Fyans Park Primary School

BYOD iPad Program Parent and Student Information Handbook

November 2018

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School Vision and Mission

Our Vision: Inspired, Collaborative, Innovative

Our Mission: A learning environment that inspires students to be their best.

At Fyans Park Primary School we are driven to ensure our students engage in high quality learning and teaching programs which are '*Inspired, Collaborative, Innovative'.* As part of our Strategic Plan overview for 2017-2020, our goals are:

1. Provide high quality teaching and learning in a safe, secure and stimulating environment.
2. Every student to achieve at least one year's growth for one year's learning in English and Mathematics.
3. Inspiring and challenging students to be curious, innovative, collaborative, globally aware and contributing citizens.

Our vision for eLearning at Fyans Park Primary School is to enable our students to become independent, capable, responsible and creative users of digital technologies. The development of 21st century learning skills are essential to prepare them for the challenges that await them in their education, career and personal lives.

Our students will have opportunities to use digital technologies in everyday classroom situations and to learn, create, share and collaborate in ways that best suit their individual learning needs. Teachers will facilitate learning opportunities that extend beyond content-based apps and programs, moving into the realms of content and multimedia creation, critical thinking, problem solving and communication. Learning tasks will be redesigned to allow students to fully explore their potential and allow seamless differentiation through multiple entry points and avenues for success.

Ongoing professional development is crucial for staff to improve their own capabilities and contribute to a positive eLearning culture throughout the school. To provide high quality learning experiences for students, staff will continue to have access to strategic, scaffolded, high quality professional learning opportunities and will be supported to strategically plan for the integration of eLearning into their teaching practice.

We recognise the important role that digital technologies play in effective communication between school and home. Allowing our students to share their work with their families through digital technologies creates a more meaningful, authentic and relevant learning experience and provides a link between their academic and family life.

The Bring Your Own Device (BYOD) iPad program provides our students unparalleled access to personalised learning opportunities, both within and beyond the walls of the traditional classroom. Students will have the chance to practise 21st century learning skills in a supervised environment where they are supported to learn, explore, create and think critically about the information they are consuming.

Why a Bring Your Own Device (BYOD) program?

There are many reasons why Fyans Park Primary School implemented a BYOD program. As a school, we were early adopters of digital technology as we could see the opportunities it gave our students to enhance and extend their learning.

21st century learning involves critical, technical, collaborative and problem solving skills. It is through the addition of the BYOD program at Fyans Park Primary School that students have greater opportunity to question, explore, interact and create learning opportunities to expand their knowledge and skills. Both students and teachers are able to connect, collaborate, capture, test, share and innovate through the use of a personal device.

Some key factors that have influenced our BYOD program include:
- Opportunities to enhance and extend learning opportunities in all curriculum areas
- Greater access and opportunities for collaboration and creation
- Enhance and extend the vital link between home and school
- The ability to individualise learning for all students and cater to the diverse needs of all students
- Integrating multiple tools and resources on one device
- Encouraging learning anywhere, anytime
- Developing sustainable practices within our school to reduce paper usage

Why iPads?

The use of an iPad as part of our BYOD Program was selected due to the following reasons:
- Our school network infrastructure supports Apple products and doesn't support Android devices.
- Students are familiar with the iPad device from Prep with shared devices available to students in Years Prep to 2.
- All staff have a strong understanding of effective iPad use to support learning and teaching programs and there is a broad range of professional learning opportunities available to build on and extend teacher capacity to implement a highly effective BYOD program.
- An iPad is easy to use with great mobility and diversity in how it can be utilised.
- An extensive range of educational applications are available.
- The ability to use in online and offline situations - wifi is not always required.
- Versatile - a camera, a movie/film production device, a writing and authoring tool, a programming and coding device, a music creation machine, an animation studio, a research assistant, a presentation tool, a notebook, a calculator, a calendar, and the list goes on…..

Frequently Asked Questions (FAQs)

Q. How often will the iPad be used and what will it be used for?
A. iPad use will vary throughout the school day depending on the individual learning needs of the student and the learning and teaching program that is taking place. The iPad will be used across all subject areas, including our specialist program subjects of Visual Arts, Music, Physical Education and STEAM.

Q. My child already has an iPad. Is it suitable to use for the BYOD iPad program?
A. We require that the iPad has a functioning camera and can be connected to wifi. The iPad also needs to be able to support up to date iOS software to enable the required apps to be used. Older models of iPads, such as the iPad 1-4 are no longer fully supported by Apple which results in some apps not functioning correctly and mini version iPads are being phased out. The latest iPad to be released is the 6th generation and it will offer the greatest longevity of current iPads available.

