2024
BYOD iPad Program Handbook v2
Year 5 & Year 6

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.

Contents

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.

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.

✓	**Before school starts for all students**
	1. **Check** the *2024 Device Requirements* on page 4 to ensure your student's iPad is capable of running the latest iPadOS software.
	2. **Created** your parent *Apple ID and password.* Please refer to **Apple Support** for instructions.
	3. **Set up** *Family Sharing.* Please refer to **Apple Support** for instructions.
	4. **Created** a *Child Apple ID* and *password* on your student's iPad. If you don't have one, refer to **Apple Support** for instructions.
	5. **Set up** *Screen Time Restrictions* - 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 > *Touch ID & Passcode* > 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.

✓	***Before school starts for all students cont...***
	11. **Name** your student's iPad Settings > General > About > Name > **Tom 5A** **(**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) Settings > Wi-Fi > slide to green (on)
	15. **Disable** - iCloud photos Apple ID Box > iCloud > Photos > iCloud Photos > slide to grey (off)
	16. **Disable** – saving to iCloud Go to Files App, click on ⊙ Edit Sidebar > iCloud > slide to grey (off)
	17. **Enable** - Speak Selection Settings > Accessibility > Spoken Content > Speak Selection > slide to green (on)
	18. **Enable** – Japanese Keyboard and Dictation Settings > General > Keyboards > Add New Keyboard… > Japanese > Romaji Settings > General > Keyboards > Enable Dictation > slide to green (on)
	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) Settings > App Store > In-App Ratings & Reviews > slide to grey (off) Settings > App Store > Offload Unused Apps > slide to grey (off)

NOTE: With every iOS update, there are improvements to the Content and Privacy Restrictions. 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
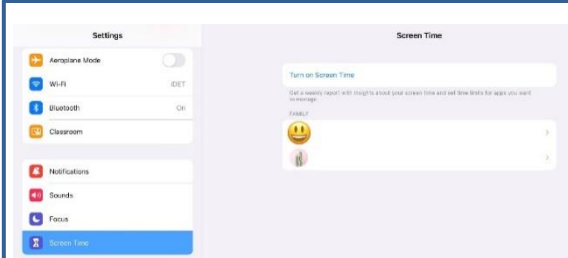
Step 1.
☐ Open - Settings app
☐ Select - Screen Time
☐ Select - Turn on Screen Time
☐ Select - Student's name

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.
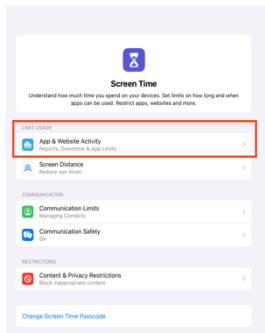
Step 2.
App & Website Activity

☐ Select - Turn on App and Website Activity
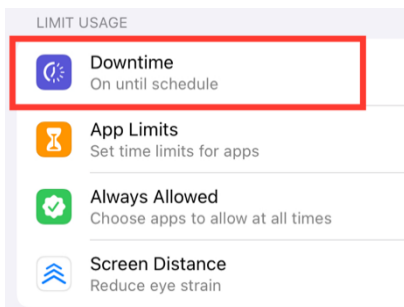
Step 3.
Downtime (for out of school hours)

The iPad must be available for school hours 8.45am – 3:00pm Monday to Friday.
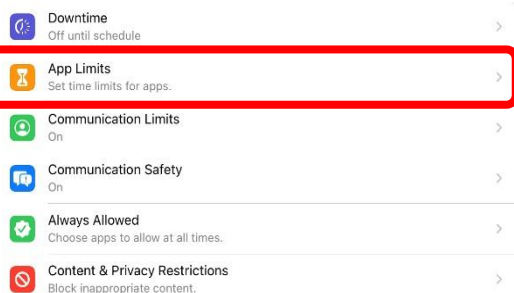
Step 4.
App Limits
Prevent student accessing home games during school time.

☐ Select - App Limits
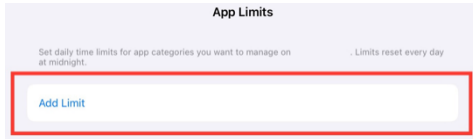
Step 5.

