Year 3-6 BYO iPad Program 2017

Updated November 2016
Dear Students, Parents and Guardians,

In 2015 St Francis of Assisi successfully trialed students in year 3-6 voluntarily bringing their own iPad. This was to enable our students to have easier access to technology and the learning opportunities that result. In developing this program we evaluated a number of devices and selected the iPad. The iPad offers up to 10 hours battery life, flexibility through its touch screen, camera, microphone and a library of over 10 million apps which makes it an excellent learning tool for students.

In 2017 we will continue with this approach of ‘Bring Your Own Device’. Families will be able to choose to purchase through one of our suppliers by contacting them directly before the end of 2016 and the device will be delivered for pick up at the school. If you would like to receive your purchased iPad before the end of the year please place your order by **30th November 2016**. Details on how to do this are listed on page 9.

Participation in this program is optional. However if you are interested:
1. Students are welcome to bring an iPad model of their choice from home with cellular data sim cards removed to allow for internet filtering at school. The iPads MUST be in a rugged survivor case, preferably Griffin brand, as we know it is reliable to ensure iPad safety OR
2. An iPad model of choice can be purchased outright through a supplier of your choice OR
3. The choice can also be made to purchase the iPad of your choice, survivor case and headphones through our supplier Beyond the Box. Purchases will need to be made in full and the device will be delivered to the school for pick up. This service will be available through the year.

**Providing headphones with a microphone are highly recommended.**

If you choose option 2 or 3 above and an iPad is faulty it can be returned to the child’s home group teacher, Emily Conroy or Susan Millard, to be sent to be reviewed under the 12 month warranty.

A breakdown of all associated costs can be found on page five of this document. Read on for more details!

Yours sincerely,

Jan Keogh
Principal

Susan Millard
E-learning Leader

Emily Conroy
Learning & Teaching Leader
IPAD PROCEDURES & INFORMATION

St Francis is excited to offer a BYOD iPad approach. It is designed to integrate iPad technology in our Year 3-6 learning spaces. Our staff will continue to be immersed in Professional Development surrounding the effective use of iPads in our teaching and learning. This professional learning is developed through research based models.

There is a great amount of evidence to suggest that the iPad experience is engaging and inspiring for all involved. Technology, in the hands of active and creative thinkers can be a tremendous asset to enhance learning for all students. The iPad gives the ability for students to learn anywhere, anytime.

Families are requested to set up an Apple ID using Family Sharing to help keep their child safe and using appropriate apps. Details on how to set this up are listed below. If you have any questions you can also email Emily: econroy@sfatarneit.catholic.edu.au or Susan: smillard@sfatarneit.catholic.edu.au

Using the iPad at School

Wallpapers
Students are permitted to change the background/lock screen on the iPad as long as the images are in-line with the Catholic Ethos of the School.

Apps
The list of Apps is attached at the back of this booklet. From time to time, students will be asked to download additional applications for classroom use. Students are asked to download and use only those apps specified by the teacher. Contact will be made with parents if students are not using the iPads for learning purposes and restrictions may be placed on the iPad to support good choices for learning. Students will be responsible for the updating of Apps and Ipad operating system.

Care of the iPad

The iPad is the property of the parents and thus students and parents are responsible for maintaining the iPad and its applications. Whilst using the iPads at school, student’s use of the iPad is governed by the school’s Internet use and ICT policies. Students are responsible for the general care of the iPad. iPads that are broken or fail to work properly must be given to the home group teacher for evaluation of the equipment. The school will organize the use of another device until repairs are completed or a replacement has been issued. When purchased an iPad is covered by a 1 year warranty.

- Only use a clean, soft cloth to clean the iPad screen
- Cords and cables must be inserted carefully into the iPad to prevent damage
- Students must bring their iPads to school in a Survivor Case and are required to put their device into the lockable cupboard for storage when not in use

Screen Care:
The iPad screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure and sharp objects.

- Do not lean on the iPad
- Do not place any heavy or sharp objects on top of the iPad
- Do not poke the screen
- Do not leave iPads on the floor
- Do not use pens, pencils or any other writing instrument on the screen
iPad Cover:
St Francis recommends the Griffin Survivor iPad case. This case can be purchased separately from the Beyond the Box Portal for approximately $50 (costs subject to change)

Earphones:
Please note that it is essential to buy good quality earphones as the Apple warranty is void if a headphone jack becomes lodged in the port. Cheap headphones can break off and then no sound comes from the iPad. The only way to fix this is to replace the device.

