



'Empowering curious and independent learners in an inclusive and future-focused environment'



iLearn at Mayfield

BYOx iPad Program Handbook

Years 4 -6



REACH for the sky



Resilient



Engaged



Accepting



Collaborative



High Achieving



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Through meaningful digital experiences, students will develop the skills to think critically, collaborate effectively, solve problems, and communicate in ways they aren't able to without digital technologies which will prepare them for an ever-changing world. Technology will be used as a tool to support curiosity, independence, innovation, and lifelong learning both inside and beyond the classroom.

Alignment with the Department

As part of the department's Brighter Futures Strategy, 'digital innovation and



Digitally learning — preparing every student for success in a digital world by creating engaging, safe, responsible and ethical digital learning opportunities

— State of Queensland Department of Education 2024, *Digital innovation in teaching and learning plan*.

responsive systems' is a shared priority. The staff at Mayfield State School work to incorporate digital technologies for a more inclusive approach to teaching and learning while equipping students with the skills to demonstrate their learning in more meaningful and relevant ways. This is through **enabling** and **enhancing** our current ways of teaching.



Digitally enabled pedagogies refer to the integration of digital tools, resources and environments into teaching and learning that substitute and supplement existing approaches, practices and strategies.

Digitally enhanced pedagogies involve transformation of teaching approaches, practices and strategies through the use of digital tools, resources and environments.

For further information about the Brighter Futures Strategy, follow this link -

<https://education.qld.gov.au/initiatives-and-strategies/strategies-and-programs/brighter-futures>

Preparing our students for future learning

The BYOx program from years 4-6 allows this priority to come to life, while equipping students with the necessary skills and knowledge to safely use devices for their learning. This approach is designed to:

Develop collaboration

Enable personalised learning

Empower learning

Increase engagement in learning

Deepen knowledge of student understanding

Enable open and flexible learning

Develop technological efficiency

Enable student agency

Be high school ready



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In the Australian Curriculum, students develop Digital Literacy Capability as they learn to use ICT effectively and appropriately to access, create and communicate information and ideas, solve problems and work collaboratively in all learning areas at school and in their lives beyond school.

Mayfield State School will assist students to develop their capability in using ICT for tasks associated with information access and management, information creation and presentation, problem-solving, decision-making, communication, creative expression and empirical reasoning. This includes conducting research, creating multimedia information products, analysing data, designing solutions to problems, controlling processes and devices, and supporting computation while working independently and in collaboration with others.

Our Digital Pedagogy and learning outcomes align with the Digital Literacy General Capabilities, from the Australian Curriculum, which are organised into 4 interrelated elements in the learning continuum. These elements will be embedded in our everyday practices and aligns to the curriculum being taught in every year level.



ICT Capability Learning Continuum

https://www.qcaa.qld.edu.au/downloads/aciqv9/general-resources/ac9_gc_digital_literacy_learning_continuum.pdf

Australian Curriculum

<https://www.australiancurriculum.edu.au/>

Cross-Curricular Benefits

Technology integration supports learning across:

- English (research, publishing, communication)
- Mathematics (problem-solving, data representation)
- Science (investigation and analysis)
- HASS (research and collaboration)
- The Arts (multimedia creation and design)

Advantages of using iPads

- The department preferences Apple and Microsoft products for connectivity on its network
- Feeder high schools use of iPads in junior secondary which will support a smooth transition
- Their portability and durability are suitable for younger learners
- Simplicity and automatic updating when on the school network for school apps
- iOS security and user settings increase safety and manage responsible usage and screen time when setting up a child account
- Creativity apps to allow for agency and innovation in students demonstrating their learning
- All day battery life for uninterrupted learning
- The ability to personalise learning and provide work targeted at the individual level
- High student engagement both independently and collaboratively
- Increased productivity through quick loading of apps and rapid response of the iPad
- Very reliable operating system, ensuring maximum learning time