☐ Select - Add Limit
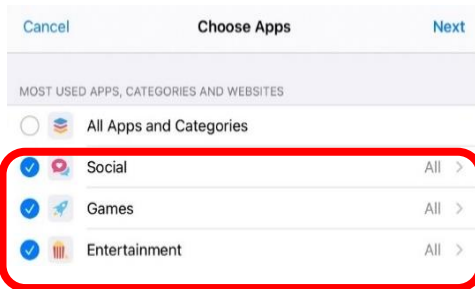
Step 6.

☐ Select - the following categories:
- ✓ Social
- ✓ Games
- ✓ Entertainment

☐ Select - **Next**
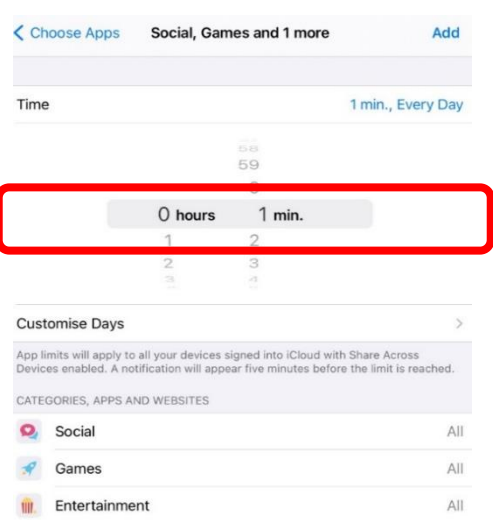
Step 7.

☐ Set - Time for **1 min, Every Day**

☐ Select - **Add**

☐ Select **<** to go back
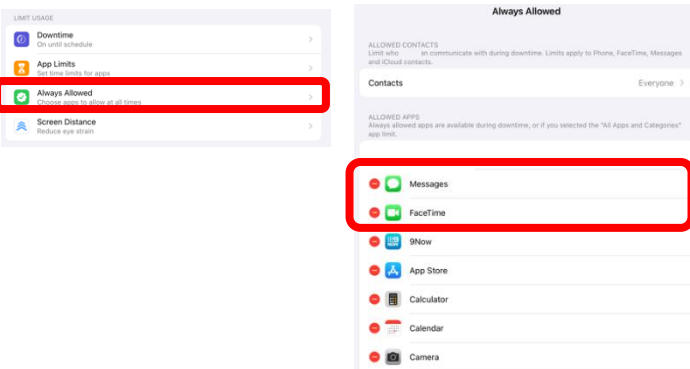
Step 8.
Allowed Apps
Only school apps to be added to the always allowed list.

☐ Select – Always Allowed

Remove:
- ☐ Messages
- ☐ FaceTime
- ☐ All home apps
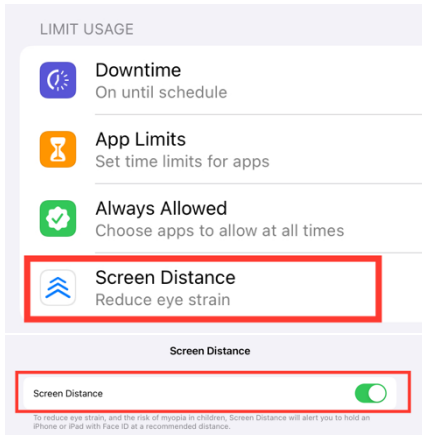
Step 9.
Screen Distance
Available on iPads with face ID

☐ Select – Screen Distance

☐ Activate – Slide to green

☐ Select < to go back
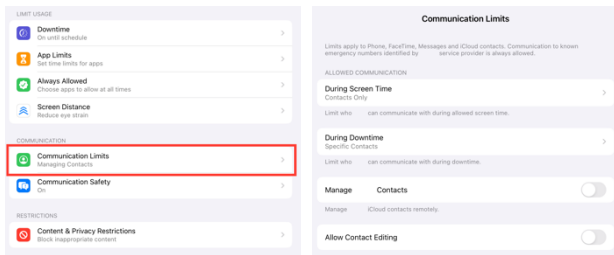
Step 10.
Communication Limits
Limit contacts for phone, FaceTime and messaging.

