



ASCOT STATE SCHOOL **iLEARN** **INFORMATION**

2026/27



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<https://ascotss.eq.edu.au/>



Foreword

This handbook has been compiled to provide a ready source of information to parents/carers, teachers and students about matters influencing the effective use of the BYO iPads. Each student should be thoroughly familiar with its contents and follow all guidelines. This handbook is open to review as we stay responsive to the needs of our students and our community.

Contact Information

Email is our most efficient form of communication. Please email the team at Techsupport@ascotss.eq.edu.au with any questions or concerns.



Policy Owner and Document History

Policy Owner	Ascot State School		
Document History	Date	Approved By	Date for Review
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Teaching and Learning Vision: Why iLearn

Empowering Future-focused learning

We are passionate about creating digitally literate students who have the right tools to achieve excellence through engagement and creativity in their learning.

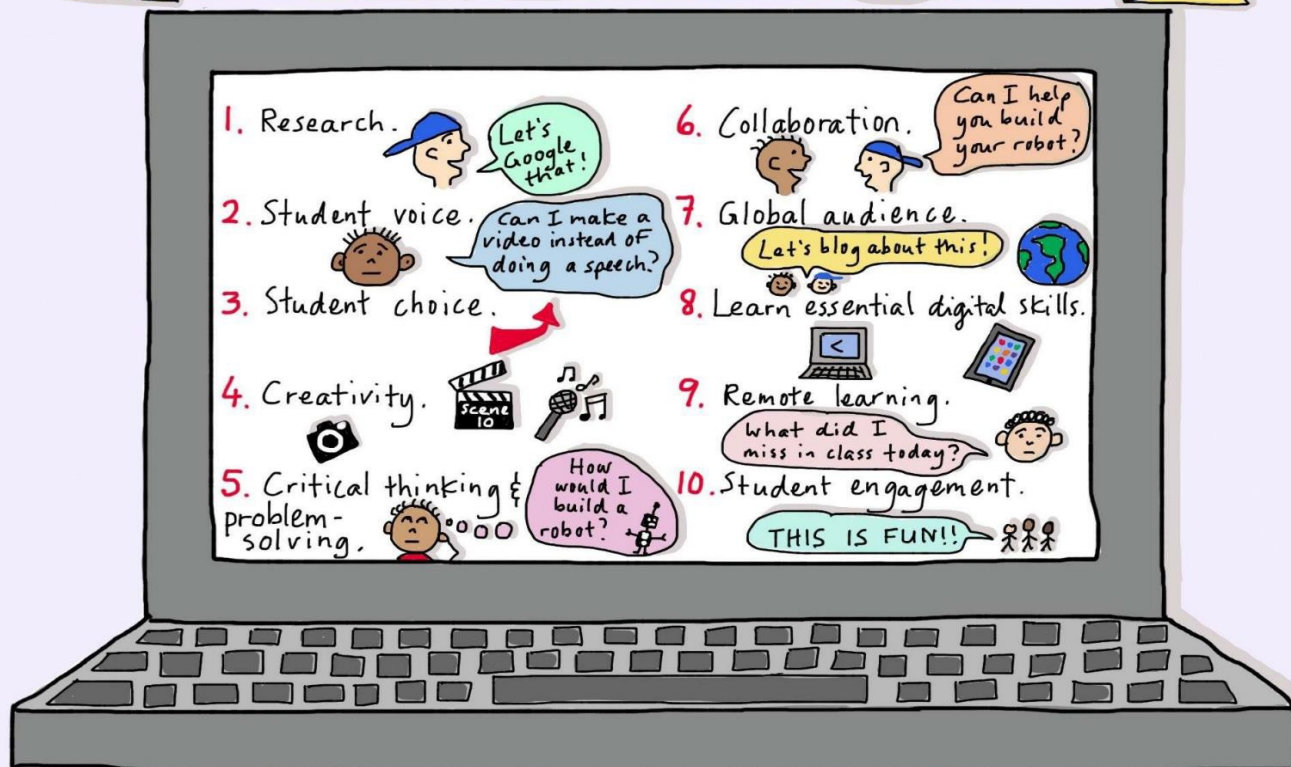
We will do that by:

- Inviting 1:1 BYOD iPad (**iLearn**) resourcing to enable deeper access to the curriculum and more timely completion of learning tasks.
- Providing Equity iPads to ensure no student misses out.
- Creating innovative tasks with real-world, authentic links that challenge students to research, record and create using digital tools to demonstrate their learning.
- Using iPads when they are the right tool for the learning and task, or assessment.
- Provide flexibility in how they respond to tasks by educating them in the use of a variety of powerful educational apps and digital pedagogies – show what they know in meaningful ways
- Explicitly teaching Cyber Safety to foster positive relationships between our students and prepare them for their online future
- Connecting with families to build positive device and online use in our students
- Ensure balance in use of devices with playful learning and outdoor learning, especially in P-1.



So that ... our students become engaged and independent participants in their own learning, developing the qualities and skills to live in today's digital society.

10 Reasons to use Technology in Class



@sylviaaduckworth

iPads as a tool for learning

iPads provide a powerful and age-appropriate platform for engaging with digital literacies within the primary school setting. The Ascot State School iLearn model provides and encourages:



Consistency – With all our children having the same device, it is easier to teach them how to use it appropriately. Even with variations of iPad models, the Operating System stays very similar.



Flexibility – the iPad is easier to use in more situations than a laptop, providing more opportunities for learning.



Quality – Apple currently has quality apps available for educational purposes.



Opportunities – iPads allow for pedagogical transformation, allowing teachers to create new, deeper learning episodes rather than just substituting for existing practices. It also creates more opportunities for differentiation and personalisation of learning.



Accessibility – iPads are very intuitive to learn, and children pick up what to do quickly, providing more time to focus on curriculum. They also have increasing accessible use options to help students with additional needs.



Resourcing – Our teaching and teacher aide staff all have iPads for curriculum and administrative use and we have ongoing professional development to increase their capabilities.



Home-School Connection – Students can use it for learning anytime and anywhere. It makes it easier for parents to see what students are learning.

Timeline of Implementation

Year 3 and Year 5 First year of BYOD iPad (iLearn) resourcing implementation Year 4 and Year 6 Access to existing devices, including laptops Prep – Year 2 School-provided iPads per class	Year 2 – mid- year First year of BYOD iPad (iLearn) resourcing implementation	Year 4 and Year 6 Students will roll up from 2026 Second year of (iLearn) implementation By the beginning of 2027 – all Year 3-6 students will be operating under the BYOD iPad Resourcing model	Year 2 – mid- year

Which iPad and Accessories do I choose?

Purchasing a new iPad – Recommended Device

Make: Apple

Model: iPad A16, 11-inch Wi-Fi Only/ iPad Air 11-inch Wi-Fi Only

Storage: 128GB

Extras: Screen Protector, Case with Keyboard



Education iLearn (BYOD) Purchasing Portals

Ascot State School does not recommend or endorse any specific supplier. Families are welcome to purchase devices and accessories from a retailer of their choice.

To assist families, the school has arranged access to education purchasing portals that offer recommended device bundles and accessory options. Families may customise their selections as required.

JB HI-FI Education

Linked Access Portal: <https://byod.jbhifi.education/>

School BYOD Code: ASCOTSTATE

Queensland Computer BYOx

Linked Access Portal: TBC

School BYOD Code: TBC

Using an existing/pre-owned iPad – workable models

Families may use an existing iPad provided it meets the minimum requirements below.

Make & Model:

- Apple iPad (9th Generation) Wi-Fi Only or newer
- Apple iPad Air (5th Generation) Wi-Fi Only or newer

Storage:

- 64GB minimum
- 128GB or higher (**recommended for longevity**)

Recommended Accessories:

- Keyboard case
- Screen protector



iPad 9th Generation Wi-Fi Only



iPad Air 5th Generation Wi-Fi Only

Software Requirements

Devices must be capable of running the latest version of iPadOS and all school-required applications. The Department of Education recommends planning for a BYOD device lifespan of approximately 3–4 years. Families should ensure devices are updated to the latest version of iPadOS at least once per term.

All student devices must be **Wi-Fi Only**. Devices with cellular (4G/5G) capability are not required, and students must not access mobile data services while at school.

Required Devices and Accessories

Keyboard Cases

Keyboard cases make writing tasks and general class work a lot easier than using the on-screen keyboard.

It is preferred that **ALL** students have a keyboard case (**with a built-in trackpad preferred**) to support learning activities and improve productivity.

Keyboard cases **should not** require disposable or replaceable batteries. Rechargeable keyboards that charge directly from the iPad or via USB-C are preferred. The ZAGG keyboard is a great middle of the range option. Additional options are also available via the purchasing portals.



Protective Cases

In the small number of cases where a keyboard case is not used, students must have a heavy-duty protective case with a front screen cover. Cases should provide adequate shock protection for everyday school use. Novelty, decorative, or slimline cases are **not recommended** as they may not provide sufficient protection against accidental damage.



Headphones

Students require wired over-ear headphones with a built-in microphone to support online learning, recording activities, and classroom use.

Depending on the iPad model, families may require:

- USB-C headphones; or
- Standard 3.5mm headphones with a USB-C adapter; or
- Standard 3.5mm headphones with a Lightning adapter (older devices only).



Bluetooth headphones are **discouraged** for classroom use.

Stylus

An Apple Pencil or stylus is not required but may assist students with digital worksheets, note-taking, and annotation tasks. Families may choose to purchase a stylus if desired or on the recommendation of their child's classroom teacher. A basic stylus is suitable for most educational activities.



Mouse

Some students prefer using an external mouse.
Recommended: Logitech M196 or the Logitech M240 (silent touch).



Apple Care and Warranty

VYOD devices are not covered by school insurance for accidental damage, loss, or theft. Families may wish to consider AppleCare+ or an equivalent warranty and protection plan for additional peace of mind

Reassurance for Parents – Battery Life and Longevity

We wish to reassure families that an iPad purchased in mid-Year 2 will remain viable until Year 6.

Typical iPad Life Span

- 4–6 years of reliable use when properly cared for.
- Apple updates continue for about 6 years after release.
- Battery life slowly shortens after 3–4 years, but replacement is possible and much cheaper than buying new.

