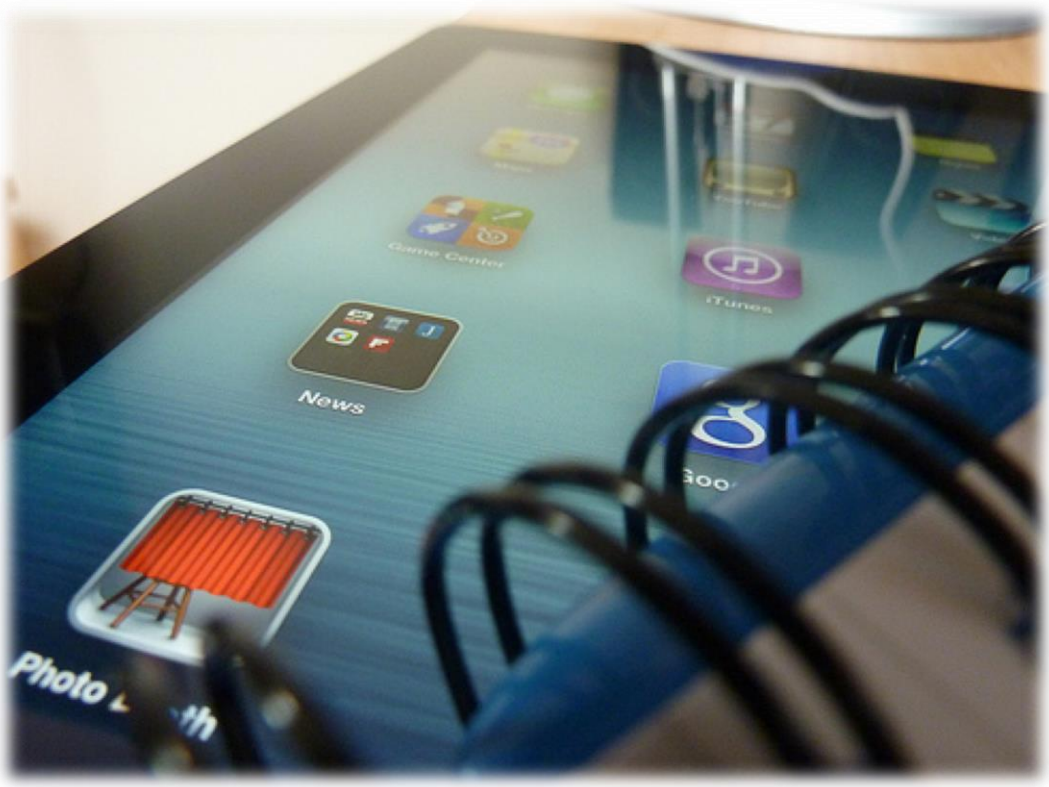
iPads for Learning @ OPPS

Information Booklet



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OPPS eLearning Vision

Oak Park Primary School seeks to develop the skills that will enable our students to participate successfully in a global community. Teachers will engage students in ways not previously possible. We aim for our students to become adaptable, effective and ethical users of technology to learn, create and communicate.

Our 1:1 Mission Statement

- To embed ICT in all curriculum areas using appropriate pedagogies
- To provide connected learning beyond the school
- To give students and teachers the appropriate ICT and multi-literacy skills for future learning and teaching
- To support Staff in their own professional learning to enable them to have the skills and confidence to enhance their teaching and personal work organisation
- To develop students' curiosity and ability to:
    - Think logically and critically
    - Ask questions and solve problems
    - Innovate and create
    - Collaborate and communicate

Our 1:1 program aims to prepare our students to excel technologically and to:

- **Be engaged learners** (an iPad 1:1 program supports innovative curriculum planning and implementation. The interactivity of iPad technology provides students with a highly engaging learning experience)
- **Be creative thinkers** (there is an excellent range of apps designed to stimulate the student's creative instincts where virtual and real world creativity can be managed)
- **Be problem solvers** (powerful apps mean students just don't consume content, they create it and are able to find their own way to problem solve and engage with it)
- **Be connected global citizens** (an iPad 1:1 program will support the initiating of global communication and collaboration)
- **Be independent and self directed learners** (an iPad 1:1 program provides students with personal, portable devices to access learning at a time, in a place and at a pace, which supports their learning needs)
- **Be social collaborators** (the iPad program will enable students to research, to access information and to connect with others for communication and collaboration)

iPads for Learning: Why the iPad?

Information Technology is the single, most rapidly changing and growing industry in the world. Every day, new technology is developed while old technologies are retired or improved. It is this reason why we have decided to choose the iPad as we believe this device goes hand in hand to support mobile learning and increase students' flexibility and exposure to ICT to better prepare them for job opportunities in the 21st century.

Other benefits of using iPads for learning include:

- Abundance of Apps for all learning areas
- Multiple devices in one (camera, video, music, calculator, etc.)
- Portability
- eBooks (we use a range of apps that provide levelled reading material)
- Cost is lower compared to a netbook
- Battery life – no need to turn it off (turns on instantly) or plug it in at school
- Mobile Internet (connects to the school's Wi-Fi)

What will the Classroom Look Like?

