

# Pacific Pines State School



## MyPad BYOD Program Handbook

*The Pacific Pines Primary School BOYD MyPad program sits alongside our schools Future Ready Learners agenda to support students to create and develop the skills needed to be capable and confident 21<sup>st</sup> century learners. Underpinning our school BYOD MyPad program is the Australian Curriculum.*

**The Pacific Pines State School MyPad Program (P-2) and MyPadX (3-6) aims to:**

- Enable personalisation of student learning through access to Technology;
- 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 allowing learning efficiency to happen anywhere, anytime;
- Provide an engaging, interactive environment for learning
- Apply research-based practices to pedagogy to achieve deep learning
- Strengthen links between home and school, giving parents the opportunity to see, every day, what their child is learning at school and have relevant, timely, accurate and quality conversations around student learning and progress;

# Information for Parents

## Compulsory Requirements:

- **Apple iPad**
  - **9<sup>th</sup> generation iPad or newer Wi-Fi model**
  - **Minimum storage capacity of – 64GB**
  - No earlier versions of iPad are suitable for use at school as their software is not compatible with the latest Apple OS and apps.
- **Prep – Grade 2: Highly Protective iPad cover** – such as Rugged or Defender.
- **Grade 3 – 6:**
  - **Highly Protective iPad keyboard cover** – such as Zagg Rugged Messenger Wireless Keyboard Case.
  - **Bluetooth keyboard.**
- **Headphones:** We recommend headphones with a microphone. If purchasing headphones with a jack, please make sure that they fit with iPad case.

## Optional requirements:

- Apple pen or Logitech crayon
- Glass screen protector

## Information for Parents

### Setting-up your child's iPad:

Apple provides complimentary telephone assistance for the first 90 days after purchase and should be contacted if you experience difficulties with the initial set-up. There are also numerous online guides, including the official Apple Guide <http://support.apple.com/manuals/>

- Ensure the most recent version of **IOS** is installed and activate 'Find My iPad'.
- **Passcode setting (& fingerprint scan)** - many parents choose to activate this option to provide additional security. If activated, the child/parent must inform the teacher of the passcode for access purposes. ***Children are not to change their password without parent permission and supervision.***

### Apps

Pacific Pines Primary School uses Microsoft Intune to enrol students onto the department network and as a device management platform.

Pacific Pines Primary School has chosen Intune to support the implementation of our 1:1 BYOD program because:

- It enables students to use their privately owned BYOD devices to access school email, learning applications, printers and shared network drives at school
- It will support the increasing demand for students connecting multiple devices to a school network
- It provides a simple process for families to enrol their devices at home into Intune including installation and school accredited applications
- It provides seamless access to digital learning resources between school and home
- It secures school wireless networks and restricts unauthorised access. Please note, this is the Department of Education and Training (DET) filtered internet service.

Please familiarise yourself with the user guidelines for getting your child's iPad ready for school. You will be able to enrol their devices into Intune at home. Guidelines and instructions will be sent home to all families of new students in Prep – Year 6 in Week 1. If you are a current student and have previously enrolled into Intune you will not need to repeat this process.

### School Arrangements:

- Student DET email addresses may be entered at school. Students can access DET email from home and school for the purposes of learning. Email traffic is monitored for inappropriate use, content and language.
- Students will be provided with wireless internet access via Intune on our school network. No students are permitted to use **3-5G connections while at school.**
- Our school **MyPad Handbook** and **Student Code of Conduct** provide guidance regarding discipline and consequences for inappropriate use of devices, and the school network.
- It is the responsibility of parents to back up any personal files, photographs and apps as appropriate. Although every care will be taken, the staff of Pacific Pines Primary School will not be held liable for any accidental removal of apps, files or photos or changing of passwords by the child. In the unfortunate event that this occurs; parents will be responsible for restoring these.

## Insurance

- The school does not provide insurance coverage for student owned devices.
- While every effort is taken in the school environment to ensure the devices are kept secure and used appropriately, parents are encouraged to seek personal insurance.
- Insurance of all BYOD iPads is the responsibility of the Parent/Guardian and is recommended. Should your child's iPad become lost or damaged it will need to be replaced or repaired within 2 weeks. ***No responsibility will be taken by the school or others for damage.***

# Roles and Responsibilities

## ***Roles and responsibilities of parents and students***

- Ensure all compulsory program requirements are purchased and ready for learning each school year.
- iPads are to be brought to school ready for learning **Monday Week 3**.
- After that, students are to bring their iPad every day ready for learning.
- Label the iPad – parents should clearly label the external cover of the iPad with the child's name and class. It is recommended that the home screen is set to a picture of the child for easy and quick identification.
- **Parents are responsible for disabling all chat functions including iMessage and any messaging functions on a school iPad.** Messages sent outside of school hours may be in breach of Student Code of Conduct.
- Clean iPad screen regularly.
- Students and parents are not to share photos or videos that feature any students other than their child or themselves on social media or via any other digital platform without consent.
- iPad Charging – **iPads must be charged at home every night**. It is not possible to do this in the classroom when managing large numbers of iPads. It is an expectation that iPads are charged to a minimum of 70% each day.
- iPads must stay in a zipped school bag before and after school.
- School bags need to be large enough to carry all compulsory requirements and it is recommended that school bags have additional/external pockets for carrying water/food to avoid potential spills. It is suggested to place the iPad into a separate waterproof case prior to the iPad being placed into the school bag to provide extra protection.
- Safe transportation to and from school is the responsibility of the child and parent.
- At the end of the day, iPads will be placed inside the child's school bag before leaving the classroom or port rack area and it is to remain in the child's school bag until they have left the school grounds.
- YMCA operates a check-in/check-out system for iPads. The iPads are stored in the YMCA office during the time the child is attending YMCA. It is the responsibility of the child to remember to check their iPad in and out when attending YMCA. iPad use at YMCA is subject to the YMCA Technology Agreement. For more information regarding the YMCA Technology Agreement, please contact YMCA.
- Students are responsible for storing the iPad in the allocated classroom location safely.
- Students are not to use/touch another child's iPad unless directed by a teacher.
- Parents are responsible for acting on teacher requests regarding compulsory program requirements and requests for support with child's iPad.
- Parents must adhere to requests made by classroom teachers regarding iPad set up, displays and maintenance. All iPads used in the program must meet these specifications by the commencement of the school year.

