

2024
BYOD iPad Program Handbook v2
Year 4



Student Name :

MIS Username :

MIS Email :

Password :



Foreword

The contents of this handbook will inform parents/ carers, teachers and students about Belmont State School's iPad program. All information is correct at the time of printing, however as technology continues to evolve, this handbook is open to review to stay responsive to the needs of our students and community.

Belmont State School will:

- ✓ provide all school apps for all students.
- ✓ use the Department of Education's, *Intune* mobile device management (MDM) for all devices.
- ✓ continue to supply **shared** equity devices to ensure every student has access to a device.

Parents / Carers will:

- ✓ **NOT** be required to purchase any school apps.
- ✓ supply an iPad for your student to use.
- ✓ download and enrol your student into **Intune**.
- ✓ set up your student's iPad as per the instructions in this handbook.

All students **MUST** be enrolled into *Intune* to access Wi-Fi and all Apps provided by Belmont State School.

VISION

To foster a school community that utilises a technologically enhanced environment where students are equipped with the skills and confidence for the 21st century.



iPAD AND THE CURRICULUM

The iPad is used at Belmont State School in a way that considers students' individual learning requirements and health and safety across a balanced curriculum. Student learning is enhanced with the use of their iPad along with school books and pencils.

The iPad supports the fundamental early years' experiences that students require to develop fine, gross motor and social skills. With our balanced curriculum, the iPad is an important tool for teachers to implement 21st century learning experiences, by giving added voice and choice for a learner-centered teaching approach.

SETUP HELP

The Apple Helpline is available 24/7 on 1300 321 456 to support the setup of everything within the Settings App, however are unable to support with Microsoft Intune.

During school terms, please email tech_support@belmontss.eq.edu.au if you have any queries or to organise a helpdesk session around your student's iPad, including Microsoft Intune.



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(All students: BYO and shared school devices)

Start of year procedures:

Day 1

- Students WILL NOT use an iPad at school on Day 1.
- They will learn about iPad rules, responsibilities and expectations.

Day 2 onwards

- Teacher will notify when, BYO students can bring their iPad to school.
- School shared devices will be distributed **from** Week 2.



2024 Device Requirements

Purchasing a new iPad

There are 4 current models to choose from:

- iPad 9th gen
- iPad 10th gen
- iPad Pro 11"
- iPad Pro 12.5"



NOTE: Upon release, the iPad 11th Gen model will become a suitable option. iPad mini is unsuitable for school.

JB Hi-Fi Education Solutions

10% discount

<https://www.jbeducation.com.au/byod/>

Enter code: **BELMONTSS2024**



Using an existing iPad

An existing iPad must:

- Run iPadOS 17
- Minimum 64GB
- Wi-Fi iPad (if supplying a cellular iPad, remove the SIM for school)



NOTE: Refer to Apple Support to find if the existing iPad can run iPadOS17 <http://apple.co/2qXVG6P>

Protective case

The iPad must have a sturdy case with an added front screen cover.

The following brands are sturdy and do not obstruct the headphone jack, volume control and camera: STM Dux, Zagg Rugged, *Gumdrop*, *Griffin Survivor* or *OtterBox*.



NOTE: Novelty cases do not provide effective protection for your student's iPad and may obstruct the headphone jack, volume control and camera.

Headphones

Students must have over the head, headphones with built in microphone which is included on all booklists.

The headphones on the booklist are **not** suitable for **iPad 10th gen** and **iPad Pros** as those iPads do not have a headphone jack. Your student will need either:

- USB-C headphones **or**
- Bluetooth headphones **or**
- Lightning/USB-C to 3.5mm Headphone Jack Adapter <http://shorturl.at/jkpB2>



NOTE: it is important to check that any headphones you purchase are compatible with the device and that the case you purchase is not blocking the headphone port.

Stylus

The following stylus brands are recommended for your student:

- Apple Pencil
- Zagg Pro Stylus



NOTE: These stylus options are available to purchase through the JB Hi-Fi Education Solutions Portal. Ensure the stylus you choose is compatible with the iPad model you have.

Keyboard

A Bluetooth keyboard is optional.

Travelling to and from school




The waterproof, Belmont carry bags or a neoprene zip sleeve are recommended to transport the iPad within student's school bag.





Parent Checklist

1 of 2

✓ Before school starts for all students	
1. Check the <i>2024 Device Requirements</i> on page 4 to ensure your student's iPad is capable of running the latest iPadOS software.	
2. Create your parent <i>Apple ID and password</i> . Please refer to Apple Support for instructions.	
3. Set up <i>Family Sharing</i> . Please refer to Apple Support for instructions.	
4. Create a Child Apple ID and <i>password</i> on your student's iPad. If you don't have one, refer to Apple Support for instructions.	
5. Set up <i>Screen Time Restrictions</i> - refer to page 7 for instructions. Note: Every iOS update may include changes to Screen Time features. Follow these instructions to ensure your student is safe.	
• Using an existing iPad, please follow Steps 6 - 9. • Setting up a new iPad, go to step 10.	
6. Repair any damages to the iPad, including cracked screens and cases.	
7. Update your student's iPad to the latest operating system, ie, iPadOS 17.	
8. Delete unwanted photos/ videos.	
9. Delete school content that is no longer required in Book Creator, Keynote, Pages, Clips and GarageBand.	
10. Add a Lock Screen Passcode Settings > General > <i>Touch ID & Passcode</i> > Turn Passcode On > Passcode Options (optional 4-digit numeric code or a 6-digit code) Note: This is a Department of Education Intune requirement Teach your student this passcode and provide to your student's teacher on Day 1.	