Responsible Use of BYOx



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SCHOOL • BYOx program induction — including information on (but not responsible for) connection, care of device at school, workplace health and safety, appropriate digital citizenship and cybersafety • Network connection at school • Internet filtering (when connected via the school's computer network) • Some technical support (please consult Technical Support table below) • Some school-supplied software e.g. Microsoft Office 365 & QLearn • Printing facilities • School representative signing of BYOx Student Agreement Contract.	TEACHERS • Maintaining ongoing communication and information sharing with parents • Facilitating ongoing teacher collaboration • Utilising effective pedagogy and balancing device usage in learning across the school day • Maintaining a core focus on the Australian Curriculum • Engaging in professional development • Establishing effective routines for an iPad class • Reinforcing cyber safety messages
STUDENTS • Participation in BYOx program induction • Acknowledgement that core purpose of device at school is for educational purposes • Care of device – handling and movement (especially to and from school) • Ensuring device is brought to school every day fully charged • Ensuring that iPads are not used before school, at lunch breaks, or after school (including while waiting for parents of the bus etc) • Security and password protection • Maintaining a current back-up of data • Ensuring personal login account will not be shared with another student, and device will not be shared with another student for any reason • Understanding and signing the BYOx Student Agreement Contract.	PARENTS AND CAREGIVERS • Acknowledgement that core purpose of device at school is for educational purposes • Internet filtering (when not connected to the school's network) • Encourage and support appropriate digital citizenship and cybersafety with students (for more details, visit the website of the Australian eSafety Commissioner) • Required software, including sufficient anti-virus software • Protective backpack or case for the device • Adequate warranty and insurance of the device • Understanding and signing the BYOx Student Agreement Contract.

Technical Support table

	Connection:	Hardware:	Software:
Parents	✓ (home-provided)	✓	✓
Students		✓	✓
School	✓ (school provided)		✓ (only school-based software arrangements)
Device vendor		✓ (see specifics of warranty on purchase)	

Learning expectations for iPads



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Responsible use by a student	Irresponsible use by a student
• 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. • researching and learning through the school's eLearning environment • Switch off and place out of sight the mobile device during classes, where these devices are not being used in a teacher directed activity to enhance learning.	• 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. • Messaging other people content that is not school related work, or during lessons where it is not the expectation or task • 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. • Using the mobile device's camera anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets • Invading someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material

Misuse and breaches of acceptable usage

Students should be aware that they are held responsible for their actions while using the internet and online communication services. Students will be held responsible for any breaches caused by other person(s) knowingly using their account to access internet and online communication services.

The school reserves the right to restrict/remove access of personally owned mobile devices to the intranet, internet, email or other network facilities to ensure the integrity and security of the network and to provide a safe working and learning environment for all network users. The misuse of personally owned mobile devices may result in disciplinary action which includes, but is not limited to, the withdrawal of access to school supplied services.

Students and families are responsible for any damage to the device at school, at home or transiting in between.

All students using iPads to support their learning are required to comply with the following expectations regarding their use.



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At home

- Ensure you bring your iPad to school each day fully charged.
- iPads should be stored safely in school bags when going to and from school

Before and After School

- not to be used before and after school, to be kept secured in bags
- bags to be placed in class allocated spaces
- Students to be following OSHC rules regarding the use of the iPads

During Lessons

- Follow the 'Park it' command by turning your iPad upside down, hands off and looking at your teacher immediately.
- Always ask someone's consent before taking their photo.
- Ensure you are always acting safely with your iPad by holding it with two hands, placing it on a table, keeping the case on and walking, not running with your iPad.
- Only open an App once your teacher has instructed you.
- Only use the Apps identified as 'School Apps' (no 'Home Apps').
- Communicating with other students, using your device, during learning time is not permitted unless under direct instruction from your teacher
- Mirror your own device only when instructed by the teacher.
- Do not touch or take any other student's iPad or iPad belongings e.g. headphones.
- Focus on the task when completing activities on your iPad.

