

# Woombye State School

BYOD Handbook Years 4-6

## Information and Procedures Handbook



**Woombye State School**  
Achievement with friendship

# TABLE OF CONTENTS

TABLE OF CONTENTS	
RATIONALE	2
DEVICE USAGE	3
DEVICE SPECS - WINDOWS	4
	5
APPLE DEVICES	6
STORAGE	6
MOBILE NETWORK CONNECTIVITY	6
<b>DEVICE CARE</b>	
DEVICE CARE	6
WARRANTY	6
GENERAL PRECAUTIONS	6
PROTECTING THE SCREEN	6
DATA SECURITY AND BACK-UP	6
PASSWORDS	7
CYBER SAFETY	7
WEB FILTERING	7
PRIVACY AND CONFIDENTIALITY	7
MONITORING AND REPORTING	8
WEB BASED SERVICES CONSENT	8

# TABLE OF CONTENTS

## BEHAVIOUR EXPECTATIONS

DIGITAL CITIZENSHIP	8
ACCEPTABLE USE	8
INTELLECTUAL PROPERTY AND COPYRIGHT	8
MISUSE AND BREACHES OF ACCEPTABLE USAGE	8

## **STUDENT USER GUIDE**

CONDITIONS OF USE	9
RESPONSIBLE USE	10
ACCEPTABLE USE	11
RESPONSIBLE USE AGREEMENT FOR PARENTS AND STUDENTS	11
FREQUENTLY ASKED QUESTIONS	12

## Rationale

### Vision for Learning

*Woombye State School is now committed to the concept of 'Bring Your Own Device' (BYOD) in our Year 4, 5 and 6 classrooms after its first introduction to Year 5 in 2015. This is in response to preparing our students for a future society, a future society that is beyond our current realms of imagination. Our students of today must learn to become the author of their own futures. We are quickly moving into a world that uses Artificial Intelligence, where cars and buses are now driverless, automation is taking over the mining and other industries, computers now replace 600 people in call centres, and drones provide door to door deliveries. Our world is constantly evolving in a world driven by technology and we must prepare our students now to adapt and be an active participant in this future.*

Paul Lowik  
Principal

### BYOD overview

Bring Your Own 'x' (BYOx) is Education Queensland's pathway supporting the delivery of 21st century learning. It is a term used to describe a digital device ownership model where students use their personally-owned mobile devices to access the department's information and communication (ICT) network.

(NB - a note about terminology: Because the term "BYOD" (Bring Your Own Device) is more commonly known in the wider community, that will be the term used throughout this document and indeed will be the term referred to at Woombye State School.)

Woombye State School has determined that explicit teaching of the responsible use of technology is a critical component of digital literacy. We believe that the knowledge and confidence to navigate and use these technologies safely whilst developing digital literacy is a responsibility shared between parents, school, staff and students.

The **Australian Curriculum** shapes our approach to digital literacy with the ICT General Capability providing five interrelated elements which support students to prepare to participate in a knowledge-based economy and to be empowered within a technologically sophisticated society now and into the future.

Woombye State school firmly believes that 'Bring your own device' will provide a learner-centred curriculum and that 1:1 digital devices will support greater flexibility in learning pathways, empowering students to learn in a more personalised way with increased control over their own learning.