Initially the students will be learning more about the iPad operating system:

- Downloading and using a range of apps
- Accessing the wireless network
- Managing their work – saving and storing
- Collaborating with others
- Creating and publishing their learning

They will also be learning about responsible care and use:

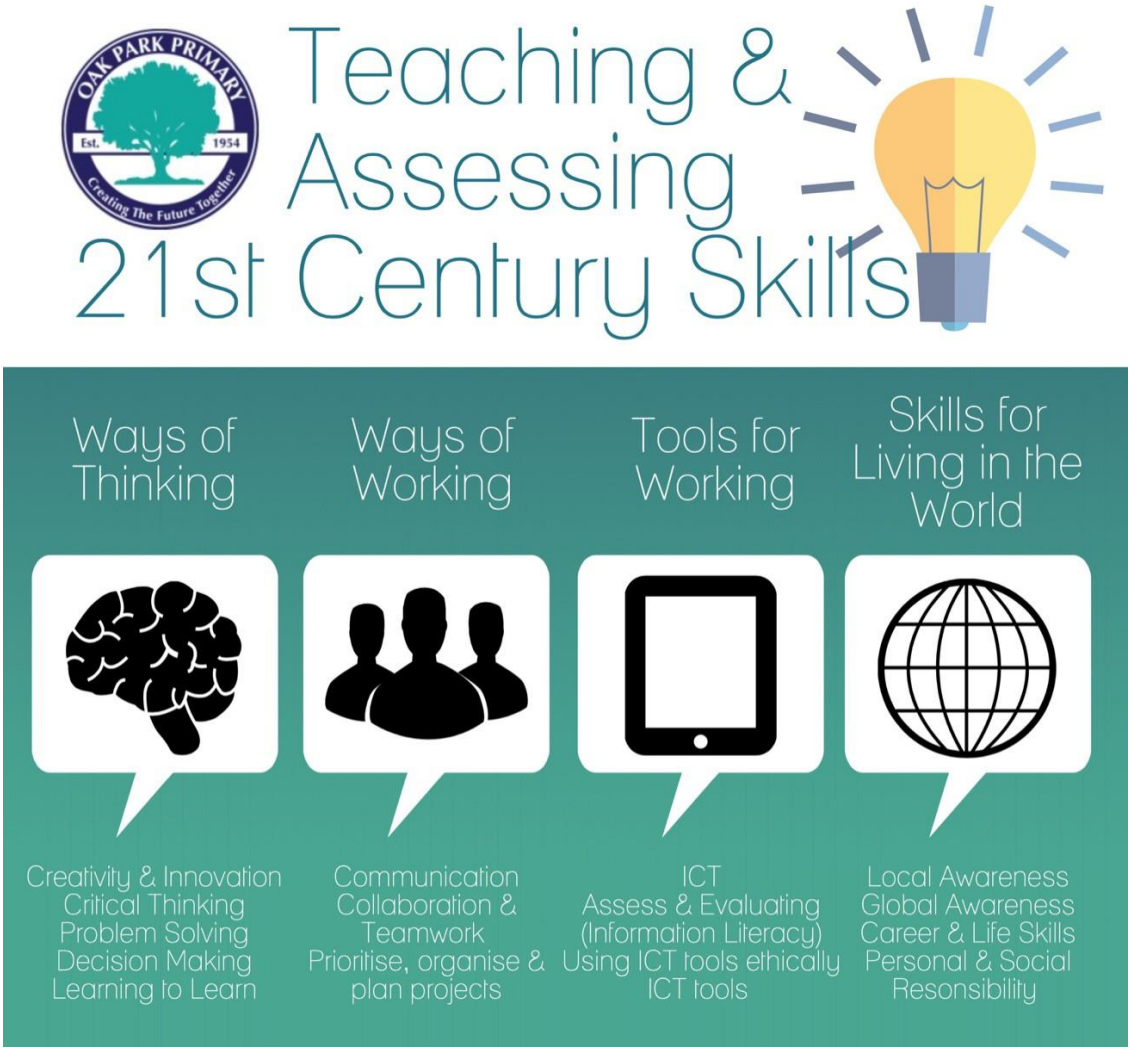
- Caring for the iPad and ensuring it is charged and ready to use each day
- Accessing the internet and apps in a responsible and timely manner

We see the classroom as a blended environment. 1 to 1 access to technology will enable students and teachers to choose from a wider variety of tools at any given time. Together decisions will be made about the most effective way that students can craft their work and create, showcase and share their learning with others. At different times this will include the use of books and pencils, posters and keynote presentations and iMovie opportunities – other tools we will discover together.

Our classrooms will be more connected to students' lives and the digital world in which we live. Learning will become more student driven and personalised. 1 to 1 will give teachers the opportunity to plan experiences for their students to apply and broaden the skills and knowledge they have developed in the early years of primary school. Students will have at their fingertips access to one of the most effective tools to bring the real world into the classroom.

21st Century Skills for the Students of Today

Students of today find information on anything, anytime and anywhere. At OPPS we believe 21st century skills are vital for students in their development of coping in a rapidly changing world. The following table illustrates the skills we will be developing and assessing students in throughout their primary school years.



At OPPS we will be assisting student to develop these skills to be able to cope in a rapidly changing world.

Bring Your Own Device

From 2017, all families are asked to provide a **full-sized Apple iPad** for use at school and at home. The iPad will allow students to access the Internet, email, electronic books and a wealth of online tools and resources. It will support a range of learning activities where students collaborate, create knowledge, problem solve and think critically. Students will be able to produce movies, animations, podcasts and other multimedia products. The portability, long battery life, ease-of-use, its instant-on technology and wealth of educational apps make it an ideal device to support teaching and learning.

What type of Device is Needed?

We are recommending parents to purchase a **full sized iPad** (an iPad mini or iPod touch is **not** suitable) with **at least 32 GB** (**or higher**) of storage, especially for storage of music, video and photograph collections. We would like families to purchase the **WiFi only** model (**without** cellular or 3G mobile network capabilities).