Communicating with others

- Respectful communication should be used at all times, either on the iPad or when using other communication methods e.g. email.
- Students have been supplied with an EQ email address. This must be the only email used between students, teachers and other students when communicating or transferring documents.

Use iPads in and around the school

- While at school, iPads are to be used for educational purposes only. This includes the use of camera and video devices. The use of these devices is only permitted under teacher direction.
- To avoid damage, food and drinks should be kept away from iPads.
- Your iPad is for your use only. Do not share it with others.
- Unlock passcodes will be shared with teaching staff and leadership team.

BYOx Student Agreement Contract

When I am at school with my device, I will:

- ☐ bring my personal iPad to school each day



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- ☐ ensure the iPad is charged at the beginning of each school day
- ☐ leave the iPad charger at home unless directed to bring it to school under special circumstances
- ☐ silence notifications during school hours
- ☐ hold the iPad with two hands when carrying it and will walk with it at all times
- ☐ ensure my iPad is kept in my school bag on my trip to/from school.
- ☐ keep food and drinks away from the iPad
- ☐ immediately report any accidents or breakages to my parents and teachers.

When handling content, I will:

- ☐ use the iPad only to support my school learning program whilst at Mayfield State School.
- ☐ permit my teachers and parents to perform checks to monitor that I have not installed illegal / unsuitable software applications and content and to check the websites which I visit.
- ☐ understand there will be consequences for inappropriate use including, but not limited to, loss of privilege of using the iPad for a period of time

To be safe and secure, I will:

- ☐ only connect my iPad to Education QLD's Managed Internet Service.
- ☐ I am not permitted to access mobile data at school
- ☐ only go to websites (when at school) that support my learning activities
- ☐ only use my school email account for mail related to my learning
- ☐ be cybersafe and cybersmart when using the internet at all times.
- ☐ demonstrate etiquette when using my iPad and other equipment with regard to other people.
- ☐ use my iPad lawfully regarding ethical use of equipment, technology, use of legal software, use of the internet and the protection of personal data
- ☐ have an image of myself with my name and class on the lock screen so my iPad can always be identified
- ☐ only take photos, videos and voice recordings of other students and staff whilst at school on my iPad when instructed by my teacher for educational purposes
- ☐ contact my parents through the office only and not through my device
- ☐ only use email and other forms of communication, including Bluetooth (Airdrop), during class when directly instructed by a teacher
- ☐ not upload photos from school to any internet site, or distribute them in any way
- ☐ not use any social media apps on my iPad during school hours
- ☐ not use my iPad before school, at lunch breaks or after school (including whilst waiting for parents, the bus etc.) unless given direct permission by a teacher
- ☐ not share account names and passwords with anyone unless requested by Mayfield staff when servicing the iPad, for security reasons
- ☐ be responsible for the security and use of my iPad while at Mayfield State School. Storage will be provided for students to place their equipment during lunch and play breaks
- ☐ understand if the above conditions are not followed, I may lose my privilege to use my iPad at Mayfield State School for such time, determined by the school

I have read and understand the Mayfield SS BYOD iPad Program Handbook and the Mayfield SS Student Code of Conduct and agree to abide by the guidelines outlined by both documents.

I am aware that non-compliance or irresponsible behaviour, as per the intent of the Handbook and the Student Code of Conduct, will result in consequences relative to the behaviour, to be determined by the school. I understand that these expectations also apply when using other school technology equipment.

Name of Student: _____ Student Signature: _____

Name of Parent: _____ Parent Signature: _____

Date: _____ Class: _____

iPad specifications and requirements

iPad 9th Gen or newer

128 – 256 GB



iPad Keyboard case



Headphones



Screen Protector





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dnd



and stylus pen

Keyboard case - 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 on-screen keyboard lacks. It also helps prepare students for high school and is a required item for students sitting NAPLAN.