Parent Checklist

2 of 2

✓ Before school starts for all students cont...	
11. Name your student's iPad Settings > General > About > Name > Tom 4A (example)	
12. Add a Lock Screen Photo of your student's face. Take a clear photo of your student. Settings > Wallpaper > Wallpaper > + Add New Wallpaper > Select - Photos > Select the photo of your student > Select Set > Set Home Screen	
13. Enable - Air Drop Settings > General > Air Drop > Everyone for 10 Minutes	
14. Enable - Bluetooth and Wi-Fi Settings > Bluetooth > slide to green (on) <input checked="" type="checkbox"/> Settings > Wi-Fi > slide to green (on) <input checked="" type="checkbox"/>	
15. Disable - iCloud photos Apple ID Box > iCloud > Photos > iCloud Photos > slide to grey (off) <input type="checkbox"/>	
16. Disable – saving to iCloud Go to Files App, click on (⋮) Edit Sidebar > iCloud > slide to grey (off) <input type="checkbox"/>	
17. Enable - Speak Selection Settings > Accessibility > Spoken Content > Speak Selection > slide to green (on) <input checked="" type="checkbox"/>	
18. Enable – Japanese Keyboard and Dictation Settings > General > Keyboards > Add New Keyboard... > Japanese > Romaji Settings > General > Keyboards > Enable Dictation > slide to green (on) <input checked="" type="checkbox"/>	
19. Enable – Dictionary and Thesaurus Settings > General > Dictionary > English (UK) Settings > General > Thesaurus > English (UK)	
20. Disable – Automatic downloads Settings > App Store > App Updates > slide to green (on) <input checked="" type="checkbox"/> Settings > App Store > In-App Ratings & Reviews > slide to grey (off) <input type="checkbox"/> Settings > App Store > Offload Unused Apps > slide to grey (off) <input type="checkbox"/>	




Screen Time Restrictions

1 of 6

Screen Time allows you to monitor and control your student's device safety for **home** and **school**. After setting up [Family Sharing](#), follow the below instructions:

Step 1.

- Open - Settings app 
- Select - Screen Time
- Select - Turn on Screen Time
- Select - Student's name

NOTE –

- Setting up screen time restrictions will prompt you to create a 'screen time passcode.'
- Students should **not** know this passcode.
- This must be a **different** passcode to the 'lock screen' passcode.

Step 2.

App & Website Activity

- Select - Turn on App and Website Activity

Step 3.

Downtime (for out of school hours)

The iPad must be available for school hours 8.45am – 3:00pm Monday to Friday.

Step 4.

App Limits

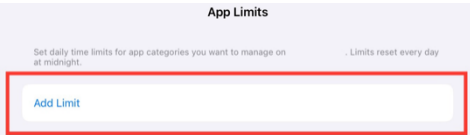
Prevent student accessing home games during school time.

- Select - App Limits



Screen Time Restrictions

2 of 6



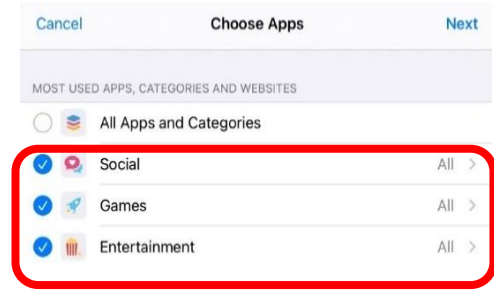
App Limits

Set daily time limits for app categories you want to manage on [device]. Limits reset every day at midnight.

Add Limit

Step 5.

- Select - Add Limit



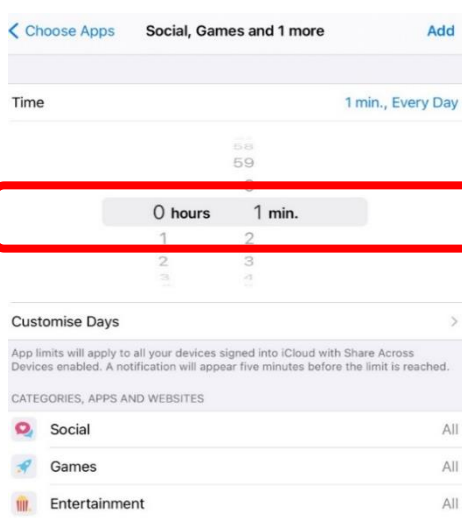
Choose Apps

MOST USED APPS, CATEGORIES AND WEBSITES

- All Apps and Categories
- Social All >
- Games All >
- Entertainment All >

Step 6.

- Select - the following categories:
 - Social
 - Games
 - Entertainment
- Select - **Next**



Choose Apps Social, Games and 1 more **Add**

Time **1 min., Every Day**

0 hours 1 min.

