

BYO iPad Program

Information Handbook

2026-2027

Years 4 - 6



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Timeline of Activities

2026-2027 Windsor State School BYO iPad Program- Timeline of Activities

	Parent Resources for Set Up	Items Due	Student Learning
2026 Term 4	**Strongly Recommended:** 2027 Year 4 Students Parents & Carers: View BYO iPad Info Session Video from School Website or https://youtu.be/CP7X4-5G0dI (& read BYOD iPad Parent Information Booklet on the school website) **Optional:** 2027 Year 4 Students/ New Families/ Families requiring support: Technical Support Afternoons (for families seeking more support than the online video and parent handbook can provide) • iPad Support Session 1: 3:15-3:45pm Thursday 19 November • iPad Support Session 2 (repeat): 3:15-3:45pm Thursday 26 November	**End November:** Parents to seek to have iPad Set Up and Ready for School for 2027 *(Including Apps Downloaded from App Store)*	**End of 2026:** BYO Agreement Session *# General Use* *# Content and Screen Time* *# Security and Safety* Internet Safe Education- Guidelines and Advice
2027 Term 1	**Parents and Carers Seeking Assistance:** iPad Set-Up Drop in #1 Thursday 21 January 2027 2:30pm-4:00pm Technical Officer Available in A Block **Parents and Carers Seeking Assistance:** iPad Set-Up Drop ins #2, #3, #4 Thursdays Weeks 1, 2 & 3 8:30am-9:30am by appointment only (email) support@windsorss.eq.edu.au	Third Party Permission Document BYO iPad Agreement Documents Ensure iPad is completely set up and ready for school	Year 4-6 BYO Audit • Check apps, connectivity, passwords, hardware Year 4-6 Guidelines Sessions • Review guidelines and internet safe behaviours Student Presentation- Internet Safe Education- External Provider Family Presentation- "Internet Safe Education"- External Provider

Program Overview and Benefits

Foreword

This handbook has been compiled to provide a ready source of information for parents, carers and students regarding the Windsor State School Bring Your Own (BYO) iPad Program. Both students and parents/carers should read this document fully. Please note, this handbook is subject to change.

School Vision

All students achieve social, emotional and academic success in an inclusive and challenging learning environment.

Digital Technology Implementation

- A **teaching pedagogy** based on responsive teaching. Teachers guide, support and facilitate s tudentsin their learning.
- A focus on a **feedback and feed-forward.**
- **Rigorous, on-going student assessment** based on demonstrated **consistent learning achievements** in a variety of settings.
- A **focus on** making thinking and learning visible
- Students who **value learning** and are **engaged in a global community**
- **Strong links** between **home**, **school** and the **wider community**
- A focus on using digital technologies to **enhance** and **enable** the learning process where it is most appropriate.
- Leveraging digital technologies to enhance **innovation**, **critical thinking, creativity** and **collaboration**

- **Balance** in the use of technology. Technology is most powerful when it is part of intentionally designed learning that combines a deep curriculum knowledge with appropriate pedagogical intent. Important to us is the need to offer **technology free time** during which students are encouraged to engage in other activities appropriate to the learning and social development.
- Teaching of **digital literacies**. The knowledge and confidence to navigate and use technologies safely whilst developing digital literacy is a responsibility shared between parents, school, staff and students. The **Digital Literacy General Capability** in the Australian Curriculum provides five interrelated elements which support students to prepare to participate in their preferred futures.
- We embrace the **Equity and Excellence State School Strategy**.

History of Digital Technologies at Windsor State School

The school has an excellent record of use with technology since piloting a BYO iPad program for students in 2017 and then moving to full implementation across Years 4-6 in from 2019 onwards.

Benefits of the iPad

- Access knowledge and information through the plethora of content and creation apps to support student learning
- Access to a wealth of information on the Internet when they need it through wireless connectivity
- Access to rich media including digital stories, images and video
- Increased productivity through quick loading of apps and quick response of the iPad
- The operating system of the iPad is exceptionally 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
- Allows for work to be completed independently and collaboratively

iPad Specifications and Implementation

Allowed Devices

Currently the only device allowed in our Windsor State School's BYO iPad Program is the Apple iPad.

