

KENMORE SOUTH STATE SCHOOL



iLEARN INFORMATION

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WHY iLEARN

At Kenmore South State School our vision is to create young minds for understanding and success. The iLearn program aims to incorporate eLearning strategies to engage and empower all learners, through personalised learning, preparing them to contribute confidently, effectively and innovatively within global communities.

INTRODUCTION

Kenmore South State School offers a program which enables students to bring a device to school and takes into consideration the skills, knowledge and attributes desirable for a contemporary learner.

In the Australian Curriculum, students develop Information and Communication Technology (ICT) capability (Digital Literacy) 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. ICT capability involves students learning to make the most of the digital technologies available to them, adapting to new ways of doing things as technologies evolve and limiting the risks to themselves and others in a digital environment.

<https://www.australiancurriculum.edu.au/f-10-curriculum/general-capabilities/information-and-communication-technology-ict-capability/>

To participate in a knowledge-based economy and to be empowered within a technologically sophisticated society now and into the future, students need the knowledge, skills and confidence to make ICT work for them at school, at home, at work and in their communities. Information and communication technologies are fast and automated, interactive and multimodal, and they support the rapid communication and representation of knowledge to many audiences and its adaptation in different contexts. They transform the ways that students think and learn and give them greater control over how, where and when they learn.

The devices permitted in our Kenmore South State School's iLearn Program are an iPad for Year 2 and 3, a dual platform for Year 4 (choice of either Apple iPad **OR** Windows Laptop) and Windows Laptop only for Year 5 and Year 6. Please see the iLearn Program Requirements List for minimum specifications on our school website.

WHAT IS iLEARN

The iLearn Program is the name Kenmore South State School has given to our BYOD Program.

WHAT IS BYOD

BYOD stands for "Bring Your Own Device." BYOD is an initiative that will allow students who have personal technology devices to bring them to school to use them for educational purposes to meet their learning needs under the direction of a teacher. For the purposes of BYOD, "Device" means a privately owned wireless electronic piece of equipment, including iPads and Windows devices.

If parents opt not to provide a personal device there will still be access to a range of shared school owned devices for use in the classroom, including desktop computers (portable and classroom pods) and iPads. All year levels involved in the iLearn Program will have a blend of students with their own devices and those who have shared access to school owned devices. There will be no iLearn only classes as such.

BENEFITS OF iLEARN

Our students are living in a world where they have immediate access to information anytime and anywhere. Many students' have personally-owned devices that can be used to allow them to learn in their own style and at their own pace. With digital learning, every student can access high quality and rigorous instruction, thereby maximising their opportunity for success in school and beyond.

Specific Benefits include:

- Allows for personalised learning

- Improved student learning outcomes
- Improved collaboration
- Give students greater choice and more independence
- It creates a model for lifelong learning
- Smooth transition between home and school, showing their work to parents
- Provides easier student access to online instructional materials
- Supplements school resources and equipment
- Normalisation of technology

ADVANTAGES OF THE IPAD

This allows us to meet the aims of the program, include the functionality to:

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

ADVANTAGES OF A WINDOW DEVICE

- A seamless transition to high school;
- A wealth of apps that are similar or identical to iPad apps;
- Access to information on the Internet when they need it through wireless connectivity;
- Access to rich media including digital stories, images and video;
- Provides simple yet sophisticated text, audio and video based communication facilities for collaboration with peers, teachers and experts in a local, national or global context;
- Ability to personalise learning and provide work targeted at the correct level for students;
- High student engagement both independent and collaborative.

MINIMUM REQUIREMENTS

Any device which is to be used as part of the iLearn program will need to be registered with the school through the Acceptable Use Policy. Students are responsible for their devices and both the student and parents are required to read and accept the Acceptable Use Policy. The table below outlines the minimum specs for each year level in the iLearn program. A list of educational apps and programs will be provided by the school for both iPad and Windows devices for download when setting up your device. These must be purchased and installed prior to the commencement of the school year.

For Windows devices, Microsoft Office will be required to be installed which is a free download through the Department of Education and Training (see the website for details). Most educational apps selected (Apple & Windows) will be free and parents should budget for some paid apps.

Link: <https://kenmoresouthss.eq.edu.au/curriculum/teaching-and-learning/elearning-and-i-c-t>

DUAL PLATFORM

In 2024 Year 4 will have the choice of continuing with an iPad or bringing a Windows 11 Device.