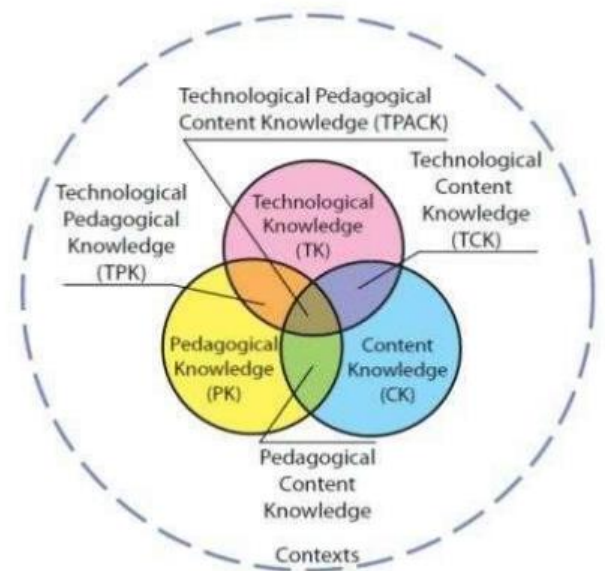
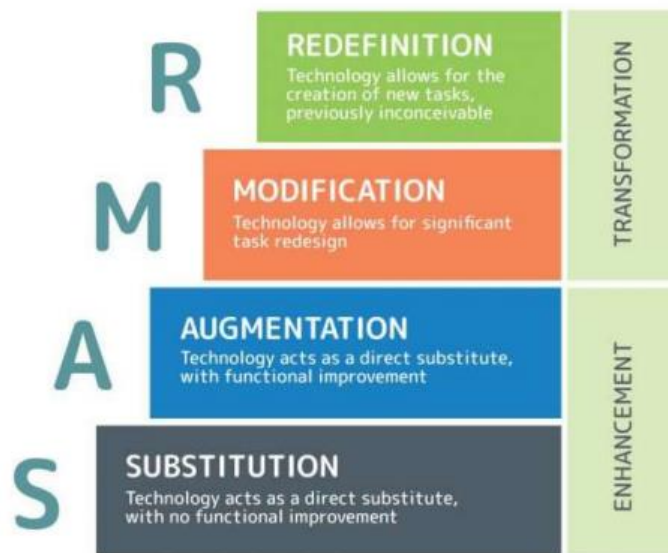
DEVICE USAGE

A laptop will be used in class when a teacher gives instructions for its use. It will not be used prior to the beginning of class unless directed by the teacher. Using technology will not be done for the sake of it, it will be accessed when it is thought to be the best tool for the situation. There will be some lessons/blocks of the day or even whole days when technology is not required, or not thought to have any benefit for the learning that is going on. Alternatively, there will be some days, where using technology may happen in every lesson. Technology immersion does not diminish the vital role of the teacher. On the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with technology integrates technology into the curriculum any time, any place.



The staff at Woombye State School will be influenced by the SAMR model and TPACK model (see below) to develop teaching and learning experiences for students that are authentic, meaningful and match the skills needed to live in the 21st century.

Our classrooms will be more connected to students' lives and the digital world in which we live. Learning will become more student driven and personalised. 1:1 will give teachers the opportunity to plan experiences for their students to apply and broaden the skills and knowledge they have developed in the early years of primary school. Students will have at their fingertips access to one of the most effective tools to bring the real world into the classroom



## Device Minimum Requirements

### Device selection

Devices must meet the minimum requirements stated below:



Hardware	Minimum Specifications
Operating System	Windows 11/10 (64-bit) / Android Devices will not be supported.
Processor	Intel Pentium (Quad Core) – Core i3 \ AMD A6 – Ryzen 3 or equivalent or higher
CPU Max Speed	2.0Ghz or higher
Memory (RAM)	8GB preferable
Storage Capacity (Hard Drive)	256GB SSD
Screen Size	13" display or larger
Graphics	256MB minimum
Wireless Connectivity	802.11ac Wi-Fi (support of 5GHz wireless range is essential)
Battery Life	At least 6 hours
Speakers	Integrated Speakers
Ports	At least 2 USB ports, microphone and headphone ports.
Warranty & Insurance	3 Years – accidental damage protection (ADP) insurance coverage. See the Government's MoneySmart website for further information <a href="https://www.moneysmart.gov.au/insurance/mobile-phone-tablet-laptop-insurance">https://www.moneysmart.gov.au/insurance/mobile-phone-tablet-laptop-insurance</a> This will ensure the student device is covered from years 4-6
Virus Protection	<ul style="list-style-type: none"> <li>• Anti-virus protection: <b>Windows Defender</b>, which comes preinstalled on Windows 11/10 machines, provides protection and works well in the Education Queensland environment.</li> <li>• Third party virus protection such as Trend Micro, McAfee and Kaspersky are not recommended for use in the Education Queensland protected environment.</li> <li>• Family user management systems such as Norton's Family and Microsoft Family have been found to be problematic in the Education Queensland environment and are not recommended.</li> </ul>
Accessories	<ul style="list-style-type: none"> <li>• Protective case/cover</li> <li>• Padded school bags (laptop friendly)</li> <li>• Mouse and/or stylus</li> <li>• Headset (headphones with microphone- preferably with a USB connector)</li> </ul>
Please Note:	<ul style="list-style-type: none"> <li>• <b><i>Do not purchase Microsoft Office</i></b> -The Microsoft Office Package (including Word and Excel) can be downloaded for free by students in Education Queensland schools. It must be downloaded and installed at home and students will need to use their school email address to sign in. It is recommended that you sign out and uninstall the trial version prior to downloading the Office package from the Office Portal.</li> <li>• FREE Microsoft Office Student Advantage – visit <a href="http://portal.office.com">http://portal.office.com</a> and using their department user identification to login – LAPTOPS ONLY</li> </ul>