Year Levels

The only year levels involved in our BYOD program in 2026-27 are Years 4-6. All students in these year levels are given the opportunity to bring along an iPad to support and enable their learning. In exceptional circumstances, and for the purpose of differentiation, students who are not in Year 4-6 may work with school staff to join the BYO iPad program.

Minimum Device Requirements

Windsor State School understands that every one of our families is different and that their financial acces s to an iPad. Therefore, we allow students to use any iPad that can utilise the latest operating system (iOS 27) and support the installation of the most recent applications. As all devices must be subject to the filter ing of our internet system, we do not accept cellular models.

Supported iPad Models:

Standard iPad Models	iPad Air Models	iPad Pro Models
iPad 9th Generation iPad 10th Generation iPad A16 Models	iPad Air 5th Generation or later	iPad Pro 4th Generation & later iPad Pro M1 and later

If you are buying a brand-new iPad for 2026-2027, our current recommendation, as of September 2026, is :

- iPad 10th or A16 Generation, because if you purchase a 9th Gen model, you will require an additional purchase of an Apple Male 3.5mm AUX to Female USB-C adapter in order to connect student resource list headsets with 3.5mm AUX ports on the older iPads. 9th Gen & prior are equipped with a 3.5mm audio ports, rather than the newer USB-C ports on 10th Gen and beyond.

Recommended & Required Peripheral Devices

- Headsets with a USB-C Audio cable are a component of the Year 4 Student booklist and are provided via the resource sheme. Pending the version of iPad that you purchase, you may require to purchase a $15 apple Male 3.5mm AUX to Female USB-C Audio adapter for your child's iPad Headset should you purchase a 9th Gen or prior model iPad that only has a 3.5mm AUX connection.
- A Protective Case
- A Pencil Stylus (such as Apple Pencil)
- Keyboard: the use of a keyboard case is beneficial and highly recommended for students in the BYO iPad Program. This choice is at parent discretion.

Equity and Access

Windsor State School understands that the BYO iPad Program may be a financial burden on some families. As part of its responsibilities, the school will have some loan devices available which will

provide student access to the technology; however, these devices may be shared with other students and will not be permitted to go home with students.

We also encourage parents to discuss their individual circumstances with us.

Technical Support

As part of the Windsor State School BYO program, we offer a limited technical support program that assists with:

- Setting up your device in the beginning weeks of school
- Signing into the Intune Company Portal app
- Setting up Apple ID, Family Sharing and Screen Time.

Due to the device being owned by the family, all other technical support and warranty issues will need to be sourced by the student's family from an external source.

Accidental Theft and Damage

All devices are monitored by teachers at school and rules are in place to prevent foreseeable problems and damage. However, from time to time, accidents may occur. If damage is caused by deliberate or careless actions of a student (owner or others), the costs of repair may 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. The school is unable to hold any insurance for student owned iPads.

Digital Safety and Wellbeing

Windsor embraces the positives of technology use, whilst ensuring that systems and processes are embedded to ensure that students feel safe and supported in an online context. We encourage the balanced use of the iPad in and out of school and provide regular support to families and students.

Digital Citizenship

Students should actively shape their online presence, acting as responsible digital citizens. When interacting with others in a digital space, they have the responsibility to be aware of any and all guidelines and also build a positive online reputation. This involves thoughtful self-presentation and respectful interaction with others. They should keep in mind that their online actions leave a lasting record that can be easily found. Their behaviour in digital spaces should align with common social norms, just as it would in a classroom or a larger community. It's important for parents to help their children grasp this responsibil ity, and our school's Student Code of Conduct reinforces these expectations with guidelines and consequences.

Cybersafety

If a student believes they have received a virus, spam (unsolicited email), or they have received a message or other online content that is inappropriate or makes them feel uncomfortable, they must inform their teacher, parent or caregiver as soon as is possible.

Students must never initiate or knowingly forward emails, or other online content, containing:

- a message sent to them in confidence
- a computer virus or attachment that is capable of damaging the recipients' computer
- chain letters or hoax emails
- spam (such as unsolicited advertising).

Students must never send, post or publish:

- inappropriate or unlawful content which is offensive, abusive or discriminatory
- threats, bullying or harassment of another person
- sexually explicit or sexually suggestive content or correspondence
- false or defamatory information about a person or organisation.

