



2025 PARENT BYOD HANDBOOK

2 About the Program

3 Setup Checklist for iPad

4 Child Apple ID Setup

5 Download Intune Company Portal

6 Apps List Information

7 BYOD User Agreement

8 FAQs: Managing iPads

10 FAQs: Learning with iPad

12 Responsible Use of ICT – Education Department

About the Program

At Yugumbir SS, we value 21st Century learning and we are excited to develop our students as digital, literate learners. The rollout of Version 9 of the Australian Curriculum embraces this approach to teaching and learning, and at Yugumbir we want to maximise opportunities for students to learn and create using a wide range of learning experiences and tools.

We are excited to announce the introduction our **Bring Your Own Device (BYOD) iPad program to Year 1 in 2025**. All students commencing Year 1 in 2025 are invited to join the program, whilst it is not compulsory it is highly desirable as iPad unlocks endless possibilities to collaborate, create and consume, putting students at the centre of their learning journey.



Why BYOD at YSS?

- Digital Literacy Capability is woven throughout The Australian Curriculum and as such your child's creativity and capability can be furthered with our BYOD Program, preparing them for a positive employment future.
- 1:1 iPad environment enables learning to be personalised for your child and provides them with access to a wider range of tools to support and enhance learning.
- A personally owned iPad allows your child to share their learning with you, and to access a wider range of digital tools for homework, strengthening the link between home and school. Communication between your child, parent and teacher will be positively influenced using an iPad.

An iPad will support your child to demonstrate what they know and can do in much broader ways, supporting further opportunities for high order thinking and critical and creative thinking, better preparing your child for their future.

What will students need?

- ✓ Generation 10 iPad. WiFi. 10.9". 64GB (or larger) *Cellular iPads are NOT supported at school*
- ✓ Robust case and screen protector
- ✓ Headphones – check for compatibility with iPad and comfortable for your child
- ✓ Consider purchasing optional extra warranty from retailer or adding to insurance




Following the purchase of an iPad please visit our [school website](#) for setup information.

We already have an iPad at home, can my child bring this one to school? If the device at home is a Gen 9 or 10 iPad this is suitable for our BYOD program. Older iPads will struggle to maintain operating system (iOS) updates and connect with our managed internet system. We want to ensure that students have a positive experience with their iPads at school.

When will my child bring their iPad to school for the first time? Year 1 students will start using BYOD iPads in classrooms from **Week 2 of Term 1, 2025**. Why Week 2? This will allow teachers and students to get to know one another and classroom routines for 2025, before the introduction of devices. **On Monday 3rd of February 2025** (Week 2 of Term 1, 2025) students will bring their iPads to school and get connected to the Wi-Fi available at school. This is a highly secure network used daily in our school to support learning. Our onsite technician will support this process.

Prior to students connecting to our school network ICT Consent must be provided through QParents.

Setup Checklist for iPad

- ❑ Sign Department of Education Responsible Use of Technology (QParents)
- ❑ Sign YSS BYOD User Agreement (Paper)
- ❑ Ensure your child has an iPad in good working order to bring to school. Gen 9 or 10 are okay for school.
- ❑ Create a **Child Apple ID** (p.4)
- ❑ Set a **passcode** for your child's iPad (Settings> Touch ID & Passcode) **You must share this code with your child ready for school.** *This is an Education Department requirement.*
- ❑ Add a **lock screen photo** of your child's face and name the iPad with their name and class (Settings > General > About > Name)
- ❑ Enable – Speak Selection (Settings > Accessibility > Spoken Content > Speak Selection)
- ❑ Disable – iCloud Photos (Settings > Photos> iCloud Photos) and Messages (Settings > Messages > iMessage)
- ❑ **Download 'Intune Company Portal' app** - *this is a requirement for use of iPad at school.* (See p. 5 for more information) 
- ❑ Setup Parental Controls (do this **AFTER** adjusting settings above). Choose the controls that best suit your family needs. Child Apple ID must be setup to access this. 
Parental Controls
- ❑ Delete content or apps that are not needed.
- ❑ Put the iPad in a case and label your child's iPad clearly with their name. 
- ❑ Support your child to charge device each night ready for learning