☐ Select - Communication Limits

☐ Add limits to suit your family
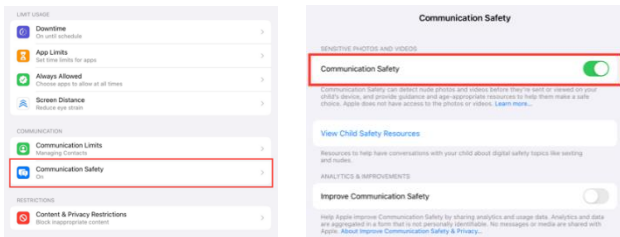
Step 11.
Communication Safety
Detect inappropriate photos and videos before they are viewed.

☐ Select - Communication Safety

☐ Activate – slide to green
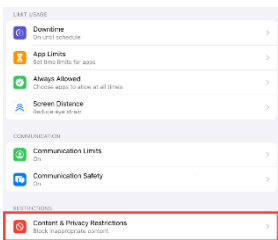
Step 12.
Content & Privacy Restrictions

☐ Select - Content & Privacy Restrictions

Step 13.

☐ Activate – slide to green

☐ Set - options as shown to:
Allow / Don't Allow
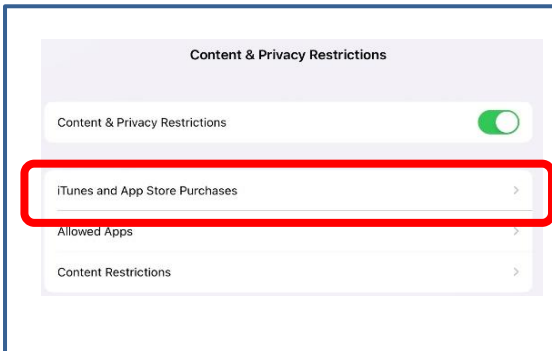
Step 14.
iTunes and App Store Purchases

☐ Select - iTunes and App Store Purchases
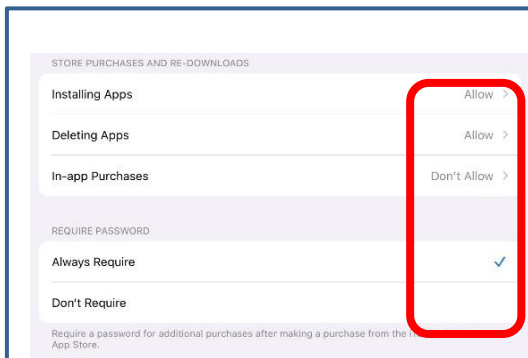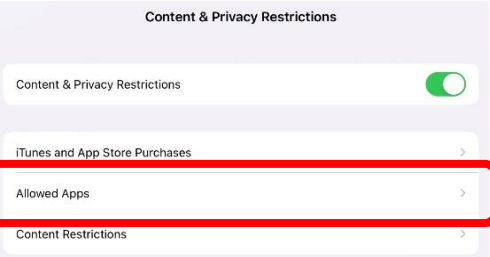
Step 15.

☐ Set - options as shown to:
Allow / Don't Allow

☐ Select – Password **Always Require**

☐ Select **<** to go back
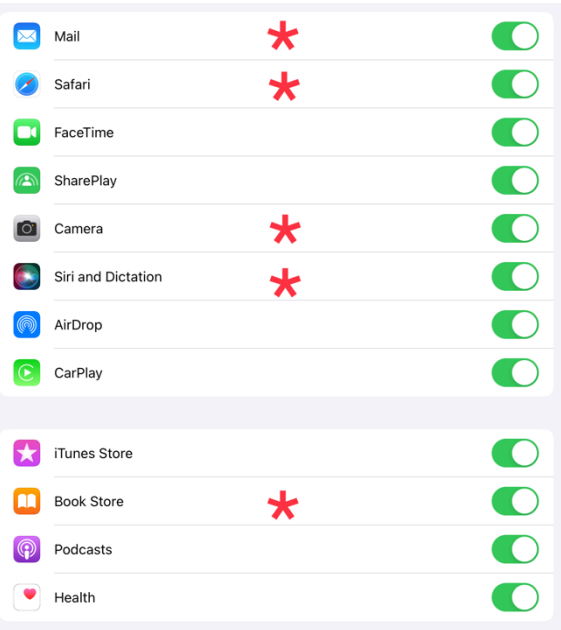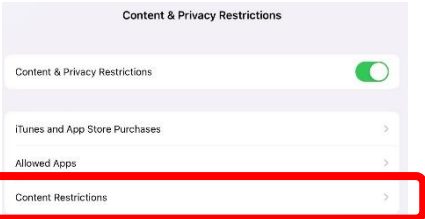
Step 16.

