



Montpellier Primary School
Striving for excellence

BYOD Handbook for Parent/Carers

Updated 2024

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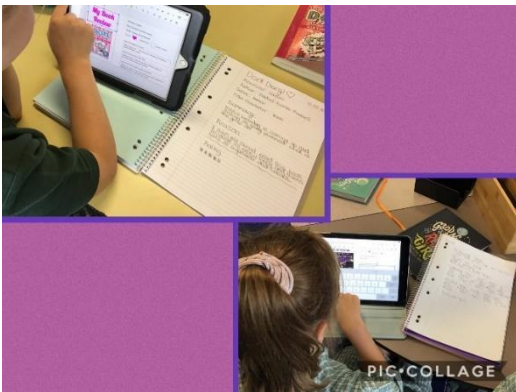
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PURPOSE & GOALS OF BYOD PROGRAM

At Montpellier Primary School we integrate digital technologies purposefully across all curriculum areas to promote collaboration, enhance critical and creative thinking skills, and empower each student to build their academic and social knowledge. Our digital learning approach endeavours to evolve to enhance our students' knowledge to safely use technology and is consistently underpinned by the most up to date curriculum.

At Montpellier we strive to ensure that students understand the importance of balance in screen time and have a toolkit of strategies to maintain their safety online. We engage with community organisations such as Victorian Police to provide incursion and resources to ensure our students are confident and discerning users in the online worlds.

Montpellier Primary School have a Bring Your Own Device (BYOD) iPad program for students in Grade 3 – 6.



Why 1:1?

The purpose of 1:1 learning is to create confident, flexible, self-directed, lifelong learners. At the heart of good 1:1 learning is equity to ensure that all students have equal access to technology-rich experiences, and simplicity to ensure that it is easy to manage and sustain. At Montpellier Primary School our goal is to develop a sustainable, long-term plan where one to one technology is used to transform student learning.

1:1 technology provides many opportunities to stimulate, engage, enhance and transform student learning. Mobile devices allow students to access vast storages of information quickly and intuitively for personal and collaborative use, promoting inquiry and student-centered learning. 1:1 technology opens avenues of communication between all stakeholders of a student's learning, ensuring transparency, collaboration and accountability.

The benefits of a 1:1 learning program include; Differentiation of learning, Enhanced creativity and productivity, Enhanced peer learning and student agency, The promotion of responsible digital citizenship and to provide opportunities for student voice in the use of multimedia to explore, research, think, synthesise, analyse, evaluate, communicate and express ideas.

RECOMMENDED DEVICES

iPad 10th Generation		
		
- Most recent iPad released - Supports latest iPadOS operating system - It will support iPad IOS updates for at least the next 4 years - 256gb storage - Recommended as this iPad has been designed for educational use		

Where can I purchase the iPad?

The device may be purchased through any retailer of your choice.

What if I choose not to purchase a device for my child?

If you choose not to purchase your own device your child will still have access to our school ICT resources. This program is not designed to replace school provided devices, but rather to supplement them. All students that are part of the BYOD program will still have the same access to school owned iPads during the school day. These devices will not be available for students to take home.

What sort of iPad?

For 2025 we recommend against the use of iPad mini as it is not supported for NAPLAN testing.

Minimum Requirements?

The following is the minimum supported iPads for enrollment in 2025:

iPad 7th gen

iPad Air 3rd gen

iPad pro 11"

iPad pro 12.9" 3rd Gen

see <https://support.apple.com/en-au/guide/ipad/ipad213a25b2/ipados>

When considering an iPad model, it is important to consider the current age of the iPad and the age of the iPad at the conclusion of the iPad program (Grade 6). Another consideration is storage - the more storage is recommended as the size of video and pictures continue to rise.

It would be recommended to visit the Apple website for more information. <https://www.apple.com/au/ipad/>

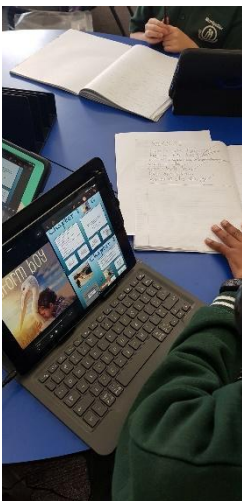
MOBILE DEVICE MANAGEMENT

As part of your child's BYOD iPad setup, a mobile device management (MDM) will be installed. This platform is called 'Jamf School' and will communicate with your child's iPad. A list of apps will be pushed out during the installation of this platform to support the teaching and learning at school. A list of these managed apps is available on request.

The use of Jamf School provides additional control over the iPad's configuration and restrictions during **school hours only**. The school is not responsible for the personal IP and data stored on an iPad.