**Apple Devices**























Apple devices meet the specifications for Education Queensland and will work quickly and easily on our network at school. There are some necessary accessories that are required if you choose an iPad over a laptop. **Please note iPad mini will not be accepted.**

If you are purchasing an iPad, a new 2021 -2022 (Gen 9) model Apple iPad, 64GB Wi-fi is recommended. If you already have a device to send to school, the minimum standard is an iPad 9 or newer. iPad 7/8<sup>th</sup> generation will be supported if currently owned. It should be able to **update to the latest Apple Operating System (IOS)**. You can confirm what model iPad you have by going to - Settings/General/About - it will tell you your model or generation. **Be cautious if you are purchasing a second-hand device as this device should last 3 years until the end of year 6. As iPads get older some become obsolete and are no longer supported, they cannot download new apps or update older apps which might be needed in the classroom.**

A **keyboard** is essential for an iPad in the classroom and must be purchased. A **Mac pencil** is also highly recommended and allows note-taking, sketching, editing etc. A valuable tool in the classroom. The device needs to have a fully enclosed, shock proof, heavy duty protective cover and it is recommended to also have a glass screen protector. We recommend a minimum of 32GB of storage, latest entry level iPads have 64gb.

Keep in mind that any personal applications and content placed on the device may interfere with the storage requirements for school use and school required apps must take priority. Apps may be requested by the individual classroom teacher to support class learning or recommended to individual students to support individual students' specific learning needs. **The following apps are the most common in our classrooms. Check with the class teacher for which apps will be required.**

Excel 	Tynker 	Toolbox- Measure Toolbox 	One Note 
Word 	PowerPoint 		

SeeSaw 	Pyonkee 	WordWeb Dictionary 	Smiling Mind 
Keynote 	The Calculator 	Aviary 	iMovie 
Pages 	Garage Band 	iBrainstorm 	We Do 2.0 Lego 
Base Ten Blocks Manipulative \$2.99 Year 1 – 6 only 	Number Frames, by MLC 	Fractions, by the Math Learning Centre 	Number Line, by MLC 
WordFlex 	Paper, by We Transfer 	Numbers 	NAP locked down browser App 
One Drive 	EV3 Classroom Lego Edu 		

## Storage

Storage on an iPad must be done in the Cloud. (**One Drive**) There is little space on the device for any storage other than operating system and apps. This is often ok if the teacher is using OneNote for student work which is automatically saved.

To get the most out of the battery life of the iPads, follow these simple tips:

- Reduce the screen brightness to a comfortable level
- Lock the iPad screen when not in use
- Close all running apps when not in use
- At least once a week, drain the battery to 0% and fully recharge to 100%. This will aid the life of the battery.

## Mobile Network (3G & 4G) Connectivity

Due to school-based policy, 3G and 4G compatible devices are not allowed into school. This includes mobile phones, mobile broadband devices and any other device with the capability of connecting to an external cellular network. **(3G/4G compatible iPads are acceptable providing the SIM card has been removed)** This policy has been made to ensure that our school network is not compromised and that students are not able to access an unfiltered internet connection whilst at school.

## Device Care

It's understood that the school cannot accept liability for any loss or damage suffered to personal mobile devices as a result of the student bringing their mobile device to school and that device insurance (if chosen), is the responsibility of the student's family.

The student is responsible for taking care of and securing the device and accessories in accordance with school policy and guidelines. Responsibility for loss or damage of a device at home, in transit or at school belongs to the student. Advice should be sought regarding inclusion in home and contents insurance policy.

## Warranty

It is advised that accidental damage and warranty policies are discussed at point of purchase to minimize financial impact and disruption to learning should a device not be operational.

See the Government's [Money Smart website](https://www.moneysmart.gov.au/insurance/mobile-phone-tablet-laptop-insurance) for further information on 3 Year Warranty and Accidental Damage Protection Insurance. (ADP) <https://www.moneysmart.gov.au/insurance/mobile-phone-tablet-laptop-insurance>

Adding to your household insurance may also be an option.