Recommendation:

iPad (5th Gen) WiFi 32GB or higher

Please Note: The school is no longer able to support iPad devices that are not compatible with iOS10 (iPad 2, iPad3), as Apple no longer supplies updates for these devices as well as the recommended apps required by the school. This is out of the school's control. We also DO NOT recommend the purchase of iPad Minis as the size of the screen has limitations for the apps students use in the classroom.

A minimum of 6GB of space is required for school use. It is this reason why the 16GB iPad does not provide ample space for your child to effectively use the iPad for school projects (photos, movie files, size of applications, etc.). Most applications require larger space which leaves the 16GB not suitable for school use.

Purchasing an iPad

Families will make their own decision regarding where to purchase an iPad. iPads can be purchased directly from the Apple Store or from major electronics stores such as Harvey Norman, Dick Smith, Big W and JB HiFi. We are currently working with JB HiFi who has provided us with the best price on iPads. Parents who may wish to purchase their iPads through this company can do so through our school's webpage where the portal can be accessed. iPads can be purchased at any time during the year.

Protective Case

You will need a suitable case for your iPad. We would prefer that you purchase a folio type case as these provide good protection and double as a stand. This also allows for good iPad ergonomics when used in the classroom.

You can purchase cases from most retail outlets including Big W, Target, K Mart, Myers, David Jones or JB Hi Fi; or they can be ordered from the Apple Store. You are expected to keep your iPad in the case at all times.

You can choose the case you would like to purchase for your iPad. Ensure that it good quality and will protect the iPad. **Belkin**, **Tech21**, and **Speck** are some of the well-known companies that make good quality iPad cases.

Headphones or Earphones

Students are expected to bring along their own head/ear phones every day with the iPad.

Insurance, Expert Service and Support

Because the iPad will belong to the family it will be the family's responsibility to insure the iPad if it is lost or damaged. It is recommended that families consider including the iPad in their home contents insurance.

AppleCare+ for iPad provides up to two years of expert telephone technical support and additional hardware coverage from Apple, including up to two incidents of accidental damage coverage, each subject to a A$65 service fee. This cover does not include lost or theft. More information can be accessed at:
https://www.apple.com/legal/sales-support/applecare/applecareplus/docs/applecareplus_au_tc.html

Security

Each classroom has a lockable filing cabinet/cupboard installed for the specific purpose of storing student iPads during the day. Before school students are supervised to enter classrooms (from 8.45am) to 'drop' their iPad in the filing cabinet. At recess and lunchtimes iPads are returned to the filing cabinets and classrooms are locked.

At OSHC (before or after school) the students are directed to leave their bags inside the multipurpose room.

Students must not leave their school bag / iPad unattended after school.

Printing

In many cases students will use other media for the display and presentation of their work. We anticipate that students will use very little printing at school. When necessary students will have access to printing.

Technical support

The school employs IT technicians to support the 1 to 1 iPad program at school. Students will seek technical support through their classroom teacher.

All warranty issues are to be addressed through individual suppliers. Parents are also encouraged to purchase Apple Care Plus (see insurance section).

Care & Maintenance

The student must maintain and care for the iPad (see later section).

The iPad must come to school each day in full working order:

- Fully charged - students will not have access to charging facilities at school
- Cover on
- School required apps installed
- System software – correct version – installed
- Minimum of 6GB storage space free for school work

Personalisation

Guidelines for the personalisation of the iPad will be provided by the classroom teacher at the beginning of the year.

Internet at Home

At home families may decide to provide broadband internet connection. This is a family responsibility. The school will not be able to provide home set up assistance.

Access to Apps and Digital Content

The iPad is a personal device. It will be the student's tool to assist them in their learning. We anticipate students will choose from a selection of Apps that they prefer for many of the basic uses of the device. Students are encouraged to try out and use different Apps. Part of the learning involved in the use of the iPad, is in the literacy of technical choice. Students will learn how to select the best App for a given task. The best App will be the one that best meets their needs at the time. Naturally, subject teachers will also specify Apps that best meet their curriculum needs. A list of school-required Apps are listed on a later page.

Important things to note about Apps

- All iPads must contain the school-required apps. (see later section)
- A minimum of 6GB of space – after the installation of apps - must remain available for school use
- Personal / family apps must allow enough space for school requirements – 6GB
- **Any software added at home must be licensed and G or PG Rated**
- If the iPad needs to be synced or updated the school takes no responsibility for lost files or software. These will need to be restored at home
- Pirated software or media will be seen as a breach of the agreement with the school and the device will be sent home to be re-imaged as a result
- VPNs are not permitted. If a VPN is discovered during a spot check, it will be seen as a breach of the agreement with the school and the device will be sent home
- Jail broken iPads will not be supported by the school

Family Sharing and Apple IDs for Students under 13

Family Sharing allows you to create an Apple IDs for children under 13. Apple IDs allows your child to participate in Family Sharing and use other Apple services such as iCloud, iMessage, FaceTime, and Game Center.

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 and 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. Please visit https://support.apple.com/en-au/HT201084 for more information and the user guide on how to set up family sharing on your iPad.

School Required Apps

The school asks that the following apps be installed on your child's iPad for the start of the school year.

The selection of apps below will be used during the year. Throughout the year, your child's teacher may ask you to download more free apps onto your child's iPad.
Your assistance in this will be greatly appreciated (a letter will be sent home asking you the app to download).

When installing the apps, please ensure that the icon matches the image below as some apps use similar names. Remember that you must allow a **minimum, of 6GB** for school Apps.

