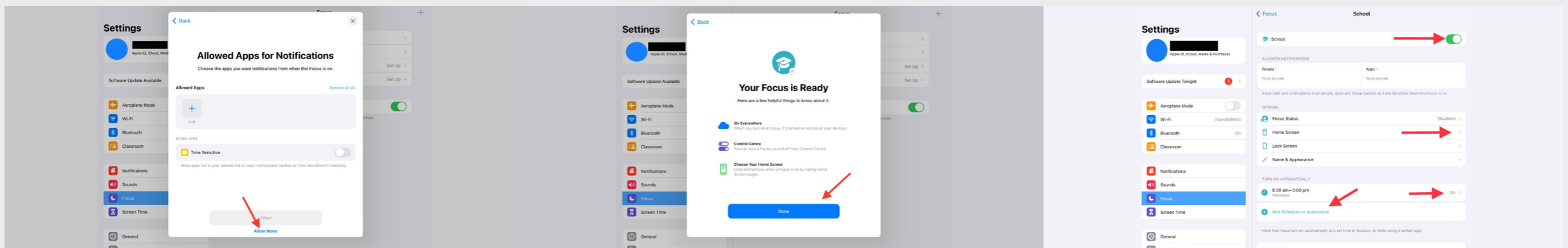
Focus is a new feature that filters notifications and apps based on what a user wants to focus on. Students can set their device to help them be in the moment by creating a customised Focus for school. Before setting up Focus set up one of your iPad home screens so it contains all the apps you need for school. You can add any widgets that would be helpful to that page also.



Add a Custom Focus in Settings

Name your Focus "School"

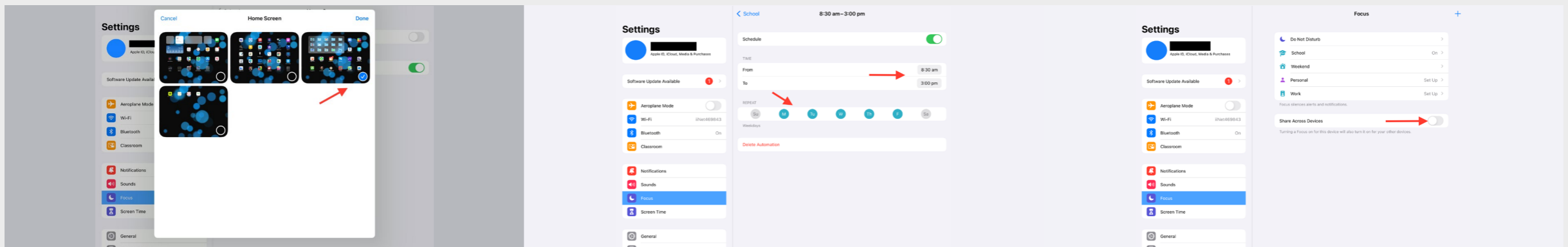
Select "Allow None" for People Notifications



Select "Allow None" for App Notifications

Select "Done"

Turn on your school focus, select your school Home Screen, and automate your focus to turn on during school hours