Parents, caregivers and students are encouraged to read the department's Cybersafety and Cyberbullying guide for parents and caregivers.

Screen Time

Families are encouraged to utilise Apple iPad built-in features to ensure a balanced use of the device. More information is available at https://support.apple.com.au/HT208982

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, 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 students 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.

Web Filtering

The internet has become a powerful tool for teaching and learning; however, students need to be careful and vigilant regarding some web content. At all times, whilst using ICT facilities and devices, students will be required to act in accordance with the requirements of the Windsor SS Code of Conduct for Students and the BYO Student Participation Agreement. To help protect students (and staff) from malicious web activity and inappropriate websites, the school operates within the Education Queensland's *Managed Internet Environment*. Any device connected to the internet through the school network will have the appropriate levels of filtering applied.

Teachers will always exercise their duty of care but aligned with our Digital Citizenship approach, is the expectation that students will take responsibility for their own actions.

The personally-owned devices are also encouraged to visit the Australian Communications and Media Authority's CyberSmart website for resources and practical advice to help young people safely enjoy the online world.

Monitoring and Reporting

Students should be aware that all use of internet and online communication services can be audited and traced back to the account of the user. All material on the device is subject to audit by authorised school staff. If at any stage there is a police request the school may be required to provide the authorities with access to the device and personal holdings associated with its use.

BYO iPad Program Policy and Procedures

Access to our Internet and Network

All students in the BYO iPad Program are expected to adhere to the guidelines within the Student Participation Agreement which is signed at the beginning of each year for all students in the program. This is attached at the end of this document.

Student and Parent Responsibilities

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

- understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the department's ICT network facilities
- ensure they have the skills to report and discontinue access to harmful information if presented via the internet or email
- be aware that:
  - access to ICT facilities and devices provides valuable learning experiences for students and supports the school's teaching and learning programs
  - the school is not responsible for safeguarding information stored by students on departmentally owned student computers or mobile devices
  - schools may remotely access departmentally-owned student computers or mobile devices for management purposes
  - students who use a school's ICT facilities and devices in a manner that is not appropriate may be subject to disciplinary action by the school, which could include restricting network access
  - despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed

Acceptable Use by a Student

It is acceptable for students at Windsor State School to use iPads and network infrastructure for:

- assigned class work and assignments set by teachers
- developing appropriate literacy, communication and information skills
- authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
- conducting general research for school activities and projects
- communicating or collaborating with other students, teachers, or experts in relation to schoolwork
- accessing online references such as dictionaries, encyclopedias, etc.
- researching and learning through the department's eLearning environment

Students should:

- switch off and place the iPad out of sight during classes, before and after school, and during lunch breaks unless the device is being used in a teacher directed activity to enhance learning
- seek teacher's approval where they wish to use their iPad under special circumstances
- use their personal mobile device for private use (e.g. communicating with own parent/carer) after school and in accordance with the Student Code of Conduct.

Unacceptable Use by a Student

It is unacceptable for students to:

- use their iPad or other devices in an unlawful manner
- use their iPad in technology-free designated spaces or times
- download, distribute or publish offensive messages or pictures
- use obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher directions for the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- knowingly download viruses or any other programs capable of breaching the department's network security
- use iPad or iPhone cameras anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets
- use an iPad to cheat during exams or assessments
- view or respond to messages received from family or friends during school hours (this includes messages received through digital watches)
- invade 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.
- Take photos or video of others without first asking their permission.

Consequences of unacceptable/inappropriate use/behaviour by a student

As with any inappropriate or unacceptable behaviour at Windsor State School, the Student Code of Conduct stipulates the guidelines for action following such behaviour.

It is important for students, parents and staff to know that state school principals have the authority to take disciplinary action to address student behaviours that occur outside of school hours or school grounds. This includes cyberbullying and other online behaviours that adversely affect, or that are likely to adversely affect, the good order and management of the school. Parents and students who have concerns about onl ine incidents occurring during school holidays should immediately seek assistance through the Office of the e-Safety Commissioner or the Queensland Police Service.

