



# **BYOD Handbook 2024**

**[gumdaless.eq.edu.au](http://gumdaless.eq.edu.au)**

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# RATIONALE

## School Vision

The BYOD iPad Program has run at Gumdale State School since 2016. As a school, we believe firmly in the importance of embedding technology into learning. We are committed to supporting and empowering our students to maximise their full potential. Technology is an important tool in supporting student learning and developing the skills they require for their future.

The Gumdale State School BYOD iPad Program will:

- enable personalization of student learning through access to rich learning resources;
- best facilitate the development of knowledge and skills necessary for the 21<sup>st</sup> century workforce, including digital-age literacy, innovative and creative thinking, effective communication and high productivity;
- allow continuous access to educational materials for learning efficiency to happen anywhere, anytime;
- ensure contemporary learning in classrooms;
- provide an engaging, interactive environment for learning;
- strengthen links between home and school, giving parents the opportunity to see, what their child is learning at school;
- allow students the opportunity to display prior knowledge of topics and thus be co-constructive in their own learning journey.

The advantages of using iPads include:

- access knowledge and information through the plethora of content and creation apps to support student learning;
- access to a wealth of information when students need it through wireless connectivity to the internet;
- access to rich media including digital stories, image and video;
- increased productivity through quick loading of apps and quick response of the iPad;
- a very reliable operating system, ensuring maximum up-time;
- access to simple yet sophisticated text, audio and video-based communication facilities for collaboration with peers, teachers and experts in a local, national or global context;
- the ability to personalise learning and provide work targeted at the correct level for students;
- high student engagement both independently and collaboratively.

Please note that this policy works in conjunction with Education Queensland's BYO Policy, which can be found at <https://byox.eq.edu.au/Pages/default.aspx>

## School Pedagogical Framework

- A **teaching pedagogy** based on **differentiated pathways** for each student. Teachers guide, support and facilitate students in their learning. Teachers also encourage students to demonstrate accountability for their learning through discussions of their learning goals and achievements;
- A focus on collaboration, goal-setting and feedback;
- A focus on using **Information Communications Technology (ICT)** to enhance and enable the learning process where it is most appropriate;
- **Rigorous, on-going student assessment** based on demonstrated **consistent learning achievements** in a variety of settings and over time;

- **High standards in literacy and numeracy** across all 8 learning areas;
- Students who **value learning** and are **engaged in a global community**;
- **Strong links** between **home, school** and the **wider community**.

## IMPLEMENTATION

All classes in Prep to Year 6 will implement the iPad program.

### Timelines

<b>Term 4, 2023</b>	<p><b>2024 Digital Subscription SRS information letter</b> sent out to all 2024 Year 1-6 families in Week 4. 2024 Prep communication will be sent separately in Term 4 and Term 1, 2024.</p> <p><b>2024 Digital Subscription SRS invoice</b> sent out to all 2024 Year 1-6 families from Week 5.</p> <p><b>2024 Online Services Consent</b> form sent out to all 2024 families at the start of Term 1 2024.</p> <p><b>2024 App Lists</b> will be published on the school website and links emailed home with Book lists in Week 8.</p>
<b>Term 1, 2024</b>	<p><b>2024 Digital Subscriptions SRS invoice</b> sent out to all 2024 Prep families.</p> <p><b>2024 Online Services Consent</b> sent out to all 2024 families.</p> <p>From Week 4, 2024 Prep students join iPad Program.</p>

### Equipment and Minimum Specifications

Currently the only device allowed in our Gumdale State School's BYOD program is the iPad. Advantages of the iPad, allowing us to meet the aims of the program, include the functionality to:

- Access knowledge and information through the plethora of content and creation apps to support student learning;
- Access to a wealth of information on the Internet when they need it through wireless connectivity;
- Access to rich media including digital stories, images and video;
- Increased productivity through quick loading of apps and quick response of the iPad;
- The operating system of the iPad is very reliable, ensuring maximum up-time;
- Provides simple yet sophisticated text, audio and video-based communication facilities for collaboration with peers, teachers and experts in a local, national or global context;
- Ability to personalise learning and provide work targeted at the correct level for students;
- High student engagement both independent and collaborative.

Gumdale State School understands that every one of our families is different and that their financial access to a set device may differ. Therefore, we allow students to use an iPad that can utilise the latest

operating system (IOS 15) and support the installation of the most recent applications. As all devices must be subject to the filtering of our internet system, we do not accept cellular models.

All iPad storage versions are supported in the Gumdale BYO iPad program although we encourage parents with children in Years 3 - 6 to purchase an iPad with a minimum storage capacity of 64GB (*please note that storage sizes differ in each generation model*). Purchase of this storage size ensures that the life of the device will endure for three years or more. An iPad with 64KB or 256KB storage is suffice for students in Prep – Year 2. Please use the table below to help guide your purchase.

We also provide families an opportunity to hire an iPad through the school. Each year an **Expression of Interest** is sent out in Semester 2 regarding our **iPad Hire Student Resource Scheme** for the following year. The hire iPad is managed at school by the school technician and remains on school grounds. The **iPad Hire Student Resource Scheme** cost includes all year level apps, iPad hire for the year and a protective case. The costs for the program vary between year levels as prices are dependent on cost of apps and required case and equipment. Please see pricing for 2024 below. If you are interested in hiring an iPad through the school, please send an email to [iPadclasses@gumdaless.eq.edu.au](mailto:iPadclasses@gumdaless.eq.edu.au).

Year Level	Cost to hire for 2024
Prep	\$175.40
Year 1	\$176.40
Year 2	\$200.07
Year 3	\$201.73
Year 4	\$200.07
Year 5	\$200.07
Year 6	\$202.73

\*\*Please note that spaces in the iPad hire program are limited and based on stock availability. iPads are issued on a first in, best dressed system with a signed iPad Hire PAF form and deposit payment securing your spot in the program. Please note that there will be times during the school year that the hire iPad will be unavailable for your child to use due to app and software updates being implemented by the school technician. These times are at the discretion of the school and we will endeavor to keep these disruptions to a minimum. In Term 4, Week 8 all school hire iPads will be recalled by the school to allow time for the iPads to be reset up and deployed for the start of the new school year.