Q. I'm planning on buying a new iPad. Which model should I purchase?
A. We do not mandate any particular iPad model, however if purchasing new it is always better to purchase the latest available model (currently 6th gen) as it will give your child the most longevity during their time at Fyans Park. Another important element to consider when purchasing is the internal storage within the device and we recommend that 32GB of internal storage should be considered as minimum. If purchasing a 3G/4G cellular capable iPad, parents need to ensure that a sim card is not **present** in the device when it is brought to school.

Q. Does the iPad need a case?
A. Yes! It is a requirement of participation in our BYOD iPad Program that all iPads have a durable case to protect them. A screen protector is also highly recommended.

Q. I have a child in Year 3 and Year 5 at Fyans Park Primary School. Can they share an iPad?
A. We don't encourage it as it limits the 1:1 opportunities your children will have to enhance and extend their learning.

Q. Do we as parents/guardians set up the iPad at home or does the school do that?
A. It is the responsibility of parents to set up the iPad at home with all necessary requirements. Teachers will ensure your child's iPad is correctly set up to access our internet/network infrastructure.

Q. Can we enable parental restrictions on our child's iPad?
A. Yes you can. Restrictions allow parents to restrict access to specific items on the iPad such as the iTunes store, iBookstore, installing and deleting apps, in-app purchases and specific websites. As a school, we would appreciate parents sharing the password set for restrictions with their child's classroom teacher to ensure learning is not hindered by any restrictions. Teachers will communicate with parents if any restrictions are impacting on the use of the iPad for learning.

Q. Are all of the apps on the provided list required?

A. Yes. The apps detailed on the app list have been carefully considered by the teachers and after many years of implementing a BYOD iPad program at Fyans Park, they are well informed on which apps support the enhancement and extension to the teaching and learning program. Most apps are free, however there are some paid apps. The paid apps are extensively used throughout the BYOD iPad program from Year 3-6. Of the paid apps, you might be inclined to only download the free version. The free version of the required apps only allow for one project at a time to be worked on, meaning students have to delete their work and multiple projects cannot be saved.

Q. Can my child charge their iPad at school?

A. No. We do not have the capacity, nor is it safe or practical to charge iPads for all students in Year 3-6. It is an expectation that students will arrive at school with a fully charged iPad each day.

Q. Will the iPad battery last all day?

A. Yes, provided it is fully charged. Ensuring unused apps are closed off and not running in the background, as well as minimising the number of tabs open in web browsers, will assist in conserving the battery. Further information about maximising battery life can be found at:
https://www.apple.com/batteries/maximizing-performance/

Q. Should the iPad have a password?

A. Yes, we encourage all iPads to be set up with a password as it is an important security measure and teaches students the importance of being safe and responsible users of digital devices. At times they may be required to share their password with their teacher or Fyans Park Primary School IT technicians.

Q. What is the best way to name my child's iPad?

A. Using a label maker or permanent marker is a great way to name your child's iPad case. We encourage all students to create a digital name tag for their iPad by creating a digital image for their home screen. Students in Year 4 will teach the Year 3 students how to do this in the first few weeks of the school year.

Q. What happens if my child leaves their iPad at school overnight?

A. If your child leaves their iPad at school, their classroom teacher will leave it locked in the classroom filing cabinet that is used for day time storage.

Q. Will the iPad be used outside?

A. Potentially. If so, expectations around its use are made clear to students. An example of past outdoor use is during STEAM sessions when students videoed the launching of their film canister rockets to view the flight path in slow motion.

Q. Are students allowed to use their iPad at recess and lunch times?

A. Generally no. Some exceptions may be made during a wet/hot day timetable, however this would be at the discretion of the classroom teacher. Use during these times may include reading of a text using the EPIC! App or using an image when drawing.

Q. Are students allowed to use another student's iPad?

A. No. We have very clear expectations that no student will use the iPad belonging to another student. The only exception of this would be if the owner of the iPad required a photo to be taken of them and teacher permission would need to be gained in order for another student to take the photo.

Q. Can students take photos and videos of their friends at school?

A. No, unless there is a justifiable reason and permission is granted by the classroom teacher. As an eSmart school, we are continually educating our students about how to be safe and responsible users of digital devices.

Q. Are headphones allowed?

A. Yes and they are encouraged to allow students to listen to audio instructions, audio books and watch video clips shared with them by their teachers.

Q. Can I use a keyboard with the iPad?

A. Absolutely. Developing keyboard and proficient typing skills is an important 21st century skill. Some students like to use a bluetooth keyboard incorporated into their iPad cover/case.

Q. Can tools such as bluetooth and AirDrop be used during the school day?

A. If a student is using a bluetooth keyboard, then yes they can. However if they are not using a keyboard, we expect that the bluetooth function will be turned off during the school day. Students are not permitted to use AirDrop at school.

