



eLearning@Ormeauss

INFORMATION

AND

PROCEDURES HANDBOOK



"Incorporating E-Learning strategies to engage and empower all Learners, preparing them to contribute confidently, effectively and innovatively within global communities."

Foreword

This handbook has been compiled to provide a ready source of information for parents and students about matters influencing the efficient running of the eLearning iPad Program. Each student should be thoroughly conversant with its contents and follow all guidelines. This handbook is subject to change.

Teaching and Learning Vision

Introduction

Information Communication Technologies (ICTs) have a critical role in enhancing the learning process at all levels and across a broad range of activities in each of the National Curriculum subject areas. Through the use of ICTs in the curriculum, we are helping students become knowledgeable about the nature of information, comfortable with the technology and able to exploit its potential.

eLearning@OrmeauSS

At Ormeau State School we believe that if the use of technology can enhance the learning and engage the learner, it should be incorporated into lessons where possible. It can also be used to develop logical thinking, problem solving and increase productivity and also to give confidence and the capability to use ICTs in later life.

Our vision for the use of technology at OSS is for *active creation* rather than *passive consumption*.

eLearning@Ormeau State School enables our learners to:

- Personalise their learning through **through access to rich learning resources**.
- Develop knowledge and skills necessary for the 21st century workforce, including digital-age literacy, **innovative and creative thinking**, effective communication and high **productivity**.
- Continuously access educational materials allowing **learning efficiency** to happen **anywhere, anytime** outside of the traditional 9-3.
- Participate in an **engaging, interactive environment for learning**.
- Strengthen links between **home and school** by providing transparent communication on student learning and learning outcomes.

Classroom Rules

Students using BYOD iPads in class need to abide by the following rules:

1. Hold the iPad with two hands
2. Always sit down when using the iPad
3. Turn the iPad's screen off when the teacher is talking
4. Be gentle when tapping the screen
5. Only use the app or website you have been asked to use





eLearning iPad Program FAQs

Q: Why allow only iPads and no other mobile devices or laptops?

A: We believe in a consistent approach to ensure best productivity with regards to maximising student learning outcomes and providing technical support to students and parents when necessary.

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: Yes, students will still continue to use pencil and paper and to practice handwriting. The amount of time that students will spend on their iPad each day will vary from year level to year level, class to class, student to student and even day to day. The amount of time will also vary based on how well the iPad, as a tool to support learning, benefits individual students.

Q: Will the iPads be managed at home or at school e.g. loading apps, updating the iPad?

A: The iPads will need to be managed at home, however we can provide some technical support at school if the need arises. Parents can choose to load additional apps that are not necessarily required by the school, however the use of such apps that are not of educational value, will be limited at school.

Q: Will I be expected to purchase a brand new iPad and do I have to purchase from a particular store e.g. Apple?

A: No, you can choose to use an iPad that you already own or purchase a used iPad, as long as it meets minimum specifications. We will not recommend a store where you can purchase an iPad. We do not endorse any one store, however the Apple store can support you to set up the iPad.

Q: What are the minimum specifications required for my device?

A: Students are required to have a full sized iPad (minimum 5th generation and 32gb storage), screen protector (preferably glass), shock proof case, water proof carry case and headphones

Q: Should we purchase a case/cover for the iPad and if so, which one should we buy?

A: Yes, a case/cover is required for your child's iPad. There are many competitively priced cases and covers on eBay or you can choose to purchase from a local store. A fully enclosed case with a clear tempered glass screen protector may be the most protective case for an iPad. We recommend that the case should protect both the front and back of the iPad. We will not recommend a store where you can purchase a case or cover. You should also consider purchasing a waterproof sleeve to put the iPad (in its case) inside e.g. wetsuit material, in case of drink spillage in your child's bag.

Q: Should we purchase a screen protector?

A: You should consider purchasing a tempered glass screen protector to help protect the iPad's glass screen from damage.

Q: Is a separate keyboard required?

A: A separate keyboard is not required and when attached to the iPad cover, can sometimes get in the way.

Q: Will students continue to have access to computers and other technologies?

A: Yes. All students at Ormeau State School will continue to have access to computer labs and other relevant Digital Technologies to support them with their learning.



Q: Can my child bring a 3G enabled iPad without the SIM?

A: Yes. The reason why we do not want externally controlled internet access is that by having the students go through our school's wireless network, they are also going through Education Queensland internet filters, helping prevent and protect our students from accessing inappropriate content.

Q: Are we required to purchase a stylus pen?

A: No, we are recommending that students do not bring a stylus to school.

Q: When buying a used iPad, what do I need to be aware of?

A: Every iPad has a serial number and with this number Apple can track the date and place of purchase, length of any remaining warranty, and whether it has been reported as stolen. Before buying a used iPad, it may be worthwhile noting the serial number and contacting Apple Care.

Q: Is my child required to know our Apple ID and password?

A: No.