Device Name	Wi-Fi Model	Cellular (3G/4G) Model	Storage Sizes
iPad 1 <sup>st</sup> – 6 <sup>th</sup> Generation iPad Mini iPad Air	<b>NO</b> These Models are no longer iOS updateable or not compatible with our school program requirements	<b>NO</b>	<b>NA</b>
iPad 7 <sup>th</sup> Generation	<b>YES</b>	<b>NO</b>	<b>Please note if buying a brand-new iPad – the optimum model is iPad 10<sup>th</sup> Generation or higher 64 GB or 256 GB device.</b>
iPad 8 <sup>th</sup> Generation	<b>YES</b>	<b>NO</b>	
iPad 9 <sup>th</sup> Generation	<b>YES</b>	<b>NO</b>	
iPad 10 <sup>th</sup> Generation	<b>YES</b>	<b>NO</b>	

## Other requirements

In addition, students in 2024 will require:

- **Bluetooth Keyboard** (It is preferred the keyboard is connected to the iPad case and not a separate device. Keyboards are only required for Year 2 to 6 students only. Please see recommended keyboards below).
- **All Apps as per Year Level list** (Please check the new year-level app lists on the [school website](#), as apps change for each year level. Apps must be paid for and installed by the parent ready for the first day of school 2024).
- An **iPad cover** that will provide robust protection.
- **Headphones** (over the head style).
- **Carry case or laptop bag** (Please see recommendations below).
- Tempered **glass screen protector** for the iPad (Optional).
- **Microfibre cloth** for cleaning iPad

**NOTE:** Please refer to appendix 2 of this handbook for the [Setting up your child's iPad](#) guide on how to set up your child's device ready for the start of 2024. There is also a guide on [Setting up – Family Sharing](#) in appendix 1 of this handbook or on the school website.

## Keyboard Recommendations

While the on-screen keyboard is a good option for shorter sessions, a physical keyboard offers a level of speed, accuracy, and tactile feedback that an onscreen keyboard lacks. It also helps prepare students for high school and is a required item for students sitting NAPLAN.

When purchasing an iPad cover with an attached keyboard or a Bluetooth keyboard we highly recommend keyboards where the keys are not easily removed. As per examples below

<https://www.logitech.com/en-au/products/keyboards/k380-multi-device.920-009580.html>

<https://www.logitech.com/en-au/product/slim-folio-ipad-keyboard-case>

## Case Recommendations

You should also consider purchasing a waterproof sleeve or carry bag for your child device. There are many competitively priced cases and covers on eBay or you can choose to purchase from a local store. Please make sure you check the sizing of the sleeve or bag with the iPad size you have purchased to ensure it fits.



For Prep and Year 1 students, parents should consider a strong case that provides protection to both the front and back of the iPad. Many cases come with a built-in stand, which aids better posture when using the iPad at a desk. Please view the recommended case below. Make sure you check the model of your iPad before purchasing a case to ensure it fits the device.



Child Safe Case

## Required Apps

Each iPad will require necessary apps to be installed at the cost of the parent (most are FREE). The list of required apps can be found on our [school website](#). We also recommend the use of **Apple's Family Sharing** to ensure that apps need only be purchased once for a whole family's use. There is also a guide on [Setting up – Family Sharing](#) in appendix 1 of this handbook or on the [school website](#).

An apps audit will occur at the end of each year to finalise apps for the following year. Gumdale State School will endeavor to monitor apps for changes to ensure they continue to comply with our apps selection process.

Apps may be requested by the individual class teacher to support class learning or recommended to individual students to support individual students' specific learning needs.

## Accidental Theft and Damage

All devices are monitored by teachers at school and rules are in place to prevent foreseeable problems and damage however, from time to time, accidents may occur. Parents are encouraged to seek personal insurance (or Apple Care via Apple). Check with your preferred insurance company (or even the iPad reseller) about your personal insurance at home, to and from school, for your iPad.

## Web Filtering

The internet has become a powerful tool for teaching and learning, however students need to be careful and vigilant regarding some web content. At all times, whilst using ICT facilities and devices, students will be required to act in accordance with the requirements of the Gumdale SS Responsible Behaviour Plan for Students and the BYOD Student Participation Agreement. To help protect students (and staff) from malicious web activity and inappropriate websites, the school operates within the Education Queensland's *Managed Internet Environment*.

Any device connected to the internet through the school network will have the appropriate levels of filtering applied. Teachers will always exercise their duty of care but it is the expectation that students will take responsibility for their own actions.

## Restriction Codes

Some parents may choose to enable restrictions on their child's iPad. For **Term One**, we ask that all restriction codes be set to **1111** to enable the school IT technician and class teacher to set up the



iPad to enable the following:

- Wi-Fi profile installation
- Internet access
- Apps and camera access to the internet

After this time, can choose to change the restriction code. We kindly ask that you make sure it is a code your child can easily remember.

Please make sure you back up your iPad to your iCloud or iTunes account. This saves all app settings, documents and other work completed by your child at school. It is preferable to upgrade *fortnightly*, also prior to and after doing an IOS update.

## **POLICIES AND PROCEDURES**

### **Access to our Internet and Network**

All students in the BYOD Program are expected to adhere to the guidelines within the Student Participation Agreement, which is signed at the beginning of each year. This can be downloaded from our [school website](#).

### **Student and Parent Responsibilities**

Students and their families have a range of responsibilities related to appropriate behaviour when using technology. Students and their parents should:

- Understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the school's ICT network facilities and ensure they have the skills to report and discontinue access to harmful information if presented via the internet or email.
- Be aware that the ICT facilities should be utilised with good behaviour as stipulated under the Responsible Behaviour Plan for Students and that appropriate action by the school will be taken as a consequence. This may include restricted network access for a period as deemed appropriate by the school.
- Be aware that the Internet gives access to information on and from a wide variety of organisations, subjects, people, places with origins from around the world; the school cannot control information accessed through the internet; and information may be accessed or accidentally displayed which could be illegal, dangerous or offensive, with or without the student's immediate knowledge.
- Understand that teachers will always exercise their duty of care, but protection, mitigation and discontinued access to harmful information requires responsible use by the student.