☐ Select - Allowed Apps

Step 17.

☐ Activate - apps with a red asterisk (*) as shown in the image to green ⬤
- o Mail
- o Safari
- o Camera
- o Siri and Dictation
- o AirDrop
- o Book Store

☐ All other apps are at your discretion

☐ Select < to go back

Step 18.
Content Restrictions
Prevent students accessing inappropriate content.

Step 19.

☐ Set - restrictions as shown in the image

☐ * Select minimum age suitable for your student (4+, 9+, 12+) for a*pps*

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.

New Enrolments

Complete the below instructions (steps 1 - 4) after you have received your student's username and password supplied by Belmont State School.

Continuing Students

Complete the below instructions (steps 4 and 5) 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 to BYO Program - Getting started with Intune…*
	1. **Complete** the *Before School Starts Parent Checklist* 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.
	Continuing BYO Program
	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 *2024 iPad Participation* and *Agreement Form* on page 22.

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
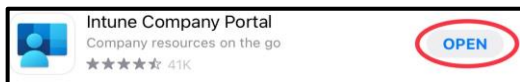
Step 3. Sign into Intune

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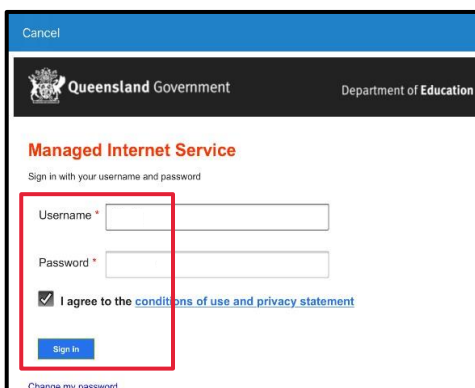
NOTE: If your student's email account appears, please select that.

☐ **Select** - next
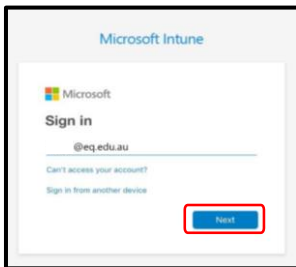
Step 4.

☐ **Enter** - student username (not email) and the supplied school password

☐ **Tick** - agree to the conditions of use

☐ **Select -** sign in

Step 5.
☐ **Select** – ok
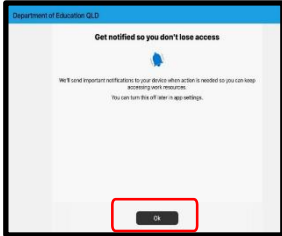
Step 6
☐ **Select** - allow
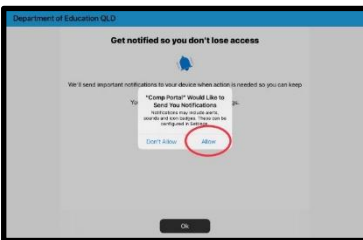
Step 7.
☐ **Select** - begin
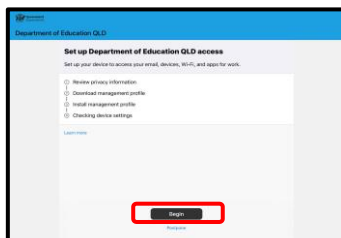
Step 8.