Parental Controls



*Student
Name 1X*

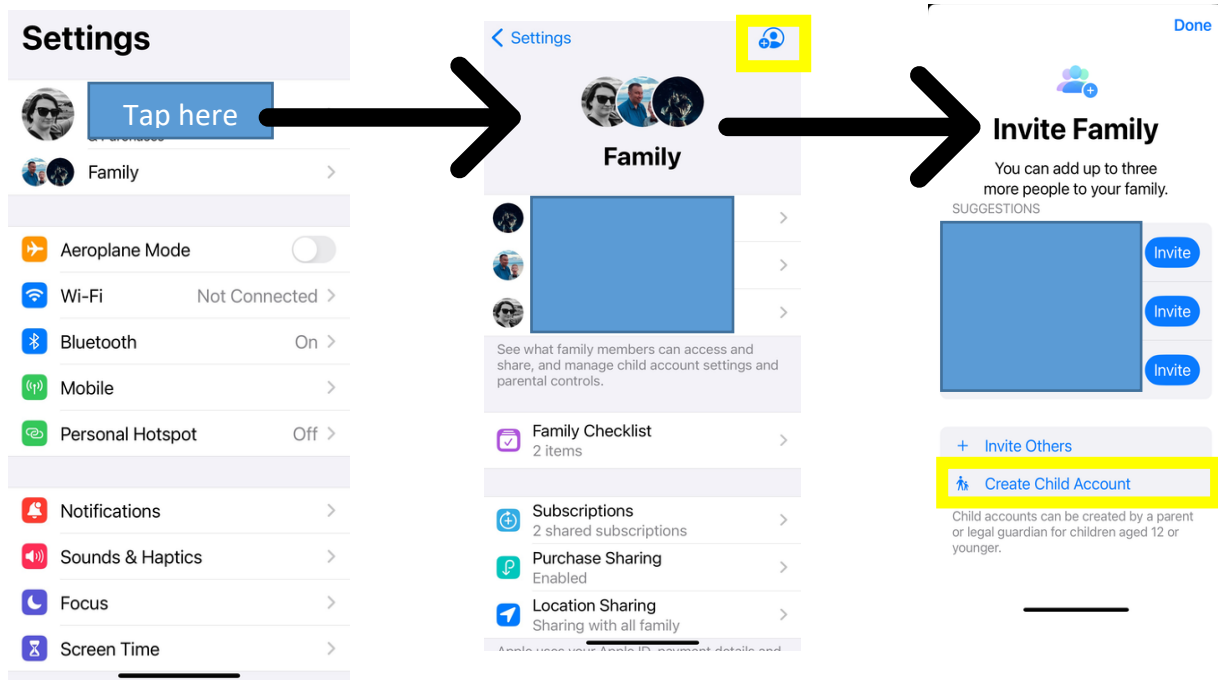
Child Apple ID Setup

This is a required step in iPad setup. Child Apple ID support parents with managing the iPad and setting up good digital habits for their children.

A child Apple ID is created using your parent account. Please select ONE of the options below for relevant information.

Current
APPLE User

If you have an existing Apple ID, visit <https://support.apple.com/en-au/102617> for step-by-step instructions.



NEW APPLE
User

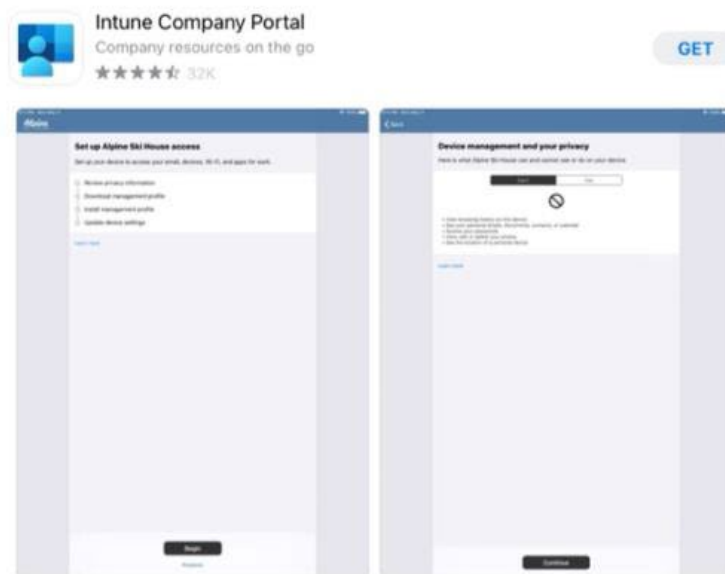
If you do **not** have an Apple ID you will need to create one. Follow instructions provided here <https://support.apple.com/en-au/108647>. **AFTER** you have setup one for yourself visit <https://support.apple.com/en-au/102617>.