### **Acceptable Use by a Student**

It is acceptable for students to use school technology and network infrastructure for:

- Completing set assigned class work and assignments set by teachers.
- Develop literacy, communication and information skills.
- Authoring text, artwork, audio and visual material for publication on the intranet or internet.

- Educational purposes as supervised and approved by the school.
- Conducting research for school activities and projects.
- Communicating with other students, teachers, parents or experts in relation to school work.
- Access to online references such as dictionaries, encyclopedias, etc.
- Collaborating, researching and learning through online environments.

### **What is unacceptable/inappropriate use/behaviour by a student?**

It is unacceptable for students to:

- Download, distribute or publish offensive messages or pictures.
- Use obscene or abusive language to harass, insult or attack others.
- Deliberately waste printing and Internet resources.
- Damage computers, printers or the network equipment.
- Violate copyright laws which includes plagiarism.
- Use unsupervised internet chat; and use online email services, send chain letters or spam email.
- Trespass in another person's files, home drive or email.
- Use another student's or staff member's username and password to access the school's network.
- Divulge personal information via the internet or email.

### **Consequences of unacceptable/inappropriate use/behaviour by a student**

As with any inappropriate or unacceptable behaviour at Gumdale State School, the Responsible Behaviour Program for Students stipulates the guidelines for action following such behaviour.

## **RECOMMENDATIONS AND GUIDELINES**

### **General Precautions**

- Students are responsible for handing in their iPad each morning to the library and picking up their iPad with their class teacher on the way to class.
- It is recommended that food or drink should not be next to your iPad when in use.
- Cords, cables and removable storage must be inserted into, and removed from the iPad carefully.
- Students should never carry their iPad while the screen is open, unless directed to do so by a teacher.
- Students are responsible for ensuring the battery is ***charged*** for school each day.

### **Transporting the iPad**

A protective bag or case has sufficient padding to protect the equipment from normal treatment and provide a suitable means for carrying the iPad within the school. The guidelines below should be followed:

- The iPad should always be within a protective case when carried between classrooms and before/after school.
- Some carrying cases can hold other objects, such as clipboard and exercise books but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.

## Screen Care

The screen can be damaged if subjected to rough treatment. They are particularly susceptible to damage from excessive pressure and can be costly to repair. We recommend iPads have a tempered glass screen protector.

- Do not lean on the top of the iPad.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carry case that will press against the cover.
- Do not poke the screen.
- Clean the screen with a soft, dry or anti-static cloth.



## Damage at School

All devices are monitored by teachers at school and rules are in place to prevent foreseeable problems and damage however, from time to time, accidents may occur. If any damage is through the negligence of the school, the school will cover the cost of the repair. 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.

## Battery Maintenance

The battery life of portable devices is improving as technological enhancements are made. To get the most out of the battery life of the iPads, follow these simple tips:

- Reduce the screen brightness to a comfortable level.
- Disable connectivity such as Wi-Fi and Bluetooth when not in use.
- Lock the iPad screen when not in use. Close all running apps when not in use at least once a week, drain the battery to 0% and fully recharge to 100%. This will aid the life of the battery.

## Damages in Transit

All iPads will require a protective bag or sleeve when being transported. This will be an additional cost but is well worth the outlay as it is the best form of insurance for iPads and will often protect the device from impacts and accidents. The bag or sleeve should be waterproof to safeguard against any drink spillages in your child's bag.

## Security and Insurance

While the BYO iPads will be securely stored during break times and before school, parents are encouraged to seek personal insurance. Check with your preferred insurance company (or even the iPad reseller) about your personal insurance at home and transporting the device to and from school.

## Charging

iPads brought to school will need to be fully charged. The power supply will be not required to be brought to school. Leaving power supplies at home reduces the weight of the equipment student's transport to and from school and reduces likelihood of damage and/or loss.

## Occupational Health and Safety

Students are advised to consider the following advice when using their iPad.

- Taking regular rest breaks.
- Not using the iPad for more than 2 hours in any session.
- Working in an environment free from glare.



- Using the iPad on a desk rather than on the lap whenever possible.
- Changing the viewing angle to minimise the need to bend the neck.
- Using a chair that maintains good posture.

## Potential Hazards

The main feature of mobile devices that causes problems is the minimal amount of ergonomic adjustment – this promotes poor posture.

If the screen is at the optimal height for the operator then the keyboard is too high and if the keyboard is at the optimal height then the screen is too low. Both scenarios may contribute to muscle discomfort or strain to varying degrees.

## Potential injuries that can occur through using iPad include:

- Occupational Overuse Syndrome (OOS) (also known as repetitive strain injury (RSI) as a result of sustained unnatural postures and/or prolonged tension on muscles, tendons and other soft tissues.
- Eye strain through use in environments where there is poor lighting, glare or reflection and as a result of straining to view details on small screens.
- Manual handling strain through carrying the iPad for extended periods and/or lifting them out of awkward spaces. Strain may be the aggravation of an existing injury.
- Tripping hazards can also exist where the mobile device has external cables attached such as mains power cords or external drive connectors.

## Minimising the Risk of Strain or Injury

- Whenever possible, place the iPad on a desk at a height where the elbows are at 90 degrees and the wrists are kept straight.
- Wherever possible sit in a comfortable chair at a desk.
- Take frequent rest breaks at least every 20 minutes but more often if the setup is not optimal to allow eyes and muscles to recuperate.
- Avoid using the iPad for extended periods (maximum of 2 hours in any session).
- Setting the screen at an angle that reduces, as far as possible, the need to bend your neck and minimises reflection.