How to Maximise iPad Battery Life

- Charge sensibly (avoid constant overcharging; let it run down sometimes)
- At least once a week, drain the battery to 0% and fully recharge to 100%. This will aid the life of the battery
- Reduce the screen brightness to a comfortable level
- Lock the screen when not in use
- Close all running apps/programs when not in use

Equity Devices

A number of equity iPads will be deployed for a period of time as needed to individual students after discussion with families.

Please let us know if you would like to talk to the school more about equity devices.

Communication and Feedback

We encourage a learning partnership and open communication. If you have any questions or feedback, all enquires can be addressed to techsupport@ascotss.eq.edu.au

At School

Digital learning

All learning experiences are carefully considered when teachers are planning units of work. Best practice involves teachers using their professional judgement to ensure a balance of offline and active learning experiences.

The Australian Curriculum – General Capabilities

The general capabilities digital literacy encompasses the knowledge, skills, attitudes, and behaviours that assist students to live and work successfully in the 21st century. It is a key dimension of the Australian Curriculum, supporting young Australians to become successful learners, confident and creative individuals, and active and informed citizens. The general capabilities are addressed through the learning areas and are identified where they offer opportunities to add depth and richness to student learning.

<https://www.australiancurriculum.edu.au/curriculum-information/understand-this-general-capability/digital-literacy>



Figure 1: Digital Literacy elements

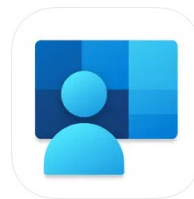
Embracing opportunities to prepare every student to realise their potential in a digital world.

— *Digital innovation in teaching and learning plan*

Easy Management for Parents

Intune Company Portal

Devices will be primarily managed through the school (via Intune Company Portal) to ensure consistency and ease of use. Initial set up procedures can be completed at home – [See Instructions for enrolling a device into Intune](#).



Intune Company Portal 4.5

Company resources on the go
Microsoft Corporation

#33 in Business

★★★★★ 4.5 + 523.5K Ratings

Free

Apps

Families will receive a list of school apps. The school primarily uses free Apple and Microsoft suite apps, with only limited use of paid apps. Any costs associated with paid apps will be covered under the Student Resource Scheme (SRS).

Intune Company portal provides an app list for students to download. These apps can be downloaded with teachers when necessary. They are not required to install during set up procedures. You may wish to install the core school apps. Families also retain the option to manage and install their own apps through the Apple Store - [See App List: reviewed yearly](#)

Student Devices to Remain at School

We respect parent preferences by allowing student devices to remain securely at school during term time and travel home during holidays as desired.

Lockable Charging Stations

Each classroom will be equipped with a lockable charging cabinet that includes an internal power board for easy device charging. iPad owners will need to supply their own AC adapters and charging cables for use with the cabinet.

At the end of the school day, all student devices will be locked away and charged overnight ready for use the following day.



iPad Supervision

The use of iPads is generally not permitted on school grounds before school, during lunch times, and after school without the permission of a teacher and under their direct supervision. iPads will remain in classrooms, during the school day, except for specialist lessons, where iPads may be required for learning. Students are required to sign the Student Participation Agreement to ensure these guidelines are followed. The Student Participation Agreement is to be returned to your classroom teacher prior to the device being used at school.

Damages

All devices are monitored by teachers at school and clear expectations are in place to prevent foreseeable problems and damage. Accidental damage to a device is the owner of the device's responsibility. If damage is caused by deliberate or careless actions of a student (owner or others), the costs of repair may be passed onto those involved and appropriate behavior consequences apply. The decision around the responsibility for repair costs is at the discretion of the Principal.

Security of Devices

Students will be required to add a Lock Screen Passcode: Note: This is a Department of Education Intune requirement. Students will need to remember this passcode. Please provide to your student's teacher on Day 1 for their secure storage.

Be advised, if students change and forget the passcode, the device may need to be wiped and reset to factory settings. This will mean you can reload all your purchased apps but any data within the apps i.e., your child's work will be lost. At school, students work will mostly be backed up and saved via OneDrive. Setting a Lock Screen Passcode - <https://support.apple.com/en-au/guide/ipad/ipad997daf9f/ipados>

Internet Filtering and Restrictions

While students are at school, internet traffic is filtered by the Department of Education's filter system. If iPads go home, to filter content at home, parents and carers will need to adjust settings on the iPad to keep students safe from inappropriate content. At school, classroom management plans will include consequences for sharing content that does not relate to learning, including features such as AirDrop.

It is important for teachers and parents/carers to work together in educating students about reporting and talking to trusted adults when they encounter inappropriate material. For more information, watch this [eSafety video: iParent – Inappropriate Content](#).

Access to School Network

All students involved in iLearn will be provided with access to the school network. By signing in to the InTune Company Portal application, the iPad will automatically receive certificates to ensure a more secure connection to the school network. Teachers will assist students to set up folders in OneDrive to store school related files (all students have free access to OneDrive and Microsoft Office through the Department of Education).

Code of Conduct

The Ascot State School Wellbeing and [Student Code of Conduct](#) defines processes for a whole school approach to discipline. The same processes will be followed for students using technology. Extreme cases may have to be forwarded onto the Department of Education's Cybersafety and Cybersecurity Team.

Teachers, students and parents/carers should be familiar with its contents, including, but not limited to:

- Use of mobile phones and other digital devices by students - *Mobile phones are to be kept in school bags for the duration of the school day. An additional form needs to be signed and returned by the student and their parents/carers to allow the possession of a mobile phone or wearable device. This form can be obtained via the school office*
- Preventing and responding to bullying
- Appropriate use of social media

Student iPad Participation Agreement

To ensure students understand their responsibilities we have a student-friendly participation agreement which families will need to read through together. This agreement aligns with the Ascot State School Student Wellbeing Framework and Code of Conduct and is specific to expectations around personal iPads. It is a requirement that the Student iPad Participation Agreement is signed by the student and parent/carers and returned to the classroom teacher. This agreement is signed yearly. A copy of this agreement is in the final section of this handbook.

Breaches of iPad iLearn Procedures

Any breaches of these policies may result in the student being referred to school leadership and discipline administered in accordance with the Student Wellbeing framework and Code of Conduct and the iPad Responsible Use Agreement. This may include denial of access to devices and the network for a period of time.

Distractibility will be dealt with in the same manner as other classroom instances of off-task behaviour as per the class behaviour management plan and the Student Wellbeing framework and Code of Conduct.

Third Party Consent

Our school uses tools and resources to support student learning, including third party (non-departmental) online services hosted and managed outside of the Department of Education network. Online services, including websites, web applications, and mobile applications, are delivered over the internet or require internet connectivity. Examples may include interactive learning sites and games, online collaboration, and communication tools, learning management systems, and file storage. BYOD iLearn requires permission for certain external services, such as SeeSaw and ACER OARS. QParents is used to manage student online third-party consent.

QParents

[QParents \(External Link\)](#) is a secure, online portal that has been created by the Department of Education to provide parents of Queensland state school students with 24-hour access to their child's information. The portal allows you to securely access information about your child and communicate directly with your child's school.

NAPLAN

Temporary changes in Settings for NAPLAN Online Testing (Year 3 and 5)

The NAPLAN Online test, completed through the NAP browser app, requires certain settings to be switched off during the test period. Students will be guided through the settings by their teachers and asked to turn off particular features/settings for the duration of the testing week. Upon completion of NAPLAN Online students can restore any personal settings.

Ergonomics

Tablet use is associated with a high degree of flexion in the head and neck, that is 15-25° beyond a neutral, relaxed posture. This increase will quickly lead to fatigue and discomfort, and over time, injury. By elevating the device and avoiding lap-level locations students can minimise any associated risks. This advice is supplied by [The Harvard School of Public Health](#). Our teachers are aware of the need for good posture whilst using devices in the classroom and can help students maintain correct posture for using devices. Tips supplied by the University of Oxford include:

- Adopt a good sitting position to avoid straining your arms
- Do not slouch, sit forward or crouch over the iPad; sit up straight with the lower back supported
- iPads are not designed for prolonged use
- Work on a stable base and not on your lap
- Take regular breaks, especially to reposition the head and neck, and to rest the eyes

Apple classroom and monitoring

Students will be asked to accept teacher requests to join Apple Classroom so that teachers can guide students through lessons and see their progress without interrupting the flow of student engagement and work. When students are connected to Classroom, teachers are able to launch apps on student devices, mirror student work to the classroom TV and monitor student on-task behavior. Teachers can share documents and send web links to students efficiently to assist in classroom activities.

iPad Routines

A consistent set of school-wide instructional cues will be implemented so that students clearly understand what to do with their iPads during different stages of a lesson. For example, a cue may signal students to stop using their

iPad, place it face down, and give their full attention to the teacher for instructions.

Games

Students may have games and other apps on their devices at their parents'/carers' discretion (for use when the device is at home, for example, on holidays), but they are not permitted to use these during school hours. When storage limits are reached, some of these 'home' apps will need to be deleted to make room for school-related apps or created work.

Messaging

Messaging apps are not to be used at school. Contact between parents and students during school hours needs to go through the school office. It is highly recommended by the school that this feature be deactivated.

iCloud

iCloud is blocked by the Department of Education as it stores information on servers outside of Australia. We ask that students disable most iCloud features (particularly iCloud Drive) as work can get automatically uploaded at home and then students are unable to access it at school. While not required, it may be beneficial to keep iCloud backup turned on as this can help restore data in the case of a broken iPad, a factory reset, or moving to a newer iPad.

Support at School

iLearning Mentors

As part of our commitment to developing digitally capable learners, the school will establish Student Digital iLearning Mentors to provide classroom-based support with troubleshooting and IT problem-solving when required.

On-site support

Our on-site technicians will be available at the beginning of year to assist families with device setup and ensure all student iPads are connected to the school network for seamless connectivity. If parents are seeking support from the school, they can use the email techsupport@ascotss.eq.edu.au or seek support through their child's class teacher.

Acceptable use of iPads

Internet Etiquette

All users are expected to abide by the accepted rules of internet etiquette. These include:

- Be polite
- Do not swear, use vulgarities or any other inappropriate language
- Always assume that any information or communications accessible from the network is private property
- The subject line of an e-mail should indicate the content of the message
- Always end with your name and e-mail address
- Always acknowledge that you have received a document or file someone has sent you
- After reading email messages they should be deleted or archived
- Before sending an email it should be proofread and edited to eliminate mistakes
- Students must not use their email to send inappropriate messages
- The school email account is for school work only
- FaceTime is not be used at school. It is also highly recommended by the school that this feature be deactivated.