Apple iPad Devices Years 2&3	Windows 11 Devices Years 4-6
<p><u>Minimum Specs</u></p> <ul style="list-style-type: none">• Minimum is 9th Gen with 64GB (128/256 GB recommended)• Apple pen is optional• No 3G/4G/5G OR 3G/4G/5G disabled• Latest update iOS at the time. <i>Currently at iPadOS 17</i> (iPads will require the latest iOS updates throughout the year). <p><i>NOTE: iPad mini is <u>not</u> acceptable for learning because of the screen size.</i></p> <p><u>Apple Apps List</u></p> <p>The apps list provided by the end of the school year will be mandatory for involvement in the iLearn Program.</p> <p>App list is accurate at time of creation, availability and price of apps may change throughout the year.</p> <p>Intune is required and will need your student's email and password which will be provided in term 4, 2023.</p> <p>Enrolling your child's device into Intune, will mean your child will be able to:</p> <ul style="list-style-type: none">• access the school Wi-Fi network and have school email automatically set up and configured• access the school's learning applications and websites. <p>Intune download instructions will be provided.</p>	<p><u>Minimum Specs</u></p> <p>**IMPORTANT NOTE: Not Windows 11S**</p> <p>Windows 11 64bit in either standard or Pro versions (with ALL windows updates installed).</p> <ul style="list-style-type: none">• CPU i3 or equivalent (<i>recommended CPU i5</i>) Celeron/ M processor will work but is slower• RAM 4 GB (<i>recommended RAM 8GB</i>)• Hard drive size 120 GB (<i>minimum</i>) SSD recommended• Wifi - 5GHz capable• Screen size with a <i>minimum of 11 inches</i>• 4hrs usable battery minimum <p><u>Microsoft Apps List</u></p> <ul style="list-style-type: none">• Microsoft Office FREE download - Department of Education and Training including Word, Excel, PowerPoint, OneNote <p>***<u>(Please uninstall the supplied version and install this EQ version)</u></p> <ul style="list-style-type: none">• Adobe Reader (latest version)• Openshot Video editor• VLC Program• Naplan Lockdown Browser <p><i>Mac OS is not supported.</i></p>

DEVICE PROTECTION

Parents may choose to purchase the folio style iPad case as this allows the iPad to stand up on student's tables to provide correct posture for your child. As when working with pen and paper students are always encouraged to maintain correct posture when working. Due to the movability of the iPad students are able to hold and manage the device to suit their needs (e.g. shift hands – left/right, shift position, landscape, portrait, place on desk, stand, etc.). However, due to the nature of the iPad and how it will be used at school, students will not be sitting in the one position for long periods of time. If the Windows device they choose in Year 4, 5 or 6 is a tablet it will also need a stand or case. A case will minimise the risk of damage to the device – keyboard is optional. We also recommend a waterproof cover,

to protect the device in case of drink spillage in school bags. There are many competitively priced cases and covers on eBay or you can choose to purchase from a store.

Protective Case

iPads and tablets must have a protective case *at all times*. All other devices require a protective case when not in use.

All devices must also be encased in a **sleeve** when not in use, and clearly identified (e.g. engrave/etched for security or labelled) with the student name (on device itself AND case/s).

DIGITAL CITIZENSHIP

A digital citizen is a person with the skills and knowledge to effectively use digital technologies to participate in society, communicate with others and create and consume digital content.

Three core principles that responsible digital citizens should practise are:

- **ENGAGE** positively
- **KNOW** your online world
- **CHOOSE** consciously.

Kenmore South State School teaches students about how to confidently and positively engage with digital technology. We call this 'Digital Citizenship'.

Click on the image below to view more information about these resources.



SOCIAL MEDIA & CYBERBULLYING

Alannah & Madeline Foundation

While the internet is great for learning and socialising, at the Alannah & Madeline Foundation we hear stories every day about its pitfalls. These range from children being exposed to inappropriate content, fraud and scams, and being bullied – which can and does contribute to anxiety, depression and in extreme cases, suicide. Yes, that's the extreme outcome, but tragically, it's also reality. And it probably happens more often than you think.

As a nation, we should all be working to ensure we invest time and resources into raising a generation of smart, safe and responsible children who are capable and compassionate – both on and offline.