Customise Days >

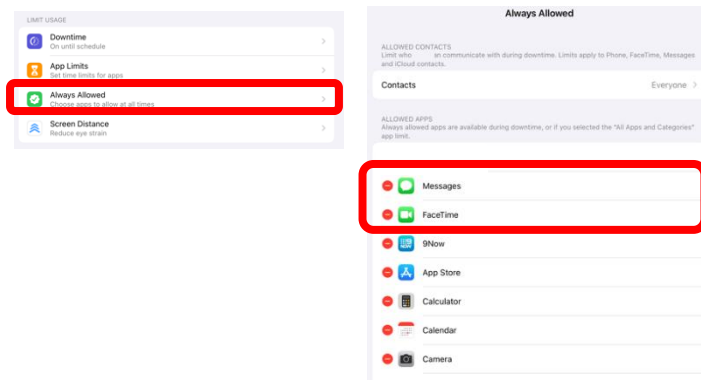
App limits will apply to all your devices signed into iCloud with Share Across Devices enabled. A notification will appear five minutes before the limit is reached.

CATEGORIES, APPS AND WEBSITES

- Social All
- Games All
- Entertainment All

Step 7.

- Set - Time for **1 min, Every Day**
- Select - **Add**
- Select < to go back



Always Allowed

ALLOWED CONTACTS
Limit who can communicate with during downtime. Limits apply to Phone, FaceTime, Messages and iCloud contacts.

Contacts Everyone >

ALLOWED APPS
Always allowed apps are available during downtime, or if you selected the "All Apps and Categories" app limit.

- Messages
- FaceTime
- 9Now
- App Store
- Calculator
- Calendar
- Camera

Step 8.

Allowed Apps

Only school apps to be added to the always allowed list.

- Select – Always Allowed

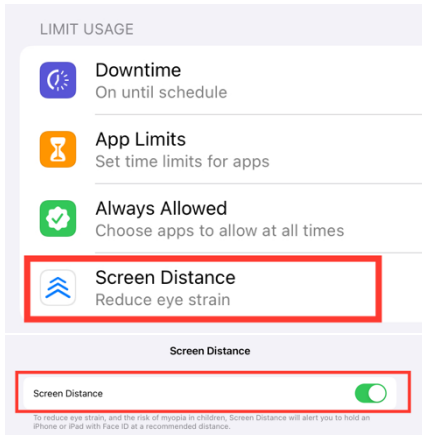
Remove:

- Messages
- FaceTime
- All home apps



Screen Time Restrictions


3 of 6

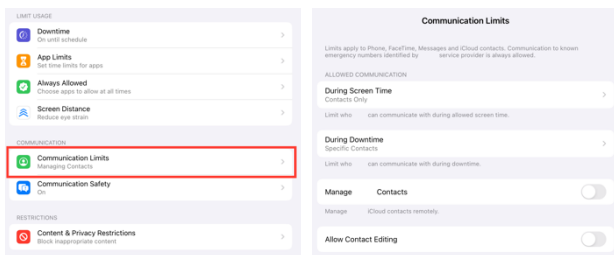


Step 9.

Screen Distance

Available on iPads with face ID

- Select – Screen Distance
- Activate – Slide to green 
- Select < to go back

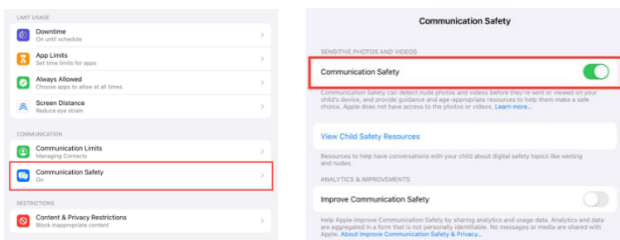


Step 10.

Communication Limits

Limit contacts for phone, FaceTime and messaging.


- Select - Communication Limits
- Add limits to suit your family

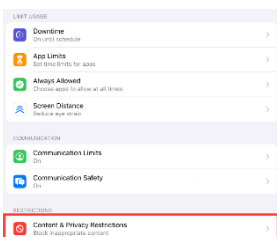


Step 11.

Communication Safety

Detect inappropriate photos and videos before they are viewed.

- Select - Communication Safety
- Activate – slide to green 



Step 12.