Device Audits

Monitoring Student Machines for Software Infringements and Inappropriate Material

Students may be selected on a random basis to provide their device for inspection for compliance with school and legal requirements. Where the school has reasonable suspicion that there is inappropriate or offensive material on an iPad, the school may request the student to hand in their device to the teacher or a member of school leadership.

Cyber Safety and Digital Citizenship

One of the positive features of BYOD iLearn is the time spent with students to enable them to become wise digital citizens. All students will undergo learning in cyber safety, cyber bullying awareness and copyright laws. This is ongoing and designed to make our students safer online, especially as they transition to high school. At Ascot, we use the Digital Literacy and Citizenship lessons by developed by Common Sense Education to engage students in conversations and teaching episodes to learn about being Cyber Safe and Cyber Smart.

Social Media

The Online Safety Amendment (Social Media Minimum Age) Bill 2024 amends the *Online Safety Act 2021* and requires 'age-restricted social media platforms' to take reasonable steps to prevent Australians under 16 years from having accounts on their platforms.

Unacceptable Uses of Information and the Internet

The following behaviours are considered unacceptable use of the iPad and internet:

- Using the network for any illegal activity, including violation of copyright or other contracts.
- Posting anonymous messages/files.
- Downloading, storing, creating, sending or printing files or messages that are deemed to be profane, obscene, or that use language that offends or degrades others.
- Giving personal information or agreeing to meet any person met through the Internet.
- Transmission of personal information about any member of the school community.
- Accessing offensive, dangerous or potentially destructive information.
- Downloading any files illegally
- Not reporting unsolicited emails/ messages, particularly from unknown persons.

If a student comes upon any controversial or bullying material, they are to report it directly to their teacher or a safe adult.

At Home

Ascot State School position:

- We view the student iPad as a very valuable tool for learning
- We support parent decisions about setting of boundaries for device use at home
- We honor parents decisions in keeping school iPads at school during the school term if desired
- Students do not need games and entertainment apps on their iPads for school
- Whether parents allow games and entertainment apps on their child's iPad (for use when iPad is at home) is a family decision. These games and entertainment apps are not to be used at school

Further tips from the [eSafety Commisioner](#) include:

- Be involved
- Work with your child to set boundaries for screen use
- Be clear about the consequences of not switching off
- Set device-free zones and times at home
- Ask your child to explain their screen use
- Use iPad settings to help manage access
- Lead by example

Set boundaries

- Consider creating a [Family Tech agreement](#)
- If using a device at home, the school recommends that you specify where in the house the iPad can be used and where it will be stored for charging.
- Students need their sleep, so we strongly suggest that the iPad is not taken to bed – it may be best if the iPads don't go into bedrooms. Cyber safety experts advise all online devices should be used in highly visible family areas.
- Whether children are allowed to install games and entertainment apps on their iPad is a family decision. (At school, students who play home games on their iPads are not following the Responsible Use Agreement and will incur consequences. Inappropriate material may be deleted from the iPad and parents contacted).
- The amount of time an iPad is used at home is a family decision.
- Double tapping the home button will allow you to see the apps your child has been accessing from the most recently opened/used.
- The use of the 'Guided Access' feature in Settings > Accessibility or 'Screen Time' may be helpful to some families with monitoring or organising time or app use. Assistance with these features can be found on Apple's support pages.
- Screen Time (if activated) will give you a daily/weekly summary of what apps have been used and for how long during the past 4 weeks.
- Make it a routine to check your student's internet browsing by accessing the history in Safari or other browsing apps e.g. Google.

Messages, Face time and group chat

Messaging apps are not to be used at school. Contact between parents and students during school hours go through the school office as per our usual procedures. It is highly recommended by the school that this feature is deactivated.

If devices are being used at home - while messaging apps can be a beneficial way for children to interact, they can also be a distraction. Parents can choose whether they wish for the app to be uninstalled or they can control who can be contacted through the use of Screen Time.

Messages and group chats can be beneficial as a way for friends to socialise, however we find them to be the largest causes of distress for our children online. This can be due to the overwhelming number of notifications, being added to a large number of group chats and inappropriate or hurtful language and content shared by others that make them feel uncomfortable.

To supplement our cyber safety education at school, we encourage you to actively help your children develop the skills needed to manage these online conversations.



- Encourage children to talk more in person than they do online (particularly for younger children)
- Turn off and reduce notifications. Kids can have a fear of missing out on the conversation, but also get frustrated when they have too many messages and notifications. Helping your child realise they are the ones in charge, not their device, is an important step to helping them realise a healthy balance of screen time. Consider using badges on the app to see that a message has arrived over receiving a push notification every time.
- Help your child to establish positive boundaries with their friends if in a group chat.
- Sometimes children don't realise when they have crossed a line with their friends, and if boundaries aren't clear, it can be difficult for them to call their friends out when this happens, or to share their feelings about it with an adult for fear of getting in trouble.
- By helping them to learn to set boundaries with friends and how to talk about issues, you can help your child to develop good digital behaviours as they grow.

Some suggestions are:

- Only say or do online what you would do face to face and if others were present.
- Think before sending photos or comments (Do I have permission to send this? What would my friends/ parents say)?
- Acceptable time limits for messages (e.g. no messaging after 7:30pm or before 7am).
- No one likes spamming
- Walk away from online arguments. Talk to someone else face to face or on the phone, do something to make you happy before you respond.
- You can leave a group chat if you want. Children may need to be taught how to do this.
- Tell a safe adult when you feel upset or unsafe. Talking to a parent, carer or older sibling can stop most issues from escalating and causing more distress.
- If you do allow your child to access these or other chat apps, we encourage you to monitor their use and discuss with their children how to use these appropriately and safely.

- Visit RaisingChildren.net.au for more information.

Parental controls

Apple has a feature called Screen Time which you can use to access real-time reports about how much time is spent on your iPhone or iPad, and set limits for the use of apps and features. This can be set up on the device or from a separate device if using Family Sharing. For more information visit: <https://support.apple.com/en-au/HT208982>

Content Restrictions is a feature that allows you to place restrictions on changes made to the iPad and content that can be accessed through Apple's own apps such as Music or TV. If using this feature to control website access in Safari, please use 'Limit Adult Websites' as 'Allowed websites only' can have a drastic impact on students' ability to complete in-class tasks.

Down Time allows you to schedule time where the iPad use is limited to particular apps of your choosing. You can set this to occur every day or for different times each day.

App limits allow you to limit the amount of time that can be spent in particular apps or groups of apps. This can be adjusted to allow different time limits on different days (e.g. 1 minute of use on school days but 30 minutes on the weekend). This feature can also be used for websites.

NB: Any focus time limits should not be applied on any school approved apps, as this may limit app use during learning time.

More information about how to set up Screen Time and Parental Controls is available in a series of guides developed by Apple Education. The **iPad Families Guide - Getting Ready for Learning** is designed to help parents set up their child's iPad for safe, focused learning, without needing to be a tech expert. <https://education.apple.com/resource/250014327>

Parental Controls - <https://support.apple.com/en-au/105121>

For more safety tips including an [eSafety guide](#) aimed at informing parents on safety and better understanding on the apps and websites children want to use, go to the eSafety Commissioner website.

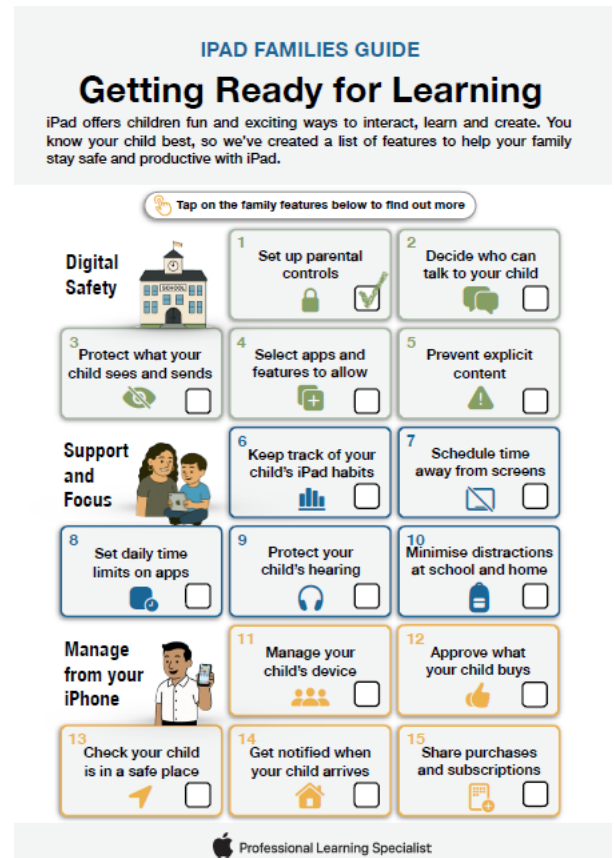
[Act eSafe](#) is a short video for 7 to 10 year old's which focuses on e-security and eSafety.

Time on Devices

The Australian Institute of Family Studies (AIFS) recommends:

- No screen time for children younger than two years
- No more than one hour per day for children aged 2–5 years
- No more than two hours of sedentary recreational screen time per day for children and young people aged 5–17 years (not including schoolwork).

Too much time on screens? | [Australian Institute of Family Studies \(aifs.gov.au\)](https://aifs.gov.au)



Supporting Documents

Please refer to the following documents associated with BYOD iLearn at Ascot State School. These can be accessed via the school website or you can ask for a copy from the school office.

- 1. Responsible Use Agreement – signed yearly**
- 2. Apps list (reviewed yearly)**
- 3. Onboarding Checklist**
- 4. Instructions to Enrol a device into Intune**

Responsible Use Agreement – signed yearly

Years 2-6 Student iPad Responsible Use:

Parent support document

This document supports the *Year 2-6 Student iPad Responsible Use Agreement*.

The *Year 2-6 Student iPad Responsible Use Agreement* is sent home and signed yearly, and on enrolment of Year 3-6 students, as part of establishing and reinforcing expectations of appropriate behaviour with regards to device use.