Download Intune Company Portal App

Intune is a secure mobile management system that allows you to use school Wi-Fi, emails, learning applications and websites on personal devices.

Download Intune from the App Store

Open the App Store on your child's iPad and search for and download the 'Intune Company Portal' app.



After the app has installed STOP.

We will support students to sign in for the first time at school. This does **not** need to be done at home.























School Apps on p.6 will be delivered to student iPads **AFTER** they sign in at school.

Download Book Creator

**This is information only.
Do not download the apps.**

The list below is for your information only. These apps will be downloaded to student iPads via the Intune Company Portal app when they log in.

Each of the apps below has been selected for a specific purpose and will offer students a wide range of digital experiences.

Student Apps*		
 Keynote	 OneDrive	 Number Frames
 Pages	 Sharepoint	 Number Line
 Numbers	 Excel	 Fractions
 Books	 Word	 Pattern Shapes
 Garageband	 Tayasui School Sketches	 Number Pieces
 iMovie	 Google Earth	 AR Makr
 Clips	 Notes	 Chatterpix
	 Book Creator	

*This list is subject to change. All apps accessed by students go through a rigorous checking process as outlined by the Department of Education.

2025 YSS BYOD User Agreement



Families are in partnership with the school to ensure that iPads are for learning. In order to support the successful integration of iPads as learning tools both students and parents have responsibilities. Please read and sign the following agreement.

Students will:

- use iPad for learning at school so I will only use SCHOOL APPS while at school
- bring my iPad with 100% battery every day
- keep my case on my iPad
- leave iPad inside during break times
- keep iPad in my bag before and after school
- Turn iMessage off and NOT access it during the school day
- not take photos/videos/recordings unless directed by a teacher
- choose “Always Allow” in the Classroom App, and I will not change these settings



If I do not follow these student expectations, I understand that:

- My parents may be notified.
- I may lose the privilege of using my iPad at school for a period of time and I will still need to complete my school work in other ways.
- The Student Code of Conduct will be used to inform any necessary consequences.

Student Name:	Class:	Date:
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Parents will:

- set up my child’s iPad using the information provided in Parent Setup Checklist
- turn iMessage and Facetime off during school hours using Communication Limits in Screen Time settings
- not supply my child with a SIM card for their iPad
- support my child to use the device as a tool for learning ensuring that it is charged and in good working order each day
- support my child to leave any phones or smartwatches (connecting to outside networks) at the school office during school hours

Parent Name:	Parent Signature:	Date:
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MANAGING iPADS

Do I need to set up Family Sharing on my child's device?

Yes. At YSS we value Family Sharing as an important way for parents to influence their child's device use. Family Sharing is a feature of Apple products. Family Sharing enables children under the age of 13 to have their own Apple ID which is linked to your parent account with the appropriate restrictions. It also allows families to share apps across 6 devices, which means you any paid apps only need to be purchase once and it can be used across many devices. Family Sharing also offers Parental Controls which support your child to manage their screen time and access to the device. <http://www.apple.com/au/family-sharing>

Who is responsible for managing the iPad?

Parents and students are responsible for managing and maintaining iPads for school use. This means that updates and app downloads will need to be completed at home. Students may be asked to remove any apps which are not necessary for learning if they are interrupting learning or taking up storage space on the iPad which is necessary for learning tasks.



Apple have a range of personal storage options. Please note that iCloud cannot be accessed on the school network.

For further information: support.apple.com/en-au/ht203977

All iOS updates need to be completed at home as the school MOE internet does not allow this to happen at school. It is important to keep your child's iPad updated with the latest operating software.

Who is responsible for damages to BYOD iPads?

Students will move from class to class with their iPads e.g. for a science lesson with a specialist teacher, and class teachers sometimes use outdoor spaces for learning, so this means that a sturdy case is required to protect the iPad. Student expectations are in place to prevent foreseeable problems and damage, however, from time-to-time accidents may occur. This incidents are dealt with by Deputy Principals on a case by case basis.

Do I still need to purchase books and stationery?

Yes. In order to provide a balanced education, students will still need pencils, workbooks and other stationery. Please purchase materials outlined on the Year 1 booklist.

What apps will my child need on their iPad?

