



St Luke's Catholic Primary School

BYOD 1:1 Program

Parent Handbook



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INTRODUCTION

Rationale

“Through the practical application of technologies including digital technologies, students develop dexterity and coordination through experiential activities. Technologies motivates young people and engages them in a range of learning experiences that are transferable to family and home, constructive leisure activities, community contribution and the world of work.”
(School Curriculum and Standards Authority Western Australia, 2017)

This handbook outlines the St Luke’s Catholic Primary school policies and structures to support the successful implementation of a **BYOD 1:1 device program** for our children. The aims of this program are to:

- provide a student-centred, experience-rich education for the 21st Century;
- actively engage students in the learning process;
- develop responsible digital citizens at St Luke’s CPS who are creators, not just consumers of technology;
- foster 21st century skills including creativity and innovation, critical thinking, problem solving, decision making, lifelong learning, collaboration and communication;
- employ the most current teaching practices, tools and technologies necessary to deliver the competencies, knowledge, values and attitudes contained within the Australian Curriculum
- facilitate complete student ownership of their learning device and control over their own learning environment;
- connect education at St Luke’s CPS with today’s technological world;
- expand the methods of learning and opportunities for differentiated instruction;
- extend learning beyond the classroom to both bridge the gap between home and school and extend their learning community to include parents, siblings and other important people in their lives;

Opportunities are created whereby students access, construct and publish information, utilizing collaborative strategies, in real-time and virtual spaces. Students investigate how data is transformed into information, how information becomes knowledge, and how knowledge allows understanding and insight. A 21st Century Learning environment supports a dynamic and interactive learning space. This program ensures that teachers and students are working in a collaborative, online, interconnected community.

Each student’s device affords the opportunity to enter a new world of curriculum possibilities, allowing authentic engagement and involvement in their learning. Learning experiences are purposefully designed to develop the attributes of a life-long learner. In this way, each student learns to develop and demonstrate the knowledge, skills, practices and attitudes necessary to be a successful citizen of the 21st Century.

What is a 1:1 Program?

One-to-one learning provides every student and teacher access to his or her own device in a wireless environment allowing students to learn at their own pace and ability levels. One-to-one initiatives have gained momentum worldwide and are increasingly seen as a key to transforming education and better preparing students to succeed in a global world. In the One-to-one Program, students’ access to a technological device and the internet enables them to be self-directed and receive highly personalised instruction. Students use their personal devices to do research, homework, solve problems critically and creatively, complete team projects, email and collaborate in real time. At the same time, they gain valuable 21st Century skills that will be beneficial throughout their lives and careers.

Why 1:1?

The Australian Curriculum states students will be expected to develop ICT competence as they learn to use ICT effectively and appropriately when investigating, creating and communicating ideas and information at school, at home, at work and in their communities.

Whilst a shared device model allows access, it does not reflect the ubiquitous learning that a 1:1 model offers. The children cannot always finish an entire project at one time and with the devices being shared between classes there are occasions where children will have to wait for their turn on a device. Other reasons include:

- students have access to technology both in and out of school, we (the school) have an obligation to ensure our students are taught how to be responsible and respectful digital citizens.
- digital technology is a part of our curriculum, one to one devices will help digital technology to be delivered with greater efficiency.
- one to one devices help to address the concerns regarding worksheet and workbook overuse.

What is BYOD?

BYOD stands for Bring Your Own Device.

For the St Luke's CPS 1:1 program, we are asking parents to provide a specified device (iPad) for their children. Unfortunately, the cost to the school of providing a school-owned device is not sustainable over the long-term period. Anecdotal evidence supports the notion that children are more likely to care for and become responsible owners of their digital device if it is personally owned. Other reasons include:

- devices that are parent funded tend to be better cared for by the students.
- starting in Year 4 so devices can be used throughout Years 4, 5 and 6. Devices tend to have at the very least a 3-year life span, therefore only the one device will be required for primary school and it's possible the device may continue to be used in high school.
- complexities of lease arrangements are avoided
- reduced cost to parents

Why iPad?

There are many reasons why the iPad has been chosen as the initial device for the St Luke's CPS BYOD 1:1 program. The discussion around device selection has taken place at leadership, staff and board level. We recognize and acknowledge that no one, single device is the perfect fit, and we have chosen the iPad based on several reasons.