Parents/Carers

As a parent/carer of a student in the iLearn iPad Resourcing model, I acknowledge that:	✓
I have set up my child's iPad according to Ascot State School's instructions to the best of my ability, including to set up the device with a child account with their own AppleID (this does not require sharing of ID with child)	
I understand my child <u>will not</u> have a SIM card in their iPad and <u>will not</u> access cellular services while at school.	
I have installed the Intune Company Portal app to allow for secure connection the school network. I understand that this app does not track/view what is on my child's iPad.	
I acknowledge that I can use Screen Time and Parental Control features if I choose, such as App limits, Content Restrictions and Ask to Buy (do not attached a credit card in any circumstances)	
If I wish to limit access to apps and/or websites, I will do so in consultation with my child's class teacher to avoid accidentally interrupting my child's learning.	
I acknowledge that students and their parents/carers are responsible for the security, maintenance and integrity of their devices.	
I understand that accidental damage to a device is the owner of the device's responsibility. If damage is caused by deliberate or careless actions of a student (owner or others), the costs of repair will be passed onto those involved and necessary behaviour consequences may apply. The decision around the responsibility for repair costs is at the discretion of the Principal.	
I understand that most social media apps have a minimum age of 16 and my child/ren <u>will not</u> have access while at school.	
I will encourage, monitor and support Cyber Safe and Cyber Smart behaviours at home and at school, such as respect, responsibility, and reporting when feeling unsafe. I acknowledge I can assist my child with reporting concerns to their class teacher, school staff or other appropriate channels.	

****Please retain the Parent Support Document (with linked QR Code to the Student Agreement) for your records. The Student Agreement is to be returned to school, signed and dated****

Years 2-6 Student iPad Responsible Use Agreement

This document outlines the expectations of responsible use for students with a **personally owned or school issued iPad** and aligns with the Ascot State School Responsible Behaviour Plan.

This document is supported by the Year 2-6 Student iPad Responsible Use Parent support document.

Please discuss each item with your child before ticking, signing and returning to school.

- Students are to sign agreement and each class teacher will keep on file for the year.
- iPads will not be connected to our network until this form is returned to school.

General Use:

I will protect my equipment by:	✓
Making sure my name is <u>clearly visible</u> on my iPad and all accessories.	
Ensuring my iPad and keyboard is charged and ready to use at the beginning of each school day. At school, my iPad is locked away in the charging lockers overnight.	
Holding my iPad with two hands when carrying it around the classroom/school and will walk when carrying it.	
(If my iPad goes home) Keeping my iPad in my school bag on my trip to and from school.	
Only using my iPad at school during class and specialist lesson time, or during extra-curricular activities that are supervised by a teacher. iPads are not to be used during playtimes.	
Only connecting my iPad to EQNET or iDET while at school. I am not permitted to access cellular services or VPNs at school.	
Immediately reporting any accidents or breakages to my parents and teachers.	
I will NOT allow other students to be in possession of my device. At times I may be asked to work with other students for the purposes of collaboration, however other students may not use my device.	

Content:

I will use my iPad to support my learning at school by:	✓
I will not use iMessage or other messaging apps or websites while at school (even to contact my parents, or to message my friends when I am at home eg: if sick and away for the day (including on wearable devices such as watches).	
Using my iPad only to complete class work and tasks as set by my teachers.	
Only going to websites that support my learning activities or are approved by my teachers. This includes web-based games.	
Accessing only school apps while at school. I understand I may have additional apps on a personal iPad, however I will not access these 'home' apps at school. These apps will be stored in a separate folder on the iPad.	
Ensuring the required apps are installed and there is enough storage available on my device for classroom use.	
Ensuring I remember my login details and can recall these when needed. I will keep my password card safe and secure.	
Turning off notifications on all apps, or enabling focus mode, to reduce distractions to my learning. <i>NB: refer to the Use of Electronic Devices including mobile phones, in regards to the use of wearable devices such as watches. https://ascotss.eq.edu.au/our-school/rules-and-policies</i>	
Giving permission for my teachers, parents and carers to perform checks and monitor what apps, photos and videos I have and to check the websites which I visit. This includes connecting my iPad to Apple Classroom.	
Not committing plagiarism or violate copyright laws; (e.g. use of illegally downloading and sharing of games, photos and music, and taking credit for other people's creations, including through the use of generative AI)	
Only using my school email account for mail related to my learning	
Only using airdrop for educational purposes and only with permission from my teachers	
Turning my iPad off and putting it away when I don't need it for class work.	

Digital Citizenship (Safety and Security at home and at school):

I will protect myself and support my friends by:	✓
Demonstrating respect when using my iPad/other equipment with regards to other people. This means: • Being kind, considerate and respectful of others when using a device. • 'Pausing for People' – stopping to show my listening when others begin talking to me. • Only taking photos and recording sound and video when granted permission by my teacher and the people involved. • The school name, emblem or uniform will not be used in any way which would result in a negative impact for the school and its community. I will not post photos, audio or video of such.	
Understanding that my passwords/passcode must never be given to any other user except for my parents, carers or teachers. I will not allow anyone else to use my school account. If I have any reason to suspect that my account may have been compromised, I should report it immediately to my teachers, parents or carers.	
NOT revealing names, personal details or images of myself or others, online or in electronic communication unless it is safe <u>and</u> I have been given direct permission to do so by my parents, carers or teachers.	
Being Cyber Safe and Cyber Smart when using the internet at school and at home. This means: • Understanding that the internet can connect me to useful information around the world • Being responsible when conducting research for school and browsing online • Questioning what I see online to check what is true • Asking for help when I need it • Immediately closing the window and informing a trusted adult at home or school if I find something offensive or something that makes me uncomfortable • Reporting suspicions of cyber bullying to a trusted adult	
Being Cyber Safe and Cyber Smart when using messaging at <u>home</u> , if I am allowed by my parents or carers. This means: • Setting and following respectful and responsible expectations with friends, such as respectful language and appropriate times for messaging. • Understanding it is unacceptable to create or share offensive messages and pictures • Only being in chats with people I know in person • Reporting behaviour that is inappropriate, unsafe or unkind to a trusted adult	

I will follow the expectations and consequences that my class agrees regarding iPad use at school. I understand that following the items outlined in this document is part of our class agreement.

I understand there will be consequences for inappropriate use of my iPad at home or at school. I may lose the privilege of accessing the school network or of using the iPad at school or home for the session, day, week or longer. I may be subject to additional consequences according to our Ascot State School Responsible Behaviour Plan.

We have read the above Student iPad Responsible Use Agreement. We agree to abide by the guidelines outlined in these documents.

Name of Student: _____

Student Signature: _____

Name of Parent: _____

Parent Signature: _____

Name of Teacher: _____

Teacher Signature _____

Class: _____

Date agreed: _____

Learning Apps – Ascot State School (reviewed yearly)

Ascot State School uses Intune Company Portal to manage connections to the school network as it offers a more secure connection. This app allows us to allocate app licenses to all students. All paid apps will be applied to the Student Resource Scheme (SRS). Once you are logged in with your child's details, you can download a copy of the **ESSENTIAL CORE LEARNING APPS. All other apps can be installed at school.**

- When a child leaves the school, the app license will return to the school.
- Families will still have the ability to load non-school apps on to iPads for use when at home, however these apps are not to be used at school. Focus time can be applied to all non-school apps to avoid distractions.
- We ask that all non-school apps are organised into a folder labelled 'Home'

		Intune Company Portal	To complete set up – Student EQ username and password is required.
		This app is mandatory to download. See instructions for installing on devices.	Student Name: _____
			EQ User Name: _____
		Password: _____	

DEFAULT APPS:

These apps are included as standard on every iPad.

									
Pages	Numbers	Keynote	GarageBand	Books	Clips	Calculator	Safari	Clock	Notes

ESSENTIAL CORE LEARNING APPS:

These apps can be accessed for free using our school licenses via the Intune Company Portal.

Families can install these apps at home using Intune, or we can assist with installation at school.

All students have a free Office365 license through the Department of Education

	OneDrive	FREE (Yr 2-6)		Word	FREE (Yr 2-6)		SharePoint	FREE (Yr 2-6)
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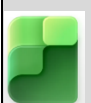
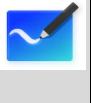
OTHER LEARNING APPS:

These apps are available through the Intune Company Portal.

To maximise available storage on student iPads, **these apps will be installed by teachers when required for learning.**

As some apps are year level or class specific, not all students will require every app.

Microsoft Suite Apps:

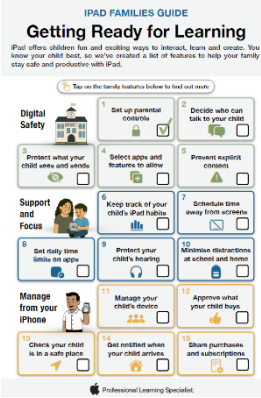
	Microsoft Excel	FREE (Yr 3-6)		Microsoft Whiteboard	FREE (Yr 2-6)		Microsoft Powerpoint	FREE (Yr 2-6)
	OneNote	FREE (Yr 2-6)		Teams	FREE (Yr 3-6)			

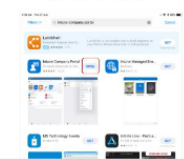
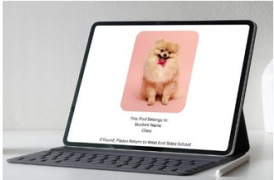
Mathematics Apps:

	Measure	FREE (Yr 2-6)		Pattern shapes by MLC	FREE (Yr 2-6)		Math Clock by MLC	FREE (Yr 2-6)
	Number Line by MLC	FREE (Yr 2-6)		Maths Slide Tens and Ones	FREE (Yr 2-4)		Number Pieces by MLC	FREE (Yr 2-6)
	Geoboard by MLC	FREE (Yr 2-6)		Maths Slide hundred, ten, ones	FREE (Yr 2-4)		Fractions by MLC	FREE (Yr 3-6)