Stylus Pen – This enhances learning by allowing primary students to write, draw and interact with their iPad more naturally than using a finger. It supports handwriting development, mathematical problem-solving, annotating digital texts and worksheets, and encourages creativity through drawing, designing and visual note-taking.

Optional equipment



Waterproof carry bag - You should also consider purchasing a waterproof sleeve or carry bag for your child's 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.

Equipment Considerations

Accidental Theft and Damage

The student is responsible for taking care of and securing the device and accessories in accordance with school policy and guidelines. **Responsibility for loss or damage of a device at home, in transit or at school belongs to the student.** At school, devices are monitored by teachers 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.

To-do list prior to starting the year

- ☐ Research, decide and buy an iPad (see iPad requirements on page 9)
- ☐ If you are unable to purchase an iPad due to financial hardship, schedule a meeting with the Principal before the end of your child being in year 3.



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- ☐ Read the BYO iPad Program Handbook
- ☐ Read and sign the Student Agreement Contract and return to the school – separate document and can be found digitally on our website
- ☐ Create home expectations for ICT usage. Refer to this website for hints (<https://www.thinkuknow.org.au/resources-tab/parents-and-carers>)
- ☐ Develop storing, charging and packing routines at home
- ☐ All students must have named equipment
- ☐ Set up iPad with a passcode that your child can remember (that will be shared with the teacher)
- ☐ Provide consent for the third party app through QParents – sent to parents in term 4
- ☐ Set up Family Sharing and a Child Account with Apple through your device
- ☐ Download the apps required for your year level – through Intune Company Portal app
- ☐ Setting up screen time locks (<https://support.apple.com/en-us/HT208982>) and other iPad settings (see page 15)
- ☐ Start exploring and familiarising yourself with your new device

App list

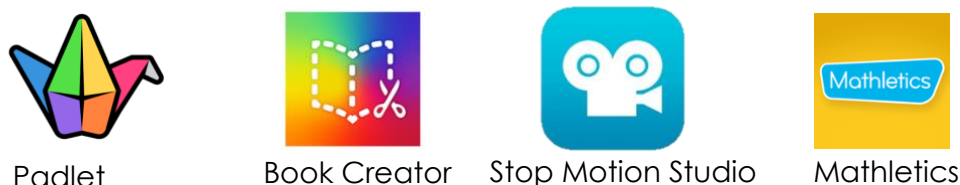
Apple Apps –



Microsoft Apps –



Other -



(school purchased)

App Management -



Intune Company Portal

Mayfield State School utilises Education Queensland's Mobile Device Management system (MDM), Microsoft Intune, to streamline the assignment and deployment of apps to iPads.

Students will be required to install and sign into the 'Company Portal' app in order to enrol their device into the MDM (see page 17 on how to do this). The Company Portal will configure Wi-Fi connections at school, and display a catalogue of apps relevant to each student. With the addition of this catalogue, parents will no longer need to search for each app from the app store.

Security and Privacy

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 students, while using ICT facilities and devices, will be required to act in line with the requirements of the [Code of School Behaviour](#)



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and any specific rules of the school. To help protect students (and staff) from malicious web activity and inappropriate websites, the school operates a comprehensive web filtering system. Any device connected to the internet through the school network will have filtering applied.

The filtering system provides a layer of protection to staff and students against:

- inappropriate web pages
- spyware and malware
- peer-to-peer sessions
- scams and identity theft.

This purpose-built web filtering solution takes a precautionary approach to blocking websites including those that do not disclose information about their purpose and content. The school's filtering approach represents global best-practice in internet protection measures. However, despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed. Teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

Students are required to report any internet site accessed that is considered inappropriate. Any suspected security breach involving students, users from other schools, or from outside the Queensland DoE network must also be reported to the school.

The personally-owned devices have access to home and other out of school internet services and those services may not include any internet filtering. Parents/caregivers are responsible for appropriate internet use by students outside the school.