Free Apps for All Year Levels:

App	Icon
Pages	
Keynote	
GarageBand	
iMovie	
Numbers	
Seesaw	CLASS
QR Reader for iPad	

App	Icon
Mathletics Student	Mathletics
Calculator!	FREE
iMotion	
Dice, Simple	
Stage	
Flashcards+ by Chegg	Chegg
Tayasui Sketches	

App	Icon
Magic Doodle	
Adobe Acrobat Reader	
ChatterPix Kids	
Puppet Pals HD	
WebDav	
PicCollage	
Clips	

Paid Apps for All Year Levels (paid by the school):

Our technician will organize the downloading of these apps through JAMF

App	Icon
Strip Designer	POW!

App	Icon
Book Creator	

Paid Apps for Foundation (paid by the school):

Our technician will organize the downloading of these apps through JAMF

App	Icon
Little Writer	

App	Icon
Sound It Out	

Free Apps for Specialist (for all students):

App	Icon
Worm World	
Duolingo	
Hello Colour Pencil	HELLO!

App	Icon
WWF Together	
Trace and Learn! Japanese	

App	Icon
Wilderquest	
Quizlet	

Free Apps for Specific Year Levels:

Foundation (F)

App	Icon
Math Slide 100	
Sunshine Classics	
Draw – Erica Sadun	
Kids A-Z	

App	Icon
Number Maths – Number Sense	
Number Frames	
Maths Bee For Kids Free	
Seesaw	

App	Icon
Skip Counting	
Draw and Tell	
Teaching Number Lines	

Junior School (1-2)

App	Icon
Showbie	
SimpleMind+	
Draw and Tell	

App	Icon
Popplet Lite	
Pic Collage	
Kids A-Z	

App	Icon
Vanilla Pen	
Sunshine Classics	
Seesaw	

Middle School (3-4)

App	Icon
Kids A-Z	
Sunshine Classics	
Telling Time Lite	

App	Icon
Vanilla Pen	
Showbie	
SimpleMind+	

App	Icon
Popplet Lite	
Pic Collage	
Seesaw	

Senior School (5-6)

App	Icon
Vanilla Pen	
Showbie	
Google Sheets	

App	Icon
Edmodo	
Google Drive	
Google Slides	

App	Icon
Socrative Student	
Google Docs	
Google Classroom	

iPad and Digital Safety

Digital safety is of the utmost importance. Although we provide cyber smart programs for the students at school, it is important that parents are aware of what their children are doing on any digital device while at home.

Frequent discussions with your children are necessary and allow you to be proactive in protecting them against any possible dangers. Experts warn that children are most vulnerable to online dangers while at home. While many potential dangers are filtered and blocked on the school's network, children often have complete, unrestricted access to inappropriate sites at home. It is important to remind your children that at home they should continue to use the iPad for educational purposes.

The fact that there are risks in using digital devices is no reason to avoid using technology or to keep it away from your children. It is important to know what your child is doing and to continually educate them to reduce risks and to enable them to recover if something goes wrong. Security risks are real, but the benefits of today's technology far outweigh the potential dangers. They are vital to developing 21st Century skills the children of today require to live in a rapidly changing world.

It is important to be aware that certain Social Media apps have age restrictions placed upon them to protect children from against possible dangers such as inappropriate images/texts or the possibility of cyber bullying. It is important to have frequent discussions with your child about the apps they use and discuss that age restrictions are placed upon apps for good reasons.

Please see the information from the 'Office of the Children's eSafety Commissioner' details the age limit for kids on social media on page 16. These can be used as a discussion point with you and your child/ren.

e- Security

All iPads will be registered with the school. Registration will involve a record of:

- Student's name
- Student's grade
- iPad serial number

Appropriate use of the internet within the school network is closely monitored by a filtering system that allows for inappropriate content to be blocked. Remote desktop searches allow for the monitoring of web browser histories to ensure inappropriate use of the internet is detected. Random checks will occur.

Any inappropriate use of the internet is unacceptable and is subject to disciplinary action, with possible exclusion from the program. If a student is downloading excessive amounts of data parents will be informed. **The use of VPN apps are prohibited on any student's device**. Please read the VPN section for more information.

You will be asked to fill in a '**Permission to Access the iPad at School'** form at the beginning of the school year (this form can be found on our school's website).

VPN APPS/PROFILES

A VPN (Virtual Private Network) creates a connection between two devices that allows data/information to go through undetected (privately) when using the internet. VPNs are commonly used for privacy reasons but poses a great risk to schools as VPN apps can override the school's web filtering, allowing students to view inappropriate or illegal content that filtering systems has blocked.

In order to protect students at school, it is imperative that **NO VPN APPS are installed on your child's iPad**. Our school technician conducts random checks throughout the year and devices that contain a VPN will be held by the school until the end of the day with parents being notified.

VPN APPS
Below are some common VPNs. Please note there are many VPN apps available on iTunes. It is good practice to check your child's iPad regularly and identify unknown apps. You can do this by looking at all the apps purchased through the App Store on the iPad.

App	Icon	App	Icon	App	Icon
Best VPN Proxy Betternet		VPN Master Unlimited		VPN – Hotspot VPN Super VPN	
VPN – Master VPN Proxy		X-VPN Unlimited VPN Proxy		VPN+TOR Powered Web Browser	
Free VPN by Free VPN.org		Express VPN		TunnelBear	

In order to ensure that students do not have access to inappropriate content during classroom sessions, all students will be asked to join 'Apple Classroom' at the beginning of every session when the iPad will be in use. This allows teachers to easily monitor iPads used by students and can control connected iPads, opening apps, creating workgroups, and to keep track of student progress with screen sharing. This app allows teacher to focus on teaching so students can focus on learning.