Necessary Apps- Downloaded by Parents from App Store & Checked Annually

Each privately owned iPad in the BYO program will require necessary apps, which are outlined in the App Lists on the school website and hyperlinked at the end of this document, to be installed by parents and carers. The cost of paid apps will be kept to a minimum, by only requiring a few essential paid apps and a majority of free apps. We also recommend the use of Apple's Family Sharing to ensure that apps need only be purchased once for a whole family's use.

Use of Email

While at Windsor State School, students have access to a Department of Education and Employment email account, which they can access from home and school for the purposes of learning. This *Managed Internet Service* email traffic is monitored for inappropriate use, content and language.

Third Party Websites and Apps

Windsor SS will utilise third party web-based service providers to aid students' learning. For your child to use these services, their teacher will need to register them as a user. Registering with these providers requires student personal information to be disclosed to the provider of the service. Registration may include disclosing the following information about your student:

Student Name (First Name ONLY) or unique Departmental identifier
Year group
Class Teacher and
Student Education Queensland email address

At regular intervals throughout your child's schooling, parents will be asked to provide permission for their child to be registered within some third-party sites. A list will be supplied and parents will be asked to complete a consent form which includes extensive information and links related to how the websites collect information and where this information is stored. If there are queries around the storage of student's information, we would encourage you to contact the Principal. Please note that, given the significant opportunities that these services provide, the school will contact you to discuss if/as required.

Microsoft Company Portal- "Intune App"

Prior to the start of 2027, parents will be asked to support their students to download the Mircosoft 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 2027 Year 4 students, usernames and passwords required for this process will be provided via email in Term 4**. Enrolling your child's device into the Microsoft Intune Company Portal App is an essential step in setting up your child's iPad before brining 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.

Microsoft Intune Company Portal App - 'How To Video'

https://www.youtube.com/watch?v=RPKg5xwoHcw

A "How To" guide in the form of a document, is also available for your use and reference here:

https://windsorss.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/BYOD%20Program/Windsor%20SS-%20Microsoft%20Intune%20for%20Parents%20&%20Carers-%20BYOx%20How%20To%20Guide.pdf

tfŜlăŜ yƵŜ **Please note, parents and Carers are to install 'Apps' from the relevant year level app list from the school website (or hyperlinked from the end of this document); Apps will not automatically appear in the Intune Company Portal App once your iPad has been enrolled.**

BYO iPad Program FAQs

Q: Why only allow iPads and no other mobile devices or laptops?
A: At this stage in our learning journey, we believe in a consistent approach to ensure best productivity with regard to maximising student outcomes. In providing technical support to both parents and students, it is also preferable to be managing one type of device. Our preferred device at this time is the iPad.

Q: Why not allow BYO iPads across more year levels?
A: We have loan iPads that are accessible in our lower year levels, and our Year 4-6 BYO iPad Program is serving these year levels well.

Q: What will happen if there are students who do not bring along a device during the BYO years?
A: We will continue to offer shared devices across these three year levels. These devices are accessed on a planned basis. They will not be permitted to go home with students. We also encourage parents to discuss their individual circumstances with us where needed.

Q: How much of the day will the iPads be used? Will the students still be using pencil and paper as well as handwriting?
A: We still see a need for students to use pencil and paper and to practice handwriting. Additionally, we have discovered that a balance of technology and traditional methods is essential to support teaching and learning at Windsor State School. iPads are commonly accessed for between 25-50% of the school day. This may vary from day to day and from student to student as student.

Q: Will the iPads be managed at home or at school e.g., loading apps, updating the device?
A: The iPads will be mainly managed at home, but technical support is available from school if the need arises.

Q: I feel like my children know more than me about the use of technology. What can you do to support us as parents?
A: We offer a range of support to our families. We would also highly recommend the use of Apple's Screen Time to empower you as a parent to manage device time.

Q: What about parents who are keen to be involved in the program but cannot afford to purchase the device?
A: We 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.

Q: Will I be expected to purchase a brand-new iPad and do I have to purchase from a particular store?
A: No, you can choose to use an iPad that you already own or purchase a used iPad. You may visit any store of your choice to make purchases, however, for ease of use, purchasing portals will be provided on the Windsor State School website where possible.