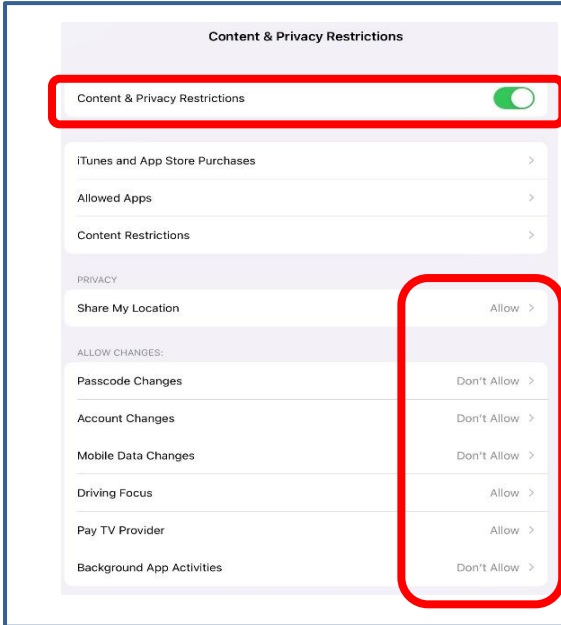
Content & Privacy Restrictions

- Select - Content & Privacy Restrictions



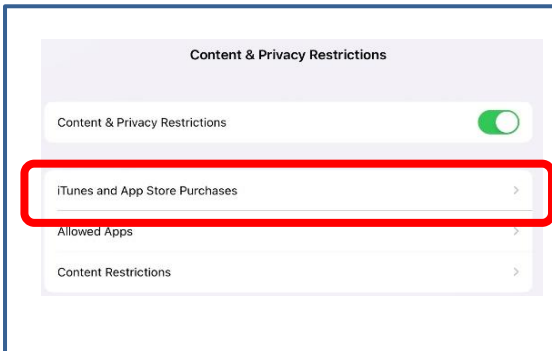
Screen Time Restrictions

4 of 6



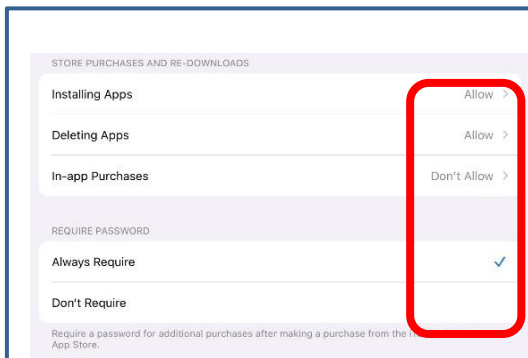
Step 13.

- Activate – slide to green
- Set - options as shown to:
Allow / Don't Allow



Step 14. iTunes and App Store Purchases

- Select - iTunes and App Store Purchases



Step 15.

- Set - options as shown to:
Allow / Don't Allow
- Select – Password **Always Require**
- Select < to go back



Screen Time Restrictions

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Content & Privacy Restrictions

Content & Privacy Restrictions

iTunes and App Store Purchases >

Allowed Apps >

Content Restrictions >

Step 16.

- Select - Allowed Apps

Mail	*	<input checked="" type="checkbox"/>
Safari	*	<input checked="" type="checkbox"/>
FaceTime		<input checked="" type="checkbox"/>
SharePlay		<input checked="" type="checkbox"/>
Camera	*	<input checked="" type="checkbox"/>
Siri and Dictation	*	<input checked="" type="checkbox"/>
AirDrop		<input checked="" type="checkbox"/>
CarPlay		<input checked="" type="checkbox"/>
iTunes Store		<input checked="" type="checkbox"/>
Book Store	*	<input checked="" type="checkbox"/>
Podcasts		<input checked="" type="checkbox"/>
Health		<input checked="" type="checkbox"/>

Step 17.

- Activate - apps with a red asterisk (*) as shown in the image to green
 - Mail
 - Safari
 - Camera
 - Siri and Dictation
 - AirDrop
 - Book Store
- All other apps are at your discretion
- Select < to go back

Content & Privacy Restrictions

Content & Privacy Restrictions

iTunes and App Store Purchases >

Allowed Apps >

Content Restrictions >

Step 18.

Content Restrictions

Prevent students accessing inappropriate content.



Screen Time Restrictions

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The screenshot shows the 'Screen Time' settings menu. A red box highlights the 'ALLOWED STORE CONTENT' section, where 'Apps' is set to '12+' with a red asterisk. Another red box highlights the 'GAME CENTER' section, where 'Multiplayer Games' is set to 'Allow with Friends Only'. Other settings include 'Music, Podcasts, News, Fitness' (Clean), 'Music Videos' (On), 'Music Profiles' (On), 'Movies' (G), 'TV' (G), 'Books' (Clean), 'App Clips' (Allow), 'Web Content' (Limit Adult Websites), 'Web Search Content' (Allow), 'Explicit Language' (Don't Allow), 'Adding Friends' (Don't Allow), 'Connect with Friends' (Don't Allow), 'Screen Recording' (Allow), 'Nearby Multiplayer' (Don't Allow), 'Private Messaging' (Don't Allow), 'Profile Privacy Changes' (Don't Allow), and 'Avatar & Nickname Changes' (Allow).

Step 19.

- Set - restrictions as shown in the image
- * Select minimum age suitable for your student (4+, 9+, 12+) for *apps*

NOTE: With every iOS update, always check the Content and Privacy Restrictions outlined in this document have not reverted to factory settings.



Intune Information

Intune Information

The Department of Education utilises Microsoft Intune, as the mobile device management platform for BYO iPads. All BYO iPads must be enrolled into Microsoft Intune to:



- access the secured, school Wi-Fi network.
- receive all school learning apps for free.

3rd Party VPN Software

Some parental filtering apps may include a VPN as part of their installation for the purpose of re-routing internet traffic through their filtering service. In the past, these services have inadvertently blocked internet traffic on the student device due to incompatibility with our network. They must be removed or disabled during school hours for students to access the Wi-Fi and receive apps.