Parents, caregivers and students are also encouraged to [visit the website of the Australian eSafety Commissioner](#) for resources and practical advice to help young people safely enjoy the online world.

Privacy and confidentiality

Students must not use another student or staff member's username or password to access the school network or another student's device, including not trespassing in another person's files, home drive, email or accessing unauthorised network drives or systems.

Additionally, students should not divulge personal information via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school. It is important that students do not publish or disclose the email address of a staff member or student without that person's explicit permission. Students should also not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others. They should ensure that privacy and confidentiality is always maintained.

the Apple App store. Instead, the Company Portal catalogue will list all apps assigned to the enrolled student, which can easily be installed from the Portal.

Recommendations and Guidelines

General Precautions

- Students are responsible for their iPad before 9am and are not to have it out of their bag until they are in the classroom.



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- 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.

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



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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 1 hour 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.



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- Position the iPad screen for comfortable viewing distance.
- Take frequent rest breaks. (An old but valid idea is the 20/20 rules 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.



Getting your iPad ready for school

STEP 1: Setting up your iPad

When setting up your child's iPad, we recommend using Family Sharing as the most effective setup option as it allows you to classify your child's Apple ID as a child's account. When you have to pay for apps, you only have to pay once. You can share apps amongst 6 family members.



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It is easiest to set up a child account through family sharing from a separate Apple Device (Mac, iPad, iPhone, iPod) that you own, however it can be done on your child's iPad by first signing in with your Apple ID and setting up a child account through Family Sharing using the steps below. After you complete the steps, you can then sign out of your Apple ID and sign back in with your new child's account.

For more information about family sharing visit Apple's support page at <https://support.apple.com/en-us/HT201088>.

Please NOTE: **You (the parent/ guardian)** must have an Apple ID to use family sharing.

Create child's Apple ID

All students are required to have their own Apple ID. This ensures other family members work, apps, photos and messages do not sync with their device.

Children under 13 require a child Apple ID. This can be done through Apple's Family Sharing option. Family Sharing also makes it easy for up to six people in your family to share each other's iTunes, iBooks and App Store purchases without sharing accounts. Parents are automatically prompted to approve or decline any purchases children make (free or paid) straight from their own device.

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:

- Opening settings
- Tap your name or sign in with the parent account on the top left
- Open Family Sharing
- Open Purchase Sharing
- Enable

3. [Approve what kids buy with Ask to Buy](#): This can prevent a child from purchasing apps without consent.

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.

Basic Screen Time settings

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 7pm at night to 6am the following day (to help curb unwanted night time access)



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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
8. Tap Continue
9. Create a Screen Time passcode (this should only be known by parents and 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.

Step 2: Setting up your child's iPad (Recommended Settings)

a. Naming your child's iPad

Please ensure your child's iPad is set up with their name and class. Eg. John C Prep A
Settings > General > About > Name

b. Enable - AirDrop

Students will use AirDrop in class to send and receive work.
Settings > General > AirDrop > Everyone

c. Enable - Speak Selection

This supports students by allowing the device to read words aloud that they may not know.
Settings > Accessibility > Spoken Content > Speak Selection (Slide to green = on)

d. Turn off - Background App Refresh

This feature allows the iPad to continue working on Apps in the background but this slows down the device. We find it best to turn off the feature for the best efficiency.
Settings > General > Background App Refresh (Slide to grey = off)

e. Enable - Dictionary

This allows the built in dictionary to give the definitions of words.
Settings > General > Dictionary > English (UK)

f. Enable - Dictation

This features allows spoken words to be converted to written text. It is very accurate these days and saves a lot of time by unnecessary typing.
Settings > General > Keyboards > Enable Dictation

g. Enable - Predictive Text

This feature allows the iPad to generate text predictions based on the words around the text. It is a great way to support spelling because students see correctly spelt words rather than incorrect ones and also saves a lot of time.
Settings > General > Keyboards > Predictive

h. Disable - Automatic downloads

We would prefer that iPads do not automatically update at school as this increases our Network traffic.
Settings > App Store > Automatic downloads > Apps, App Updates, In-App Ratings & Reviews, Offload Unused Apps (Select to grey = off).