To setup an iPad for use with Jamf School MDM the following must be done:

- The iPad must be erased to allow for the activation of supervision
- Once supervised it will be enrolled with Jamf School Mobile Device Management



What are the benefits of Jamf School Mobile Device Management (MDM)?

Jamf School allows us to download Apps and 'push' them onto your child's iPad for use in school and at home. We are also able to manage student devices while they are at school to limit access to certain apps and websites and manage unnecessary distractions so that we can maintain continual delivery of our educational programs.

You can find more information about Jamf School at

<https://www.jamf.com/products/jamf-school/>

How do I control the device at home?

Apple Screen Time, you can keep track of how family members are using their devices, so you can help them structure the time they spend on them.

Enrolling in Jamf School provides parents with a Jamf Parent app which allows parents to monitor and control what games and communication apps are used outside of school.

The Jamf Parent App will allow you to restrict social media, text messages or gaming on your child's iPad for a set period, allowing your child to complete study and homework without distractions. You will also be able to restrict websites and check if your child is online.

You can find more information about Apple Screen Time at: <https://support.apple.com/en-au/guide/ipad/ipad88efc1ad/17.0/ipados/17.0>

You can find more information about Jamf Parent app at: <https://www.jamf.com/resources/product-documentation/jamf-parent-guide-for-parents/>

When are school restrictions in use?

School restrictions are only applied during a school day, while on school grounds and then only during the school hours of 9:00AM to 3:30PM. Once the device is no longer on school grounds or the time expires the school restrictions will remove themselves. An internet connection is required for the removal of restrictions and there can be up to a 30-minute delay to detect the start and end of the school hours.

What if I have questions?

You do not need to do anything for you and your child to have access to Jamf School Platform.

However, if you have any questions or concerns regarding your child using Jamf School or you do *not* want your child to participate, please contact the school to discuss your options:

Phone: [\(03\) 5243 2521](tel:(03)52432521)

E-Mail: montpellierps@education.vic.gov.au

For a reminder of all the third-party online services, applications and systems used by our school which handle student or parent information, please refer to our online services statement on the school website:

<https://www.montpellierps.vic.edu.au/page/196/Service-Statements>



TECHNICAL SUPPORT

Accidental iPad Damage

In the event of accidental damage, faults or issues with the iPad, technical support will need to be provided by the supplier of the device. iPads remain the property of families and students. The school can direct you to a preferred supplier for damages and repairs. Any warranty related work needs to be directed back to the supplier. Like bringing any valuable items to school, iPads are not covered by department insurance. Possible ramifications of deliberate damage are set out clearly in the Code of Conduct.



Network and Software issues with iPad

The school will provide access to a weekly school based technician who will assist students experiencing any software issues with their iPad (i.e., lack of network connectivity etc.). The technician will then refer students onto the appropriate support as required.

Safety and Security

At School - iPads will be either in student possession or stored in the classrooms during recess or lunchtimes.

Students will use their iPads for educational use only. They will not be permitted to have 'free time' on their iPad at any stage. If attending Their Care, iPads are to be kept in bags and stored in the designated area. They are not to be used for any purpose when attending OSCH as they are not supervised by teaching staff. It is expected that iPads will be in a safe condition to use and there will be communication with home if this is not the case.

At Home

For cybersafety recommendations and use of the iPad at home please refer to:

<https://drkristygoodwin.com/blog-parents/>



In Transit

iPads should remain stored away when travelling in the car, on public transport or walking to and from school. Please ensure the iPad is placed inside a protective case.

FAQs

Warranty and Insurance

Parents will need to pursue their own insurance for the device, whether it is through your Home Contents Insurance, or through specific insurance you seek out for the iPad. Loss or accidental breakage will not be covered by the school. Most software issues are covered by Apple within a 24-month period.

What Technical Support is there?

The school employs 2 x IT technicians throughout a typical week. All teachers involved in the BYOD program will be trained to solve all common technical issues relating to the iPads. Students will be asked to inform their teacher immediately of any problems.

How will I charge my iPad? Can I charge it at school?

All iPads need to be charged at home overnight and returned back to school fully charged at the beginning of every day. The iPad battery will last a typical school day. It will not be practical to charge iPads at school.

What kind of contract or agreement needs to be signed?

Internet & Digital Media Acceptable Use kit / Consent Form that will be signed at the beginning of each school year.

iPad Acceptable Use Agreement needs to be signed by all students involved in the program and their parents.

G Suite Acceptable Use Form



Where do the devices go when not in use?