- If alternative arrangements for the storage of iPads during school week days is required, please see your child's class teacher to discuss feasibility and how this may work. **Pacific Pines Primary School takes no responsibility for the insurance of devices stored on the school grounds as a result of alternative arrangements.**
- Parents are responsible for monitoring their child's iPad use at home including camera roll and home app usage. iPad use and all content should be age appropriate. **The school does not recommend that students engage in any app that is not age appropriate e.g. TikTok, FaceBook, Instagram, SnapChat.** These apps have minimum age requirements (usually 13+ years of age).
- It is the parent or guardian's responsibility to establish safe at home rules and routines for safe at home iPad use.
- Parents are responsible for reading and considering Third Party Permissions for apps and online services. Please note: it is a parent/guardian's decision to give consent to identified Third Party platforms. **If a parent/guardian does not consent to the apps and online services identified the student will not be able use the apps at school.** They will be given an alternative activity.

## **Roles and Responsibilities**

### ***Roles and responsibilities of students and school staff***

- Teachers will remind students to place iPad inside their school bag before leaving the classroom or port rack area as part of end of day routines.
- Students will use their own iPad, depending on the purpose and intent of learning for that day.
- A teacher may direct another child to use another child's iPad for learning purposes to take his/her photo if this is part of a teacher-directed activity. Students are not to touch or use another child's iPad unless directed by a teacher.
- Students must not record or photograph staff or other students without their permission.
- Teachers will prompt students to store their iPad in the allocated classroom location safely.
- Teachers will lock classrooms when not in use to ensure safety.
- Teachers will actively monitor iPad use in the classroom.
- Children are not permitted to use 'home' apps that are not on the school app list at school. Any additional 'home' apps not on the school app list are to be stored in a separate folder and page on their iPad.

### **In addition to this Pacific Pines State School states that:**

- Students and their parents/guardians are responsible for the purchasing, insurance, security, maintenance and integrity of their individual devices and their network accounts.
- Accidental/wilful damage, loss or theft of the iPad must be covered by the owner's insurance prior to bringing the device to school. The school takes no responsibility for loss or damage.
- Accidental damage to a device is the owner of the device's responsibility. In the event of a dispute regarding the cause of damage to a device, the incident will be referred to the school Leadership Team.
- Please consider signing the State School Consent form to use, record, or disclose copyright material, images, recording name or personal information allowing images and individual work to be published on our school digital media platforms (Facebook, newsletter, website, marketing materials).
- No obscene, inflammatory, racist, discriminatory or derogatory language should be used in electronic mail or any other form of network communication or search.
- Students must not record, photograph or film any students or school personnel without the permission of the supervising teacher.
- Photos, images, videos of students and/or staff must not be uploaded/shared on the Internet or social media by students or family members of students or friends of students.
- **Unacceptable use of device or unacceptable behaviour when using a device:**  
Consequences for incidents of unacceptable use of a device or behaviour exhibited when using a device will be in accordance with our Student Code of Conduct. For more information regarding details of the Student Code of Conduct, please visit the school website or contact the school office.



## ***MyPad User Agreement 2025***

### ***PARENT COPY***

***I understand the following are my roles and responsibilities:***

- I will bring my iPad to school each day.
- I will charge my iPad to a minimum of 70% each school day.
- I will have all required equipment ready for learning each day.
- I will only connect to the school Wi-Fi network.
- I will not have access to mobile data on my school iPad device whilst at school.
- I will only access appropriate material on the school network. All content accessed will show I am a positive ambassador for Pacific Pines Primary School.
- I will close background screens on my iPad before I come to school each day.
- I will not record, photograph or film any student or teacher without my teacher's permission.
- I will not share photos, videos of other students or upload to social media apps.
- I will not handle another student's iPad without a teacher's permission.
- I will follow school rules regarding cyber bullying, and safe internet and email practice.
- **I will turn off all chat functions including iMessage** and understand that inappropriate use of messaging services at home may breach the Student Code of Conduct.
- I will turn off all app/game notifications.
- I will not have food or drink next to my iPad.
- I will store my iPad in a safe location when using it at school.
- I will store my iPad in a protective case when transporting it to and from school.
- I will only use apps directed by my teacher. No home apps will be used at school.
- I will keep home apps to a minimum and store them in a separate home folder.
- I will report any unacceptable use or behaviour to an adult.
- I will keep my iPad in my bag and not use my iPad in the school grounds before or after school.
- I am responsible for keeping my iPad safe to, from and at school.
- I will clean my screen regularly.
- I will inform my parents if there is a problem with my iPad so they can have it fixed within two weeks.
- ***I understand that failing to adhere my roles and responsibilities for iPad use may result in consequences as per the Student Code of Conduct.***