## Preventing Eye Strain

Eyestrain and headaches can be caused by the constant viewing of small objects on small screens, incorrect monitor position, or glare or reflection from lighting sources. The risk of eyestrain can be reduced by ensuring students:

Work in environments free from glare or reflection.

- Have adequate lighting.
- Increase font size for comfortable viewing.
- Position the iPad screen for comfortable viewing distance.
- Take frequent rest breaks. (An old but valid idea is the 20/20 rule that states “every 20 minutes look at something about 6 metres away for 20 seconds”).
- Regularly blink to lubricate your eyes.
- Adjusting the screen brightness, colours and/or contrasts can also assist in reducing eyestrain.



## References

- Australian Standard AS 3590 screen –based workstations, workstation furniture and input devices.
- Occupational Overuse Syndrome – Keyboard Operators: Reducing the Risk.
- Workplace Health and Safety – <http://www.dir.qld.gov.au/workplace/index.htm>
- Using your device safely, Department of ED, Victoria
- Health and Safety in the Office – Department of Education, WA
- Officewise, Victoria Work Cover

## ACKNOWLEDGEMENTS

- Ashgrove State School BYO iPad Program
- Jamboree Heights State Schools iPads for Learning Policy
- Hillard State School BYO iPad Program Charter
- Oakleigh State School BYO iPad Program
- Flaticon images

Family Sharing is the best way you can set up your child's i

## APPENDIX 1 – SETTING UP - FAMILY SHARING

### Setting up – Family Sharing

This is the first step in setting up your child's iPad.

Pad. Only pay for Apps once and share them amongst 6 family members!

Support: Apple (133 622) can assist you over the phone or you can arrange a time to go into your closest Apple store, if you have any difficulties setting up Family Sharing.

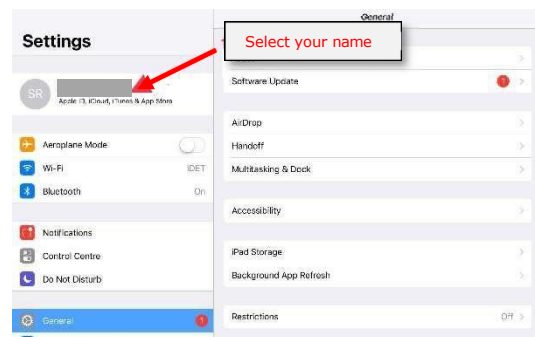
NOTE: You, as the adult, must have an Apple ID. If you don't, go to <https://support.apple.com/apple-id> > **Create Your Apple ID** and follow the prompts.



#### Step 1

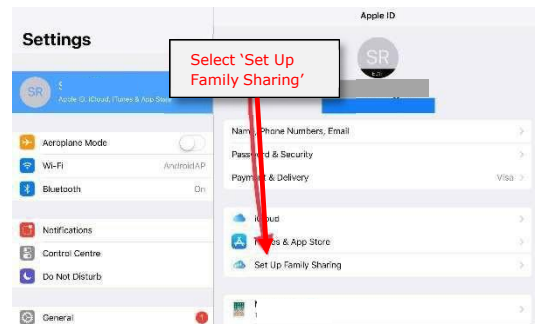
Open > **Settings** App on your Apple device (iPhone or iPad)

Select > "**your name**" at the top



#### Step 2

Select > **Set up Family Sharing**



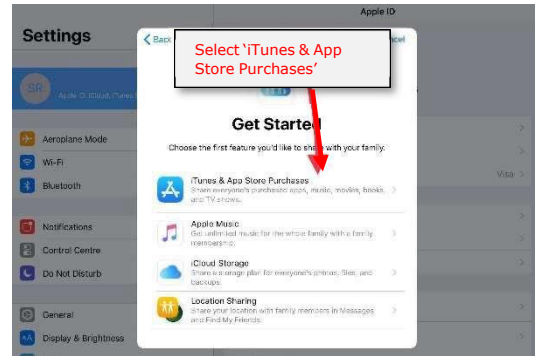
#### Step 3

Select > **Get Started**



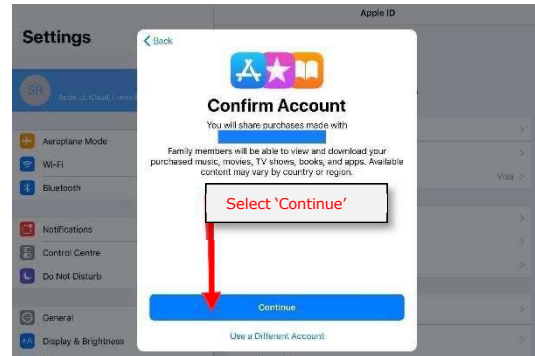
## Step 4

Select > ***iTunes & App Store Purchases***



## Step 5

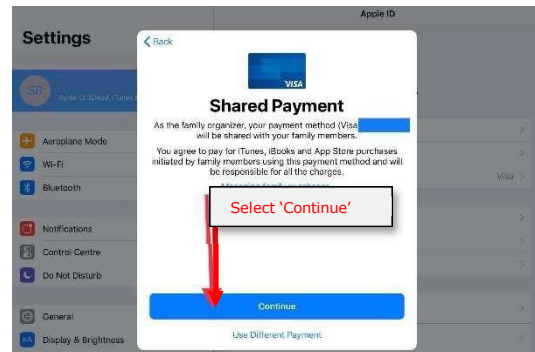
Select > ***Continue*** to Confirm Account



## Step 6

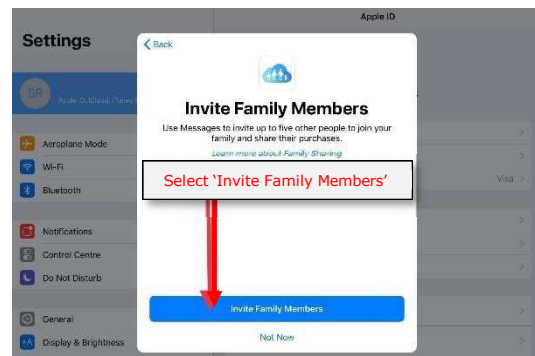
Select > ***Continue*** on Shared Payment