- Fast start up – no wasted learning time waiting to log on
- Multi-media capabilities – camera, video and voice recorder – offer greater opportunities for creativity and sharing as well as the ability to access Office 365 Applications as part of the CEWA student suite of products
- Students can publish, inform, entertain and collaborate with a wider audience
- The abundance of apps and access to information allows students and teachers to pursue areas relevant to classroom learning and Western Australian Curriculum content
- A 10-hour battery life means the iPad can be used throughout the entire school day
- There is anywhere, anytime access to current information that contains text, sound, images and interactivity
- Light and portable, easily carried in the school bag and used in the classroom
- The iPad is an intuitive device and minimal technical support is required
- The iPad facilitates the use of individual, paired, small group and large group work easily
- Sharing and collaboration are enhanced
- Devices can be managed by a Mobile Device Management System ensuring students remain on-task
- Ease of delivery for apps – supervised by the school

1:1 PROGRAM GUIDELINES @ ST LUKE'S

In 2018 St Luke's Catholic Primary School will begin a **BYOD 1:1 iPad program for Year 4 children**. Students will use their device from Year Four until the end of year six. The device will become an educational tool in your child's toolkit to help meet curriculum requirements alongside (rather than instead of) more traditional tools like text books, pencils and paper. We are beginning in Year 4 as the lifespan of most mobile devices is around 3 years, meaning parents will only purchase the single device in their child's primary schooling life, prior to moving to secondary school.

Device Specifications

Recommended specification for Year 4 students in 2018:

| | |
|-----------------------------|--|
| Operating System | iOS 10.2 or later (IOS 11 to be released in November) |
| Model | iPad Air or later iPad mini (iOS 10.2) or iPad Pro |
| Battery Life | Minimum of 10 hours |
| Storage | 32GB or higher Enables creation of multimedia |
| Accessories | Headphones (provided by parents) Protective Case (provided by school) Keyboards (provided by school) |
| Insurance (optional) | To cover home, school and transit. Can be added to Home Insurance Policy. |
| Software | Devices will be managed by Zulu Desk Management Apps will be distributed by the school – a further parent night for this demonstration will be held at the end of Term 3. |

Latest iPad 5th Generation 32GB (Released 2017)

- \$469 (Apple Store – current as at 24th July)
<https://www.apple.com/au/ipad-9.7/>
- \$422 (Officeworks – current as at 24th July)
<https://www.officeworks.com.au/shop/officeworks/p/ipad-9-7-wifi-32gb-gold-ipadw32gd>
- \$449 (Big W) – current as at 24th July)
<https://www.bigw.com.au/product/ipad-wi-fi-32gb-silver/p/WCC10000000487034/>
- \$468 (JB Hifi – current as at 24th July)
<https://www.jbhifi.com.au/computers-tablets/tablets/apple/apple-ipad-32gb-wi-fi-gold/329966/>

Apple Store Offers 0% Payment Options



Acceptable Student Use

Each child and parent will be asked to read, understand, sign and adhere to the iPad Code of Conduct Agreement and Acceptable Use Policy at the beginning of each year. This will be in addition to the ICT Student Code of Conduct Policy for Years 4-6.

St Luke's iPad Code of Conduct and Agreement Policy (Appendix A)
ICT Student Code of Conduct Policy Year 4-6 (Appendix B)

Mobile Device Management

The ZuluDesk suite of products is the Mobile Device Management (MDM) Profile that will be applied to all the individual iPads. This allows the school to manage the use of the iPads during school hours. The MDM enables the school to send school specific apps to the iPad remotely at any time, but also has the functionality to lock iPads to apps and have personal apps (such as social media or other distracting apps) 'go dark' during school hours. For example, a child may have many personal games/social media apps on the iPad, with ZuluDesk MDM, we can set the device so that those personal apps disappear at 8:30am and only reappear again at 3:00pm. It is specifically designed for managing iPads. Some important features of ZuluDesk are being able to applock, weblock, restrict devices and check connection of devices.

<https://zuludesk.com>

ZuluDesk Teacher is used by the school, whereas **ZuluDesk Parent** can be used by parents at home. This allows parents the same management rights over the iPad as a teacher, but when the child is not at school. For example, when your son or daughter has homework to do on an iPad, it is possible that he or she will be distracted by social media, text messages or gaming. With ZuluDesk Parent, you can restrict the iPad to a specific app for a period of time. During this restriction, it is not possible to receive text messages or push notifications. No distractions!

ZuluDesk Parent is used in a web browser; therefore, it can be used on all web-enabled devices: a computer, any tablet or smartphone. The most important features of ZuluDesk Parent: Applock, Weblock, Restrictions, Device information, Check connection status of device.