☐ **Select** - continue

This information details what the Department of Education can and cannot see or do with a BYO iPad.
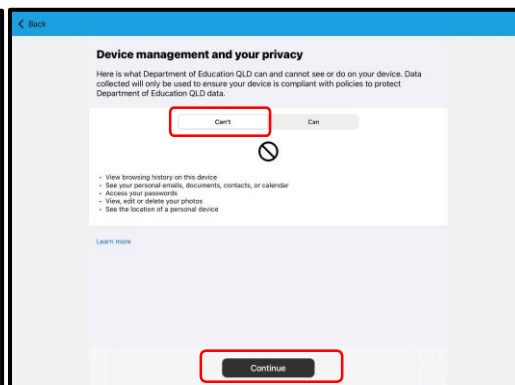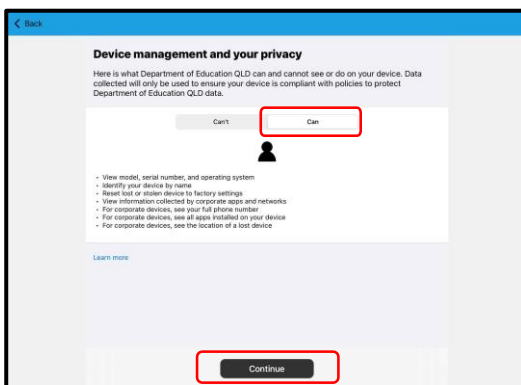
Step 9.
☐ **Select** - continue
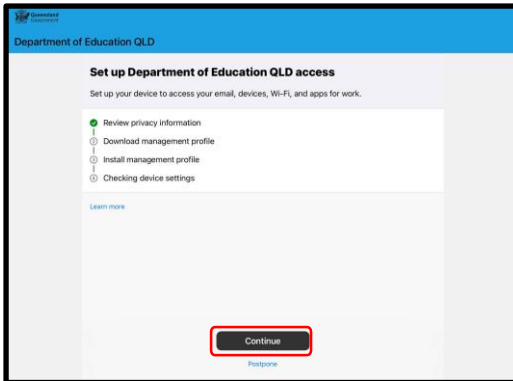
Step 10.
☐ **Select** - allow
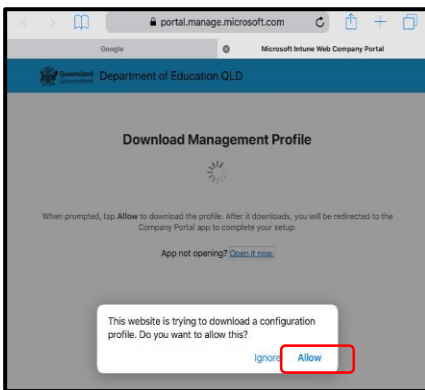
Step 11.

Intune profile has now been downloaded.

☐ **Select** - close
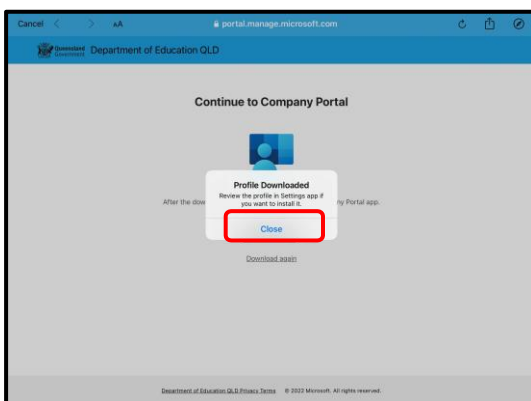
Step 12.

☐ **Open** - Settings app

☐ **Select** - profile downloaded
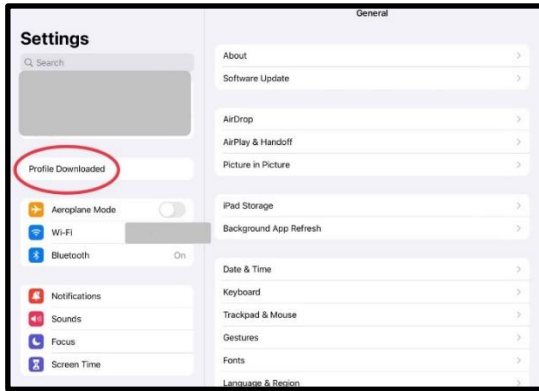
Step 13.