	Maths Slide add and subtract	FREE (Yr 2-4)						
Creation Apps:								
	SeeSaw	FREE (Yr 2)		Tayasui Sketches School	FREE (Yr 2-6)		Chatterpix kids	FREE (Yr 2))
	iBrainstorm	FREE (Yr 2-6)		Inspiration Maps	FREE (Yr 2-6)		Doodle Buddy Draw for iPad	FREE (Yr 2))
	Canva	FREE (Yr 4-6))		Draw and Tell	FREE (Yr 2)			
Coding and Technology Apps:								
	Scratch Jr	FREE (Yr 2-4)		Tinkercad	FREE (Yr 4-6)		Delightex	FREE (Yr 5-6)
	Google Earth	FREE (Yr 2-6)		Wonder for Dash	FREE (Yr 2)		Spike Lego	FREE (Yr 4-6)
	Blockly for Dash	FREE (Yr 2)		Go for Dash and Dot Robots	FREE (Yr 2)		Mindstorms	FREE (Yr 4-6)
	Blooket	FREE (Yr 2-6)		Sphero	FREE (Yr 4-6)		Tello Drone	FREE (Yr 6)
	Microbit	FREE (Yr 4-6)		Lego WeDo	FREE (Yr 2-6)		Minecraft Education Edition	FREE (Yr 3-6)
English Apps:								
	SORA by Overdrive	FREE (Yr 2-6)		Kids A-Z	FREE (Yr 2-6)		Dictionary.com for iPad	FREE (Yr 2-6)
	Great Typing	FREE (Yr 2-6)		Word Hippo	FREE (Yr 2-6)			
School Subscription Apps:								
	SmartLab – web browser	FREE (Yr 2-6)		Mathletics	FREE (Yr 2-4)		Education Perfect – web browser	FREE (Yr 5-6)
	Typing Tournament – web browser	FREE (Yr 2-4)						
Wellbeing Apps:								
	Switch 4 Schools	FREE (Yr 2-6)		Smiling Minds	FREE (Yr 2-6)			
Japanese Apps:								
	Hiragana Memory Hint [English]	FREE (Yr 2-6)		Google Translate	FREE (Yr 2-6)			
Other:								
	NAP Locked NAPLAN Locked Down browser (2026 version)	FREE (Yr 3 and 5)		ByTello Share	FREE (Yr 2-6)			
Paid Apps:								
	Book Creator for iPad (NOT FREE VERSION)	\$5.99*		Stop Motion iPad (NOT FREE VERSION)	\$4.99*		ComicBook	\$2.99

BYOD iPad Resourcing Onboarding Checklist 2026/27

Required Onboarding Tasks: These are necessary tasks before bringing your iPad to school. If you have any questions or require assistance please contact techsupport@ascotss.eq.edu.au		✓
1.	Please discuss the Student iPad Responsible Use agreement with your child/ren. This agreement is to be signed and returned to school before the device can be connected to the school network.	
2.	Before your Start: Check that your child's iPad meets our specifications See iLearn Information section: 2026 Requirements - Device and Accessories ○ New: iPad A16, 11-inch Wi-Fi only / iPad Air 11-inch Wi-Fi only ○ Existing: Apple iPad (9th Generation) Wi-Fi Only or newer; Apple iPad Air (5th Generation) Wi-Fi Only or newer Additionally remove any SIM cards or eSIM from the device if this is installed. JB HI-FI Education Linked Access Portal: https://byod.jbhifi.education/ School BYOD Code: ASCOTSTATE Queensland Computer BYOx Linked Access Portal: TBC School BYOD Code: TBC	
3.	Create a student Apple ID: The easiest way to do this is through Create an Apple ID for your child - Apple.com. Please do not setup the iPad with a shared parent Apple ID as information saved to a parent's iCloud will be synced to the device. We advise that you do not tell your child the Apple ID/Password. Correctly creating your child's own Apple ID will ensure that they are only accessing age-appropriate apps and content in the App Store and Safari. You will also be able to purchase/approve installation of non-school apps for their iPad without having to be on their iPad. For more information, go to Family Sharing - Apple.com	
4.	See The iPad Families Guide - https://education.apple.com/resource/250014327 The iPad Families Guide - Getting Ready for Learning is designed to help parents set up their child's iPad for safe, focused learning, without needing to be a tech expert. This practical guide outlines built-in features and provides links to instructions related to: • Parental Controls: decide who can contact your child and what content they can access • Screen Time & Focus: set app limits, schedule downtime and reduce distractions • Family Sharing: approve purchases, share subscriptions and find devices NB: Any focus time limits should not be applied on any school 	
5.	Name your Child's iPad and Accessories: Digitally name your child's iPad in Settings > General > About > Name; and physically label or engrave their iPad and all accessories. Apple offers free engraving.	
6.	Add a Lock Screen Passcode: Students will be required to add a Lock Screen Passcode: Note: This is a Department of Education Intune requirement. Students will need to remember this passcode. Please provide to your student's teacher on Day 1 for their secure storage. Use TouchID - A 6 Digit passcode is required. To set a passcode on iPad - Apple.com	
7.	Set you iPad language to English: Go to Settings> General> Language & Region> iPad Language	

8. Download Intune Company Portal: Enrol your BYO iPad Device into Intune  Company portal provides access to the school's secure network and app list that students will use at school. Follow this DoE step by step how to guide to successfully enrol your device into Intune • Sign in by entering your child's EQ email, MIS ID and password – see email (this will be emailed week 9 Term 4) from school with your child's email, MIS ID and password. • <i>For new enrolments: Signing in may not be possible until after your student has attended class and their account has been created.</i> A video guide is also available iOS enrolment video	Step 1: Install Intune a. To start, connect to the internet, select the App Store icon and search 'Intune'. Then select Get or the download icon.  b. Please select Open to open the Company Portal 
9. Installing Apps: Company portal provides an app list for students to download. These apps can be downloaded with teachers when necessary. All listed mandatory apps will prompt to download upon set up as long as the device is connected to the internet.	
10. Disable - iCloud photos Apple ID Box > iCloud > Photos > iCloud Photos > slide to grey (off) 	
11. Disable – saving to iCloud Go to Files App, click on Edit Sidebar > iCloud > slide to grey (off) 	
12. Disable - iCloud photos Apple ID Box > iCloud > Photos > iCloud Photos > slide to grey (off) 	
Recommended Onboarding Tasks: These are tasks/setting we recommend you complete before bringing your device to school.	
1. Enable – Dictation and Predictive Text Go to Settings > General > Keyboards > Enable Dictation Go to Settings > General > Keyboards > Predictive	
2. Enable - Dictionary Go to Settings > General > Dictionary > English (UK)	
3. Enable - Multitasking Gestures Go to Settings > Home Screen & Dock > Multitasking and Gestures (select each function to green)	
4. Enable - Speak Selection Go to Settings > Accessibility > Spoken Content > Speak Selection (Slide to green = on)	
5. Set up Content and Privacy Restrictions Go to Settings> Screen Time> Content & Privacy Restrictions> (slide to green = on) Web Content> Limit Adult Websites (tick) This keeps internet searches safe at home, as the school internet filters for safe content. Continue adjusting restrictions as you choose. These are a few settings we recommend you turn on: • iTunes and App Store Purchases > Require Passcode > Always Require (tick) • Content Restrictions > • Music, Podcasts, News and Workouts> Clean • Music videos > off • Music profiles > off • Movies > G or Don't Allow • TV Shows > G or Don't Allow • Books > Clean • Apps > 9+ • App Clips > Don't Allow	
6. If you want to get Creative, create a Lock Screen to easily identify the iPad: Lost iPads can be returned to their owner easily with the right information on the Lock Screen. Using an image editing tool like Book Creator or Canva, you can make a lock screen wallpaper with the student's name, class and you or the school's contact details on it. Let your child pick out a picture they like so it looks fun and set it as the lock screen wallpaper.	

Instructions for enrolling a device into Intune

Intune is a secure mobile management system that allows you to use school Wi-Fi, emails, learning applications and websites on personal devices.

These instructions will show you how to enrol a BYO iPad device into Intune and install an application. This process may take up to 15 minutes to complete.

Before you start, please have ready the email address and password that has been supplied to you by the school. If you do not have this information, you will not be able to successfully complete the installation. Please contact your school to obtain these details.

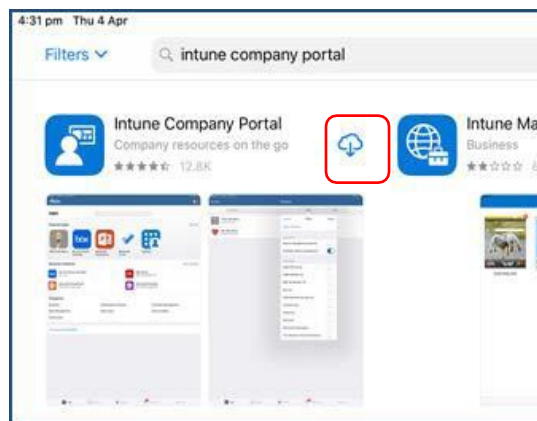
These instructions are for versions 12.2+ of iOS. You may find some of the screens look different to the ones provided here if you have an older version of iOS or there are changes made to Intune.

If the installation fails at any time, please re-open the Intune app and try again.

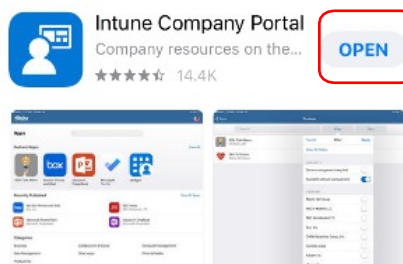
Please note: If you have any problems with installing Intune or using it afterwards, please contact your school for assistance.

Step 1: Install Intune

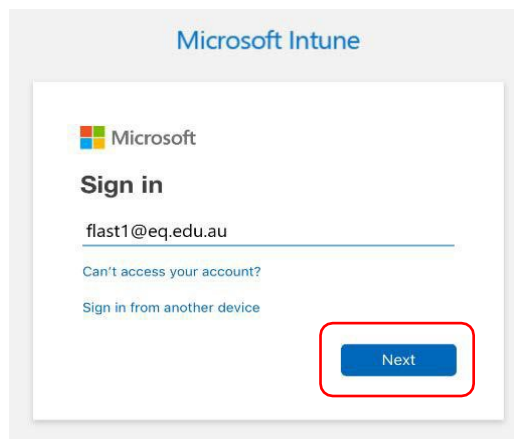
1. To start, connect to the internet, select the App store icon and search for 'Company Portal'. When it comes up, select the option to **Get** or the download button: | .