**(NOTE: A Visa or Prepaid Visa is required)**



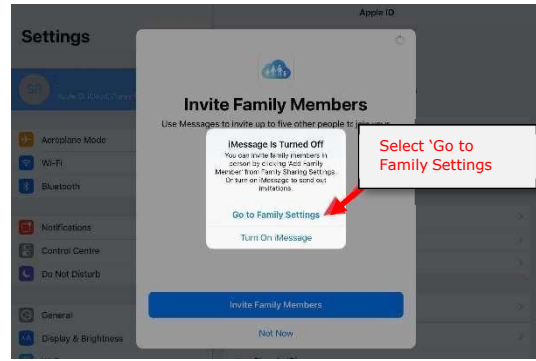
## Step 7

Select > ***Invite Family Members***



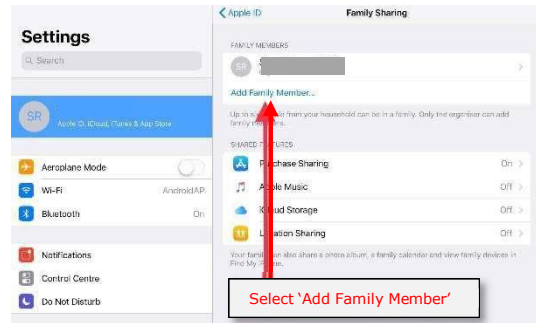
**Step 8**

Select > **Go to Family Settings**



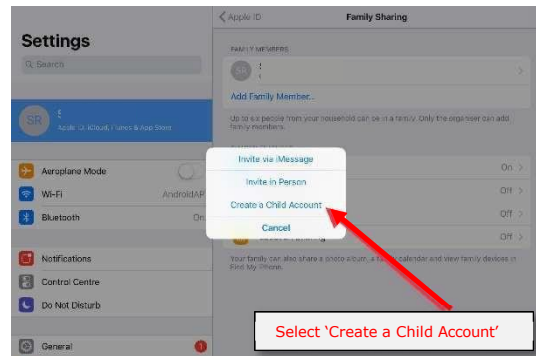
**Step 9**

Select > **Add Family Member**



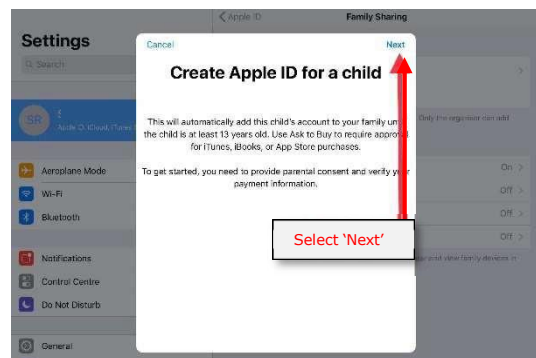
**Step 10**

Select > **Create a Child Account**



**Step 11**

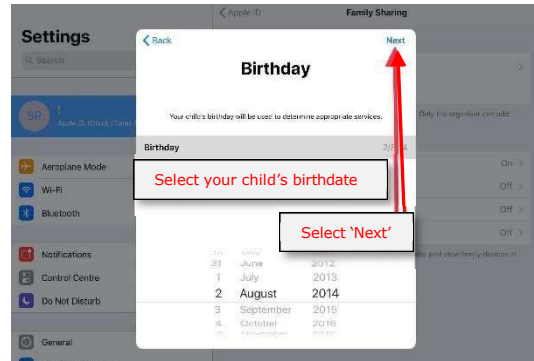
Select > **Next**





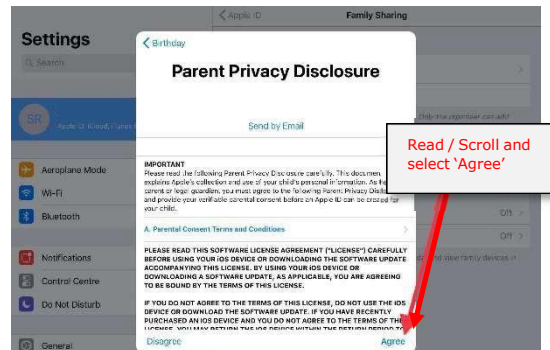
## Step 12

Select your > **Child's birthdate**  
Select > **Next**



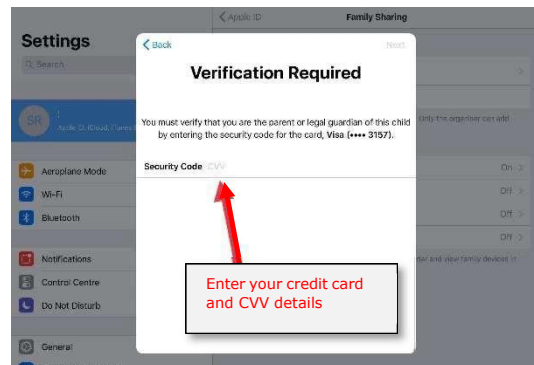
## Step 13

Read and scroll through **Parent Privacy Disclosure**  
Select > **Agree**