Q. What happens if a student forgets to bring their iPad to school?

A. If your child forgets to bring their iPad to school, they will just have to manage without. This can be quite disruptive to their learning as often work tasks are ongoing. There maybe a school shared device available to them, otherwise they will have to find an alternative way to complete their work. Parents are welcome to drop their child's iPad off at the school office, however phone calls will not be made by classroom teachers.

Q. What are the expectations of students regarding looking after their iPad at school?

A. There are many expectations and we dedicate considerable time at the beginning of the school year to go over these expectations, along with the parent and student signing the Fyans Park Primary School Acceptable Use Policy. Examples of expectations include:
- iPads must remain inside a student's school bag when entering and leaving the school grounds.
- When not being used, iPads are to be stored in the classroom filing cabinets.
- Students are allowed to work on the floor with their iPad, however if they get up from the floor their iPad must be put on a table or taken with the student.
- Students must walk at all times when carrying an iPad and should use two hands when carrying.

Q. Are BYOD devices covered by the school's insurance policy?

A. In short, no. The Department of Education does not carry accidental property damage insurance so families are encouraged to provide insurance cover if they feel this is necessary.

Q. What security measures are in place to protect student iPads whilst at school?
A. All iPads are stored in lockable filing cabinets in classroom areas. Students are expected to place their iPad into the provided storage cabinets upon arriving at school. iPads must be transported to and from school inside a school bag.

Q. I'm not really familiar with setting up an iPad for the first time. Where can I go to receive support?
A. The Apple website provides comprehensive support. You can access support for setting up an iPad at:
https://support.apple.com/en-us/HT202033

Q. What level of technical support is provided at Fyans Park Primary School for the BYOD iPad program?
A. Classroom teachers are well skilled in solving a lot of issues and know lots of tips and tricks to maximise the learning opportunities for our students. If teachers are unable to solve an issue, we log a request for technical support from our IT technicians. If our highly skilled IT technicians are unable to solve an issue, teachers will communicate this to parents. The school does not provide support for iPads that have been damaged i.e is cracked or has a broken screen.

Q. What happens if we choose for our child to not participate in the BYOD iPad program?
A. We do have some school owned devices that are used on a shared basis. Your child will not be excluded from the learning program and will have some access to shared devices, however this will not be 1:1 access and there will be times when they will not have access to a device.

Q. Who can I contact if I have further questions about the BYOD iPad program at Fyans Park?
A. If you have any further questions please contact Emma Castelow or alternatively you can see a teacher in the Year 3/4 Department. You can also send an email to fyans.park.ps@edumail.vic.gov.au

Further Support and Information

Find below links to Apple support pages and eSafety websites which you may find informative and useful.

Apple iPad Support

https://support.apple.com/ipad

Setting Up Your iPad

https://support.apple.com/en-au/HT202033

Managing Your Apple ID

https://support.apple.com/apple-id

Apple iPad User Guide

https://help.apple.com/ipad/12/

Enabling Parental Controls on an iPad

https://support.apple.com/en-au/HT201304

Office of the eSafety Commissioner - iParent

https://www.esafety.gov.au/education-resources/iparent

iPad Operating System Support - Current as of November 11 2018

Operating system support						
iPad	Released with	Release date	Final supported OS	Support ended	Support lifespan	Launch price
iPad	iPhone OS 3.2	April 3, 2010	iOS 5.1.1	September 18, 2012	2 years, 5 months	
iPad 2	iOS 4.3	March 11, 2011	iOS 9.3.5	September 12, 2016	5 years, 6 months	
iPad (3rd generation)	iOS 5.1	March 16, 2012	iOS 9.3.5	September 12, 2016	4 years, 5 months	
iPad mini	iOS 6.0.1	November 2, 2012	iOS 9.3.5	September 12, 2016	3 years, 10 months	
iPad (4th generation)	iOS 6.0	November 12, 2012	iOS 10.3.3	September 18, 2017	4 years, 10 months	
iPad Air	iOS 7.0.3	November 1, 2013	latest iOS	(current)	> 5 years	
iPad mini 2 (Retina display)	iOS 7.0.3	November 12, 2013	latest iOS	(current)	> 4 years, 11 months	
iPad Air 2	iOS 8.1	October 22, 2014	latest iOS	(current)	> 4 years	
iPad mini 3	iOS 8.1	October 22, 2014	latest iOS	(current)	> 4 years	
iPad mini 4	iOS 9.0	September 9, 2015	latest iOS	(current)	> 3 years, 2 months	
iPad Pro (1st, 12.9")	iOS 9.1	November 11, 2015	latest iOS	(current)	> 3 years	
iPad Pro (1st, 9.7")	iOS 9.3	March 31, 2016	latest iOS	(current)	> 2 years, 7 months	
iPad (2017)	iOS 10.2.1	March 24, 2017	latest iOS	(current)	> 1 year, 7 months	
iPad Pro (2nd, 12.9")	iOS 10.3.2	June 13, 2017	latest iOS	(current)	> 1 year, 4 months	
iPad Pro (2nd, 10.5")	iOS 10.3.2	June 13, 2017	latest iOS	(current)	> 1 year, 4 months	
iPad (2018)	iOS 11.2.6	March 27, 2018	latest iOS	(current)	> 7 months	
iPad Pro (3rd)	iOS 12	October 30, 2018	latest iOS	(current)		