When not in use, the devices will be kept in a classroom. No iPad is to be used outside during recess, lunch, before and after school times except for with the specific permission of a teacher. Students will be strongly advised to keep their iPads in their zipped up school bag when traveling between home and school.

How will students access the internet at school?

Students will access the internet using the designated school WIFI network that is operated by the Department. A wireless digital certificate will be issued to students (via individual iPads) by the TSSP technicians once all acceptable use and digital media forms have been completed and handed in.

As they move between home and school the iPad can be set up to move from school to home networks automatically.

Students must not use cellular networks when at school. SIM cards must be removed from the device when at school and be stored safely at home. This will assist in adhering to the strict Acceptable use and Cyber safe rules and regulations that will be in place.

My child is in Grade Prep – 2. Will I have to purchase an iPad?

The school will support these year levels with class sets of iPad devices. If you have a child in Grade 2, it would be encouraged to perhaps start planning toward a BYOD iPad program in the following year and make purchases accordingly. The BYOD program is currently a Grade 3-6 program. The iPad your child begins with in Year 3 would travel with them and meet their needs through to Year 6.

Does my home need Internet access?

The iPad requires access to the internet so that Apps can be downloaded from the iTunes store. If you do not have an internet connection at home, the school will provide specific times before and after school when you can download apps through the school's network.

Life span of the device?

Consider how long you want your iPad to last. Buying a later version of iPad now may mean it will last to be handed on to a younger brother or sister.

How will teachers be trained and supported?

Staff will continue to be trained in the effective use of iPads through programs such as, but not limited to; Apple education programs, Google education programs, In school professional learning and collaborating and working with teachers in schools that have a 1:1 iPad program in place.

How much will the iPads be used in class? Will it lead to too much 'screen time'?

The iPad is simply another tool that supports student learning. It will be a consideration when planning a lesson and will be used to improve the productivity of a lesson or to transform the learning experience. It is impossible to say exactly how much it will be used as this will change depending on the learning tasks at hand.

What about handwriting?

Students will continue to write with paper and pencil and work to improve their handwriting. Much of the time, pen and paper remains the best tool for the job. We will assist students to choose the correct tool for their learning tasks.



Can my child access games on their iPad?

Games will not be able to be accessed through the school network or used or downloaded on the iPad at school. Inappropriate, violent and other unacceptable material not in keeping with the ethos of the school will not be able to be accessed or used under any circumstances during school time. It is the right of parents to determine what is appropriate usage and access in the home environment.

Will the student files on the iPad be private?

Teachers will observe students as they would for any learning activity as they create and maintain a safe, comfortable and learning-focused classroom. Students will also be required to join a teachers Apple Classroom which is an app designed specifically for the management of multiple iPads.

Appropriate use of the internet service within the DET network is closely monitored by a filtering system, which allows for inappropriate content blocking by a regularly updated list of categories and sites. This does not apply to use of devices outside of the school network.

Will eSmart (Cyber Safety) continue to be a vital component?

At Montpellier we place an emphasis on cyber safety and appropriate use of electronic devices beginning right from the first day of Prep through to Grade 6. In 2013, Montpellier Primary School achieved the 'eSmart' school status. This is a whole school accreditation designed in conjunction with the Education Department and the Alannah and Madeline Foundation for schools across Australia to signify best practice in relation to cyber safety.

What if the iPad is used for inappropriate purposes?

If behaviour occurs that is outside our school's Internet & Digital Media Acceptable Use Agreement or 1:1 iPad Program Acceptable Use Agreement, the iPad may be confiscated from the offending student for a period of time, as deemed appropriate by that student's teacher. It is important that teachers, students and parents share the responsibility to ensure safe and responsible use of devices at all times. Parents will be contacted immediately by the relevant staff member.

Will children be safe carrying devices to and from school?

Students will be strongly advised not to remove their iPad from their school bag between school and home.

Will my child be required to share their iPad with students that don't have one?

The iPad you supply for your child is for them to have as a personal device that supports their learning. However, there may be times when your child is working on a collaborative piece of work with other students and therefore, they may have to work together on one device. Your child will still be present in this situation and responsible for its careful use. They will be asked to let a teacher know straight away if another student is not respecting their device.



What if I choose not to participate?

If you choose not to purchase your own device your child will still have access to our school ICT resources. This program is not designed to replace school provided devices, but rather to supplement them. All students part of the BYOD program will still have the same access to school owned iPads during the school day. These devices will not be available for students to take home.

Who can I contact if I have further questions?

Questions regarding the iPad Program can be emailed to either.