<https://zuludesk.com/features/zuludesk-parent/>

Device Damage Procedures

Parents are encouraged to have insurance for their child's iPad. Parents have the responsibility for ensuring their child has a functioning device for use at school. If there is an incident resulting in damage to the iPad that occurs while on school premises, teachers will complete an iPad incident report form (**Appendix C**). Whilst most damage to devices is the result of an accident, occasionally there will be conflicting accounts of the incident and some further investigation will be necessary. In undertaking any investigation teachers and parents acknowledge the difficulty in establishing responsibility for damage when two conflicting accounts are given.

Incident investigation process:

- Initial investigation of any damage by the teacher
- If clearly established as owner fault, teacher completes a damage investigation form (including photo of the damaged iPad), teacher and student sign the form and this is sent home to parents.
- If the cause and origin of damage is unclear the teacher includes all information gained to this point in the investigation form. The incident is referred to Principal.
- Parents are informed of the damage and next steps in the process
- The principal talks with all those involved in the incident and any witnesses to the incident. These discussions are documented. Parents are informed of the outcome of the investigation.
- If responsibility for the damage is clearly established contact is made with all parties to negotiate a resolution and repairs.
- When a result is unclear responsibility for repairs would remain with parents. The school would try (where possible) to provide a device whilst repair or replacement occurs.

Frequently Asked Questions

What if I cannot afford to buy an iPad for my child?

In the case of genuine financial hardship, please see the Principal so your particular circumstances can be discussed.

Our family already owns an iPad, can we use that?

If you have purchased or are planning to purchase the recommended specified iPad for your year level, we are confident that this will support learning up to Year 6.

Should you choose to provide your child with an earlier model or one with a lower specification that you already have at home, we will work with your child to get the most out of their device.

We will continue to facilitate shared iPads for those children without their own device so that children are not disadvantaged at school.

Will we as parents be asked to purchase apps?

At this stage, apps will be purchased by the school, avoiding further costs to parents. St Luke's Catholic Primary School will be enrolling student iPads in a Mobile Device Management system that will allow the school to distribute some apps that have been purchased by the school to the student iPads. The enrolment process wipes the content of the iPad and allows the school to install the apps. In addition, device management gives teachers and parents the ability to lock the iPad to a particular app or website as well as monitor student usage. Parents will still be able to log into the app store on the iPad and download purchased apps and install new apps under the Apple iTunes account logged in to the device.

Will students need an Apple ID? Do we need to discuss family sharing for under 13s?

Students do not NEED an Apple ID. They will be enrolled via Mobile Device Management, meaning all apps are distributed by the school to the devices. Should the child wish to download personal apps at home, then yes, an Apple ID will need to be logged into the iPad. As the requirement for an Apple ID is to be over 13 years of age, parents will need to create this ID in their name using their email address should they wish to allow their child to access the app store. Alternatively, you can access 'Family Sharing', details on this feature are found on Apple's website.

Will students be allowed to have music and games on their iPad?

Yes. However, parents are strongly encouraged to monitor the appropriateness of the games that are installed.

Can my child have their iPad taken from them?

Yes. If the student breaches the iPad student agreement, the iPads will be securely stored and parents will be contacted.

How much time will the students use their iPad for during the school day?

This will change daily. With any learning experience, the teacher is best placed to decide which tool will be the most effective in meeting the intended learning outcome. iPads are not intended to be a replacement or a substitute for any of the more conventional tools teachers have at their disposal. It is the school's belief that any well-rounded approach to education involves balanced access to a variety of tools. iPads simply increase the number of tools at the teacher's disposal and are only used when they are the best tool for the job.

Will students be able to use their iPad during recess and lunch?

No. iPads will not be accessible during recess and lunch. iPads are to remain in the students' school bags with the student before and after school. When the student enters the classroom, the iPad will be stored in the students' pigeon hole. If there is a situation where the student is involved in a before or after school activity such as a sporting activity, students will be able to leave their school bag in the office.

Will my child's internet usage be monitored at school?

Yes. The school has an internet filtering system that aims to stop inappropriate material reaching the students. Students will continue to discuss cyber safety in-class.

What if my child forgets to bring their iPad to school?

In this case the student may be required to complete tasks without it and catch up on work in their own time.

Can the iPad be charged at school?

No. It is the students' responsibility to ensure that the iPad is fully charged when they come to school. The battery life is more than adequate to last the school day.

Will my child be required to do homework on the iPads?

Homework will be set at the discretion of the classroom teacher. There may be times when students will have the opportunity to complete projects that they have started at school. There will also be apps that they can use at home to aid their learning. Use of the iPad at home will also allow students to familiarise themselves with how to use apps to improve their confidence when using them in the classroom. Most importantly, the students will have the opportunity to show other members of the household what they have been working on with their iPad.