For further information click on the link: <https://www.amf.org.au/>

OFFICE OF THE ESAFETY COMMISSIONER AND CYBERSMART

As a school we also engage services of experts to deliver presentations for staff, students and parents. These are organised throughout the year and notifications of these events will occur through the school and class newsletters as well as the school website. Students will regularly engage in sessions run by our eSafety team to provide information on appropriate ethical practises when engaging with online content.

The Office of the eSafety Commissioner is committed to empowering all Australians to have safer, more positive experiences online. The Office was established in 2015 with a mandate to coordinate and lead the online safety efforts across government, industry and the not-for profit community.

For further information click on the link: <https://www.esafety.gov.au/>

iPARENT

Where you can learn about the digital environment and how to help your child have safe and enjoyable online experiences.

For further information click on the link: <https://www.esafety.gov.au/education-resources/iparent>

AUTOMATIC DESKTOP ICON

All students are provided with a desktop icon on all devices that can be used to report cyber-bullying incidences. This information is provided to students when teachers go through the *iLearn Program Students Participation Agreement*.



REPORTING OF INCIDENTS

The Acceptable Use Policy and Behaviour Policy will outline the sanctions for inappropriate use of devices and network. Students and their parents will be required to sign agreements that these policies will be adhered to and that consequences of policy breaches are understood before network access is provided. These documents will be accessible on the school website.

For further information click on the link:

<https://kenmoresouthss.eq.edu.au/curriculum/teaching-and-learning/elearning-and-i-c-t>

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

PROGRAM STRUCTURE

DIGITAL LITERACY SKILLS

Initially the students will be learning more about the device operating system:

- Downloading and using a range of apps
- Accessing the wireless network
- Managing their work – saving and storing
- Collaborating with others
- Creating and publishing their learning

We see the classroom as a blended environment. 1 to 1 access to technology will enable students and teachers to choose from a wider variety of tools at any given time. Together decisions will be made about the most effective way that students can craft their work and create, showcase and share their learning with others. At different times this will include the use of books and pencils, posters and keynote or PowerPoint presentations and iMovie or Moviemaker opportunities – other tools we will discover together.

Our classrooms will be more connected to students' lives and the digital world in which we live. Learning will become more student driven and personalised. 1 to 1 will give teachers the opportunity to plan experiences for their students

to apply and broaden the skills and knowledge they have developed in the early years of primary school. Students will have at their fingertips access to one of the most effective tools to bring the real world into the classroom.

DIGITAL CARE AND SECURITY

They will also be learning about responsible care and use:

- Caring for the device and ensuring it is charged and ready to use each day
- Accessing the internet and apps in a responsible and timely manner
- Understanding the iLearn Student Participation Agreement

DIGITAL HOMEWORK

Homework at Kenmore South State School comprises of nightly reading (minimum 4 nights) using appropriate levels and text types, sight words or spelling and number facts appropriate to the year level. **Optional online tasks** such as Reading Eggs, Reading Eggspress or Mathletics may be given. There will be no weekly homework sheet or grid. Occasionally, research, practice of oral presentations or unit - based tasks may be required.

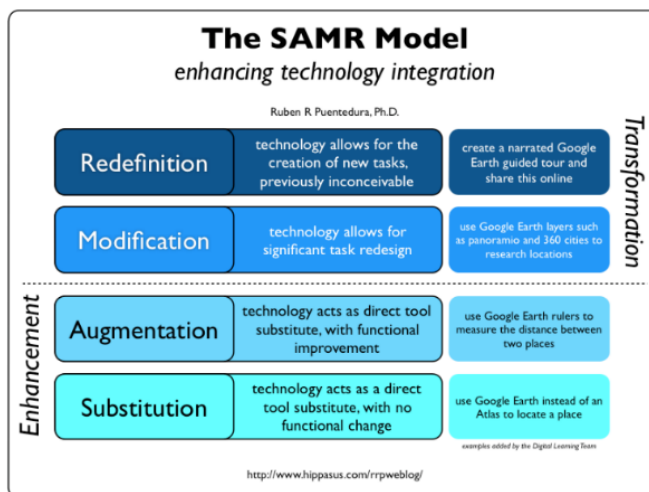
DIGITAL PEDAGOGICAL PD

Staff at Kenmore South State School have been using and integrating a range of technologies for many years to improve their knowledge and skills, pedagogy, differentiation and deep content connections. The staff will continue to be supported through our Professional Learning Community, ongoing Professional Development and sharing of best practice and latest research.