Select your school app Home Screen

Add a schedule for weekdays and school hours

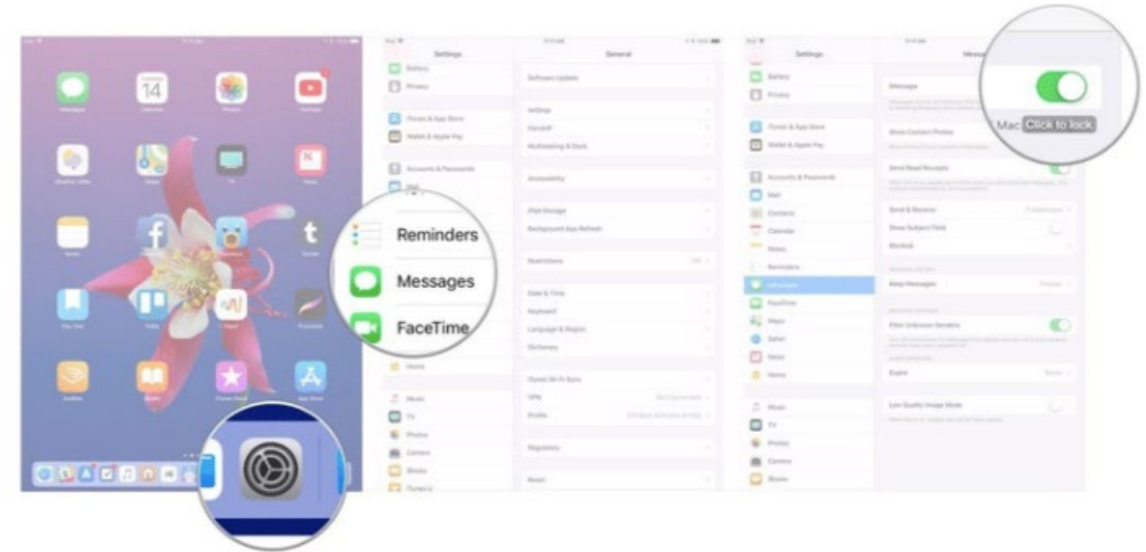
Disable - Share across devices

11. Messages & FaceTime

Messages App is required to be turned off while students are at school. If you need to pass a message onto your child during school hours please contact the office.



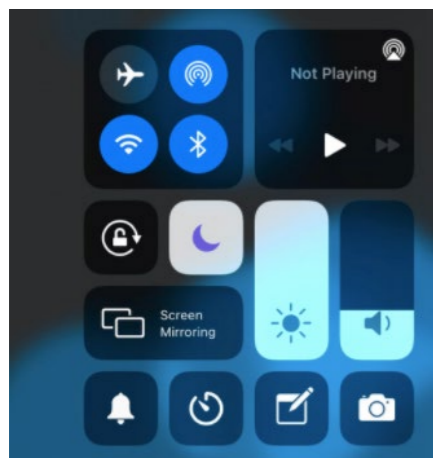
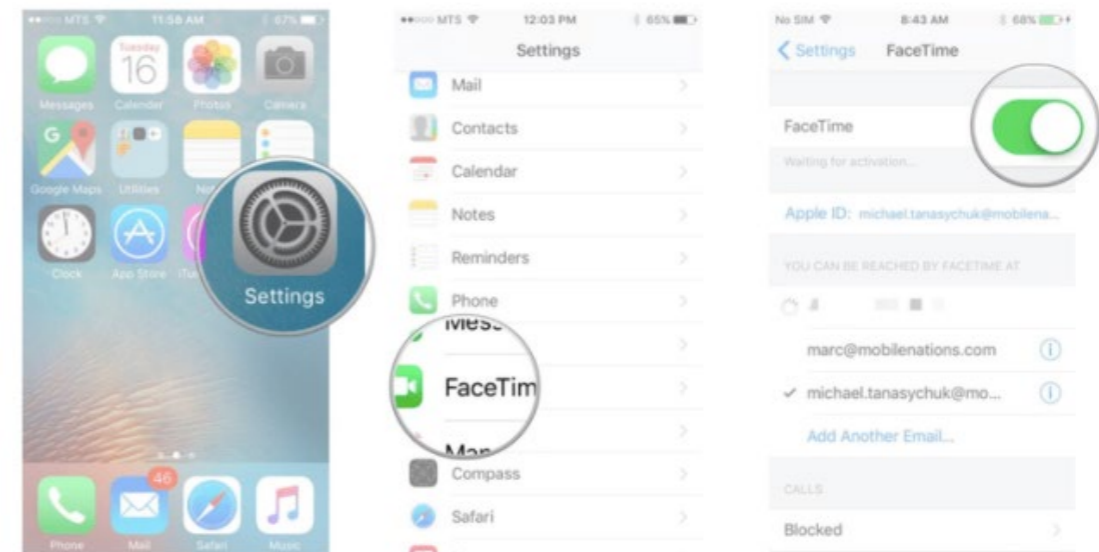
- Settings / Messages /
- Tap the toggle next to Messages to turn it off



FaceTime is required to be turned off while students are at school. If you need to contact your child during school hours please contact the office.