Loss or Damage of iPads

iPads purchased carry a 1 year standard AppleCare protection. (additional AppleCare can be purchased through Apple)
AppleCare does not cover the iPad if it is lost, stolen or damaged due to neglect. A cracked case or screen will not be covered under AppleCare and is considered neglect.
Parents and students are accountable for accidental damage to the iPads.

THE IPAD MINI 2 is the earliest model of iPad that we recommend to ensure a longer lifespan for the device. You can compare models at [http://www.apple.com/au/ipad/compare/](http://www.apple.com/au/ipad/compare/)

iPad mini 2 at a glance.

- **7.9-inch Retina display**
  Photos and videos look incredibly detailed and text is razor sharp on the stunning Retina display, which features over 3.1 million pixels — a million more than an HDTV.

- **Thin and light design**
  iPad mini is incredibly powerful and capable, with advanced features like iSight and FaceTime HD cameras. Yet you can still hold it in one hand.

- **A7 chip**
  The powerful and power-efficient A7 chip with 64-bit architecture makes everything remarkably responsive — while still delivering up to 10 hours of battery life.²

- **Ultrafast wireless**
  Get fast Wi-Fi performance using 802.11n with MIMO.¹ And the Wi-Fi + Cellular model supports more 4G LTE bands for fast connections the world over.³

- **Powerful apps included**
  iPad comes with great apps for sending email, browsing the web and making video calls. It also includes apps that let you do amazing things with your photos, movies, music, documents, spreadsheets and presentations.

- **Over 1 million apps on the App Store**
  The App Store has incredible apps designed specifically for iPad. These aren’t just scaled-up phone apps. They take full advantage of iPad technologies like the gyroscope, accelerometer and every pixel in the Retina display. So there’s almost no limit to what iPad — or you — can do.⁴

- **What’s in the Box**
  - iPad mini 2
  - Lightning to USB Cable
  - USB Power Adapter

- **iOS 10**
  iPad mini 2 runs iOS 10, our most intuitive, advanced and secure mobile operating system yet. With enhanced apps and features like Slide Over and Picture in Picture, iOS 10 helps you get more done in powerful yet simple ways. Whether you’re checking messages while answering email or creating a presentation while watching the big match, iOS 10 helps you get more out of iPad than ever before.

¹ For more information, visit [support.apple.com/kb/HT4479](http://support.apple.com/kb/HT4479).
² For more information, visit [support.apple.com/kb/HT4791](http://support.apple.com/kb/HT4791).
³ For more information, visit [support.apple.com/kb/HT4792](http://support.apple.com/kb/HT4792).
⁴ For more information, visit [support.apple.com/kb/HT4793](http://support.apple.com/kb/HT4793).
⁵ For more information, visit [support.apple.com/kb/HT4794](http://support.apple.com/kb/HT4794).
⁶ For more information, visit [support.apple.com/kb/HT4795](http://support.apple.com/kb/HT4795).
If the iPad is lost, stolen or damaged
If the iPad is lost, stolen or damaged it is the responsibility of the parents to purchase a replacement device. Staff at St Francis will be vigilant in setting up protocols to promote high levels of security and safe practices but will not be financially responsible for any replacements. Please note cracked screens can be replaced by a number of providers for around $130.00. If the iPad becomes faulty and it is purchased through our supplier Beyond the Box, the iPad can be given to your child’s home group teacher, Emily Conroy or Susan Millard to be reviewed under warranty. The time taken for the unit to be fixed and returned is generally 3 days but can take longer.

Managing your iTunes Account
For the iPad to be able to download apps you will need to create an Apple ID for use with an iTunes account. Many of you will already have one, if you already have an iOS device such as an iPhone or iPod. This does require the use of a credit card even to download free apps. Parents are STRONGLY advised to set up family sharing and create an Apple ID for their child as they are under the age of 13.

Please Note: That it is the parents’ and student’s responsibility to create and manage your iTunes account and for students to purchase essential apps for teaching and learning.

Charging your iPad’s Battery
iPads must be fully charged at the beginning of each school day. Students need to charge their iPad each evening. We recommend that iPads are left in a central area overnight for charging (NOT IN BEDROOMS).
**Expectation of Students**

The following clearly outlines the expectations we have of students. To participate in the program. Students must commit to abiding by these expectations by signing and returning the user agreement provided at the beginning of the school year.