The only required app is Intune Company Portal. This app will be used to manage school apps for students. Once student devices are connected to our school network, all necessary apps will be downloaded to their iPads through the Intune Company Portal app. All school apps have been through rigorous checks to ensure they are in line with Department requirements and suit the needs of students.

Why is an iPad the only device my child can bring?

At Yugumbir, we believe having a consistent device in the hands of all our students and teachers, enables our community to be confident, comfortable and productive with teaching and learning in the 1:1 environment. A range of support materials are available for parents, teachers and students which allow for smooth integration at school.

When will the device need to be replaced?

If families choose to purchase a new iPad on entry to Year 1, this device will remain suitable for use at school for at least 3 years. This means that the device will remain current until the end of Year 3. In Year 4, students are invited to participate in the BYOD Laptop Program.

What happens if my child forgets the passcode on their iPad?

You will need to connect the iPad to the computer it is synced with and restore it to a previous backup. Parents can control access to their through Parent Controls Screen Time, meaning that they can switch off the option for their child to change the passcode for their iPad. Our school technician cannot help with this issue.

Can my child have access to iMessage at school?

No. 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 allowed. iMessage and Facetime are not needed as a learning tools and as such, the use of this during learning time would constitute a breach of our BYOD User Agreement.

To communicate with your child during the school day please phone the school office or email their teacher as you would usually do.



Can we install social media apps?

No. Most social media apps are NOT age appropriate, for example a 9 year old should have apps that are recommended for 9 year-olds and under. All Social Media Apps including, but not limited to Facebook, Instagram, Tik Tok, Fortnite and Snapchat are not to be installed.

The Carly Ryan Foundation offers app guides for parents:

<https://www.carlyryanfoundation.com/resources/fact-sheets> and the Apple App Store provides recommended age limits.

Australian Government eSafety Commission also has a range of advice for parents which can be found here <https://www.esafety.gov.au/parents>

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

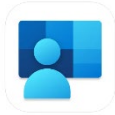
Yes. Students can have other apps installed on their iPad for personal use, provided they do not interfere with storage space for school use. You may choose to place extra apps in a home screen folder called 'Home', to minimise distractions during learning time.

How can I get support for iPad if I need it?

At school we can help with questions relating to setting up Child Apple ID and other settings. We cannot help with hardware or software issues. If you need support please contact us at byod@yugumbirss.eq.edu.au

LEARNING WITH iPADS

Do I have to install the Intune Company Portal?



Yes, this is required. This app allows your child to connect to the managed internet service at school and download apps for learning. We will provide copies of some paid apps to students through this app so that parents do not have to pay for these.

Will my child still be using pencil and paper for learning?

Yes. iPads do not replace all aspects of learning. For example, handwriting features in the Australian Curriculum, so this will continue to be taught. At Yugumbir, 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.

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

At YSS we believe in supporting student learning to get 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. It tracks which 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. For further information: www.apple.com/au/education/teaching-tools.

You can use this app at home to support your child's iPad use.



Education Queensland provides all State Schools with a Managed Operating Environment (MOE). This means that web searching and email is filtered and traceable, for both students and staff.

How often will my child use their iPad in class?

iPads are an incredible learning tool and teachers will select the most appropriate learning tool to suit the learning intentions and needs of students. This means that iPad use will vary from day to day.

How can parents learn more about how to use an iPad?

Get involved with your child's learning and ask them to show you different activities they have completed and products they have created with their iPads. The Everyone Can Create series is a great resource if you would like to experiment and learn

<https://www.apple.com/au/education/k12/everyone-can-create/>

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 our BYOD journey we will support students to create collaborate and consume. The options are limitless and teachers facilitate these opportunities for students.

At lunch times iPads are to be kept in classrooms.



Object personification

Which apps will students access at school?

The apps list is outlined on p.6 of this document. Each app on the list has been carefully selected for specific learning purposes. Throughout the program the Apps list may change to suit learning needs of students and demands of the curriculum. Parent/carers will be kept informed of any changes to the list.

Students will not be allowed to access 'games' or other apps that they have on their iPad during school time. At school we want the iPad to be used for learning and regarded by students as a learning tool. We will support students to organise their iPads to help them focus on learning.