i. Add a photo to the lock screen

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

Adding a photo to the Lock Screen:

- Take a photo of your child using the Camera App.
- Tap the "Settings" icon on your iPad's Home screen to launch the Settings app.
- Tap "Wallpaper" and then tap "Choose a new wallpaper."
- Select "Camera Roll" and select the photo of your child
- Select "Select Set Lock Screen"
- Close the Settings App.

j. Disable messages app

The messages app is required to be turned off while students are at school. If you need to pass a message onto your child during school hours please contact the office.

- Settings / Messages /
- Tap the toggle next to Messages to turn it off

k. Disable FaceTime

FaceTime is required to be turned off while students are at school. If you need to contact your child during



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school hours please contact the office.

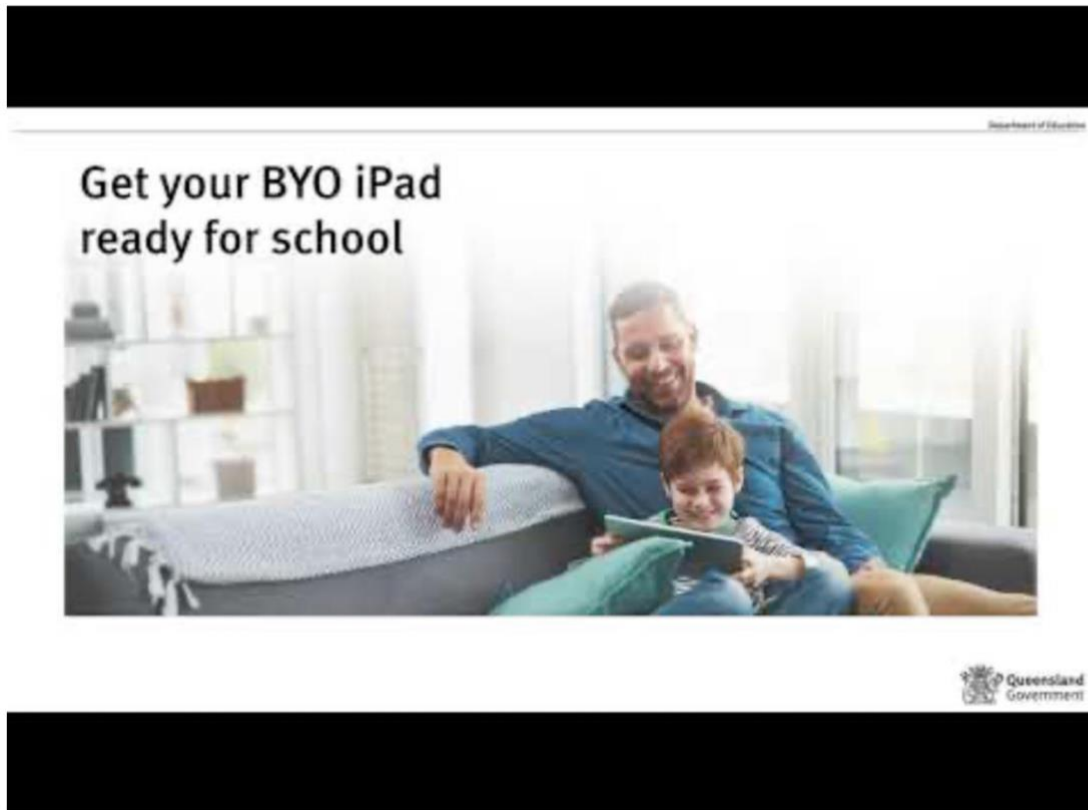
- Settings / Messages /
- Tap the toggle next to FaceTime to turn it off

Step 3: Setting up your child's iPad (installing apps through Intune Company Portal)

Prior to the start of 2026, parents will be asked to support their students to download the Microsoft Intune Company Portal App on their iPad to enable efficient and filtered internet connection for their student whilst on Department of Education and Training sites. For our 2026 Year 4 students, usernames and passwords required for this process will be provided in December.