DEVICE USAGE

An iPad, tablet or laptop will be used in class when a teacher gives instructions for its use. It will not be encouraged to be used prior to the beginning of class unless directed by the teacher.

Using technology will not be done for the sake of it, it will be accessed when it is thought to be the best tool for the situation. There will be some lessons/blocks of the day or even whole days when technology is not required, or not thought to have any benefit for the learning that is going on. Alternatively, there will be some days, where using technology may happen in every lesson. There will not be a fixed amount of time for using technology, it is a tool that students shall have with them in the classroom to use when it is appropriate. We still see a need for students to use pencil and paper and to practise handwriting. The staff at Kenmore South will be influenced by the [SAMR model](#) (see below) to develop teaching and learning experiences for students that are authentic, meaningful and match the skills needed to live in the 21st century.



EVALUATION OF THE ILEARN PROGRAM

We collect data, mainly qualitative in nature, which provides an insight into several areas including levels of engagement and motivation, levels of engagement within curriculum areas, ability to work independently, and the facilitation of creative approaches to demonstrating and communicating understanding. We also seek feedback from teachers, parents and students via surveys and focus group sessions. The school also has an ICT Committee, consisting of staff across year levels, that meets to determine strategic direction, teaching and learning, and human and financial resources relating to ICTs across the school.

BYOD PROGRAM REQUIREMENTS

ILEARN STUDENT PARTICIPATION AGREEMENT

This document is a guide to assist students in following the school protocols surrounding acceptable use of a device at school. To be part of the program students will be required to sign this document **in class**.

ILEARN ACCEPTABLE USE POLICY (AUP)

This document defines the Acceptable Use Policy for students involved in the Kenmore South State School iLearn Program. Its main purpose is to encourage the acceptable and responsible use of the facilities available to the students through the provision of clear usage guidelines. Students authorised to use the school's computer systems also have Internet and Electronic Mail access.

The iLearn program is designed to help students keep up with the demands of the 21st century. Helping students become responsible digital citizens will enhance not only what we do in the classroom, but also give students skills and experiences that will prepare them for their future studies and career.

To be part of the program Parents will be required to sign the AUP and return it to the school.

RECOMMENDATIONS AND GUIDELINES

GENERAL PRECAUTIONS

All devices are required to be placed in a protective case/cover **and** sleeve. We also strongly recommend that students have a school bag which is suitable for transporting the device safely.

- It is recommended that food or drink should not be next to your device when in use.
- Cords, cables and removable storage must be inserted into, and removed from the device carefully.
- Students should never carry their device while the screen is open, unless directed to do so by a teacher.
- The device should never be left in a car or any unsupervised area.

TRANSPORTING THE DEVICE

- Use a protective bag that has sufficient padding to protect the equipment from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:
- The device should always be within a protective case when carried.
- Some carrying cases can hold other objects, such as clipboard and exercise books but these must be kept to a minimum to avoid placing too much pressure and weight on the device.

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.
- Do not lean on the top of the device;
- Do not place anything near the device 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.

DEVICE DAMAGE & LOSS

Devices will be the responsibility of the student. They will be stored in classrooms during class time and at break time. Students will be educated in the proper care and appropriate use of their device. Parents will be advised to review their insurance policies to ensure that devices are covered outside the home, and to provide a suitable protective bag for the device. The school will accept no responsibility for the security or safety of the device.

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.

There are several measures we are taking to minimise the risk of damage to the device.

- During the day, when not in use, the devices will be stored in the classroom.
- The minimum purchasing specs include a protective case to minimise the risk of damage if the device is dropped/in school bags when being transported to and from school.
- Students will not be permitted to use or carry devices outside the classroom (in any area of the school grounds), **or in the pick-up zone** in the morning or afternoon.
- Devices must be stored in school bags when in transit to and from school.

All devices and cases should be clearly labelled. Parents may choose to have the device engraved for identification/extra protection – please ensure this will not void the warranty. The latest iPad operating system has “Find My Phone” inbuilt and with this turned on, it is possible to find the whereabouts of the iPad when it is connected to the Internet. For more information from Apple if your iPad becomes lost or stolen, click [here](#).