The use of 3rd party VPN software for the purpose of circumventing departmental internet filtering on the Education QLD network is prohibited and in violation of our acceptable use policy.

Existing Students

Complete the below instructions before the new school year. You will need your student's **school username** and **password** supplied by Belmont State School to complete the installation. Contact your student's teacher or email tech_support@belmontss.eq.edu.au to request your student's log in details if you do not have them.

New Enrolments

Complete the below instructions after you have received your student's username and password supplied by Belmont State School.

✓	Getting started with Intune...
	1. Complete the <i>Before School Starts Parent Checklist</i> on page 6 .
	2. Download the Intune Company Portal from the App Store. 
	3. Enrol your student's iPad into Intune by following the instructions on page 13 . Note: Use your student's school username and password.
	4. Download all 2024 Core Apps as listed on page 20 . Note: Do not download any app your student already has installed.
	5. Discuss, sign and return the <i>2024 iPad Participation and Agreement Form</i> on page 22 .



Enrolling a BYO iPad into Intune

1 of 6

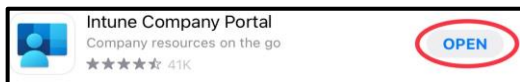
Step 1. Install Intune

- Open** App Store and search [Intune Company Portal](#)
Or scan the code to go directly the App store.
- Select** - get or download



Step 2. Open Intune

- Select** - open

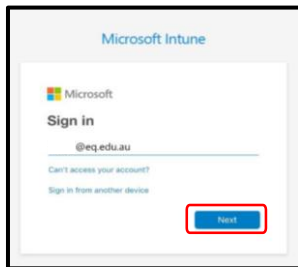


Step 3. Sign into Intune

- Open** - Intune Company Portal app
- Select** - sign in
- Sign into** Intune with your student's email address supplied by the school ([__@eq.edu.au](#)) located on the front of this booklet.

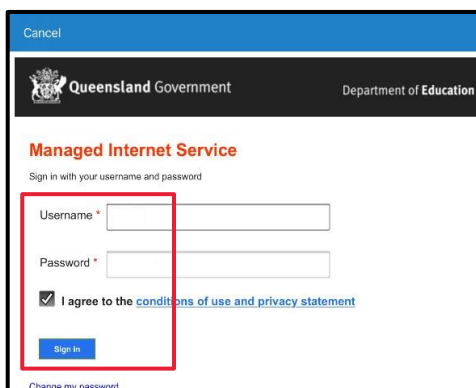
NOTE: If your student's email account appears, please select that.

- Select** - next



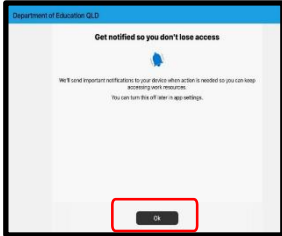
Step 4.

- Enter** - student username (not email) and the supplied school password
- Tick** - agree to the conditions of use
- Select** - sign in



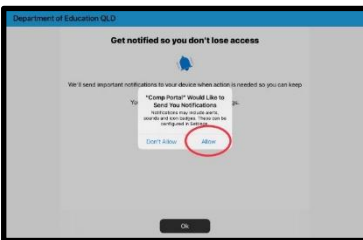
Step 5.

☐ **Select** – ok



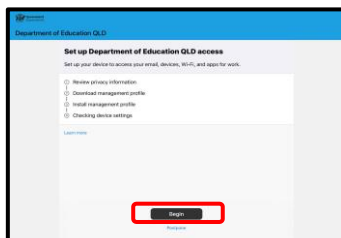
Step 6

☐ **Select** - allow



Step 7.

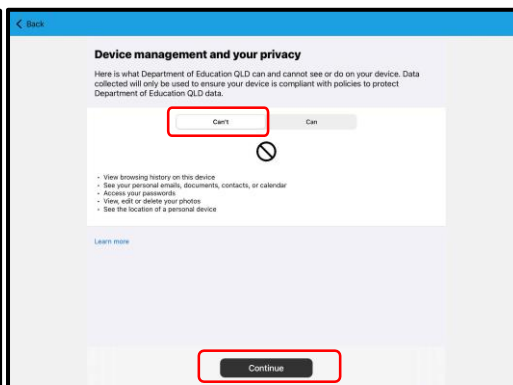
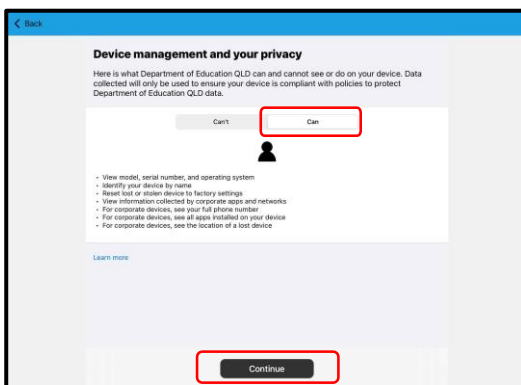
☐ **Select** - begin



Step 8.