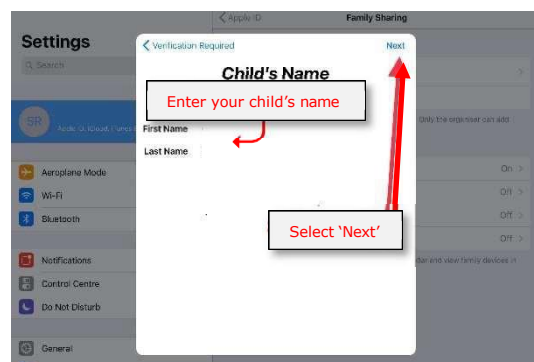
## Step 14

Enter your **Credit Card and CVV details**  
Select > **Next**



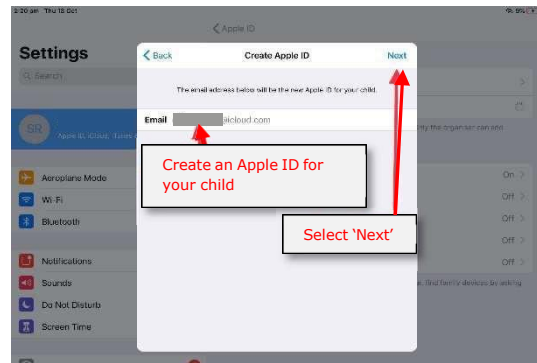
## Step 15

Enter your **child's name**  
Select > **Next**



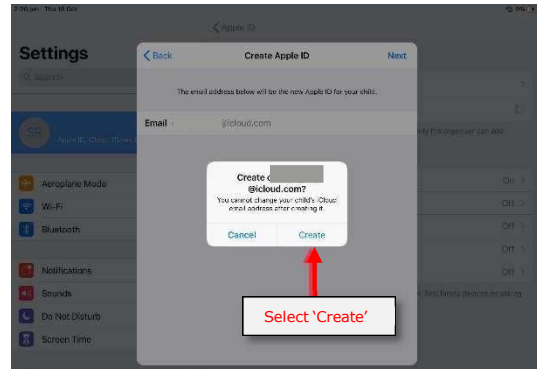
## Step 16

Create an **Apple ID** for your child  
Select > **Next**



## Step 17

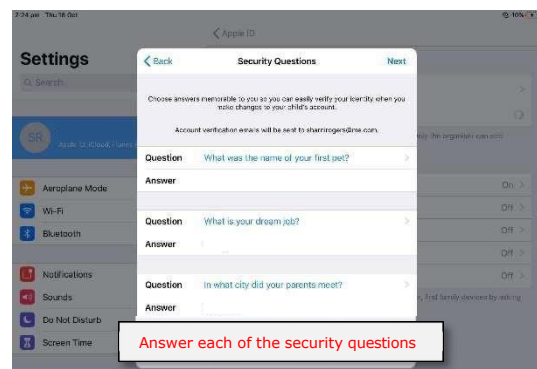
Select > **Create**



## Step 18

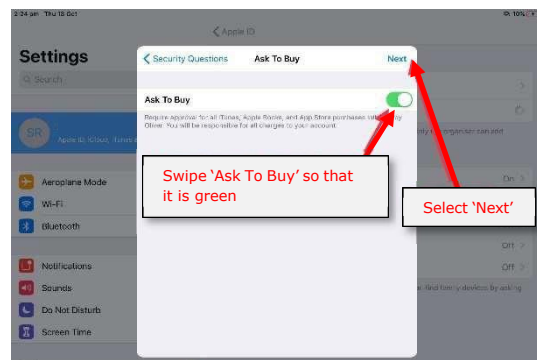
Select > **Security Questions** and **Answer** each

**NOTE:** Take a screenshot of your questions and answers so that you don't forget them as they are case sensitive



## Step 19

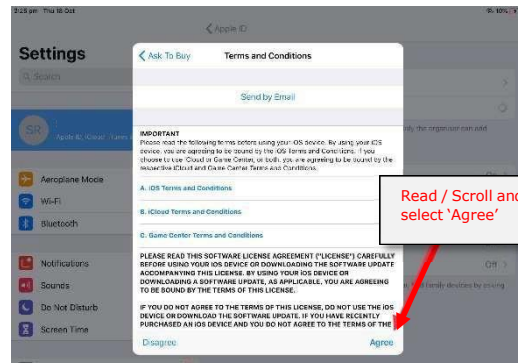
Swipe > **Ask to Buy** so that it is green  
Select > **Next**