- Settings / Messages /
- Tap the toggle next to FaceTime to turn it off



Calls, alerts and game notifications can be disruptive to learning. Turning on “**Do Not Disturb**” silences notifications so there is no disruption during learning time.

- Swipe down on the right to access your control panel
- Tap on the moon to turn on Do Not Disturb.

12 App List

Select each app to download directly from the App Store

Whole School Required Applications

Book Creator (Paid)	Showbie/SeeSaw	Garage Band	Pages
The Calculator	Kodable	Keynote	Tynker
iMovie	Hopscotch	Scratch Jnr	Clips
Voice Memos	BlueBot	Photobooth	Notes
Popplet Lite	Pic Collage	Company Portal	Swift Playgrounds
			Numbers

Prep Year Required Applications

Targeting Maths Kindergarten (Paid)	Reading Eggs	SeeSaw	Oxford Owl
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Year 1 Required Applications

Targeting Maths 1 (Paid)	Oxford Owl	Number Frames	Number Line
Number Pieces Basic	Reading Eggs	Geoboard	Sightword Ninja (Paid)
SeeSaw			

Year 2 Required Applications

Targeting Maths 2 (Paid)	Oxford Owl	Number Frames	Number Line
Number Pieces Basic	Reading Eggs	Geoboard	Sightword Ninja (Paid)
SeeSaw			

13 App List

Select each app to download directly from the App Store.

Year 3 Required Applications

Targeting Maths 3 (Paid)	Reading Eggs	Number Frames	Number Line
Number Pieces Basic	Geoboard	NAP Locked Down Browser	SeeSaw

Year 4 Required Applications

Targeting Maths 4 (Paid)	Reading Eggs	10 Minutes a Day Times Tables	Brainpop
Word Abacus	Stop Motion	SeeSaw/Showbie	Education Perfect

Year 5 Required Applications

Targeting Maths 5 (Paid)	Education Perfect	10 Minutes a Day Times Tables	Brainpop
Word Abacus	Stop Motion	NAP Locked Down Browser	SeeSaw/Showbie

Year 6 Required Applications

Targeting Maths 6 (Paid)	Education Perfect	10 Minutes a Day Times Tables	SeeSaw/Showbie
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14 Third Party Website Consent

The use of web based educational resources has risen steadily over the last decade. Teachers are increasingly using these resources across Queensland to improve student-learning outcomes.

Our school does not use traditional textbooks, instead opting for web-based educational apps and programs. These are more cost effective and are better teaching resources. Our school and teachers make decisions about the best technology to meet the needs of our students. While the Department provides most of the resourcing we use at school, sometimes a need exists that is not included. On these occasions, it is beneficial for students to utilise services provided by third-party web-based providers. Hilliard State School wishes to utilise some third-party web-based service providers to aid students learning. These are private companies that are hosted onshore in Australia and/or outside of Australia. Outside of Australia means that data that is entered to register for these sites will be stored on servers that are not based in Australia and therefore are not bound by Queensland's privacy laws.

For your child to use these services, the school will need to register them as a user. Registering with these providers requires student personal information to be disclosed to the provider of the service. Registration may include disclosing the following information about your student: Student Name (First Name ONLY); Year group; Age; Student ID; Class Teacher; Student Education Queensland Email

We need your permission for the registration and use of these sites by your child. ***Please make sure you complete the online Third Party consent form which will be emailed to new families at the start of the new year*** to ensure your child has access to these sites for learning.

It is not compulsory for you to provide this consent – If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school. However, given the significance that these services provide, the school will contact you to discuss your reasons should you not consent or fail to provide a response.

15 Use of iPads by students.

Digital literacy refers to the skills needed to live, learn and work in a society where communication and access to information is dominated by digital technologies like iPads. However, the benefits brought about through these diverse technologies can be easily overshadowed by deliberate misuse which harms others or disrupts learning.