☐ **Select** - install > enter your iPad passcode > install
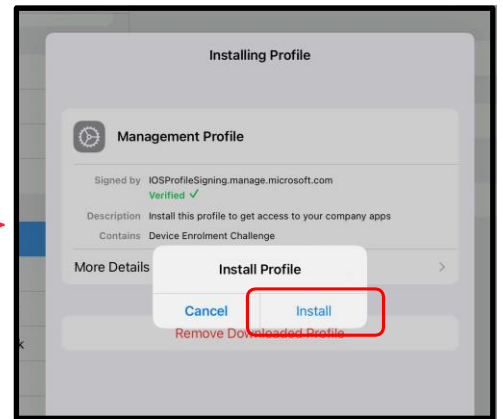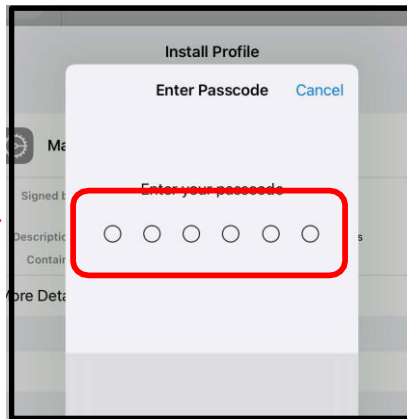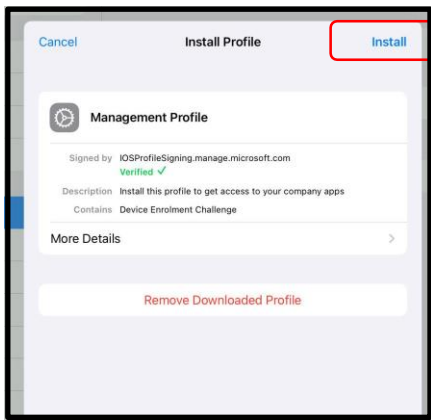
☐ **Select** - install > trust > done
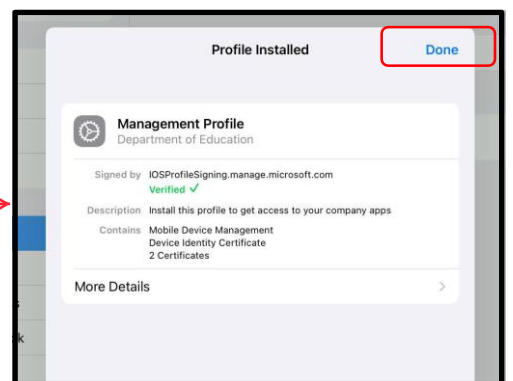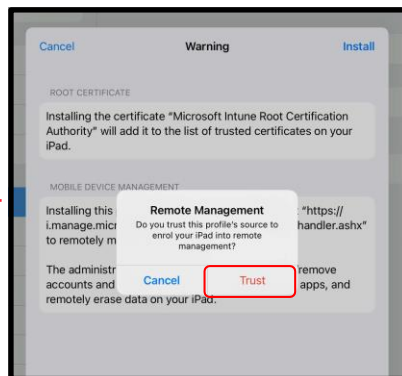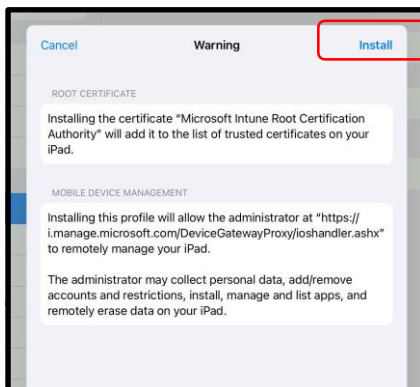
Step 14.

☐ **Open** - Intune Company Portal app
☐ **Select** - continue
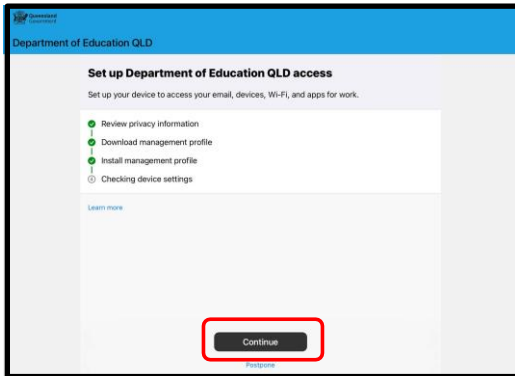
Step 15.