Disciplinary Action for VPN Detection at School

If a VPN is found to be on a student's device the following g action will be taken:

1. The iPad will be confiscated.
2. Parents will be notified and asked to collect their child's iPad.
3. Further checks of the iPad will be conducted.
4. Any subsequent breaches will result in a 2 week ban and the student will be provided with alternative technology (such as a netbook).
5. Following these steps, any student found to have a VPN on their device will be banned from using the school network.

iPad Safety Tips - Restrictions

Below is a list of restrictions we would like you to put in place on your child's iPad during school times:

- iMessage and FaceTime disabled
- Email accounts for school only (no personal email)
- Game Centre and Multi-Player gaming are disabled
- **Apps, TV and Movies are restricted to G and PG ratings**
- iTunes to not play any songs flagged as containing 'explicit lyrics'

While at school, students will be supervised during class learning times. The iPad will not be used during lunch times or wet day timetables where supervision is limited.

For a **step by step guide on how to set up restrictions** on your child's iPad, please visit our website on the BYO iPad page in the Parent Information section.

Monitor and Limit Screen Time

- iPad/digital devices to be used in a central place at home (e.g. kitchen, family room) where there is adult supervision
- Do not allow digital devices in bedrooms
- Know what your child is doing with technology and how their time is being spent; ask questions when your child shows you what they are doing such as:
    - How does it work, how do you set it up and can you block out people?
    - Who else is sharing this space or game – did you know them before or 'meet' them online and 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?
- What are you doing to protect yourself or your friends from these potential dangers?
- When would you inform an adult about an incident that has happened online that concerns you?

- Set times for internet access (e.g. turn off your home's Wi-Fi connection after 8pm)
- Set a time for iPad/screen time use (e.g. put a timer on for 20 minutes). The Raising Children's website (Australian Parenting Website) recommends for children aged between 5-18 to have no more than 2 hours of screen time per day (includes all screens – TV, video games, computers, mobile devices, etc.)
- ☐ Turn screens off 2 hours before bed (recent research has shown screen time before bed can interrupt sleep patterns at night)

We have attached a sample of a 'Family Contract for Online Safety' that you may wish to use with your child/ren. You can find this at the end of this booklet. This can be a great resource to remind your child/ren of what they have agreed to. Put it in a spot where it is visible and can be easily referred to when needed.

Technology and Internet Policy Documents

You can access the following school policies and documents on the school's webpage.

- ☐ OPPS Cyber Bullying Policy
- ☐ F-6 Acceptable Use Agreement
- ☐ Publicity Media Release Form
- ☐ Permission to Access the iPad at School

Acceptable Digital Technologies Use Agreement: F-6 Safe and Responsible Behaviour

This document is to be signed by students and parents at the beginning of every year. Please ensure that you read this document carefully (on page 24 as well as on our school's webpage) as any misuse of the iPad (in accordance to this agreement) will result in the following disciplinary actions.

Discipline and Consequence of Misuse at School

Each year students and parents are required to fill in an 'Acceptable Digital Technologies Use Agreement'. When student's breach this agreement, such as playing non-educational games during class time, discipline and consequences will be carried out. **The disciplinary process is:**

1. A warning is issued to the student
2. The iPad will be confiscated for the day and parents will be notified
3. The iPad will be confiscated for 1 week; parents will be notified.
4. The iPad will be confiscated for 1 month; parents will be notified.
5. The iPad will be confiscated for the remainder of the year.

In instances when the iPad is confiscated, the student must continue with the same work as other students in the class, but must use other non-technological equipment to carry out the task.

Creating Responsible Digital Citizens

At the beginning of each year, all grade levels will be teaching a unit of work that will allow students to be ‘cyber smart’. In addition to this the school organises a Cyber Smart information evening for parents every second year (odd year). We are also currently in the process of becoming an eSmart School as well as developing a school app that will provide assistance for students and parents on all matters concerning cyber safety. It will be an expectation that all students have this app installed on their iPad (this will be advised at a later date).

Resources and information for parents is available at:

http://www.cybersmart.gov.au
www.amf.org.au/eSmarthomes
www.netalert.net.au

Should my child be on Social Media?

Parents can sometimes feel the pressure of pester power to allow their children on social media, even if they don't feel comfortable doing so.

While these services are a fun way to stay connected with others, there can be downsides like cyberbullying, risks to privacy and contact from strangers.

If you allow your child to sign up to a social media service, consider these handy tips.

Get in the know - research the 'terms of use' and age requirements on social media services and explain them to your child.

Keep it private – show your child how to use privacy settings to control what others can see.

Play nice – encourage your child to respect others online and to always think before posting.

Report - show your child how to report inappropriate content, especially cyberbullying.