In consultation with the broader school community, Hilliard State School has determined that explicit teaching of responsible use of iPads and other devices is a critical component of digital literacy. The knowledge and confidence to navigate and use these technologies safely while developing digital literacy is a responsibility shared between parents, school staff and students.

While our school uses technology to leverage learning there are times when the use of technology is not required. This is at the discretion of the school staff and is considered in their planning process. Our school does not use mobile phones as part of our learning programs. It is also agreed that time and space should be provided at school where technology is not permitted, and students are encouraged to engage in other social learning and development activities.

Responsibilities

The responsibilities for students using iPads or other devices at school or during school activities, are outlined below.



It is **acceptable** for students at Hilliard State School to:

- use iPads or other devices for
 - assigned class work and assignments set by teachers
 - developing appropriate literacy, communication and information skills
 - authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
 - conducting general research for school activities and projects
 - communicating or collaborating with other students, teachers, parents or experts in relation to schoolwork
 - accessing online references such as dictionaries, encyclopaedias, etc.
 - researching and learning through the department's eLearning environment
- be courteous, considerate and respectful of others when using a device
- seek teacher's approval where they wish to use a device under special circumstances.
- students are to store their iPad in the classroom iPads baskets when they are not in use.
- student who bring mobile phones to school are required to switch off their phone and hand it into the office upon arrival at school and are to collect it from the office after 2:30. The school will maintain a safe and effective storage facility.

It is **unacceptable** for students at Hilliard State School to:

- use an iPad, mobile phone or other devices in an unlawful manner
- ignore teacher directions for the use of their device
- download, distribute or publish offensive messages or pictures
- use obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insult, harass or attack others or use obscene or abusive language
- deliberately waste internet resources, damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- it is unacceptable for students at Hilliard State School to use social media whilst at school
- knowingly download viruses or any other programs capable of breaching the department's network security
- use device cameras anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading) of such material

16 General Care

Students are responsible for the general care of the iPad.

General Precautions

- It is recommended that food or drink should not be next to your iPad when in use.
- Cords, cables, and removable storage must be inserted into, and removed from the iPad carefully.
- The iPad should never be left in a car or any unsupervised area.
- Students are responsible for ensuring the battery is charged for school each day.

Transporting the iPad

A protective iPad carry bag 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 clipboards and exercise books but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.
- It is recommended that students do not carry drink bottles of any kind in their backpacks.

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.

- 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 cloth or 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 of the iPads, follow these simple tips:

- Reduce the screen brightness to a comfortable level
- Disable connectivity such as WiFi and Bluetooth when not in use
- Lock the iPad screen when not in use
- Close all running apps when not in use

Occupational Health and Safety

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

- Taking regular rest breaks (at least every 20 minutes; more often if the setup is not ideal to allow muscles and vision to recuperate).
- 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.
- Reducing the need to carry the iPad (where practicable).

Potential Hazards

The main feature of mobile devices that causes 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 iPads 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.

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 rule that states “every 20 minutes look at something about 6 metres 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 (1990) screen-based workstations, workstation furniture and input devices.
- Occupational Overuse syndrome – Keyboard Operators: Reducing the Risk.
- Workplace Health and Safety
- Using your device safely, Department of Education, Victoria.
- Health and safety in the Office. Department of Education, W.A
- Officewise Victoria Work Cover.

17 Cybersafety

We recommend the following links for parents to learn more about how to keep your children safe when they are online.

[Australian Government eSafety](#)

[Life Education](#)

[Bravehearts](#)

[Online Safety in Qld State Schools](#)

[Australian Raising Children](#)

[Cybersafety Qld Schools](#)

[Bullying No Way](#)



18 iPad Support



Getting to know
your iPad



Getting
Connected

iPad Support

Apple ID

Accessibility

Back Up iPad



Setting up your
iPad



Screen
time

Family Sharing

HSS Genius Bar