Di Stainsby (Principal)

Chris Young (Assistant Principal)

montpellier.ps@education.vic.gov.au

Your inquiry will be responded to as quickly as possible



ACCEPTABLE USE

Montpellier Primary School places a high value on the development and maintenance of positive, healthy and respectful relationships and a supportive environment for all members of the school community.

Device Safety

The devices have to be safe to be used. Cracked or shattered screens can cause cuts and other bodily harm and the device will not be allowed at school until the safety concern is resolved.

Use of Mobile Internet

The use of Mobile internet on the iPads is expressly forbidden while in use at school during school grounds. It is the schools recommendation that the students iPad does not have a SIM or an eSIM installed. If the device is found to be using Mobile internet while at school the device will be excluded from use until concern is resolved.

The responsibility and expectation of digital citizenship

It is the expectation that students will be responsible digital citizens when participating in the iPad Program, using the school's ICT and their home or mobile devices. Students will be supported in developing digital citizenship through understanding the ethical, cultural and societal issues related to Information and Communication Technologies.

Students will practice responsible use of ICT and develop positive attitudes towards ICT that foster lifelong learning, personal growth, collaboration and productivity. As part of their digital citizenship students are required to read and agree to an Acceptable Use Agreement and adhere to an Electronic Device code of conduct.

Acceptable Use Agreement & Electronic Device Code of Conduct

All students from Grades 3 to 6 are invited to be part of the BYOD iPad Program. All students and a parent/carer are required to read, understand and sign an Acceptable Use Agreement at the commencement of each school year. This governs the requirements and expectations under which students use the school computers, access the network and internet. This is a standard expectation, not only from Montpellier Primary School but also the Department of Education and Early Childhood Development (DEECD).

Parents/Carers must be quite clear about the expectations within this agreement and the consequences arising from it and the Montpellier Primary School Electronic Device Code of Conduct. The school will, of course, support students to understand how to care for their devices and to understand how to be responsible digital citizens.

Cyber Safety

Montpellier Primary School believes that teaching cyber safety and responsible online behaviour is essential and is best taught in partnership between home and school. Students are spending increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online. The school promotes the values of respect and responsibility, expecting students to behave appropriately online.

At home, we recommend that parents make time to set guidelines around the use of devices. Ensure that all Internet activities occur in a shared space– not your child's bedroom. Negotiate appropriate times for online activities and use of mobile phones.

For further support with online issues students can call the Kids Helpline on 1800 55 1800.

Parents/Carers can call Parentline on 132289 or visit <http://www.cybersmart.gov.au/report.aspx>

CODE OF CONDUCT

Behaviours	Range of actions
-Serious criminal offence -Serious wilful damage to property/resources/equipment (including laptops and iPads) -Major theft (e.g., Laptop/iPad theft) -Serious wilful interference with school network	-Suspension from Montpellier Primary School -Referral to police -Parental interview -Payment for damage -Removal of access to school network -Note on COMPASS Student File

Behaviours	Range of actions
-Accessing, storing or transmitting indecent/offensive material -Theft (including identity theft) -Bullying/harassment (e.g., Using electronic device to bully, harass others) -Vandalism or wilful damage to property, resources equipment	-Suspension from Montpellier Primary School -Parental interview -Payment for damage -Removal of access to school network -Note on COMPASS Student File

Behaviours	Range of actions
-Consistently careless use of an electronic device. -Repeated failure to comply with expectations regarding acceptable use of electronic devices. -Inappropriate use of resources/facilities/equipment	-Parental Interview -Conversation with teacher/PLC leader/AP -Note on COMPASS Student File

Behaviours	Range of actions
-Reckless and/or dangerous behaviour -Plagiarism/copyright infringement -Intellectual property infringement -Forgery/false representation -Interfering with another student's electronic device -Accessing, storing or transmitting inappropriate material -Unauthorised software on iPad -Using a recording device in breach of school policy -Careless treatment of an electronic device owned by Montpellier Primary School	-Phone call to parent/guardian -Written or verbal apology -Meeting with team leader -Restorative conversation -Note on COMPASS Student File

Behaviours	Range of actions
-Failing to charge iPad overnight (unless an acceptable circumstance) -Failing to bring iPad to class (unless an acceptable circumstance) -Playing games on electronic device during class time -Negligent use of resources/facilities/equipment -Emailing, using social media, messaging services or accessing Internet without teacher permission -Listening to music without permission -Using electronic device without permission -Using a different application to teacher direction -Unsupervised use of iPad without permission (before school, recess, lunchtime)	-Restorative conversation -Verbal correction -Move seat in classroom -Verbal or written apology -Recess or lunchtime interview -Liaise with classroom teacher -Note on COMPASS Student File