Q: Can my child bring a 3G enabled iPad without the SIM?
A: Yes. The reason 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 filters, helping protect our students from accessing inappropriate content.

Q: Is my child required to know our Apple ID and password?
A: There are several options for Apple ID management with one of them being Family Sharing. If this option is chosen, we would encourage you to support your child to know their password.

Q: Is there anything that I can do if my iPad is stolen outside of school?
A: The latest operating system has 'Find my iPhone' inbuilt and with this turned on, it is possible to find the whereabouts of the iPad when it is connected to the Internet.

Q: Should we purchase a case and a cover for the iPad and if so, which one should we buy?
A: Yes, you should purchase a case and even a waterproof cover e.g., wetsuit material, in case of drink spillage in your child's bag. There are many competitively priced cases and covers online or you can choose to purchase from a local store. We are requesting that the cover is one that 'closes' over the iPad with a front cover.

Q: Do you allow the use of iMessage on the personal iPads?
A: iMessage is not permitted at school. At home, parental supervision of Messages is still strongly recommended. The use of Messages in learning time will constitute a breach of our rules and guidelines.

Q: I feel like I need help at home with managing my child's screen time. What can I do?
A: With Screen Time feature there are many tools to assist you with this.

Daily Use at School- Recommendations

A Typical Day

Students in the BYO iPad program should ensure that their iPad is ready to use for learning every day.

Night Before	iPad is put on charge in a common family area – not in the bedroom. Any necessary updates to iOS or apps are completed. Devices must be transported to and from school in protective cases in student's backpacks. A waterproof sleeve is recommended to avoid the iPad getting wet. Drink bottles should be kept in a different compartment for further protection.
Before school	iPads stay out of sight in the child's bag. Devices are not permitted to be used on school grounds before or after school, without permission from a member of staff. If you have forgetton your iPad, it is broken or you know it is not working, visit the school technical officer before the bell.
In the classroom	Enter the classroom with iPad and needed equipment. Make sure you: • Close all tabs on Safari • Are connected to the school wireless network. If this is not working, see your teacher immediately and visit the school technical officer in the library. Screens down/Apples up: When devices are in use and the teacher wishes to address the class, it is bestfor students to put their screens down so that the devices are not a distraction. The instruction to put screens down should be complied with promptly.
Morning tea and lunch time	iPads are kept in the classroom and are only to be used under explicit teacher instruction. If students are required to take their device to a lunchtime club, it is their responsibility to look after the device for the break and follow school rules around usage.
After school	Students may use their personal mobile device for private use (e.g. communicating with own parent/carer) after school and in accordance with the Student Code of Conduct.

General Precautions

- 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
- The iPad should never be left in a car or any unsupervised area
- Students are responsible for ensuring the battery is charged for school each day.

Transporting the iPad

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

- The iPad should always be within a protective case when carried
- Some carrying cases can hold other objects, such as clipboard and exercise books but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen
- It is recommended that students do not carry drink bottles of any kind in their backpack.

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 no lean on the top of the iPad
- Do not place anything near the iPad that could put pressure on the screen
- Do no 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.
- Always place your iPad on an elevated surface so that no one will stand or sit on it.

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.

Security and Insurance

While the BYO iPads will be securely stored during break times, 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, to and from school, for your iPad.

Occupational Health and Safety

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

- Not using the iPad for more than 30-40 minutes consequtively or 90 minutes in a home-room day
- 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.

Preventing Eye Strain

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

- Work in environments free from glare or reflection
- Have adequate lighting

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

References

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

General Use

Read, think and tick

1	I understand it is recommended that I bring my personal iPad to school each day.	☐
2	I will ensure the iPad is charged at the beginning of each school day.	☐
3	I will leave the iPad charger at home unless directed to bring it to school under special circumstances.	☐
4	I will hold the iPad with two hands when carrying it and will walk with it all times.	☐
5	I will ensure my iPad is kept in my school bag on my trip to/from school.	☐
6	I will always put my iPad on a raised surface (a desk or a cabinet).	☐
7	I will keep food and drinks away from the iPad at school.	☐
8	I will immediately report any accidents or breakages to my parents and teachers.	☐
9	I understand that the attached permission form grants the school authority to publish to web spaces designed to allow me to share and publish to an authentic audience. This was only be done by following the guidelines provided by the school.	☐
10	I understand that if any damage to a device is through substantiated negligence of the school, the school will cover the cost of 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.	☐
11	I will use my iPad for learning tasks at school, as directed by staff.	☐
12	I will ensure that my iPad has an easily identifiable and appropriate device name.	☐
13	I will only use my iPad during class time and not before school, after school and at breaks unless I have been directed by a school staff member.	☐