- Students understand the iPad above all else is a learning tool and it should be at school everyday fully charged (chargers are not to be brought to school).
- Students must keep themselves and friends safe by not giving out personal details, including full names, telephone numbers, addresses, images and passwords.
- Students will not play games during class time without their teacher’s permission.
- Inappropriate apps that are not in-line with the Catholic Ethos of the school should be deleted from the iPad before it comes to St Francis.
- iPads will not have social media apps that require 13+ aged logins including but not exclusive to KIK messenger, Facebook, Instagram, Snapchat, Google+, Twitter.
- Students should be respectful in how they talk to and work with others online, and never participate in online bullying. We will not tolerate any form of cyber-bullying or identity theft and will immediately treat this in a very serious manner. This would include parental involvement and significant loss of privileges.
- Any inappropriate use of the internet is unacceptable and is subject to disciplinary action and exclusion from the school networks and resources.
- Students will report to an adult if they feel unsafe or uncomfortable online or notice a friend feeling unsafe or uncomfortable as a result of online actions of others.
- Students are to talk to their teacher or another adult if they come across sites which are not suitable, or put in a situation online in which they feel pressured or bullied.
- Students will not purposely look for rude or offensive sites.
- Students are not to use chat programs at school.
- Students will not bring or download unauthorised programs or files to school on their iPads. (Any modification of the system software including “Jailbreaking” is strictly forbidden)
- Students will think carefully about what they read on the Internet, questioning if it is from a reliable source and use the information to help answer any questions (They should not copy and paste the information as their answer).
- Students will always protect their iPad by carrying it in a survivor case.
- Students must remember that the iPad is to be used as a tool for their learning during school hours and need to be accountable for their actions when using the iPad or their privileges to technology may be removed for a period of time.
- Students will log onto the St Francis Network using only their username and password provided by the School. Their iPad will have a Passcode that is only known to them.
- Students will use their iPad for their own personal use and not make it available to other individuals.
- Students will store their iPad in a safe and secure manner when not in use.
- Students will keep food and beverages away from their iPad.
- Students will always have a qualified person carry out any repairs to their iPad.
- Students will only take photographs, recordings and videos of other students or staff with their express prior permission. They will use this content only in relation to school work. Students will not distribute any such images, recordings or videos for any other purpose be it soft or hard copy.
- Students will use iPads in a responsible and ethical manner. Students will abide by school rules concerning network use, outlined in St Francis’ Catholic Primary School’s Acceptable Use Policy.

**Expectations of Parents**

At school the internet is mostly used to support teaching and learning. At home, however, it is often used differently.

- If you have the internet at home, it is the expectation that your child shows you what they are doing online. If not, see if you can make a time to visit the school to see their work and how the school uses the internet.

- Bullying, stranger danger, gossip, telling the wrong people personal information about yourself have
long been issues for young people growing up. These are all behaviours which now present online. These are not “Virtual” issues. They are real and can harm and hurt. Talk through these issues with your child.

- Make some time to sit with your child to find out how they are using the internet and who else is involved in any online activities.

- Ask them to give you a tour of their “space” if they are using a site which allows them to chat, publish photos, play games etc. Always get them to set the space to “Private” if they use a social networking site. They are then in control of who contacts them and can access their information. They can block out anyone at anytime. Remember many of the social networking sites have age restrictions that you need to be aware of. For example, Facebook should not be available to children under age 14, if your child is using it they have lied about their age.

- **KIK messenger is a very concerning app for a child to have. It is rated 17+ years of age.** Children are unable to block messages until after a message and can be sent inappropriate messages from unknown people and pornographic material. Children are at high risk if they are using this app.

Ask questions when your child shows you what they are doing, such as

- How does it work and how do you set it up? Can you block out people?
- Who else is sharing this space or game - did you know them before or “meet” them online? What do you know about them?
- Why is this so enjoyable – what makes it fun?
- Can you see any risks or dangers in the activity? - what would you say to warn/inform a younger child who was going to start to use the space?

- Have the iPad in a shared place in the house – not your child’s bedroom.

- Negotiate appropriate times for your child’s online activities. *(It is easier to set these at the beginning rather than removing privileges later)*

- Understand that your child may not be forthcoming if they are experiencing problems online. Why?
  - They might get the blame for any incident.
  - They don’t think adults “get” their online stuff – it is for kids only.
  - They might put at risk their own access to technology by admitting to a mistake or highlighting a situation that might lead a parent to ban their access (even to protect them).

- I understand that if my child’s iPad is serviced it may be wiped or even swapped with another unit and therefore it is very important to backup data.

- I understand that if my child loses or physically damages the iPad, or if it is stolen from them that I am responsible for a replacement unit.

Please talk to your children about the values and the standards that your children should follow on the use of the internet just as you would on the use of all media information sources such as television, movies and radio. The school suggests that parents monitor their child’s use of the internet carefully.