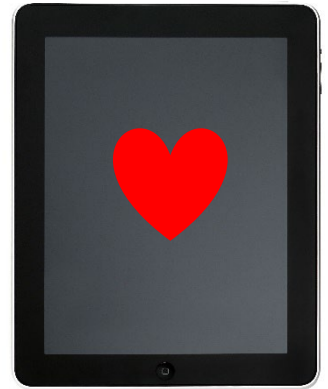
What if my child cannot bring an iPad to school?

If your child is unable to bring a iPad to school, that's ok. Classrooms will be provided with a small number of school-owned devices for students to access. These devices may be shared between students and cannot be taken home.

Caring for iPads at School

Charging Batteries

iPads brought to school fully charged each day. **The power supply does not need to come to school.** Leaving power supplies at home reduces the weight of the equipment students transport to and from school and reduces likelihood of damage and/or loss.



Screen Care

Screens can be very costly to repair as such we recommend that iPads are not leaned on for any reason. iPads should not be stacked with other iPads or heavy objects, either in or out of a case. Heavy tapping and poking the screen may cause damage also. A good quality school bag will help to protect the screen on the way to and from school.

Storage at School

Classrooms are locked when not in use. Students do not take their iPads into the playground at lunch time.

Internet use with iPads

Internet Use at School

At school, students must agree to follow the Responsible Use of ICT p.12 (Education Queensland) in relation to Internet Use. Internet access is provided by Education Queensland's Managed Internet Service (MIS) and provides students with:

- Content-filtered Internet access
- Virus-filtered email
- School website hosting



MIS provides the means to filter students' access to web pages from a global level; controlled by Education Queensland and from a school level when appropriate.

Internet Use at Home

iPads used in the BYOD program will continue to access home networks when at home.

Responsible Use of ICT (Department of Education)

School-specific ICT responsible use procedure

The [Use of ICT systems](#) procedure provides direction to school principals around formulating a school procedure on access to the department's/school's ICT services, facilities and devices for parents and/or students to understand and acknowledge. This may take the form of a procedure, policy, statement or guideline and may require consultation with the school community. Acknowledging through signing seeks to support an understanding of what is lawful, ethical and safe behaviour when using or accessing the department's network and facilities by students and their parents. Principals may seek sign-off either on enrolment of students or alternatively at the start of each school year. Students should be reminded of their responsibilities at the beginning of each school year.

The following dot points are to assist schools to formulate their own procedure. Further guidance on drafting this section can be sought from the [Use of ICT facilities and devices guideline](#).

Purpose statement

- Information and communication technology (ICT), including access to and use of the internet and email, are essential tools for schools in the provision of innovative educational programs.
- Schools are constantly exploring new and innovative ways to incorporate safe and secure ICT use into the educational program.
- School students, only with the approval of the principal, may be permitted limited connection of personally-owned mobile devices to the department's network, where this benefits the student's educational program.

Authorisation and controls

The Principal reserves the right to restrict student access to the school's ICT services, facilities and devices if access and usage requirements are not met or are breached. However restricted access will not disrupt the provision of the student's educational program. For example, a student with restricted school network access may be allocated a stand-alone computer to continue their educational program activities.

The Department of Education monitors access to and use of its network. For example, email and internet monitoring occurs to identify inappropriate use, protect system security and maintain system performance in determining compliance with state and departmental policy.

The department may conduct security audits and scans, and restrict or deny access to the department's network by any personal mobile device if there is any suspicion that the integrity of the network might be at risk.

Responsibilities for using the school's ICT facilities and devices

- Students are expected to demonstrate safe, lawful and ethical behaviour when using the school's ICT network as outlined in the [Student Code of Conduct](#).
- Students are to be aware of occupational health and safety issues when using computers and other learning devices.
- Parents/guardians are also responsible for ensuring students understand the school's ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements.
- Parents/guardians are responsible for appropriate internet use by students outside the school environment when using a school-owned or school-provided mobile device.
- The school will [educate students](#) (DoE employees only) regarding cyber bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices. Students have a responsibility to adopt these safe practices.
- Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so that it cannot be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students).

- Students cannot use another student's or staff member's username or password to access the school network. This includes not browsing or accessing another person's files, home or local drive, email or accessing unauthorised network drives or systems. Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.
- Students need to understand that copying software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from enforcement agencies.