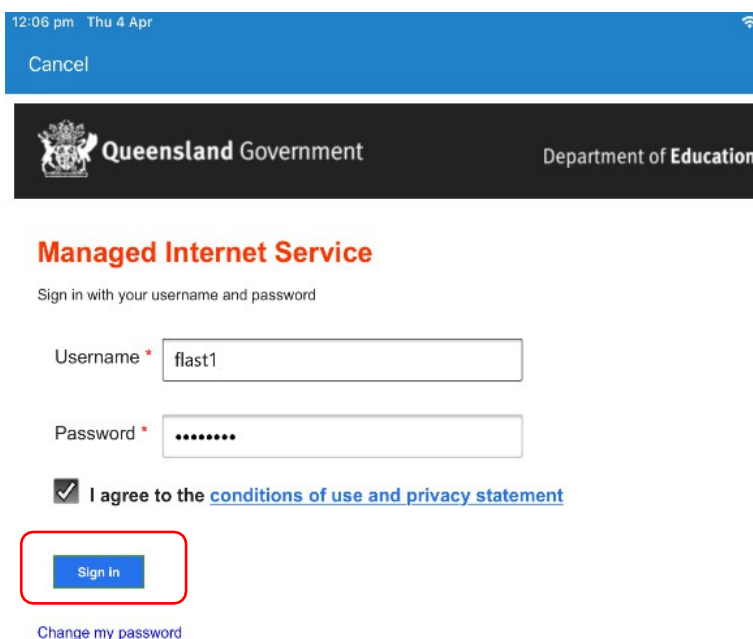
2. Once the application has downloaded, select **Open** on the Company Portal.



3. Sign into Intune with the **@eq.edu.au** email address that you were supplied with from the school, and then select **Next** to continue.

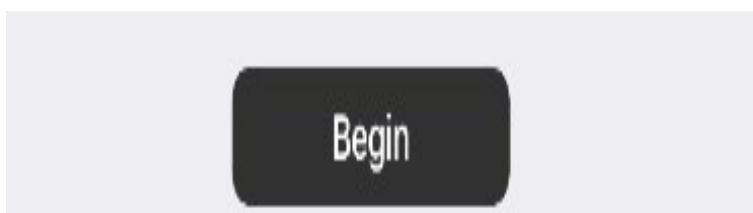


4. You should see the username appear in the username field, if not, enter your MIS username. Then enter the school password you were supplied and accept the terms and conditions. Select **Sign In** to continue, as shown below:

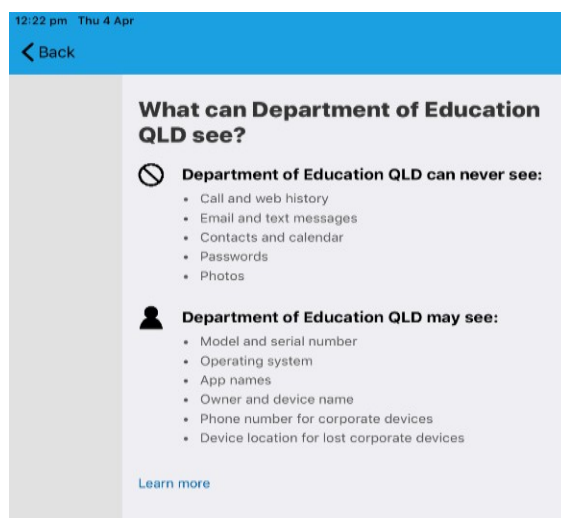
A screenshot of the "Managed Internet Service" sign-in page. At the top, there is a blue header bar with the time "12:06 pm Thu 4 Apr" and a "Cancel" button. Below the header is a dark grey banner with the Queensland Government logo and the text "Queensland Government" and "Department of Education". The main heading is "Managed Internet Service" in orange. Below it, it says "Sign in with your username and password". There are two input fields: "Username *" with the value "flast1" and "Password *" with masked characters ".....". Below the password field is a checkbox that is checked, with the text "I agree to the [conditions of use and privacy statement](#)". A blue "Sign In" button is at the bottom, highlighted with a red rectangular border. Below the button is a link that says "Change my password".

Step 2: Install Intune Profiles

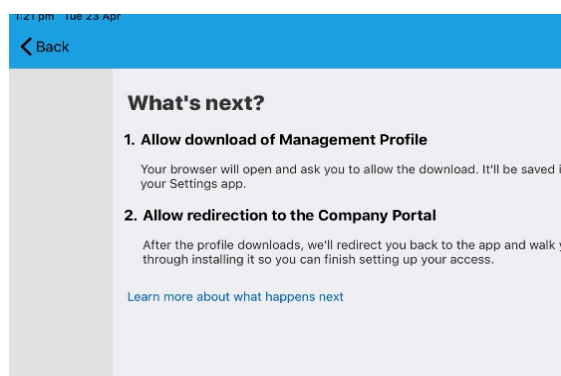
1. Now we will go through the steps to install the Intune MDM profiles, that will link your BYOD device to your school and internet. To start, select **Begin**



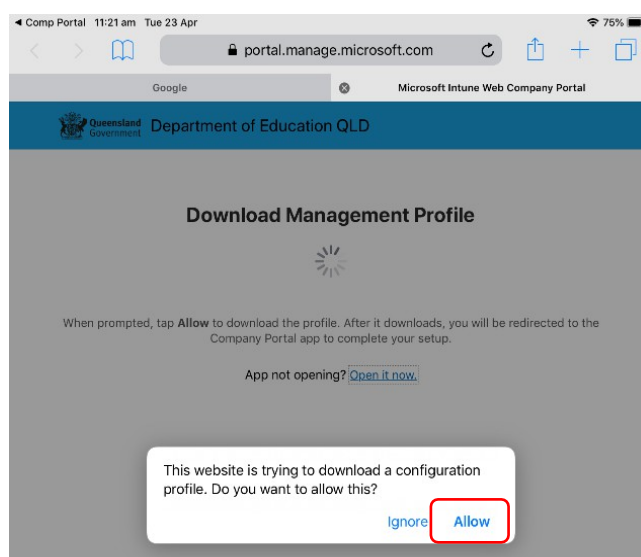
2. The next page you will see will explain what the school IT administrator can and cannot see on your iPad, please select **Continue**



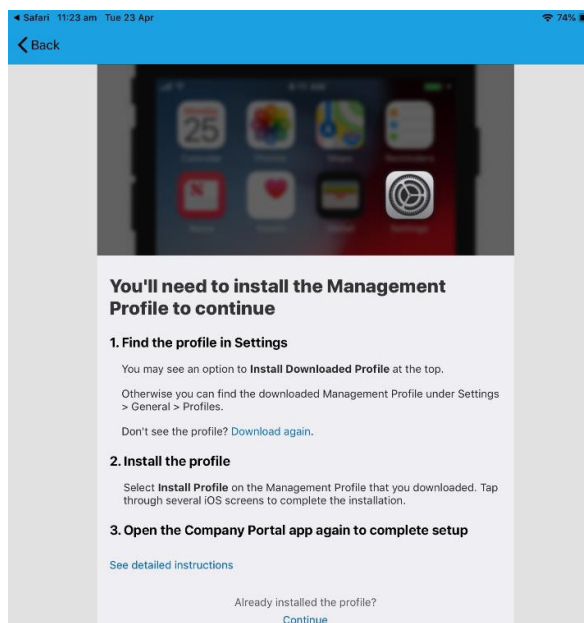
3. The next screen will outline the next few steps for Intune Profile installation. Please select **Continue** to proceed with the installation.



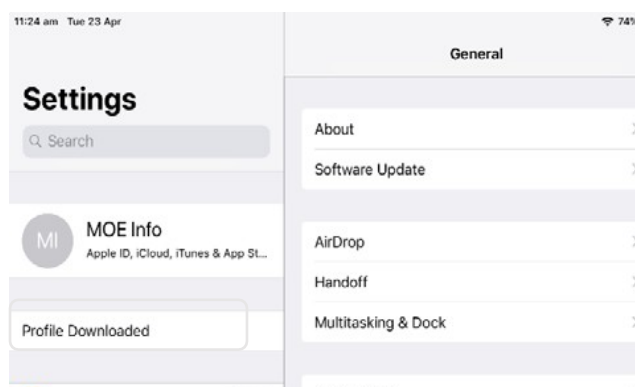
4. When you select to **Continue**, it will open Safari, and prompt for you to download the configuration profile. Select **Allow** as show:



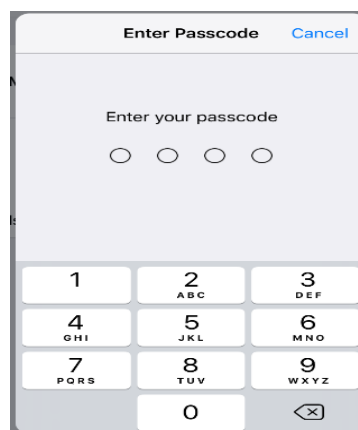
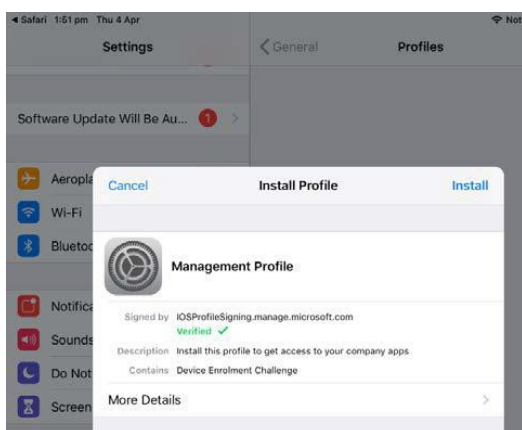
5. When on the next page, leave Safari and head towards **Settings** – the setup guide will show you the next steps.