Q: I can't remember the passcode that is set on my iPad and it is locked. How do I unlock it?

A: You will need to restore the iPad to a previous backup.

eLearning iPad Procedures

When should the iPad be brought to class?

Unless advised otherwise by their teacher, students should bring their iPad to class every day. Some lessons will require the formal use of iPads, while others will provide informal opportunities to use technology to complete tasks efficiently. It is imperative that the iPads be available for use at the teacher's discretion.

Leaving iPads at Home

Since some lessons are specifically designed for the use of iPads, students who fail to bring their iPad to school face consequences regarding their lack of preparation. If students inadvertently leave their iPad at home, they are to report to their teacher. Communal iPads will be available for use if deemed necessary by the classroom teacher.

Identifying the iPad

Students are expected to have labels with their full name placed on the following locations:

- A label attached to the iPad. Engraving is also an option.
- A photo of the student as the screen saver.
- A key tag for their iPad sleeve for ease of identification.

Screens Down

When iPads are in use and the teacher wishes to address the class, it is best for students to put their screens down so that the machines are not a distraction. The instruction "Screens Down" is one the students will be familiar with and should comply with promptly.

Peer Instruction

Students will learn from other students readily. More experienced users of technology may be paired with less experienced users. Students will be encouraged to share their strategies where appropriate and demonstrate ideas, shortcuts etc. to the whole class. Students will be encouraged to ask other students before calling on the teacher when needing help with an **iPad related task**. "Ask 2 before me", meaning ask 2 classmates before asking your teacher, if appropriate.



Use of Headphones in Class

Students may use headphones or play audio clips on their iPads when given permission by their teacher. A set of headphones should be kept in their tidy tray. Headphones have been included on the Book List. Headphones should have the student's name clearly written on them.

iPad Charging

Students should arrive at school with their iPad fully charged. This should be a part of the normal homework routine.

Computer Games

Students may have game apps on their iPads, however they are not permitted to use these during school hours. These apps should be put in a 'Home' app folder.

Transport of iPads (within school)

iPads should be carried within the classroom with cases closed. All iPads must be carried in sleeves at other times. i.e. to and from buildings for specialist lessons.

Transport of iPads (to and from school)

iPads must be transported in cases and sleeves and contained in a school backpack.

Before and After School Usage

iPads are not permitted to be used on school grounds before or after school without the express permission of a teacher and under their direct supervision. iPads are not to be removed from school bags until they are in their classroom and their teacher has directed them to do so.

Lunchtime Usage

Students are not permitted to use their iPads during any lunch breaks.

Security of iPads

iPads will remain in classrooms between 9am-3pm, with classrooms being locked whenever the class is not in the classroom or it is break time. Students may take their iPads into their classroom once their teacher has opened the door for the day. Students must otherwise stay with their bag.

After School

Students will be expected to take their iPads home after school to complete homework.

After School Hours Care

Students attending After School Hours Care should follow the directions of supervisors and follow all school procedures. iPads should only be used in designated areas for homework purposes.

iPads left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas.

Access to School Internet

All students involved in the eLearning iPad Program will be provided with access to the school internet.

iPad Auditing

Students may be selected on a random basis to provide their iPad for inspection for compliance with school and legal requirements. This is referred to as a Software Infringement, Inappropriate Offensive Material audit.



Printing

Students should only print with teacher permission. They must check how many pages they are printing before printing.

Unacceptable Uses of Information and the Internet

- Using the network for any illegal activity, including violation of copyright or other contracts
- Usage relating to chain letters or broadcasting of lists to individuals in such a manner that might cause congestion of the network
- Damaging or disrupting equipment, software or system performance
- Vandalising or interfering with data of other users on the network. Vandalism, defined as any malicious attempt to harm, modify, or destroy other users' data, the school network or other networks that are connected to the intranet backbone. Includes, but is not limited to, the uploading or creating of viruses
- Gaining unauthorised access to resources
- Posting anonymous messages
- Downloading, storing, creating, sending or printing files or messages that are deemed to be profane, obscene, or that use language that offends or degrades others
- Giving personal information or agreeing to meet any person met through the internet
- Transmission of personal information about any member of the school community.
- Accessing offensive (including pornography), dangerous or potentially destructive information.
- Downloading any files (including, but not limited to MP3, MPEG) unless specifically authorised to do so by the teacher
- Not reporting unsolicited email messages particularly from unknown persons

Internet Etiquette

All users are expected to abide by the generally accepted rules of network etiquette and chat and email etiquette. These include, but are not limited to, the following:

- Be polite
- Do not swear, use vulgarities or any other inappropriate language
- Do not do any activities that are prohibited by law
- Do not use the network in such a way that you interfere with the network of other users
- Always assume that any information or communications accessible from the network is private property
- The subject line of e-mail should indicate the content of the message
- When replying to a message, include some of the original message to assist the reader in following the conversation
- Always end with your name and e-mail address
- Always acknowledge that you have received a document or file someone has sent you
- After reading email messages they should be deleted or archived
- Before sending an email it should be **proofread and edited** to eliminate mistakes
- Students must not use their email to send inappropriate messages

Harassment and Privacy

All users are expected to use the internet in a positive way. Any acts of harassment or invasion of privacy will not be tolerated.