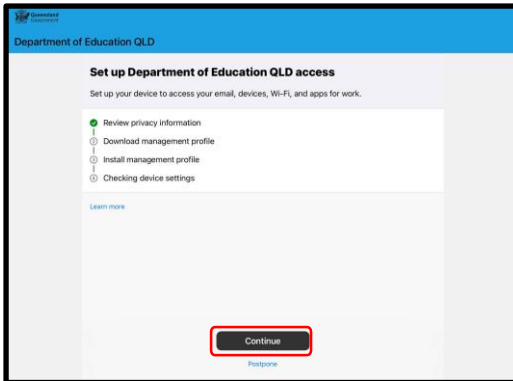
☐ **Select** - continue

This information details what the Department of Education can and cannot see or do with a BYO iPad.



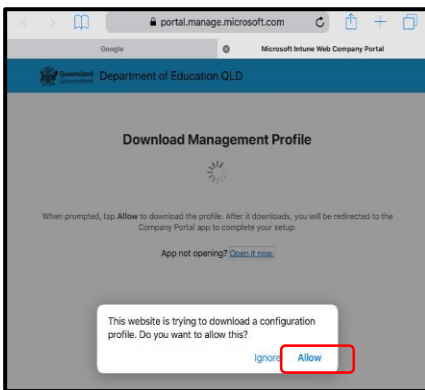
Step 9.

☐ **Select** - continue



Step 10.

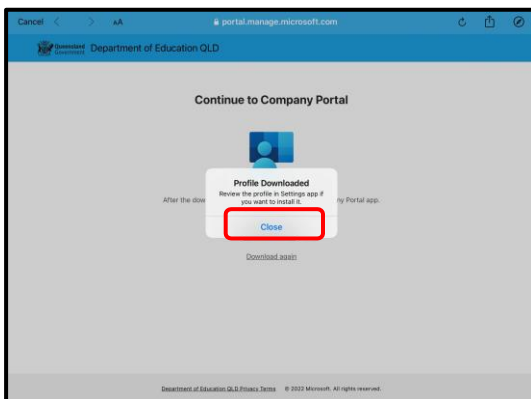
☐ **Select** - allow



Step 11.

Intune profile has now been downloaded.

☐ **Select** - close



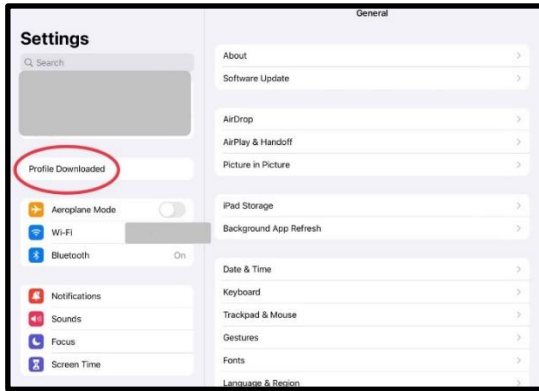


Enrolling a BYO iPad into Intune

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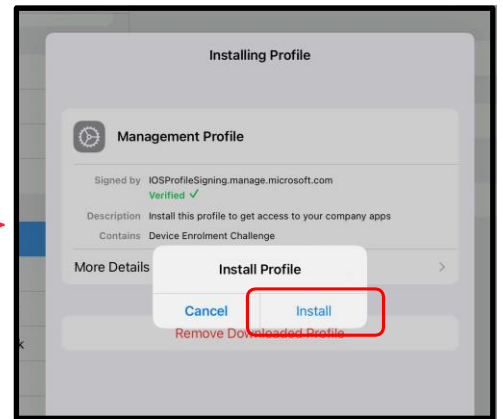
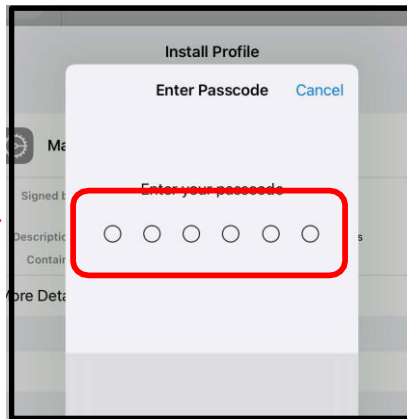
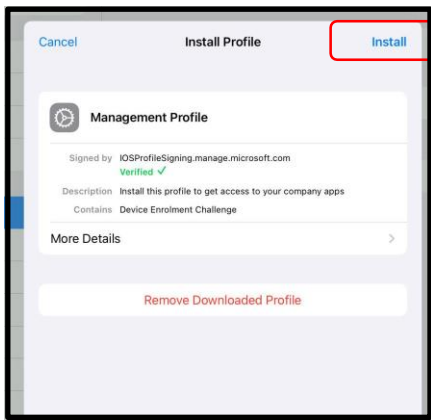
Step 12.