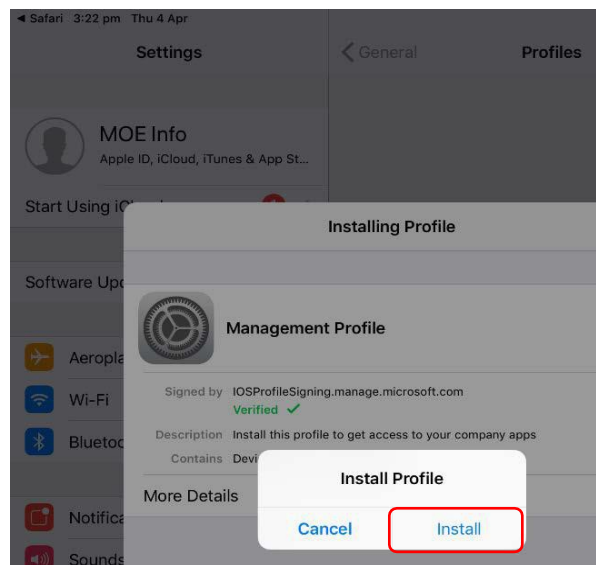
6. When you open your **Settings**, select the **Profile Downloaded** button



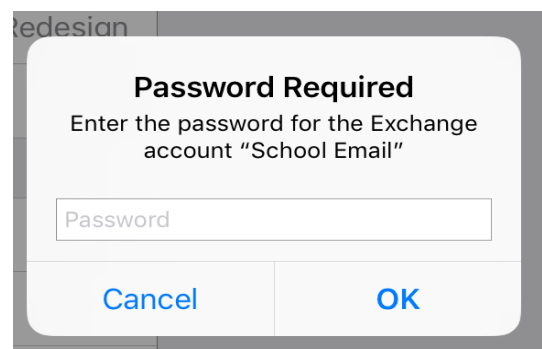
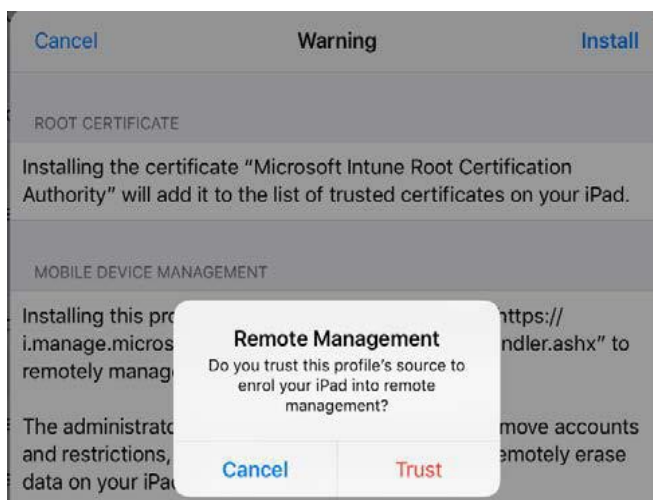
7. Once the install profile screen appears, select the **Install** button and enter your iPad passcode if prompted.



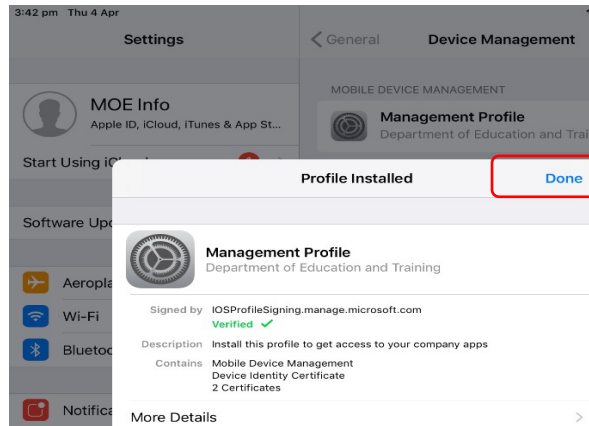
8. Please select **Install** on the Install Profile pop-up.
9. When you see a warning displayed, please select **Install** to continue with the installation.



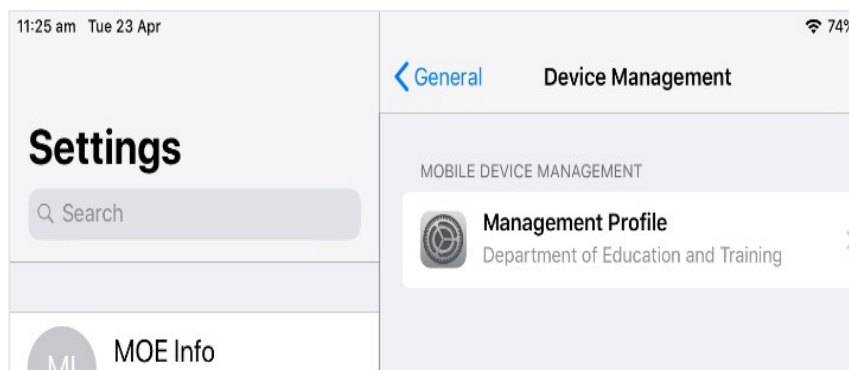
10. If you are prompted to enroll into remote management, please select **Trust**. This will start installing the profile.
 - a. At any time after this point where you have enrolled, you may see this screen requesting you to enter your school password. Please enter this and select **OK**. You can then continue the installation at whatever stage you were before the screen appeared.



11. When the screen changes to show, the profile has finished installing, select **Done**. An 'Enrolling device' message will then appear.

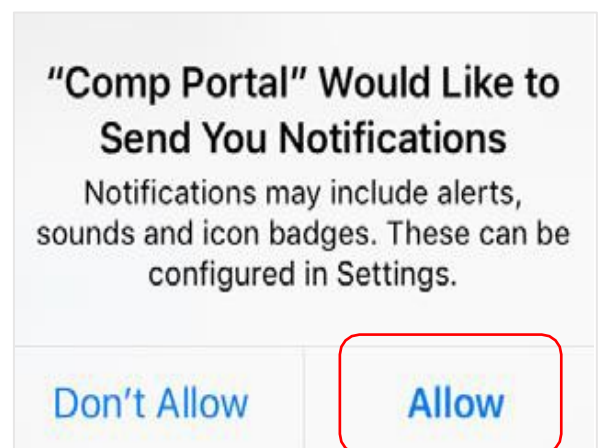


12. Your settings page will be displayed, and you'll see the Department of Education management profile has been installed. Press the home button to minimise the settings window.

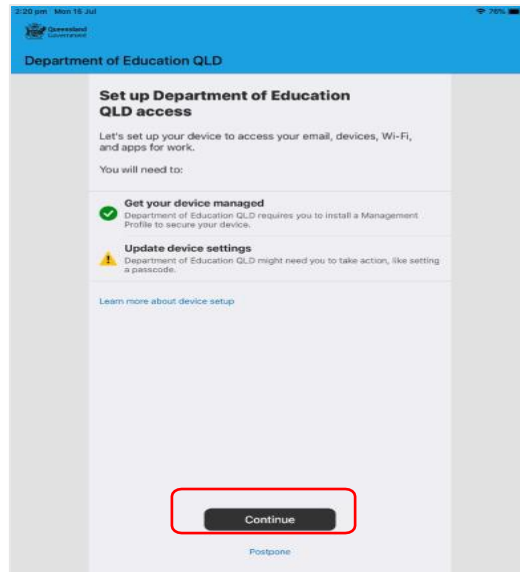


13. Select the **Comp Portal** icon to re-open the company portal app.

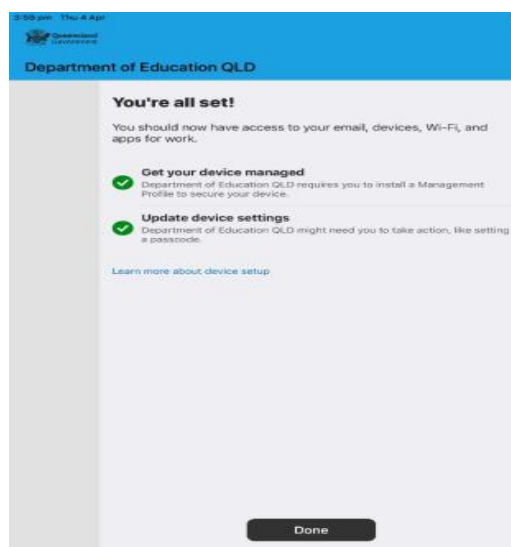
a. Select **Allow** to give the Company Portal permission to send notifications.



14. Your device is now managed through the Company Portal. Select **Continue** to complete set-up. A message explaining that the Company Portal is confirming device settings may display.



15. Intune is finished when there is a tick next to all the items listed. On this screen, please select **Done**.

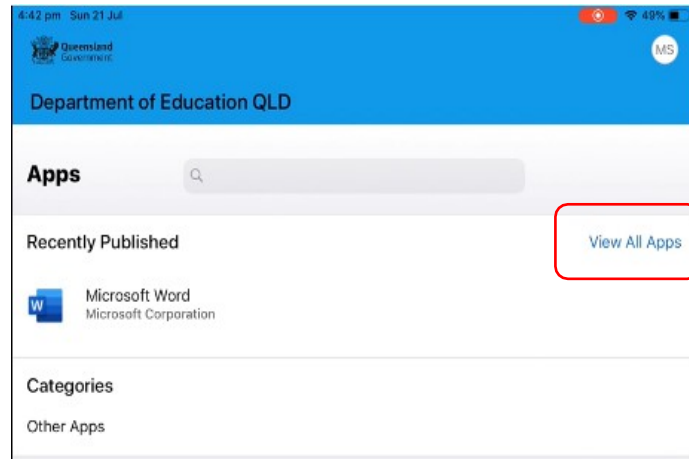


16. It may take up to 15 minutes to finish installing. You can use the iPad in the meantime but please keep it connected to the internet.
- After this finishes installing, the iPad is ready for you to install the other apps needed for school.

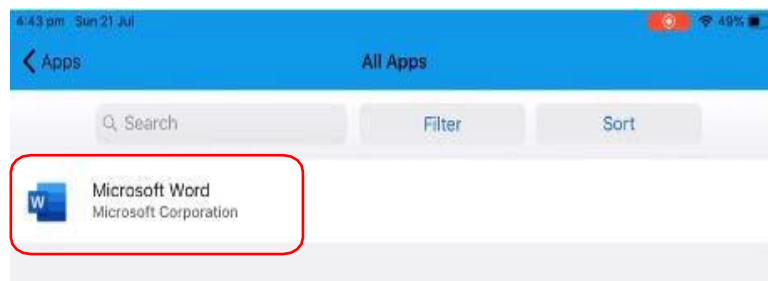
Step 3: Installing Apps from Company Portal

This section will show you how to install the apps you have been advised you need for school. You now will be able to view the apps your school has recently published.