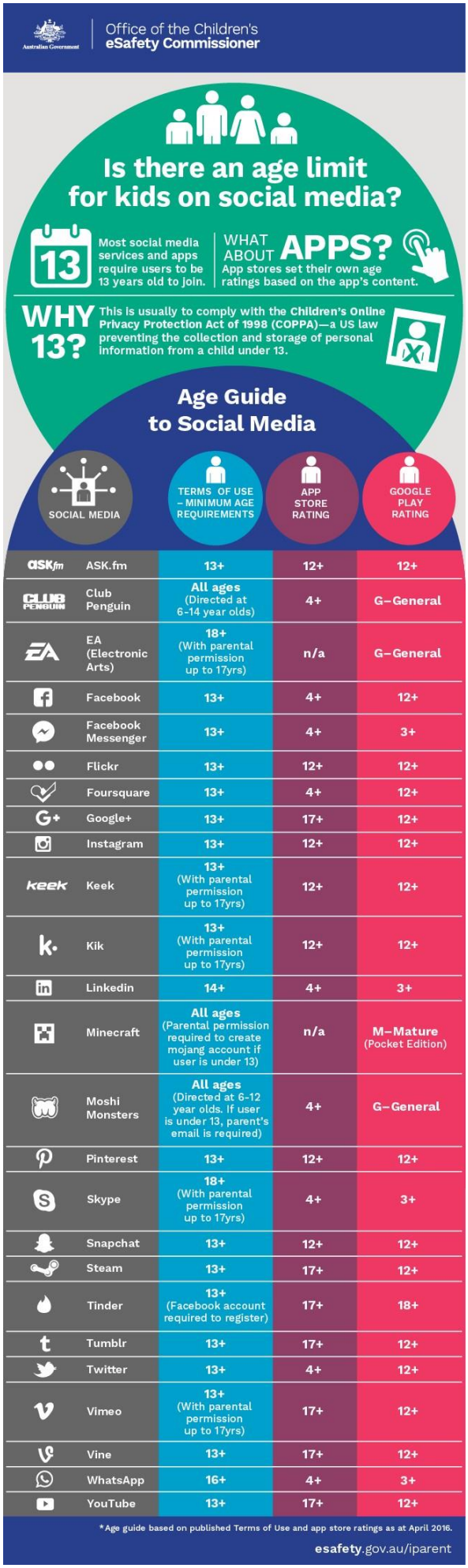
Beware of bad eggs – teach your child that not everyone they meet online can be trusted, even if they seem nice or friendly.

Learn more – keep up to date with popular social media sites at: www.esafety.gov.au/quickguide

Talk – maintain open communication with your child so they feel safe talking to you about any concerns.

Join in – create an account yourself and find out what your child is likely to encounter. www.esafety.gov.au/iparent

(Information directly from the Office of the Children's eSafety Commissioner – see link above.



SOCIAL MEDIA	TERMS OF USE – MINIMUM AGE REQUIREMENTS	APP STORE RATING	GOOGLE PLAY RATING
ASK.fm	13+	12+	12+
Club Penguin	All ages (Directed at 6-14 year olds)	4+	G–General
EA (Electronic Arts)	18+ (With parental permission up to 17yrs)	n/a	G–General
Facebook	13+	4+	12+
Facebook Messenger	13+	4+	3+
Flickr	13+	12+	12+
Foursquare	13+	4+	12+
Google+	13+	17+	12+
Instagram	13+	12+	12+
Keek	13+ (With parental permission up to 17yrs)	12+	12+
Kik	13+ (With parental permission up to 17yrs)	12+	12+
Linkedin	14+	4+	3+
Minecraft	All ages (Parental permission required to create mojang account if user is under 13)	n/a	M–Mature (Pocket Edition)
Moshi Monsters	All ages (Directed at 6-12 year olds. If user is under 13, parent's email is required)	4+	G–General
Pinterest	13+	12+	12+
Skype	18+ (With parental permission up to 17yrs)	4+	3+
Snapchat	13+	12+	12+
Steam	13+	17+	12+
Tinder	13+ (Facebook account required to register)	17+	18+
Tumblr	13+	17+	12+
Twitter	13+	4+	12+
Vimeo	13+ (With parental permission up to 17yrs)	17+	12+
Vine	13+	17+	12+
WhatsApp	16+	4+	3+
YouTube	13+	17+	12+

Caring for your iPad

Caring For The iPad Screen

The screen is made out of glass but it has a special oleophobic coating in order to protect it from fingerprints. Officially, it means that it's oil resistant. It is important to take good care of the screen to get the most out of the coating. Here are some ways to protect your iPad screen.

- Don't drop it on hard surfaces. It is glass and it can break.
- Clean the screen with a soft, slightly damp, lint-free cloth.
- Do not clean it with window cleaners, glass cleaners, aerosol sprays, abrasives, or alcohol.

You can also use a screen protector. These are not for everyone but they do work for the care of the iPad screen.

Caring For Your Batteries

Part of caring for your iPad means caring for the batteries. The batteries in your iPad are lithium polymer (rechargeable) and they will eventually wear out. It will take a long time before that happens, but there are some things you can do to care for your batteries and get the most out of them.

- Make sure you keep up on the latest iPad updates. This sounds odd but Apple will sometimes make adjustments to software, which helps with drain on resources and battery life.
- Go through one charge cycle per month. To do this all you have to do is charge the iPad to 100% and then run it completely out.

Parental Controls

iPads do have the parental controls which will allow you prevent access to features which you do not wish your child to have access to.

Please visit the following website that will assist you through this process.
http://support.apple.com/kb/HT4213?viewlocale=en_US&locale=en_US

File Storage

Whilst the iPad saves work automatically there will be times when students need to backup, email or copy files up to some online storage. We will be assisting students on the best ways to do this. This may include, but is not limited to, free cloud storage, transferring files by connecting to a pc/mac or emailing.

Depending on the capacity of the iPad you have purchased, it is expected that students leave enough storage on the iPads for schoolwork (6GB). If the iPads

run out of space due to the storage of unrelated apps, video or music files they will need to be removed.

iPads at Home

It is expected that students take the iPads home and bring them to **school each day fully charged**. On occasion the iPad may be needed to complete homework.

We recommend the following for parents and guardians:

- The iPad should be used in an open area, where it can be visually monitored.
- Invite your child(ren) to show you what apps and tools they have been using.
- Restrict access to the device if it is not being used in an appropriate manner.

Questions Asked from Parents

Q: What happens if the iPad is damaged or stolen?

A: Because the iPad will belong to the family it will be the family's responsibility to insure the iPad if it is lost or damaged. The school holds no responsibility for the loss or damage of the iPad while at school. It is recommended that families consider including the iPad in their home contents insurance.