Enrolling your child's device into the Microsoft Intune Company Portal App is an essential step in setting up your child's iPad before bringing it to school. This step is very important as it is required for internet access at school.

We recommend viewing the instructional video below when installing and signing in to the Intune Company Portal App. Scan the QR code or click the link to view the video.



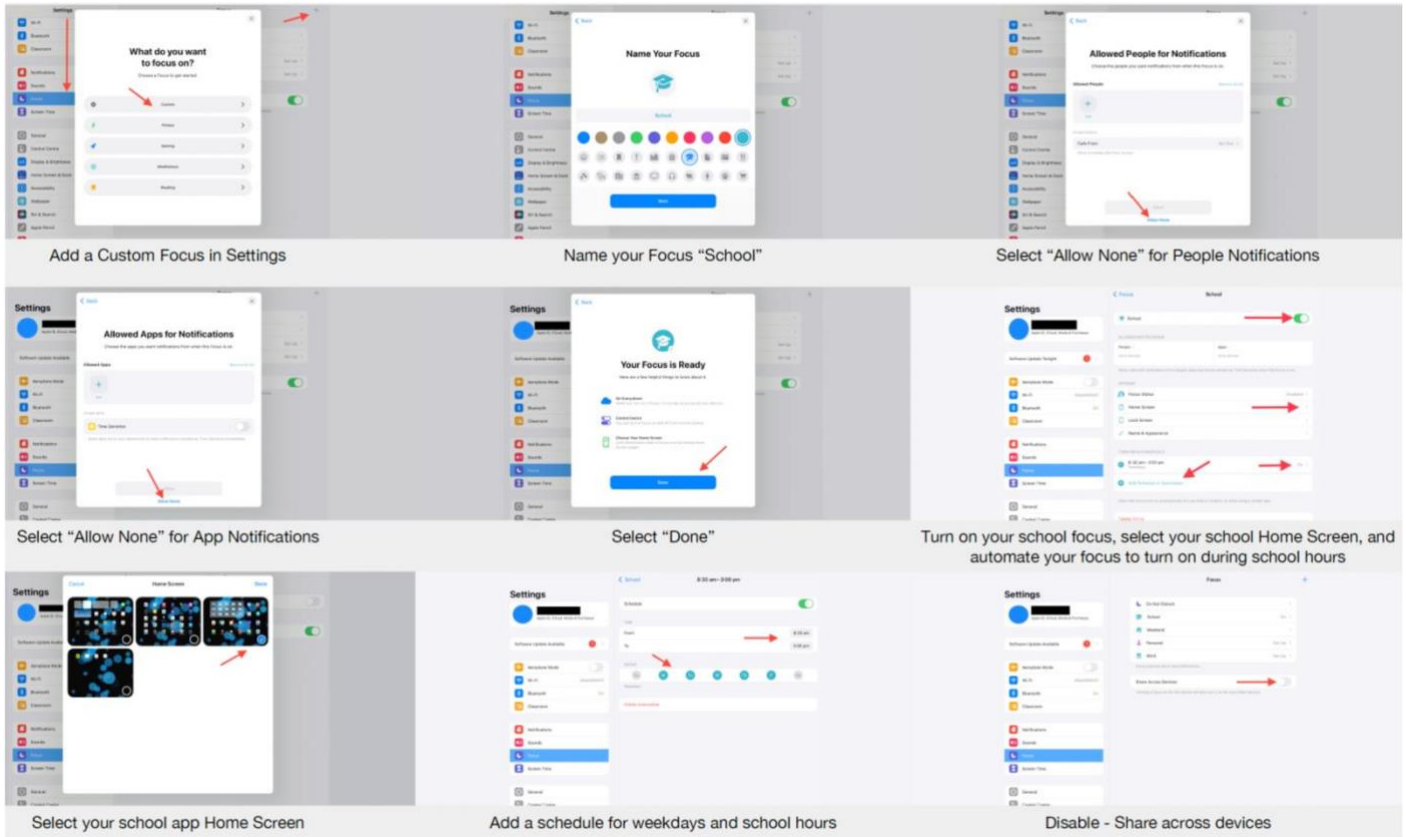
<https://youtu.be/z281h2i1B4k?feature=shared>