- ❑ **Open** - Settings app
- ❑ **Select** - profile downloaded

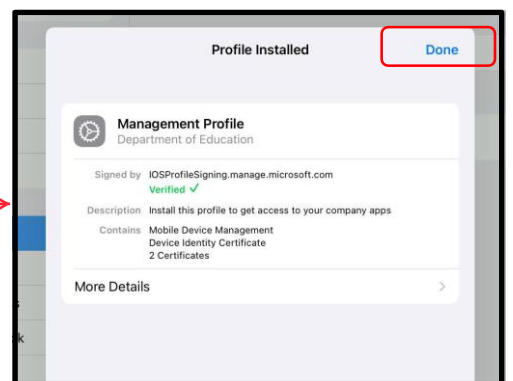
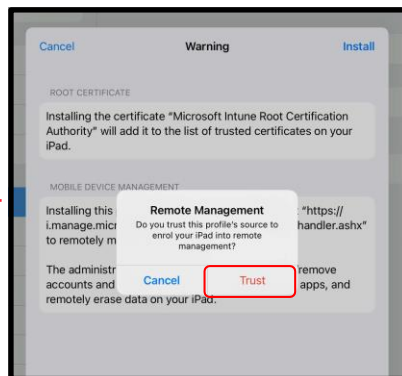
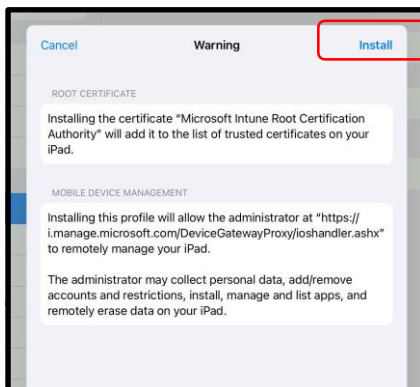


Step 13.

- ❑ **Select** - install > enter your iPad passcode > install

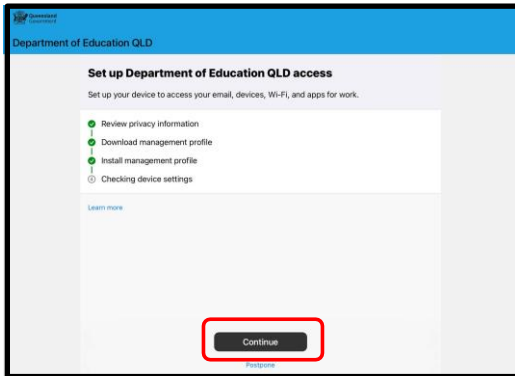


- ❑ **Select** - install > trust > done



Step 14.

- Open** - Intune Company Portal app
- Select** - continue

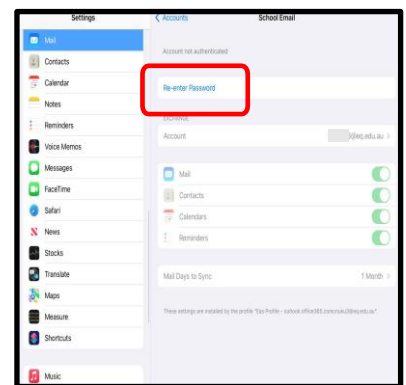
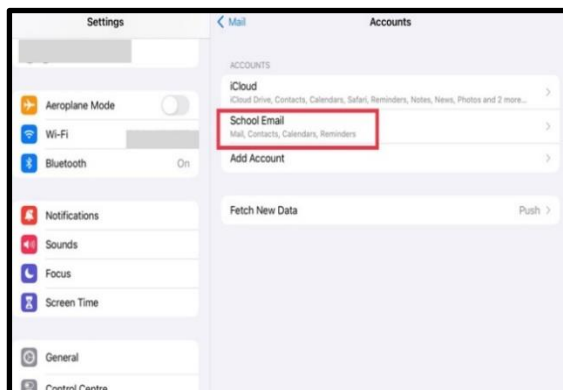
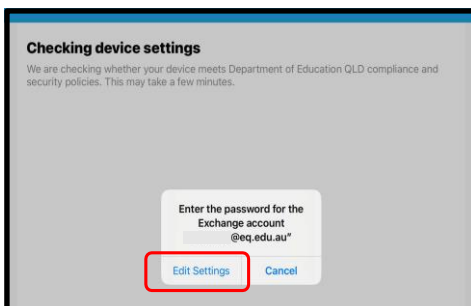


Step 15.

The device is now doing a final check.

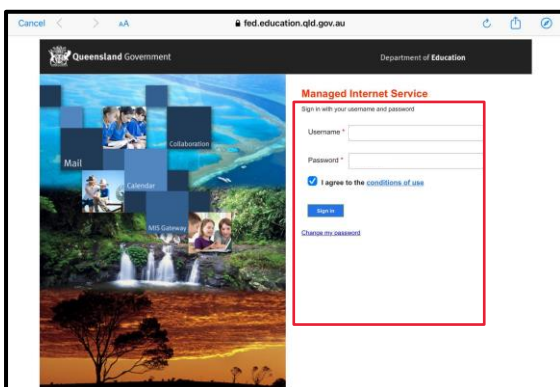
Please wait for the **Edit Settings** message to appear.

- Select** - edit Settings > school email > re-enter password



Step 16.

- Enter** - student's supplied username and password
- Tick** - agree to the conditions of use
- Select** - sign in



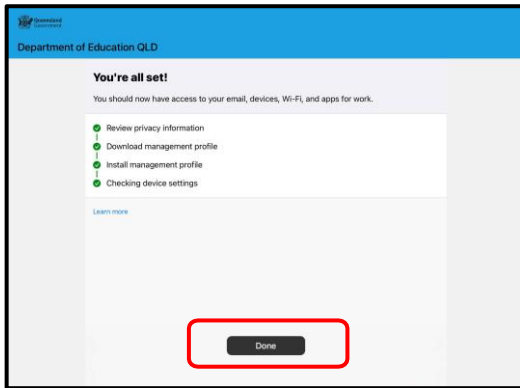


Enrolling a BYO iPad into Intune

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Step 17.