Responsibilities for using a personal mobile device on the department's network

- Prior to using any personally-owned mobile device, students must seek approval from the school principal to ensure it reflects the department's security requirements.
- Students are responsible for the security, integrity, insurance and maintenance of their personal mobile devices and their private network accounts.
- Where possible, appropriate anti-virus software has been installed and is being managed.
- Students must follow any advice provided on best security requirements e.g. password protection (see [iSecurity](#) (DoE employees only) website for details).
- Students and parents are to employ caution with the use of personal mobile devices particularly as these devices can store significant numbers of files some of which may be unacceptable at school e.g. games and 'exe' files. An 'exe' file ends with the extension '.exe' otherwise known as an executable file. These files can install undesirable, inappropriate or malicious software or programs.
- Any inappropriate material or unlicensed software must be removed from personal mobile devices before bringing the devices to school and such material is not to be shared with other students.
- Unacceptable use will lead to the mobile device being [confiscated](#) by school employees, with its collection/return to occur at the end of the school day where the mobile device is not required for further investigation.

Acceptable/appropriate use/behaviour by a student

It is acceptable for students while at school to:

- use mobile devices 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, their parents or experts in relation to school work
 - accessing online references such as dictionaries, encyclopaedias, etc.
 - researching and learning through the department's eLearning environment
- be courteous, considerate and respectful of others when using a mobile device
- switch off and place out of sight the mobile device during classes, when these devices are not being used in a teacher-directed activity to enhance learning
- use their personal mobile device for private use before or after school, or during recess and lunch breaks, in accordance with [Student Code of Conduct](#)
- seek teacher's approval where they wish to use a mobile device under special circumstances.

Unacceptable/inappropriate use/behaviour by a student

It is unacceptable for students while at school to:

- use a mobile device in an unlawful manner
- 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 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 regarding the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- share their own or others' personal information and/or images which could result in risk to themselves or another person's safety
- knowingly download viruses or any other programs capable of breaching the department's network security
- use in-phone cameras inappropriately, such as in change rooms or toilets
- 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
- use the mobile phone (including those with Bluetooth functionality) to cheat during exams or assessments
- take into or use mobile devices at exams or during class assessment unless expressly permitted by school employees.

Sign-off

The sign-off process for school students and their parents/guardians should occur on enrolment and annually. The following is a suggested format, with the signature block to be placed at the end of the agreement.

Please note: Children from Prep to Year 3 inclusively are exempt from signing the student section below.

Student:

I understand that the school's information and communication technology (ICT) services, facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information around the world.

While I have access to the school's ICT services, facilities and devices: I will use it only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account.

Specifically in relation to internet usage, should any offensive information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/guardians if I am at home.

If I receive any inappropriate emails at school I will tell my teacher. If I receive any at home I will tell my parents/guardians.

When using email or the internet I will not:

- reveal names, home addresses or phone numbers – mine or that of any other person
- use the school's ICT service, facilities and devices (including the internet) to annoy or offend anyone else.

I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT services, facilities and devices inside or outside of school hours.

I understand that if the school decides I have broken the rules for using its ICT services, facilities and devices, appropriate action may be taken as per the school's [Student Code of Conduct](#), which may include loss of access to the network (including the internet) for a period of time.

I have read and understood this procedure/policy/statement/guideline and the [Student Code of Conduct](#).

Parent or Guardian:

I understand that the school provides my child with access to the school's information and communication technology (ICT) services, facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give

my child access to information from around the world; that the school cannot control what is available online; and that a small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT services, facilities and devices. Furthermore I will advise the school if any inappropriate material is received by my child that may have come from the school or from other students.

I understand that the school is not responsible for safeguarding information stored by my child on a departmentally-owned student computer or mobile device.

I understand that the school may remotely access the departmentally-owned student computer or mobile device for management purposes.

I understand that the school does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's services, facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any mobile device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.

I believe _____ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT services, facilities and devices (including the internet) under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the [Student Code of Conduct](#). This may include loss of access and usage of the school's ICT services, facilities and devices for some time.

I have read and understood this procedure/policy/statement/guideline and the [Student Code of Conduct](#).

I agree to abide by the above rules / the procedure/policy/statement/guideline.

_____ (Parent/Guardian's name)

_____ (Parent/Guardian's signature) _____ (Date)

The Department of Education through its [Information privacy and right to information](#) procedure is collecting your personal information in accordance with the [Education \(General Provisions\) Act 2006 \(Qld\)](#) in order to ensure:

- appropriate usage of the school network
- appropriate usage of personal mobile devices within the school network.

The information will only be accessed by authorised school employees to ensure compliance with its [Information privacy and right to information](#) procedure. Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.