Optional Enable 'Focus Mode'

Focus is a new feature that filters notifications and apps based on what a user wants to focus on. Students can set their device to help them be in the moment by creating a customised Focus for school. Before setting up Focus, set up one of your iPad home screens so it contains all the apps you need for school. You can add any widgets that would be helpful to that page also.



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Frequently Asked Questions

How will teachers monitor what my child is doing on their iPad?



At MSS we believe in supporting student learning to get the best outcomes for all students. Teachers use the Classroom App to help monitor and support student learning. This app connects with each iPad in a classroom and allows the teacher to see what students are doing on their screen while connected to the same wi-fi point at school (within Bluetooth range). It tracks which



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apps are opened by each student, and how long they have been used. The Classroom App also supports teachers to quickly, with one action, share information and links with all students in the class. Students can also send evidence of their learning back to their teacher.

What will students do with their iPads?

The Australian Curriculum provides a huge range of opportunities for students to demonstrate their learning with digital products. The power of the iPad is in creating. Throughout the BYOD journey we will support students to create videos of science concepts, design advertising products such as brochures, generate alternative endings for known stories, create digital artworks, produce stop motion animations and develop a range of text types. The options are limitless and teachers will facilitate these opportunities for students.

How often will my child use their iPad in class?

iPads do not replace all aspects of learning. For example, handwriting features in the Australian Curriculum, so this will be taught. At Mayfield State School, iPads are a tool for learning, just as pencil and paper are, so teachers will select the best tool to suit the needs of students and the learning intention in all learning situations. This means that iPad use will vary from day to day.

Will iPads promote poor posture?

Poor posture and associated strain are generally the product of fixed body position for an extended period of time. Desktop computers and laptops are more likely to cause strain because they control posture. iPads are more mobile and light which means they can be used with a wider variety of postures. It is easier to shift positions while remaining engaged. We will constantly raise awareness of the importance of good posture.

Will internet access be filtered?

Yes. The Education Queensland network will be used. All internet access via our network (WiFi and wired) is routed through our filter. It is worth noting that no filter system is perfect given the dynamic nature of the internet. The filtering definitions for our system are updated nightly.

Can my child have access to iMessage at school?

While at school iMessage must be OFF. Whilst we understand that communication between home and school is important, iMessage for parent/child communication is not permitted. iMessage and Facetime are not needed as learning tools and as such, the use of this during learning time would constitute a breach of our BYOx User Agreement. To communicate with your child during the school day please phone the school office or email their teacher.

Can we install social media apps?

No. It is law in Australia that you must be 16 years or older to create or keep a social media profile. Restricted apps for children under 16 years include: Facebook, Instagram, TikTok, YouTube, Snapchat, X (Twitter), Reddit, Twitch, Threads, and Kick.

Can we install apps that are not on the Apps List?

Yes. Students can have ‘extra’ apps installed on their iPad for personal use, provided they do not interfere with storage space for school requested apps. You may choose to place extra apps in a home screen folder called ‘Home’, to minimise distractions during learning time. Parents are responsible for monitoring app installation at home.

Should I purchase an AppleCare Protection Plan?

An AppleCare Protection Plan provides an extra year of warranty and 24-7 telephone support for a full two years. Some families may find these facilities useful.