Legend: ☐ Discontinued and unsupported ☐ Discontinued, but still supported ☐ Current or still sold *24-month contract required

2019 Required App List

Over the school holidays, it would be helpful if you could assist your child to set up their iPad, so we are ready to go at the start of the year. As well as downloading the required apps, it would be much appreciated if your child could 'clean up' their iPad over the holidays by deleting unnecessary photos or videos, iMovie files and unused games, to enable more efficient use as well as ensuring the operating system and apps are to date. Please see your child's classroom teacher if you have any queries.

Please note: the free version of Book Creator only allows for 1 project at a time, meaning students are required to delete any work they have completed in order to start a new project and we can be working on multiple projects at once.

APPS	ICON	COST	POSSIBLE USES FOR THESE APPS
Google Drive		FREE	**All curriculum areas:** ● Sharing of work samples school-home ● Completing work outside of school hours ● Homework added through Google Apps ● Creating and sharing documents ● Student assessment portfolio
Google Classroom		FREE	**All Curriculum Areas:** ● Completing work during and outside of school hours ● Assignments shared to and submitted by students ● Creating and sharing documents
Google Docs		FREE	**All Curriculum Areas:** ● Create, edit and collaborate with others on documents
Google Sheets		FREE	**Numeracy:** ● Create, edit, and collaborate with others on spreadsheets. ● Share spreadsheets and work together with others in the same spreadsheet at the same time
Google Slides		FREE	**All curriculum areas:** ● Children to create presentations to display their understanding of topics and share information they have learnt with the rest of the class
Sphero EDU *(previously called SPRK Lightning Lab)*		FREE	**All Curriculum Areas:** ● Develop the concept of coding to allow students to use their imagination and programme a robot ● Develop skills in maths, science, art, design and technology, thinking processes e.g angles, time, problem solving
Pyonkee		FREE	**All Curriculum Areas:** ● Development of block coding skills (building algorithms) to create games, animals, narratives, information

Epic *(no need to sign up for monthly payment option)*		FREE	**Literacy:** ● School wide membership to Epic! ● Online library of over 15,000 titles with option to individually assign books to individual student profiles ● Audiobook options and a detailed reading log to track weekly reading progress
Brushes Redux		FREE	**Visual Arts:** ● Students will be able to experiment with a variety of brush sizes and different colours while focusing on still life images
Adobe Photoshop Express		FREE	**Visual Arts:** ● Allows students the opportunity to take photos, manipulate them and create collages ● Students will be able to experiment with their iPad and this app by using its filters and other editing tools and options
Apple Clips		FREE	**All Curriculum Areas:** ● Allows students to create quick and simple videos using moving and still images, add audio, text and graphics
Apple Pages		FREE	**All curriculum areas:** ● Children can create presentations to display their understanding of topics in pamphlet and other display formats
Google Earth		FREE	**Maths:** ● Mapping ● Time
Book Creator *(the free version does not allow for multiple projects)*		$7.99	**Literacy:** ● To engage students with digital storytelling ● To create an animated narrative ● To create and publish their own story book ● To practice fluency and expression when reading
iMovie		FREE	**All curriculum areas:** ● Children to create movies to display their understanding of topics and share information they have learnt with the rest of the class.
GarageBand		FREE	**All curriculum areas:** ● Children to create original pieces of music for the 3PM Project, embed in other apps to enhance creation & presentation and use in the specialist Music program.

ScratchJr		FREE	**All Curriculum areas:** ● ScratchJr is a programming/coding app that teaches students the language of programming ● Students are able to program their own interactive stories and games
QR Reader for iPad		FREE	**All curriculum areas:** ● Allows children to quickly access website resources using quick response codes (QR) codes
Doodle Buddy		FREE	**Project Based Learning:** ● Paint, Draw, Scribble, Sketch – A fantastic app that students can quickly get into to show working out and brainstorm ideas
Simple Mind +		FREE	**Literacy**: ● Planning stories ● Mind Mapping stories ● Learning reflections **Project Based Learning:** ● Mind Mapping PBL topics ● Learning reflections
Stop Motion Animation		FREE	**Literacy** ● Create stories ● Plan and make animations to share understanding of stories read ● Reflections on tasks **Numeracy** ● Create animations to share understanding of numeracy processes **Project Based Learning** ● Animations to display key understandings and concepts being learnt