**APPLE ID & FAMILY SHARING**

Children under the age of 13 are not permitted to create their own account and many parents do not wish to share their own account with them. We do not recommend creating an account with an incorrect birth date as students will be provided with inappropriately aged emails and advertising.

There is an easy way to do this with the newer updates of the operating system for Apple - iOS 8 called Family Sharing. This allows you to know what your child is purchasing and approve it without having to use the same account and providing your passwords (which we definitely do not recommend).

If you create your own Apple ID and icloud the following information from Apple will guide you through how to do this.

In America they have a process where schools can apply with parent permission for creating an Apple ID for
students but from our current sources this is presently unavailable in Australia.
If you have any concerns about the following process or need support please call to make an appointment with Emily or Susan or email them at econroy@sfatarneit.catholic.edu.au or smillard@sfatarneit.catholic.edu.au
Taken from http://support.apple.com/en-au/HT201084

**Family Sharing and Apple IDs for kids**
With Family Sharing, you can create Apple IDs for children under 13. Apple IDs allow them to participate in Family Sharing and use other Apple services such as iCloud, iMessage, FaceTime, and Game Centre.
To participate in Family Sharing, all family members must have their own Apple ID. Children under 13* can't create an Apple ID on their own. However, as a parent or legal guardian, the family organiser can provide verified parental consent for a child to have their own Apple ID, then create it on the child’s behalf.
When you create an Apple ID for a child, it will be added to your family group automatically.

**Create an Apple ID for your child**
Before you begin, make sure that you're using a credit card as your iTunes Store and App Store payment method. To comply with child online privacy protection laws, you will use the CVV or security code from a valid credit card as part of providing your parental consent. If the card on file is a debit card or another payment method, you’ll be asked to provide a credit card before you can continue. After you create the child's Apple ID, you can change your payment method back to a debit card.
After you add your child to your family group, they will have their own Apple ID that they can use on any Apple device. Your email address will be the rescue email address for your child’s account, and you can use it with the security questions you provided to reset a forgotten password.

**iPhone, iPad, or iPod touch with iOS 8 or later**
Use these steps to create an Apple ID and add the child to your family group:
1. Go to Settings > iCloud > Family, and tap "Create an Apple ID for a child.
2. Enter your child's birthday and tap Next. The birthday for a child's account can't be changed after the account is created. Be sure to enter the correct date.
3. Review the Parent Privacy Disclosure and tap Agree.
4. Enter the security code for your credit card and tap Next. If you don't have a credit card on file, you'll need to add one.
5. Enter your child's name, tap Next, then create their Apple ID (username@icloud.com) and tap Next.
6. Follow the onscreen instructions to set a password, choose security questions, and set up your child's account. Choose passwords and security questions that you both can remember.

**Mac with OS X Yosemite or later**
1. Go to Apple menu > System Preferences > iCloud > Manage Family and click the Add button (+).
2. Select "Create an Apple ID for a child who doesn't have an account” and click Continue.
3. Enter your child's birthday and click Next. The birthday for a child's account can't be changed after the account is created. Be sure to enter the correct date.

4. Enter the security code for your credit card and click Next. If you don't have a credit card on file, you'll need to add one.

5. Enter your child's name, click Next, then create their Apple ID (username@icloud.com) and click Next.

6. Follow the onscreen instructions to set a password, choose security questions, and set up your child's account. Choose passwords and security questions that you both can remember. You'll get an email confirmation after you create the Apple ID.

**Manage your child's account**

Children enjoy the same Family Sharing features as other family members and, by default, can access the same music, movies, TV shows, books, and apps. You can limit what content your child can access on the devices they use by setting [Restrictions on an iOS device](https://support.apple.com/en-us/HT204634) or [Parental Controls on OS X and iTunes](https://support.apple.com/en-au/HT204645). Ask to Buy is enabled by default for children under 13.* If you don't want to use Ask to Buy, you can turn it off:

- In iOS 8, go to Settings > iCloud > Family, and tap the child's name.
- In OS X Yosemite, go to Apple menu > System Preferences > iCloud > Manage Family, then click the child's name.

If you turn off Ask to Buy, the child will be able to initiate purchases that will be billed to your payment method without prior notification.

Your child must remain part of your family group until they turn 13.* However, if necessary, you can transfer a child to a different family group. You can also create Apple IDs for children through [Apple ID for students](https://support.apple.com/en-au/HT204646).

*Age varies by country or region.

**TO PURCHASE FROM SCHOOL SUPPLIER - BEYOND THE BOX**

Please note purchases made will be delivered to the school after the order is finalised and can take some time to arrive depending on what is ordered and the stock at Beyond the Box. Otherwise they can be ordered for later arrival next year.