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
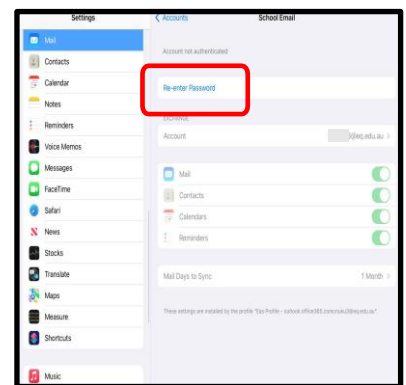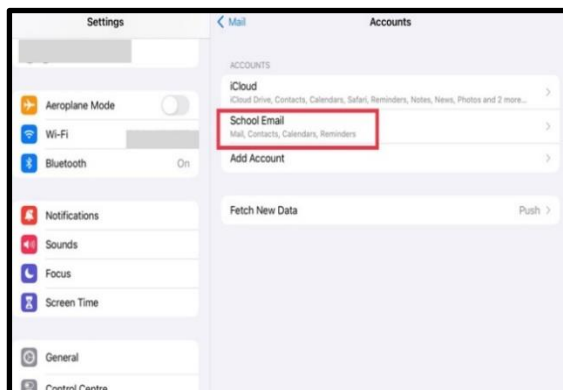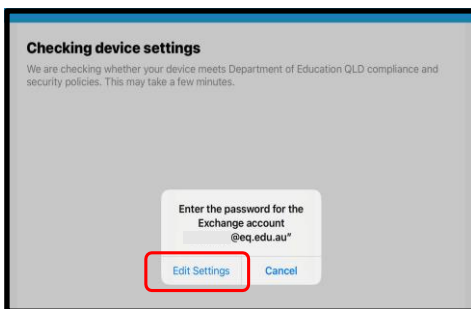
Step 16.

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

18
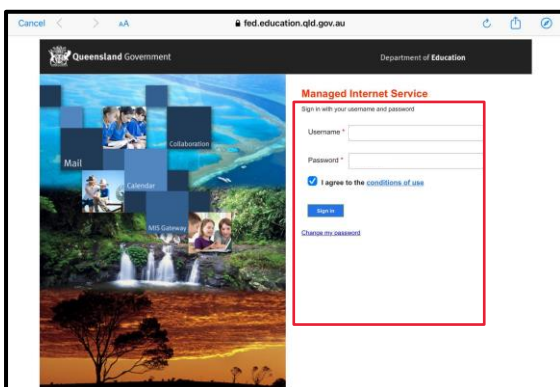
Step 17.

☐ **Open** - Intune Company Portal app

☐ **Select** - done
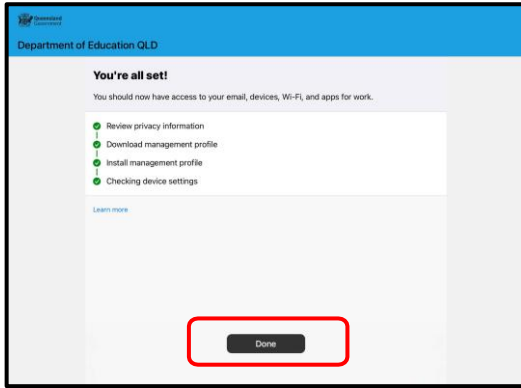
Step 18. Install Core Apps

Apps will automatically begin installing on the iPad.

☐ **Select** – Install for each app notification
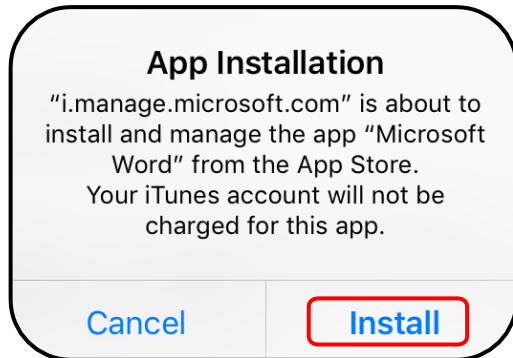
Core App List

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	
QLearn		Smiling Mind: Meditation				

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

ENGLISH APPS				JAPANESE APP	
Reading Eggs		Epic!		LuvLingua	

ONLY - Year 5			
NAP Browser		Tynker	

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.

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:___/ _____/ _____