The apple store also provides insurance called Apple Care Plus. AppleCare+ for iPad provides up to two years of expert telephone technical support and additional hardware coverage from Apple, including up to two incidents of accidental damage coverage, each subject to a A$65 service fee. The cost of AppleCare+ is $120 for 2 years. The cover does not include if the device is stolen.

It is the student's responsibility to put their iPad into their designated spot in their classroom once arriving at school. It is the student's responsibility to look after the device before and after school.

Q: What daytime secure storage facility is in place at the school for these devices?

A: When not in use, the devices will be kept in a lockable filing cabinet. Before school, students are supervised to enter classrooms (from 8:50am) to 'drop' their iPad in the filing cabinet. At recess and lunchtimes, the iPads will be returned to the filing cabinets and the classroom will be locked. When students are at OSHC, the students will be directed to leave their bags inside the storeroom. Students must not leave their school bag/iPad unattended after school.

Q: Is a credit card number required for an Apple ID?

A: You will need to enter your credit card details via iTunes through a secure site. You will do this initially when setting up your family sharing account. Your child will not have access or be able to make purchases without your consent. Please see the Family Sharing Section of this booklet for more information.

Q: Will introducing iPads mean there's less time spent learning to write with pens and pencils?

A: No, technology will never replace traditional teaching. Traditional pen and paper writing is as important as it ever was. There are some iPad applications that actually enhance traditional pen and paper writing, which would be used to complement more traditional approaches to learning.

Q: Why does the iPad have to go home each day?

A: The iPad will be required to go home every night to make sure it is charged and ready for the following day. It also allows for anywhere and anytime access to learning in and out of school. Taking the iPad home also allows for more family involvement on the student's education, which strengthens the partnership between home and school.

Q: How will teachers be trained and supported to integrate iPad use within the curriculum authentically?

A: Teachers at OPPS are given an iPad and are expected to use the device on a frequent basis to become familiar with it. In addition to this, a range of professional development activities (weekly Techie Breakie) is in place to ensure that the device is used to support 21st century learning. The staff at OPPS will be using the **SAMR** model to develop teaching and learning experiences for students that are authentic, meaningful and match the skills needed to live in the 21st century.

TRANSFORMATION

	Definition	Skill Examples	Examples of Work Produced	
R Redefinition	Technology allows for creating of new tasks previously inconceivable	Integrated movies, hot links, use of a variety of apps	Skype with experts, compare, combine results via wikis and blogs, publish world wide online	Creating media rich eBooks using Book Creator
M Modification	Technology allows for significant lesson redesign	Integrated email, graphs, images, spreadsheets	Spreadsheets, graphs, email with others, redesign lab, hand in	Camera function to record oral retells, recording of reading
A Augmentation	Technology is a tool substitute with some improvement	Word processing with spell check, cut and paste	Grammar, spell check, cut, paste, print, hand in.	Basic functions of eBooks are used such as Read To Me and dictionary definitions
S Substitution	Technology is a tool substitute with no functional change	Word processing used as a typewriter	`Word-processed lab report, print out, hand in to teacher.	eBooks are used in reading groups

ENHANCEMENT

Q. I am concerned that a lack of affordability of an iPad may disadvantage some students.

A: Using the school's bank of iPads, students who do not have their own will be provided with the opportunity to benefit from iPad technology during class-time. Students however will not be able to take the iPads home.

Q. Will my child have to share her own iPad with those who don't have one?

A: No. Students will not be asked to share their iPads with other students. Students who do not have their own iPad will be using the bank of shared iPads from the school.

Q: How often will the children use their iPads, particularly in junior school?

A: iPads will be used in many classroom activities whenever they may offer additional learning opportunities for the children. The 1:1 iPad program will not replace our traditional curriculum. But rather, the technology will be used to enhance and improve student learning and development. Across all year levels (including the junior school) students use apps to create and communicate their learning. Such apps currently used in the junior school include: Chatter Pix, Stage, Explain Everything, and Book Creator.

Q: Why do we need iPads for the junior school?

A: iPad technology when used in education has been shown to increase student engagement and offer significant learning benefits to primary school children of all ages. Our school's approach to primary education is built on a strong inclusive approach to learning across all age-groups. Our philosophy of developmental learning and multi-age structure acknowledges that children are at varying levels of development that is not determined by their age. Children in all years should be provided with the opportunity to benefit from the 1:1 iPad program.

Q: I am concerned about my child's posture while using the iPad?

A: We have encouraged parents to purchase the folio style iPad case as this allows the iPad to stand up on student's tables to provide correct posture for your child. As when working with pen and paper students are always encouraged to maintain correct posture when working. Due to the movability of the iPad students are able to hold and manage the device to suit their needs (e.g. shift hands – left/right, shift position, landscape, portrait, place on desk, stand, etc.).
However, due to the nature of the iPad and how it will be used at school, students will not be sitting in the one position for long periods of time.

Q: Do we have i-Print (or similar) at school? Are we set up for this?

A: Students will have access to print work from the iPad, but the use of this will be rare. iPads are personal devices and parents are able to view their child's work directly from the iPad. We are also encouraging students to think about the environment ('think before they print') and decide if it is necessary to print work.

Q: Won't students be able to 'cheat' by using the spell checker?

A: The spell checker is a tool to allow students immediate feedback on the correct spelling of words they use as well as assisting them to use correct grammar. It supplements our existing school spelling program, but does not replace it.

Contact Details:

Please feel free to speak to our team if you have any questions regarding iPad implementation at Oak Park Primary School.

Michael Gill
Principal
Michael.Gill@education.vic.gov.au

David Lu
School Technician
David.Lu@education.vic.gov.au

Family Contract for Online Safety

1. I will not give out personal information such as my address, telephone number, parents' work address/telephone number, or the name and location of my school without my parents' permission.