Beyond the Box in Moonee Ponds, our supplier of apple products for St Francis of Assisi have provided another option for iPad purchase for you.

You will be able to choose from various styles and memory sized iPads and their associated Survivor Case. You can purchase items separately as needed.

Insurance is also available and AppleCare Protection if you choose to add this to your purchase. If insurance is taken up the iPad would also be handed to the home group teacher or Susan and returned via courier to Beyond the Box.

To order through Beyond the Box you will need to contact them directly 03 9372 8899 by the 30th November 2016 to ensure delivery before the end of the year. See price list at the end of this booklet.
Frequently Asked Information

Following our previous Parent briefings, a few questions keep popping up and came up in the questionnaire that we asked you to fill in on the night.

Program for 2017
This is an optional program which we are continuing in 2017. It is completely up to parents to make the decision about providing their child with an iPad to bring to school. There are many benefits from participation but children who do not have their own iPads will have access to technology.

Security of the Device
A lot of concern has been placed on the security and care of the device if it is brought to school. The use of a Survivor Cover is essential as this lowers the risk of breakages dramatically. The iPads will be locked in cupboards across break times and students will take their device home at the end of the day. The security and care of the devices are very important to us. The students will be required to ensure that the iPad is placed in their drawer in the cupboard and not in their bag or tub.

Passcodes
Students will be required to place a passcode on the device and install “Find my iPhone” on their device to allow for security and tracking.

Use of the Device
If students bring in a device it is their personal device to use and they will not be required to share it with others. It will be their choice to share the device when working collaboratively in a group. Students would not be expected to have their device out for other students to have access to.

The time spent on the device will be flexible depending on the students’ needs for learning. Teachers will be providing a varied curriculum as mandated by the government and in line with our school philosophies to upskill all students with the necessary skills. Students will still engage in explicit spelling workshops and use the iPad as a tool to assist them to spell correctly as they have previously done with school iPads (as with use of an online dictionary and finding ways to correctly spell words). The spell checker provides immediate feedback for students in regard to the correct spelling of words they use. Legible handwriting is always an essential life skill and this is still true with iPads in the space or not.

Network use & Monitoring
The school network is monitored using a proxy called Zscaler. This filtering system will apply when your child’s iPad is connected to the school wifi. We ask that you remove cellular sim cards to ensure that students are using the filtered internet and not accessing unknown/unfiltered websites.

As with all learning times teachers will be monitoring students’ learning and students will be expected to use their iPad for learning experiences in-line with the acceptable use policy of the school. They will be working, as always to create and maintain a safe, comfortable and learning-focused environment.

Students can expect to have their device to be periodically inspected and monitored for appropriate usage. Teachers may request access to browser history and/or caches as well as all files belonging to the student. Students and parents need to be aware that files stored on the iPad will not be private to ensure duty of care to all students.

Set-up of device
Students’ iPads will be collected and added to the school network to allow them to access the internet. This will be done as quickly as possible at the start of the year.

Apps already on devices from home
Students are not required to remove apps from home unless they are not appropriate to the ethos of a Catholic School and not appropriate for primary aged students. They will need to have enough room for the required apps for their learning and may need to prioritise their app use to make room. Social media apps are not to be on iPads brought to school.

Device Maintenance
Students are responsible for charging their device each day, ensuring the apps and operating system are up to date and that there is room on their iPad for their learning.

iPad Fault
If the iPad is discovered to be faulty and was purchased through the school via the Beyond the Box Portal students are requested to give the iPad to their teacher or Susan. Technicians will assess the iPad and will fix it under warranty if the iPad is found to be faulty due to technical issues. If the iPad stops working due to neglect the cost to fix the iPad will be the responsibility of the family.
Due to feedback from families about the limited space on iPads please find the revised app list below. If you have any questions please email Emily or Susan at econroy@sfatarneit.catholic.edu.au or smillard@sfatarneit.catholic.edu.au or call (03) 9731 6004.

**GREEN HIGHLIGHTED APPS** - are requested to be on iPads all the time as they are used regularly

**UNHIGHLIGHTED APPS** - may be requested to be put onto the iPad at times during the year but can be removed after use. You will be informed of this by your child’s learning team. Your child may be asked to remove and add other free apps across the year as we trial new apps for best learning. We will notify you of this as required. Please remember to have your child clear any unnecessary pictures and movies from their iPad regularly.

Please note that if the paid version is listed then students will need to have this version for their learning as the free version will have limitations.

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## Quote Q-130649

Robert Shipkowski
Created 10/11/2016
Modified 16/11/2016
Valid for 7 days

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