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 device, 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 screen when not in use;
- Close all running apps/programs 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.

4hrs usable battery is required to be part of the iLearn program. If using a 2nd hand device please check the battery life.

SECURITY, INSURANCE & WARRANTY

We strongly recommend that all devices have some form of extended warranty. While research shows that students take much better care of a device which belongs to them than a school provided device, accidents happen.

Because the device will belong to the family, it will be the family’s responsibility to insure the device if it is lost or damaged. It is recommended that families consider including the device in their home contents insurance. For iPads, *Apple Care Plus* for iPad provides up to two years of expert telephone technical support and additional hardware coverage from Apple, including up to two incidents of accidental damage coverage, each subject to a service fee. This cover does not include lost or theft. More information about *Apple Care Plus* can be accessed [here](#). Microsoft devices have similar warranty options.

Although the devices will be securely stored during break times, parents are encouraged to seek personal insurance. Check with your preferred insurance company about your personal insurance at home and, to and from school, for your device.

CHARGING

Devices brought to school will need to be fully charged each day. ***The power supply will not be required to be brought to school*** and students will not be permitted to charge their device at school. Leaving power supplies at home reduces the weight of the equipment that students 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 device.

- Taking regular rest breaks (at least every 20 minutes).
- Not using the device for more than 1 hour in any session.
- Working in an environment free from glare.
- Using the device on a desk rather than on the lap whenever possible.
- Whenever possible, place the device on a desk at a height where the elbows are at 90 degrees and the wrists are kept straight.
- Changing the viewing angle to minimise the need to bend the neck.
- Using a chair that maintains good posture.
- Preventing tripping by not allowing charging at school.

POTENTIAL INJURIES

- 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.
- Manual handling strain through carrying a device 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.

PREVENTING EYE STRAIN

Eyestrain and headaches can be caused by the constant viewing of small objects on small screens, just as with reading small text in a book. Incorrect monitor position, or glare or reflection from lighting sources can also cause eyestrain. The risk of eyestrain can be reduced by ensuring students:

- Work in environments free from glare or reflection.
- Have adequate lighting.
- Increase font size for comfortable viewing.
- Position the device screen for comfortable viewing distance.
- Take frequent rest breaks.
- Regularly blink to lubricate your eyes.
- Adjusting the screen brightness, colours and/or contrasts can also assist in reducing eyestrain.

SCREEN TIME EXPOSURE

Health and wellbeing of students was considered in detail in the preparation of our eLearning plan. Kenmore South SS is committed to the health, safety and wellbeing of students, staff and others involved in all curriculum activities at schools or other locations. It is important that staff, parents and students are aware of the possible risks to health of sitting in uncomfortable positions and staring at the device for prolonged periods of time.

Being aware of 'screen time limits' is about making sure our students enjoy lots of healthy, fun activities – both with and without screens. Such limits mean looking at the time your child spends on screens and making sure it doesn't get in the way of sleep and activities that are good for their development. Teachers will generally not be using them in every lesson nor the entire day; however, if they have been using the device for learning over a period time (at home or school), we understand it is essential that students take regular breaks away from screens.

MYOPIA

Is a condition also known as near-sightedness. "The journal of the American Academy of Ophthalmology, offers further evidence that at least part of the worldwide increase in has to do with near work activities; not just screens but also traditional books. And, that spending time outdoors -- especially in early childhood -- can slow the progression of near-sightedness. It remains unclear whether the rise in near-sightedness is due to focusing on screens all the time, or to light interacting with our circadian rhythms to influence eye growth, or none of the above. "

<https://www.sciencedaily.com/releases/2018/08/180806162718.htm>

SLEEP DISTURBANCE

American Academy of Paediatrics (APP) “Media should not take the place of adequate sleep. Evidence suggests higher social media use and those who sleep with devices in their rooms are at great risk of sleep disturbances. Exposure to light (particularly blue light) and activity from screens before bed affects melatonin levels and can delay or disrupt sleep. Media use around or after bedtime can disrupt sleep and negatively affect school performance. Promote 1 hour physical activity and adequate sleep of 8-12 hours depending on age. Avoid exposure to devices or screen 1 hour before bedtime. Recommended that children not sleep with devices in their rooms. Daytime screen use may also affect sleep. A dose response relationship between sleep duration and use of electronic devices.”