2. I will tell my parents right away if I come across any information that makes me feel uncomfortable.

3. I will never agree to get together with someone I "meet" online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother or father along.

4. I will go online or play video games when my parents say it's OK and limit my online time so that it doesn't interfere with chores, homework or other activities.

5. I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my parents right away.

6. I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online, and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.

7. I will not give out my Internet password to anyone (even my best friends) other than my parents.

8. I will check with my parents before downloading or installing software or apps or doing anything that could possibly hurt our devices or jeopardize my family's privacy.

9. I will be a good online citizen and not do anything that hurts other people or is against the law.

10. I will help my parents understand how to have fun and learn things online and teach them things about the Internet, computers and other technology.

I agree to the above.

_____

Child sign here

I will help my child follow this agreement and will allow reasonable use of the Internet as long as these rules and other family rules are followed.

_____

Parent(s) sign here

Items one through six are adapted from the brochure Child Safety on the Information Highway by Lawrence J. Magid. Copyright 1994 and 1998 by the National Center for Missing and Exploited Children. © 1997, 2005 Larry Magid

Note: This pledge is mainly for younger children. Teens and pre-teens should use the teens' pledge (http://www.safekids.com/teen-pledge-for-being-smart-online/). Also note that this "pledge" is really designed as a conversation starter and certainly could be adopted to suit your family.

Acceptable Digital Technologies Use Agreement: F-6
Safe and Responsible Behaviour 2022

When I use digital technologies I communicate respectfully.

This means that I:

- Will be an UPSTANDER and never send mean or bullying messages or pass them on, as this makes me part of the bullying.
- Will use positive online actions and try to be inclusive at all times, rather than excluding others.
- Will include website links and any Internet references I have used in my work and not present them as my own.
- Will only ever use my own digital device unless a teacher gives me permission to use another one.

When I use digital technologies I protect personal information.

This means that I:

- Never share my own or anyone else's full name, birthday, school name, address and/or phone number because this is their personal information. This includes photos and footage in school uniform where I/they can be identified.
- Will protect my password and not share it with others.
- Will only join online spaces that have been approved by my parent or teacher.
- Never answer questions online that seek to gain my personal information.

When I use digital technologies I look after myself and others by thinking about what I share online.

This means that I:

- Speak to a trusted adult if I see something that makes me feel upset or if I need help.
- Speak to a trusted adult if someone is unkind to me.
- Speak to a trusted adult if I know someone else is upset, scared or uncomfortable.
- Stop to think before I post or share anything online.
- Maintain confidentiality. This means I will never posting any photos or footage from school on personal social media accounts.
- Only use spaces or sites that are allowed for my age.
- Only search for appropriate content.
- Will either turn off the screen or use the back button if I ever see something inappropriate (offensive or violent). I will also tell a trusted adult.
- Am careful with the equipment I use.
- Never purchase anything online at school.

When I use digital technologies I ensure that they are used to promote learning.

This means that I:

- Only use digital technologies for appropriate learning purposes (eg. no personal messaging during school times).
- Delete any VPNs from my device whilst working at school.
- Turn off all notifications so my learning is not interrupted.
- Only have age appropriate apps (ratings under 12 years old) on my iPad at school.
- Report any misuse of digital technologies to my classroom teacher.
- Turn off iMessage or other instant messaging apps (including other all other forms of social media) while at school.

I acknowledge and agree to follow these rules. I understand that my access to the Internet and digital technology at school will be renegotiated if I do not act responsibly (please see the iPad Information Booklet and our ICT Acceptable Use Policy on our webpage for disciplinary action process).

Student Name:..... Student Signature:..... Class..... Date.....

Parent/Guardian Agreement: Please tick <u>EVERY BOX</u> before signing. I agree to:

☐ My child using the Internet at school for educational purposes only.

☐ The school signing my child up to educational accounts, websites and apps, e.g. school email, Apple Classroom, Seesaw, Mathletics Google Drive, and other similar age appropriate collaborative spaces.

☐ The ICT Acceptable Use Policy - I have read, understand and agree to abide by the school's ICT Acceptable Use Policy as on our school's website.

☐ Contact the school if there is anything here that I do not understand. If there is a situation, which concerns me, I will contact either the school Principal or my child's classroom teacher.

☐ Contact the school to get a message to my child, NOT contact my child via a Messaging App.

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material. If you have any questions, or concerns about this, please don't hesitate to contact a member of the school's Leadership Team or your child's class teacher on (03) 9306 9182.

Parent Name: ..... Parent Signature:..... Date:.....

Advice for Parents

Please keep this as a resource to use at home.

At school the internet is mostly used to support teaching and learning. However, at home it is sometimes used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet, play and chat.

If you have the internet at home, encourage your child to show 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 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.

At home we recommend you:

- Make some time to visit 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 their space to 'Private' if they use a social networking site.
- Have the computer with Internet access set up in a shared place in the house – not your child's bedroom.
- Negotiate appropriate times for your child's online activities and use of mobile phones.
- Check your child's devices for VPN apps. These allow your child to bypass filters and allows them free access to inappropriate material/games.
- Ask questions when your child shows you what they are doing:

    - How does it work, how do you set it up and can you block out people?
    - Who else is sharing this space or game – did you know them before or 'meet' them online and 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?
    - What are you doing to protect yourself or your friends from these potential dangers?
    - When would you inform an adult about an incident that has happened online that concerns you?

For more information please see our iPads for Learning at OPPS information booklet found on our school's web page:

https://www.oakparkps.vic.edu.au/byo-1-1-ipad-program.html Look for iPads for Learning at OPPS information booklet.