## Step 20

Read and scroll through > **Terms and Conditions**

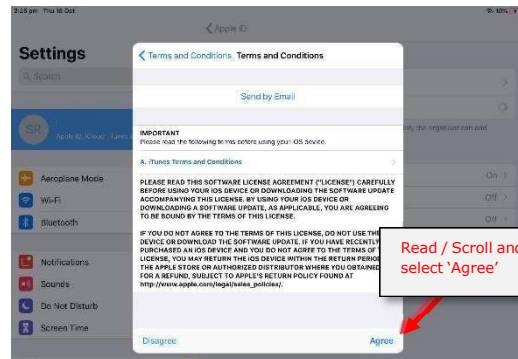
Select > **Agree**



## Step 21

Read and scroll through > **the additional Terms and Conditions**

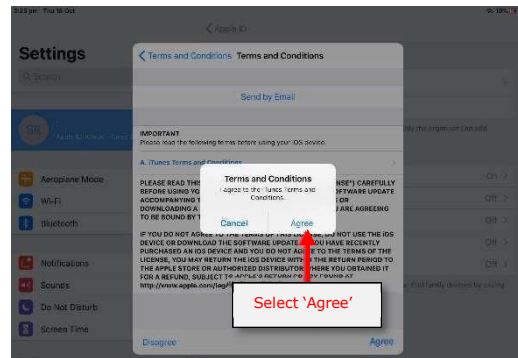
Select > **Agree**



## Step 22

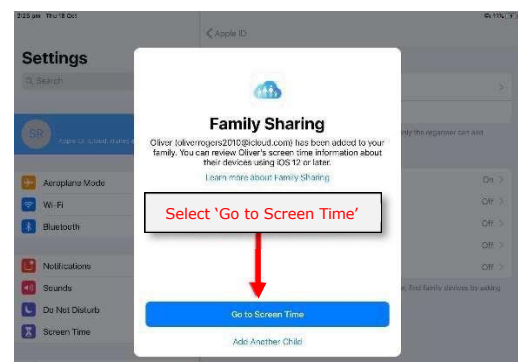
Dialogue box > **Terms and Conditions**

Select > **Agree**



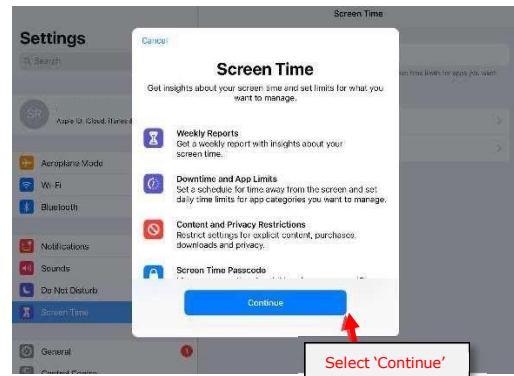
## Step 23

Select > **Go to Screen Time**



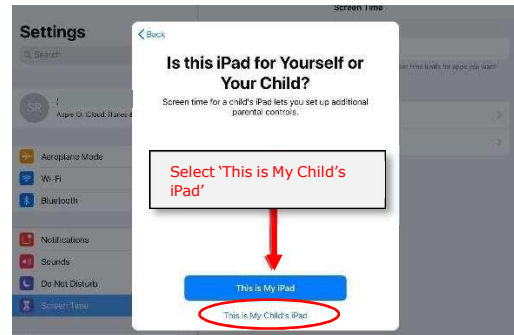
## Step 24

Select > **Continue**



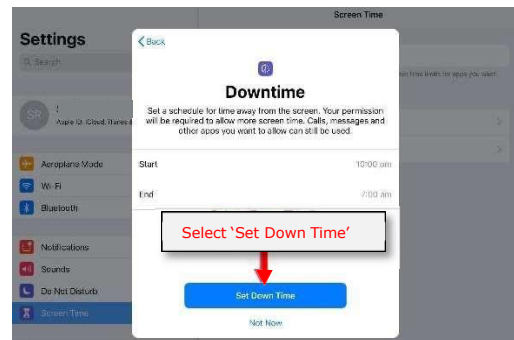
## Step 25

Select > **This is My Child's iPad**



## Step 26

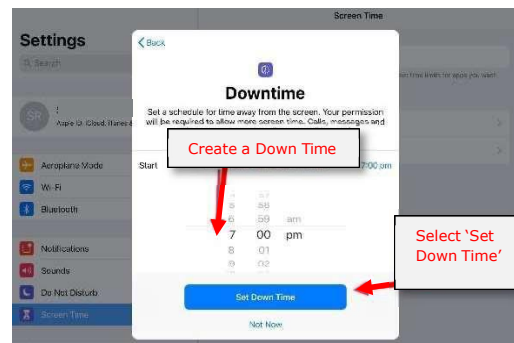
Select > **Set Down Time**



## Step 27

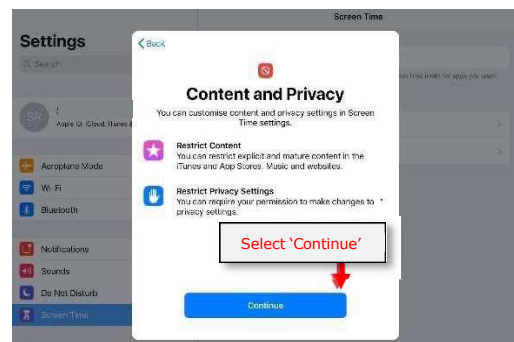
Create an age-appropriate **Downtime** for your child.

Select > **Set Down Time**



## Step 28

Select > **Continue**



## Step 29

Create a > **Parent Passcode** that only you know **that is different to your child's iPad passcode.**

**WARNING:** Store this password in a safe place as you will need it to set up restrictions and make any future changes.

If you lose this password, you will be required to go to an Apple store to have it reset.

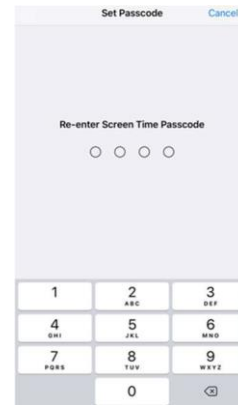
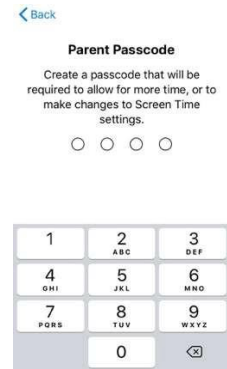
Do not share this passcode with your child.

## Step 30

Re-enter your > **Parent Passcode**

**Congratulations!** You have finished setting up your child's Family Sharing!

**NEXT:** refer to instructions on Setting Up Screen Time Restrictions



## APPENDIX 2 – SETTING UP YOUR CHILD’S IPAD



### Setting up – iPad Settings

Once Family Sharing is set up, complete these settings to optimise the iPad.

To optimise the use and function of your child’s iPad at school and to support their learning, please ensure each of the below iPad settings is done prior to the start of the school year/term.

#### Step 1 - Parent/guardian Apple ID

Prior to creating Apple ID accounts, it may help to read how to: [Understand and control the personal information that you store with Apple](#).

Please note after creating a parent/guardian Apple ID it is recommended to remain signed in as the parent until step 4 (this includes purchasing apps).

Please follow either step (a) or step (b) depending on whether you have already created a parental/guardian account.

##### **(a) Create a parental/guardian Apple ID or;**

To create a Parent/guardian Apple ID please follow this online guide provided by Apple: [How to create a new Apple ID](#).

##### **(b) Sign in using a parental/guardian Apple ID**

If you already have an existing parental ID please sign in by going opening the "Settings" app and then in the top left-hand side of settings selecting "Sign into your iPad". If you have forgotten your password please follow this online guide provided by Apple: [If you forgot your Apple ID password](#).

#### Step 2 – Purchase and install apps

It is recommended (but not required) to purchase apps while you are still signed in as a parent/guardian. Purchases can be shared with up to 6 family members by using Family Sharing purchase sharing (shown later during step 3).

#### Step 3 – Child Apple ID

Please follow step (a) or step (b) depending on whether you have already created a child account.