FINANCIAL

PURCHASING A DEVICE

You can choose to use a device that you already own, or purchase a new or used device. You may visit any store of your choice to make purchases. Second hand devices are allowed, however not recommended. All devices will need to meet the **minimum specifications** outlined by the school. Kenmore South State School has an online portal set up and available for purchases with JB HiFi. Please click on the link and enter the code **KSSBYOD2024**.

JB HiFi Online Portal: <https://www.jbeducation.com.au/byod/>



With regards to iPads, they have a serial number and with this number, Apple track the date and place of purchase, length of any remaining warranty and whether it has been reported as stolen. Before buying a used iPad, it may be worthwhile noting the serial number and contacting [Apple Care](#). With second hand Windows devices, they must meet the minimum specifications to be part of the iLearn Program.

DEVICE LONGEVITY

Generally, devices have a life span of 3 years before needing to be replaced or upgraded. Although, when treated well, the device will continue to operate well past this timeframe. Students in the program in Year 2 will continue to use the same iPad in Year 3 and possibly Year 4. Students starting the iLearn Program in Year 4 will have the option to bring either an Apple iPad OR Windows Laptop.

EQUITY & ACCESS

Our eLearning program involved a staged roll-out of technology usage across the school. This structured approach has allowed us to tailor the program to ensure the best possible teaching and learning outcomes for students in each year level. The iLearn Program has now been rolled out with all year levels 2-6 being involved.

Year 2	Year 3	Year 4	Year 5	Year 6
iPad	iPad	Windows OR iPad	Windows	Windows
		Dual Platform		

The school will offer shared school devices in the classroom. These devices will be pre-booked by teachers and accessed on a planned basis. School owned devices will not be permitted to go home with any student.

We have investigated the options associated with leasing or renting devices to parents, but are unable to offer this option. Please approach the Principal if genuine financial hardship is restricting your ability to provide your child with a device.

Students in Prep and Year 1 have access to school owned banks of iPads.

TECHNICAL

LOADING APPS & UPDATING DEVICES

Parents and students will be responsible for overall maintenance of the device at home, but technical support is available from school if the need arises. Parents will still need to install paid apps (as per the required app list for the year level). The school will provide information sessions and assistance as required to help parents with this aspect.

BLUETOOTH/CABLED KEYBOARD

This is at the discretion of the parents. The onscreen keyboard on an iPad or Windows Tablet is suitable but also reduces the 'screen size real estate' at the same time.

3/4/5G ENABLED DEVICES

The reason why we do not want external controlled internet access is that by students going through our school wireless, they are also going through Education Queensland's Internet web filters, helping protect our students from accessing inappropriate content. If your child's device has these services, please ensure they are disabled.

PASSWORDS

Students and their parents/guardians are responsible for the security, maintenance and integrity of their individual devices and their network accounts. Students and their parents/guardians are required to register their device/s with Kenmore South State School (Through the Acceptable Use Policy) prior to connecting to the school network and use their MIS details (eg: jsmit23) to protect their account. Under no circumstances should passwords be divulged to any other user on the system. If users have any reason to suspect that their account security may have been compromised or tampered with, it should be reported immediately to their teacher.

TECHNICAL ISSUES

The school employs an IT technician to support technology across the school, including the iLearn Program. Students will seek technical support through their classroom teacher. All warranty issues are to be addressed through individual suppliers.

There will be no formal technical support other than providing the wireless connectivity for students. Teachers will continue to be trained on how to best utilise technology to enhance the learning experience and learning outcomes of their students, although they are not expected to be technical experts.

DIGITAL RESPONSIBILITIES AND ACTIONS

STUDENT DIGITAL UPSKILLING

As part of the introduction of an iLearn program students will undergo training on the Acceptable Use Policy and the changes which have been introduced in the light of iLearn will be highlighted and reinforced. Students will also receive training on; file management tips and techniques, referencing and academic honesty, health and safety when using electronic devices, cyberbullying and cybersafety, plus anything else which the school deems appropriate.