Big 5 for Internet Safety

Read, think and tick

1	**The Internet is Public and Permanent** (therefore I ensure that I am kind, positive and helpful whenever using or accessing only content.)	☐
2	**Anyone I only know online is a stranger** (therefore, if I only know a person in an online context, I protect my personal information and would never agree to 'meet' with someone who I only know online without the permission of my parents).	☐
3	**I talk to a trusted adult about what I do online** (therefore, I allow my parents to access my device to talk about sites and activities that I access online).	☐
4	**I protect my personal information and identity online** (therefore I ensure that my address, phone, number, school, name and other private information is not shared with strangers)	☐
5	**There are rules about what I do online** (therefore I am kind, positive and helpful)	☐

Safety and Security

Read, think and tick

1	Whilst at school, I will only connect my iPad to Education Queensland's Managed Internet Service. I am not permitted to access cellular internet at school.	☐
2	Whilst at school, I will only go to websites at school that support my learning activities.	☐
3	As required, I will only use my iPad and email account for tasks related to my learning.	☐
4	I will demonstrate appropriate etiquette when using my iPad with regard to other people. This means being kind, positive and helpful.	☐
5	I will only take photos and record sound video, when granted permission by my teacher. If I am taking photos of other students, I will also need to gain their permission.	☐
6	The school name, crest or uniform will not be used in any way which would result in a negative impact for the school and its community. I will not post photos, audio or video of it.	☐
7	I will use my iPad lawfully and in accordance with the Student Code of Conduct for Windsor State School.	☐
8	For security reasons, I am not to share account names and passwords with anyone unless requested by Windsor State School when servicing my iPad.	☐
9	I will ensure remember my passwords and login details and can recall these when needed.	☐
10	I will report to a trusted adult and/or seek help if I notice unhealthy, unkind or unsafe behaviour on iPads and the internet.	☐
11	I will not use iMessage in school time. iMessage at home is at the discretion of my parents.	☐
12	I will monitor my screen time and endeavour to follow the National Guidelines for Screen time which limits screen time to 2 hours a day (not including learning).	☐

I understand if the above conditions are not followed, I will not be granted the authorisation to use my iPad at Windsor State School for a minimum period of one week. I understand that if I regularly breach the Student Participation Agreement, the authorisation to use my iPad at school would be removed for a longer period of time.

Student Name	
Student Signature	*Date:*
Parent Name	
Parent Signature	*Date:*

Principal: Shona Arneil	**Principal Signature:**	Date:

WHOLE SCHOOL APP LIST

LIST ALSO ON WEBSITE

All apps hyperlinked below are to be installed by parents and carers on their child's BYO iPad by the start of the 2027 school year.

- Apps are able to be shared throughout a family if Family Sharing is enabled
- These apps have undergone scrutiny from school staff to ensure they are necessary and imp actful and these app lists are available on the school website at all times, via the Forms and Documents section.

2027 Year 4 App List

2027 Year 5 App List

2027 Year 6 App List

IPAD CLASS GUIDELINES



Focus on learning when at school

Focus on learning when at school



iPads are not for before or after school and breaks

Use iPads only in class time



For school, websites and apps

Know your login details



Avoid games and messaging apps you may use at home

Stay on learning apps at school



Make smart choices about what you share and who you share it with

Keep details and photos private



Transport it safely, carry it carefully and leave it on raised surfaces

Look after your iPad carefully



Don't be a bystander, help others out

Report unsafe or unhealthy behaviour to a trusted adult



Treat others the way you would like to be treated

Engage with others online in a kind, postive and helpful manner



Keep your sedentary, recreational screen time to a minimum

Maintain balanced use of your iPad and monitor screen time