##### **(a) Create a child Apple ID**

To create a child Apple ID please follow this online guide provided by Apple: [Create an Apple ID for your child](#). You can however

##### **(b) Link an existing child Apple ID to your parental/guardian Apple ID through Family Sharing**

If you already have an existing child Apple ID created previously before a parent account was required and you would like to invite them to Family Sharing group or move them from a different Family Sharing group to yours, please follow this online guide provided by Apple: [Move a child to another group using Family Sharing](#).

Once a child is linked to your parent account you can now follow the various Apple Guides:

1. Share your location with your family: This may assist you to find a lost child's iPad.
2. How to share purchases with your family: this can be done simply from the parent account on the iPad by:
  1. Opening settings
  2. Tap your name or sign in with the parent account on the top left
  3. Open Family Sharing
  4. Open Purchase Sharing
  5. Enable
3. Approve what kids buy with Ask to Buy: This can prevent a child from purchasing apps without consent.

## Step 4 – Screen Time Settings

The Screen Time and Apple ID passcode/passwords should not be known by your child. If your child knows either of these it would allow them to bypass all restrictions present on their device. If you are signed in as the parent on the child's iPad please sign out and then sign in using the child's Apple ID. This can be done from the settings app in the top left-hand side.

### (a) - Basic Screen Time settings

While signed in as a child:

1. Open settings
2. Tap on Screen Time
3. Tap on your child's name
4. Turn on Screen Time
5. Tap "This is My Child's iPad"
6. Set Downtime at a minimum from 9am to 3pm (7pm at night to 3pm at the end of the next school day can help to curb unwanted night time access)
7. App Limits are recommended to be skipped (tap Not Now) as their settings also affect many various educational websites unintentionally, it is best to limit the recreational usage of an iPad by extending Screen Time hours effective duration, restricting physical access to the iPad or by utilising Guided Access
8. Tap Continue
9. Create a Screen Time passcode (this should only be known by parents and if necessary, by teachers)
10. If you would like to remove Screen Time from weekends you can do so by tapping Downtime and then tapping "Customise Days", tap back when finished customising

### (b) - Always Allowed apps

All of the student's current year level apps should be added to the "Always Allowed" list (these are linked to from Step 2 - Purchase and install apps), tap back when finished.

1. Add year level app list to always allowed apps
2. Additional in-built apps to be added are:

App Store	Mail	Reminders	Voice Memos
Books	Notes	Shortcuts	
Calendar	Photo Booth	Tips	
Camera	Photos	Translate	

**Apps to be removed from Always Allowed:**

- Messages
- Facetime

## (c) Open Content and Privacy Restrictions

1. Enable Content & Privacy Restrictions
2. Open iTunes and App Store Purchases set all items to Don't Allow and "Always Require" for making purchases, tap back
3. Open "Content Restrictions" set the following settings:
  - Music, Podcasts and News - Clean
  - Movies - PG
  - TV Shows - PG
  - Apps - 17+ (this is to allow some of the school apps to function)
  - Web Content - Limit Adult Websites
  - tap back to finish
4. Please disable Mobile Data Changes to ensure your child can not use mobile data once it has been turned off before school
5. Please ensure Bluetooth remains enabled (this is so that student iPads can connect to robots used in STEM classes)

## Step 5 – iPad Settings

### (a) Name your child's iPad

Name your child's iPad with their name and class. E.g. Frank Black 3B

1. Settings
2. General
3. About
4. Name

Also, write your child's name on the outside of the case/protective cover. Taking a photo of your student and saving it as their locked screen also helps with finding the owner of a missing iPad.

### (b) Lock Screen passcode

All BYOD iPads must have a lock screen passcode.

1. Settings
2. Touch ID & Passcode
3. About
4. Name

Please set the passcode by asking your teacher what is used in that class. Notes:

- If you set up using 'Fingerprints', please make sure your child still knows the passcode.
- For iPad Pros, this is found under Face ID & Passcode.

### (c) Lock Screen Photo

Please add a photo of your child to the "Lock Screen" of your child's iPad so it is easily identified if left unattended.

1. Take a photo of your child using the Camera App.
2. Settings
3. Wallpaper
4. Choose a New Wallpaper
5. Recent
6. Select the photo of your child
7. Set
8. Set Lock Screen



## **(d) Enable Airdrop**

Students will use Airdrop in class to send and receive work.

1. Settings
2. General
3. Airdrop
4. Everyone

Note: Please also make sure that Airdrop is enabled when setting up Family Sharing.

## **(e) Enable Multitasking gestures**

This allows for the various gestures and extra functionality of the iPad.

1. Settings
2. Home Screen & Dock
3. Multitasking
4. Allow Multiple Apps and Gestures (select each function to green).

## **(f) Enable Speak Selection**

This supports students by allowing the device to read words aloud that they may not know.

1. Settings
2. Accessibility
3. Spoken Content
4. Speak Selection (Slide to green = on)

Note: You may wish to adjust the 'Speaking Rate'.

## **(g) Enable Dictation**

This feature allows spoken words to be converted to written text. It is very accurate these days and saves a lot of time by unnecessary typing.

1. Settings
2. General
3. Keyboard
4. Enable Dictation (Slide to green)

## **(h) Enable Dictionary**

This allows the built-in dictionary to give the definitions of words.

1. Settings
2. General
3. Dictionary
4. British English

NOTE: Set British English for Oxford Dictionary and Thesaurus. You may also wish to add the Apple Dictionary.

## **(i) Disable iCloud Synchronisation**

iCloud is blocked at schools within Education Queensland. By default, iPads will shift app data to iCloud to save

space on the device when it is at home. If this occurs at home, when the student gets to school they will not be able to access their work. To ensure that students can access their work at school, please adjust the settings for Pages, Keynote and Numbers

so that the any documents your child creates is stored on their iPad (and not in iCloud). Please follow the below steps for each app (Pages/Keynote/Numbers)

1. Settings
2. Scroll down until you can see the relevant app settings on the left-hand side for Pages/Keynote/Numbers
3. Document Storage
4. On My iPad

To disable iCloud synchronisation on all other apps

1. Settings
2. Apple ID
3. iCloud
4. Disable all school apps (select to grey)