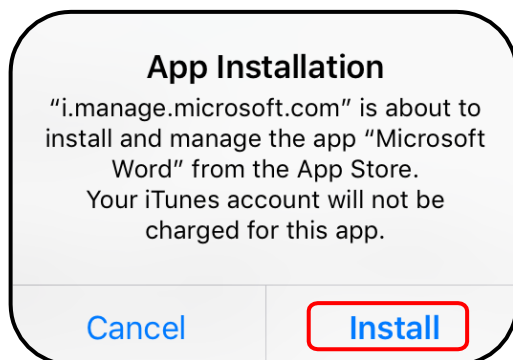
- Open** - Intune Company Portal app
- Select** - done



Step 18. Install Core Apps

Apps will automatically begin installing on the iPad.














- Select** – Install for each app notification
























Core App List










Most Apple apps are pre-installed on new iPad. If needed, they can be downloaded from the App Store.

APPLE APPS			
Pages 	Keynote 	iMovie 	Numbers 
Garage Band 	Clips 	Measure 	Voice Memos 
Notes 	Reminders 	Apple Books 	Magnifier 
Freeform 			

The below apps are to be downloaded through the Intune Company Portal app to receive them for FREE. Please refer to [Step 18](#) on the previous page.

CREATING APPS			
Book Creator 	ChatterPix Kids 	Tayasui Sketches School 	AR Makr 
iBrainstorm 	Whiteboard App 		

UTILITIES			
The Calculator 	Google Earth 	Seesaw: The Learning Journal 	Seeing AI 
Microsoft OneDrive 	Microsoft OneNote 	Microsoft Word 	Microsoft Teams 
Microsoft Excel 	Microsoft PowerPoint 	Quizlet 	Kahoot 
Smiling Mind: Meditation 			

MATHS APPS			
Math Clock 	Number Line 	Geoboard 	Mathletics 
Number Pieces 	Fractions 	Number Frames 	Number Rack 
Pattern Shapes 			

ENGLISH APPS	
Reading Eggs 	Epic! 

JAPANESE APP
LuvLingua 

ONLY - Year 5	
NAP Browser 	Tynker 



2024

iPad Terms of Use and Participation Agreement

Taking care of my iPad

I understand it is my responsibility to:

- Make sure my iPad is in my bag when I go to and from school.
- Keep my iPad away from food and drink at all times.
- Keep my iPad on a table or in my lap.
- Keep my iPad in the classroom at all break times unless directed by a teacher.
- Keep my iPad, stylus, keyboard and headphones safe, and in good working order.
- Walk and carry my iPad with two hands.

For my learning

I will:

- Bring my iPad to school every day with 100% battery.
- Only use **School Apps** at school, even during wet weather lunch breaks.
- Select **Always Allow**, when my teacher enrolls me into their **Classroom App**.
- Always enable **Wi-Fi**, **Bluetooth** and **Airdrop** whilst at school.
- Set up a **School Focus** to prevent notifications coming through between 8:50am – 2:50pm from non- school apps: Entertainment, Gaming and Social Networking apps, including iMessages.
- Only have age-appropriate apps on my iPad (E.g. If you are 9-years old, you will only have Apps suitable for a 9-year old).
- Not install social media, games or entertainment content on my iPad if the age limit for these Apps is 12+. These are, but not limited to Apps such as Facebook, Messenger, Snapchat, BeReal, Instagram, Tik Tok, Roblox, Fortnite or other Apps.

For my safety and security

I will:

- Leave other students' iPad and profiles alone.
- Immediately report any accidents or breakages to my teacher and parents/ carers.
- Only use my school email, Seesaw and OneNote accounts for educational purposes directly related to learning.
- Only take photos, videos or voice memos on my iPad when instructed by my teacher.
- Not share my full name, personal details, images of myself or others, my school uniform or logo, videos or voice memos to any internet site, social media App or distribute them in any way unless it is safe, and I have asked for permission.
- Not share account names and passwords with anyone unless requested by my teacher and parents/ carers.
- Leave my SIM card at home if I have a cellular iPad.

I understand that if I do not meet these conditions the following may occur:

- My parents may be notified by my class teacher.
- I may lose the privilege of using my iPad at school for the session, day, week or longer.
- I will be required to complete my usual work using alternative strategies.
- I may be subject to disciplinary action according to the Student Code of Conduct.



Sign and return this page to your 2024 class teacher

2024

Belmont State School

Year 4 – Year 6 BYOD iPad Program

Student name: _____ Current class: _____

Device intentions

Will have their own iPad

OR

Will need to borrow a school iPad. We understand this may be a shared device that remains at school.

2024 iPad Terms of Use and Participation Agreement

We have read through and agree to abide by the guidelines outlined in the 2024 iPad Terms of Use and Participation Agreement.

Student signature: _____

Parent name: _____

Parent signature: _____

Date: ___/___/___