CONNECTION TO SCHOOL NETWORK

Students will be provided with wireless access on the School network after they register their devices and return their signed Acceptable Use Policy. Most devices will detect a wireless connection when they are near one and students will

still be required to enter their unique username and password. Technical support will be provided to ensure that students can access the secured wireless network. 3G/4G/5G connection will not be allowed and parents will have to remove or password protect their 3G/4G/5G connection so students do NOT access this unfiltered network whilst at school

SCHOOL NETWORK OVERLOAD

A thorough network audit has been undertaken to ensure that there is sufficient wireless network coverage and bandwidth available for the number of students, number of devices and activities which will be undertaken as part of the iLearn program. Additional wireless access points have also been installed that comply with current government wireless regulations.

TEACHER DIGITAL UPSKILLING

A comprehensive ongoing ICT Professional Development program is in place. These events are programmed regularly throughout the year on a variety of topics. All staff are engaged and some targeted sessions are often on offer.

PARENT DIGITAL UPSKILLING

We will offer a range of support to our families including face-to-face workshops throughout the year. Additionally, we plan to provide information about topics such as why we use technology for learning, what you can do in a home environment to support a balanced approach to technology and information on setting devices up so that your children are safe.

Information evenings, online resources and parent forums will be available to allow parents to access the advice and support they feel they need. We would like to 'tap into' the talented and varied resource base within our parent-body so if you feel you could contribute to any Parent Training activities please contact the school.

CONTENT FILTERING

All students are bound by the Responsible Behaviour Plan for Students and the ICT Access Agreement and Consent Form (including the third party and internet web services), which is signed during your child's enrolment at Kenmore South State School by their parent/guardian and is completed prior to the use of any device at school. We also have an Acceptable Use Policy (AUP) for the iLearn Program.

The department operates a best-practice web filtering system to protect schools from malicious web activity and inappropriate websites. The departments web filtering does not continue to operate when the device is at home connecting to your home wireless network. It is imperative that web filtering is no substitute for parental supervision when at home. While the department continually enhances its systems to ensure the safety of students and staff when using the school's network, departmental control is no substitute for the ongoing vigilance of parents and caregivers. For more information about Cyber Safety and 'Positive and Responsible Technology Use', click [here](#).

As the iLearn Program evolves over time, so will the need to explicitly teach our students about Digital Citizenship, Cybersafety and Cyber Bullying. The school will also provide ongoing practical strategies and information/updates through our school newsletter and website.

PERSONAL MESSAGING

The use of iMessage is not allowed for students at all. It is not needed as a learning tool, and we do not consider that these students are ready to interact in this online environment. Students also do not need to message each other during learning time and this would constitute a behavioural breach of our expectations.

PHOTOGRAPHY PRIVACY

It is important to be aware that some students and staff members are not prepared to have their photograph taken and that permission must always be sought first. Without consent, photographs, audio and video should not be taken of any students or staff members. Cameras on devices can be an incredible tool in the classroom and will be utilised to enhance learning when directed to by a teacher.

OSHC

Parents are encouraged to seek advice from OHS around the use of devices at before and after school care.

CONTACT FOR FURTHER INFORMATION

Please contact Michael Allardice, Lead Teacher eLearning at malla20@eq.edu.au or the school office on 3327 0888 for further information.

REFERENCES

- Australian Standard AS 3590 screen –based workstations, workstation furniture and input devices.
- Occupational Overuse Syndrome – Keyboard Operators: Reducing the Risk.
- Workplace Health and Safety – <http://www.dir.qld.gov.au/workplace/index.htm>
- Using your device safely, Department of ED, Victoria
- Health and Safety in the Office – Department of Education, WA
- Officewise, Victoria Work Cover
- Windsor SS BYO Policy
- Jindalee SS BYOD Handbook
- Australian Curriculum: australiancurriculum.edu.au/
- JB HiFi Online Portal: <https://www.jbeducation.com.au/byod/>
- Smart Classrooms
 - <http://education.qld.gov.au/smartclassrooms/pdf/safe-use-technology-facts.pdf>
 - <http://education.qld.gov.au/health/pdfs/healthsafety/electromagnetic-fields-factsheet.pdf>
- Digital Citizenship: <https://www.commonsense.org/education/video>
- Apple support: <https://support.apple.com/en-au/HT201472>
- Apple Care: <https://support.apple.com/en-au/contact>
- Alannah & Madelyn Foundation: <https://www.amf.org.au/>
- iParent: <https://www.esafety.gov.au/education-resources/iparent>
- Office of the eSafety Commissioner: <https://www.esafety.gov.au/>