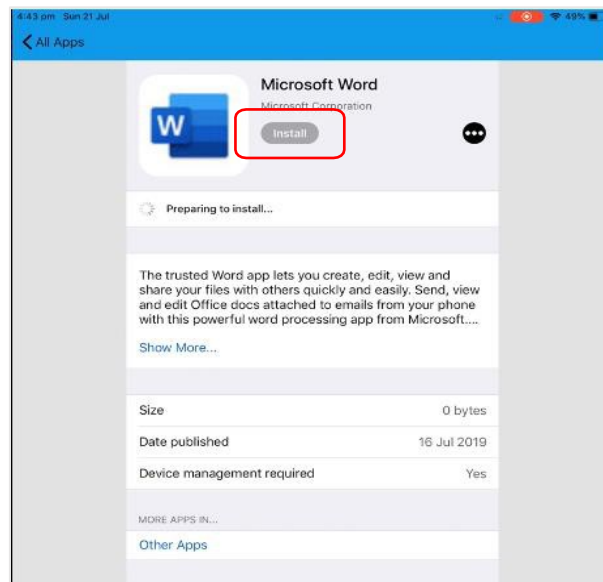
- Select **View All Apps** to display a full list of apps your school has indicated you will need.



2. In this example, we will be downloading Microsoft Word.
 - a. Select the app you want to install.

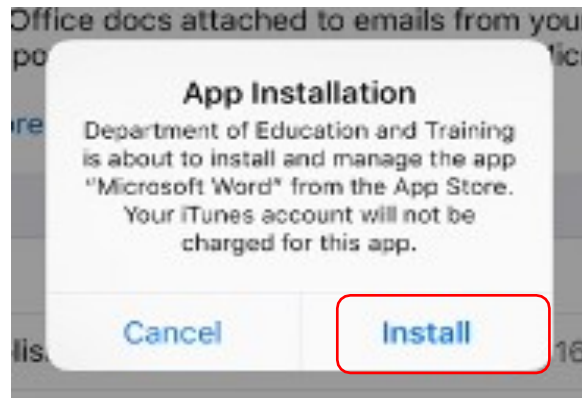


3. Information about the app will be displayed. Select **Install**.

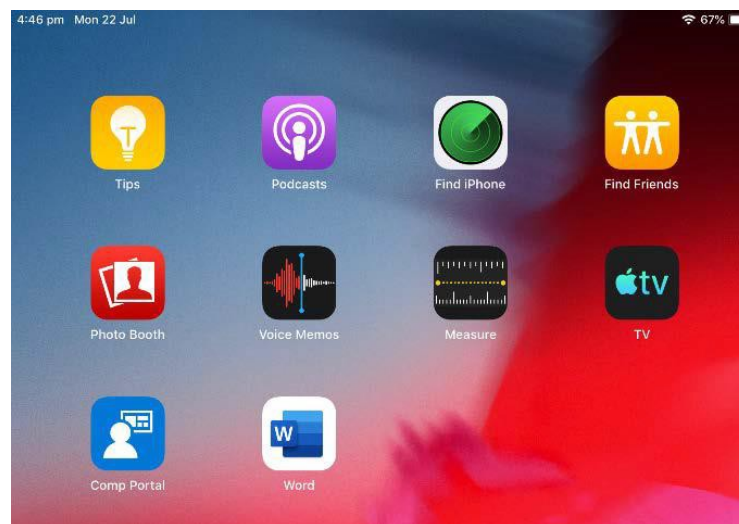


4. A confirmation screen will be displayed after a minute or two. Select **Install** again.

- a. It may take some time to install the app. You can use the iPad in the meantime but please keep it connected to the internet.



- 5. Press home to minimise the company portal window and see if your app is available.
- 6. Repeat this process if you need to install additional apps.



- 7. The iPad is now ready for school.
 - a. If you need help with installing Intune or an app, please see your school for assistance

Frequently Asked Questions

Can we use a different tablet that is not an iPad?

Ascot State School has made the decision to use iPads for several reasons. A tablet computer (like an iPad) is a more flexible tool for a primary learning environment than a laptop computer. They provide opportunities for pedagogical transformation of learning activities rather than just substitution for existing teaching practices. The iPad has been selected as the Department of Education does not support Android device usage on a large scale due to the variance in operating system requirements. iPads also have a much larger range of quality apps to allow for educational opportunities.

How much time will the students spend on their iPads in a day?

An iPad will be used in class when a teacher gives instructions for its use. Using technology will not be done for the sake of it; it will be accessed when it is thought to be the best tool for the situation. There will be some lessons/blocks of the day or even whole days when technology is not needed or not thought to have any benefit for the learning that is going on. Alternatively, there will be some days, where using technology may happen in every lesson. There will not be a fixed amount of time for using technology, it is a tool that students shall have with them in the classroom to use when it is appropriate. We still see a need for students to use pencil and paper and to practice handwriting. The staff at Ascot are influenced by 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.

Is there internet filtering and restrictions in place?

While students are at school, internet traffic is filtered by the Department of Education's filter system. If iPads go home, to filter content at home, parents and carers will need to adjust settings on the iPad to keep students safe from inappropriate content. At school, classroom management plans will include consequences for sharing content that does not relate to learning, including features such as AirDrop. It is important for teachers and parents/carers to work together in educating students about reporting and talking to trusted adults when they encounter inappropriate material. Students will not have access to non-approved online based games, such as Roblox.

Will students be involved in Cybersafety and Digital Citizenship lessons at school?

One of the positive features of BYOD iLearn is the time spent with students to enable them to become wise digital citizens. All students will undergo learning in cyber safety, cyber bullying awareness and copyright laws. This is ongoing and designed to make our students safer online, especially as they transition to high school. At Ascot, we use the Digital Literacy and Citizenship lessons by developed by Common Sense Education to engage students in conversations and teaching episodes to learn about being Cyber Safe and Cyber Smart.

Who do I talk to if there is a behavioural or cyber-security problem?

Your first point of contact will always be your child's classroom teacher. If the teacher then feels it is necessary, he/she will make contact with a member of the school leadership team (i.e. Principal/Deputy Principal).

How do I set up my child's iPad for school?

Devices will be primarily managed through the school (via Intune Company Portal) to ensure consistency and ease of use. Initial set up procedures can be completed at home – See [Instructions for enrolling a device into Intune](#).

Families will receive a list of school apps. The school primarily uses free Apple and Microsoft suite apps, with only limited use of paid apps.

Will I be expected to purchase a new iPad and do I have to purchase from a particular store?

No, you can choose to use an iPad that you already own or purchase a new or used iPad. JB HiFi has set up a Purchasing Portal for parents (see details below) that contains iPads, warranties and accessories with different payment options; however you may purchase an iPad from a location of your choice. The iPad will need to meet the minimum specifications outlined in this document to support the apps your child will be using at school.

Can I buy a second-hand iPad? What do I need to be aware of?

Yes. Every iPad has a serial number and with this number, Apple track the date and place of purchase, length of any remaining warranty and whether it has been reported as stolen. Before buying a used iPad, it may be worthwhile noting the serial number and contacting Apple Care.

How long will the iPad last? When will I need to replace this technology?

Generally, an iPad has a life span of 4-6 years before needing to be replaced or upgraded. Although, when treated well, the device will continue to operate well past this timeframe. The school requirement is that the iPad can run the latest version of the operating system (iPadOS) for that year, in order to access all required apps and functions.

Who is responsible for insuring the device?

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. Apple Care Plus for iPad provides up to two years of technical support and additional hardware coverage from Apple, including up to two incidents of accidental damage coverage, each subject to a service fee. JB HiFi also offers a similar level of coverage that you can opt in to if purchasing through the JB HiFi BYO portal.

Should we purchase a case and/or cover for the iPad, and if so, which one should we buy?

Yes, a case is required as it will minimise the risk of damage to the iPad. We suggest that the cover is one that 'closes' over the iPad with a front cover-keyboard preferable. We also recommend a waterproof cover, to protect the iPad. There are many competitively priced cases and covers online or you can choose to purchase from a department store. Please check that the case fits the iPad model you have as there are small variations in size between models.

Will my child need an iPad cabled keyboard?

A keyboard is essential, but the type is at the discretion of the parents. The onscreen keyboard is not always suitable as it greatly reduces the 'screen size' available for viewing. An external keyboard is also highly beneficial for ergonomic reasons as well as to develop students' typing abilities.

Who is responsible for charging the device?

It is the child's responsibility to lock their iPad away into the lockable charging cabinet located in the classroom at the end of the school day. If transporting home, it is an expectation that iPads are fully charged and ready for learning each day.

Do you allow the use of Messages on the personal iPads?

When at school, messaging is not appropriate for students to use, even to contact family members. The use of this program during learning time will constitute a behavioral breach of our expectations. Where online communication is required at school, we will use Department of Education supported methods such as email or Microsoft Teams. Contact between parents and students during school hours can be made via the school office. It is highly recommended by the school that this feature be deactivated.

How will inappropriate behavior on the iPad be managed?

To ensure students understand their responsibilities, we have a student-friendly participation agreement which families will need to read through together. It is a requirement that the Student iPad Participation Agreement is read and signed by the student and parent/carers.

Any breaches of these policies may result in the student being referred to school leadership and discipline administered in accordance with the Student Wellbeing framework and Code of Conduct and the iPad Responsible Use Agreement. This may include denial of access to devices and the network for a period of time. Distractibility will be dealt with in the same manner as other classroom instances of off-task behaviour as per the class behaviour management plan and the Student Wellbeing framework and Code of Conduct.

How could the risk of my child losing their iPad at school or in transit be minimised?

Parents may choose to have the iPad engraved for identification/extra protection –please ensure this will not void the warranty. The iPad has "Find My Phone" inbuilt and with this turned on, it is possible to find the whereabouts of

the iPad when it is connected to the Internet. For more information from Apple if your iPad becomes lost or stolen.

What happens if the iPad is damaged or stolen by another child at school?

All devices are monitored by teachers at school and clear expectations are in place to prevent foreseeable problems and damage. Accidental damage to a device is the owner of the device's responsibility. If damage is caused by deliberate or careless actions of a student (owner or others), the costs of repair may be passed onto those involved and appropriate behaviour consequences apply. The decision around the responsibility for repair costs is at the discretion of the Principal.

Who do I talk to if I have a technical problem?

Students will seek technical support through their classroom teacher, the school Technical Support Officer and the iLearning Mentors. All warranty issues are to be addressed through individual suppliers. Parents are also encouraged to purchase Apple Care Plus or appropriate supplies. For other technical issues, please email techsupport@ascotss.eq.edu.au or make an appointment through the school office.

What if my question hasn't been answered here?

Please ask. We welcome input from parents, staff and students and will update the FAQ section as iLearn evolves.