The following points are not acceptable:

- Harassment, Defined as the persistent annoyance of another user, or interference with another user's work which includes, but is not limited to, the sending of unwanted mail.

Cybersafety and Cyberbullying

All students in the eLearning iPad Program will be taught the importance of cybersafety and how to conduct themselves in



a way that discourages cyberbullying.

Improper Use of Telecommunications Services

A person shall not knowingly or recklessly:

- Use a telecommunication service supplied by a carrier to menace or harass another person
- Use a telecommunication service supplied by a carrier in such a way as would be regarded by reasonable persons as being, in all circumstances, offensive. (An abstract from Section 85ZE of the Commonwealth Crimes Act.)
- Transmit any material in violation of any government regulation. This includes, but is not limited to, material under copyright, threatening or obscene material, or material protected by trade secret
- Carry out any commercial activity. Usage for production of advertisement or political lobbying is also prohibited
- Language which could be deemed offensive is not acceptable
- Carry out any unlawful copying of software
- Attempt to spread computer viruses
- Attempt to damage any networks or any equipment or system forming part of a network
- Send personal information such as your home address or telephone number through the internet (check with your teacher regarding email signatures and identification). The class and school's address and phone number is acceptable.

Faults, Breakages & Repairs

When the student detects a fault with their iPad or their iPad is damaged, they must notify their teacher immediately.

Breaches of eLearning iPad Procedures

- Any breaches of these policies may result in the student being referred to school administration and discipline administered in accordance with the School Responsible Behaviour Plan
- Any breaches of the policy may incur suspension of iPad use for a designated period.
- Any breaches of these policies may result in demerits as set out in the classroom behaviour management policy.

Booklists

Students will receive a modified booklist which reflects the increased use of digital resources and additional printing.

Excursions

Students will not take iPads on excursions unless otherwise directed to do so.

Parent Emails

Parents are requested to provide their email details to their class teacher to allow communication through a parent email list.

General Care (Student Responsibility)

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 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 fully charged for school each day

Transporting the iPad

The iPad should always be within a protective case when carried. An iPad sleeve has sufficient padding and water protection to protect it from normal treatment and provide a suitable means for carrying the iPad within the school.



Screen Care

The screen can be damaged if subjected to rough treatment. They are particularly susceptible to damage from excessive pressure and can be costly to repair.

- Do not lean on the top of the iPad
- Do not place anything near the iPad that could put pressure on the screen
- Do not place anything in the carry case that will press against the cover
- Clean the screen with a soft, dry cloth or anti-static cloth

Occupational Health and Safety

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

- Taking regular rest breaks (at least every 20 minutes; more often if the setup is not ideal to allow muscles and vision to recuperate)
- Not using the iPad for more than 2 hours in any session
- Working in an environment free from glare
- Using the iPad on a desk rather than on the lap whenever possible
- Changing the viewing angle to minimise the need to bend the neck
- Using a chair that maintains good posture
- Reducing the need to carry the iPad (where practicable)

Potential Hazards

Potential injuries that can occur through the use of iPads include:

- Occupational Overuse Syndrome (OOS) [also known as repetitive strain injury (RSI)] as a result of sustained unnatural postures and/or prolonged tension on muscles, tendons, and other soft tissues
- Eye strain through use in environments where there is poor lighting, glare, or reflection, and as a result of straining to view details on small screens
- Manual handling strain through carrying the iPad for extended periods and/or lifting them out of awkward spaces
- Strain may be the aggravation of an existing injury
- Tripping hazards can also exist where the iPad has external cables attached such as mains power cords or external drive connectors

Minimising the Risk of Strain or Injury

- Where possible, place the iPad on a desk at a height where the elbows are at 90 degrees and the wrists kept straight
- Wherever possible, sit in a comfortable chair at a desk
- Take frequent rest breaks, at least every 20 minutes, but more often if the setup is not optimal to allow eyes and muscles to recuperate
- Avoid using the iPad for extended periods (maximum of 2 hours in any session)
- Setting the screen at an angle that reduces, as much as possible, the need to bend your neck and minimises reflection

Preventing Eye Strain

Eye strain 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 to a comfortable viewing distance.



- Take frequent rest breaks. (An old but valid idea is the 20/20 rule that states “every 20 minutes look at something about 6 metres away for 20 seconds”)
- Regularly blink to lubricate your eyes
- Adjusting the screen brightness, colours and/or contrasts can also assist in reducing eyestrain

References

- Australian Standard AS 3590 (1990) 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 Education, Victoria