How do I see my child's work?

It is recognised that it is important for parents to be involved in all aspects of their child's work and parents are encouraged to regularly spend time with their child asking them to explain the work on the device. Parents must also have full access to both the device and their child's work. The school asks that all students make passwords available to parents. Parents who have difficulties in accessing their child's work for any reason should contact the classroom teacher.

Will students still be taught the Three R's?

Yes. Schools are mandated to teach the content of the Western Australian Curriculum. The iPad, like any other tool, will be used when appropriate to enhance the learning experience. Paper and pencil and other tools will also be used when most appropriate.

Where does handwriting fit in with the use of iPads?

Teachers will use both digital technologies and traditional methods of teaching. We will still be teaching handwriting. Keyboards will be provided by the school for each iPad to further support typing and keyboard skills.

What headphones will my child need?

The standard apple headphones are fine, we do however find some children find the earbud style of headphones uncomfortable and therefore have just asked for headphones with a microphone to allow parents to choose the most appropriate for their child.

I am concerned about Health Issues?

Prolonged time in any position or activity may be of concern. This may include sitting and writing, reading, sporting activities and excessive screen time. Student activities are managed in the planning and delivery of curriculum. In our classrooms we have regular breaks, students are encouraged to get up and move around the classroom and we use furniture that maintains good posture. As a rule of thumb, the 20/20/20 rule should apply: Every 20mins, look at something 20 feet (approx. 6m) away for a minimum of 20secs.

Will individual's iPads be used by other students?

No. Only the owner of the iPad will be using it. There will be times where students will be working with groups and will need to share content, this will be done through wireless transfer of documents, photos, videos etc. Students without an iPad will be provided with a school device for the purpose of the lesson as determined by the classroom teacher.

What if the iPad is damaged, lost or stolen?

Parents need to ensure that the iPad is covered on their home insurance for at home, school and in transit. Should an incident occur at school where the iPad is damaged the school will assess the incident on a case by case basis as per the Device Damaged Procedure and determine a course of action.

Will you keep parent's informed about the integration of technology into the Curriculum?

Yes. Through teacher-parent communication - emails, parent nights etc. and through students being able to take their work home and show/explain to you what they are doing in class on the iPad. If your child is using a school device there will be opportunities for you to come into the classroom to view their work and talk with your child about what they are doing.

I am not confident with technology; how can I help my child?

Parents will have access to the school IT Coordinator and will also be invited to attend workshops to get assistance with using the iPad.

What type of professional development will the Year 4 teachers be provided?

We are very conscious that the success of a 1:1 Program relies heavily on the digital literacy skills of the teacher with your children. We recognize this and will engage the services of external support as well as draw on the expertise of existing staff members to provide ongoing support to the Year 4 teachers in 2018 and beyond.

How do we back up the iPad?

With the recent release of Office 365 and student access to Cloud Storage with OneDrive, parents and students will both receive assistance in regard to ensuring student work is backed up.

What if we need technical assistance?

School staff will also be learning, but have will have the skills to manage some issues that arise in the classroom on the iPads. We will also have support from an internal staff member, as well as an external support company. For other issues parents will be directed to the Apple store or other Apple service centres.

What happens next?

We will be holding a second parent night in Week 10 of Term 3. The purpose of this night is to demonstrate the Zulu Desk App and how it will physically work in the classroom with children.

At this meeting, parents will be provided with a list of dates in Term 4 of 2017 where they can bring in the iPad to have it enrolled in ZuluDesk ready to go for day 1, 2018. Parents will also be given instructions on how to back up data if they are using an existing iPad.

If you are purchasing a new iPad, this can occur at any stage between now and the start of school next year, however it will be preferable to have it enrolled in ZuluDesk prior to the end of the 2017 school year. We will simply require a serial number of the device.

Once we have collated all models and sizes of iPads, keyboards and cases will be purchased by the school in preparation for Term 1, 2018.

Students will need to have their iPad on Day 1, Term 1, 2018 where they will be set up with accessories.

Resources

<http://research.acer.edu.au/cgi/viewcontent.cgi?article=1002&context=policyinsights>

https://docs.education.gov.au/system/files/doc/other/deag_final_report.pdf

<https://www2.deloitte.com/content/dam/Deloitte/au/Documents/Economics/deloitte-au-economics-australias-digital-pulse-2017-010617.pdf>

Huntly PS – Deeper Learning with Technology https://www.youtube.com/watch?v=gMZGsnY_Sds

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

<https://www.common sense media.org/cyberbullying>