## General precautions

- Food or drink should never be placed near the device.
- Plugs, cords and cables should be inserted and removed carefully.
- Devices should be carried in a protective case where appropriate.
- Carrying devices with the screen open should be avoided.
- Ensure the battery is fully charged each day.
- Turn the device off before placing it in its bag.

## Protecting the screen

- Avoid poking at the screen — even a touch screen only requires a light touch.
- Don't place pressure on the lid of the device when it is closed.
- Avoid placing anything on the keyboard before closing the lid.
- Avoid placing anything in the carry case that could press against the cover.
- Only clean the screen with a clean, soft, dry cloth or an anti-static cloth.
- Don't clean the screen with a household cleaning product.

## Data Security and Back-ups

Students use One Drive to store all school-based documentation. Students must ensure they have a process for backing up their personal data that is not saved on One Drive. Otherwise, should a hardware or software fault occur, documentation may be lost. The student is responsible for the backup of all data.



### Passwords

Use of the school's ICT network is secured with a username and password. The password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not revealed to other individuals. The password should be changed regularly, as well as when prompted by the Department of Education's network. Students should also set a password for access to their device and keep it private

### Cyber Safety

If a student believes they have received a computer virus, spam (unsolicited email), or they have received a message or other online content that is inappropriate or makes them feel uncomfortable, they must report this to their teacher, parent or caregiver as soon as possible. Students must also seek advice if another user seeks personal information, offers gifts by email or asks to meet a student. Students are encouraged to explore and use the 'Cyber safety Help button' to talk about, report and learn about a range of cyber safety issues. 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.

### 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 students, while using ICT facilities and devices, will be required to act in line with the requirements of our school's [Student Code of Conduct](#). To help protect students from malicious web activity and inappropriate websites, the Department of Education operates a comprehensive web filtering system. Any device connected to the internet through the school network will have filtering applied.

The filtering system provides a layer of protection to students against:

- Inappropriate web pages
- Spyware and malware
- Peer-to-peer sessions
- Scams and identity theft

This purpose-built web filtering solution takes a precautionary approach to blocking websites including those that do not disclose information about their purpose and content. The school's filtering approach represents global best-practice in internet protection measures. However, despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed. Teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student. Students are required to report any internet site accessed that is considered inappropriate.

### 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, home drive, email or accessing unauthorised network drives or systems.

Additionally, students should not divulge personal information via the internet or email, to unknown entities. It is important that students do not publish or disclose the email address of a staff member or student without that person's 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.

### **Monitoring and Reporting**

Students should be aware that all use of internet and online communication services can be audited on their device by a staff member when required. 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.

### **Web Based Services Consent**

#### **Permission to Use Cloud, Web Based and App Services**

Woombye State School has audited its use of Cloud, Web Based and App Services across the school and these are listed in our Third-Party Web Based Permission List. All parents have been requested to read and either provide consent or not provide consent for their child to access these websites. Examples of these services include: Reading Eggs and Mathletics. All web-based services in use have undergone a risk assessment by the Queensland Government. Teachers in charge of these activities will monitor use and immediately cancel the activity should any concern be raised. Students and parents are asked to report any concerns with any web-based activity to their classroom teacher immediately. The Third-Party Web Based Permissions are sent via a digital survey each year.

### **Behaviour Expectations**

#### **Digital Citizenship**

Students should be conscious creators of the content and behaviours they exhibit online and take active responsibility for building a positive online reputation. They should be conscious of the way they portray themselves, and the way they treat others online. Students should be mindful that the content and behaviours they create and demonstrate online are easily searchable and accessible. This content may form a permanent online record into the future. Interactions within digital communities and environments should mirror normal interpersonal expectations and behavioural guidelines, such as when in class or the broader community. Parents are requested to ensure that their child understands this responsibility and expectation. The school's [Student Code of Conduct](#) also supports students by providing school related expectations, guidelines and consequences.

#### **Acceptable Use**

Upon enrolment in a Queensland Government school, parental or caregiver permission is sought to give the student(s) access to the internet, based upon the policy contained within the Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems. This policy also forms part of this Student Laptop BYOD Program. The acceptable-use conditions apply to the use of the device and internet both on and off the school grounds. Communication through internet and online communication services must also comply with the school's [Student Code of Conduct](#) available on the school website.

#### **Intellectual Property & Copyright**

Students should never plagiarize information and should observe appropriate copyright clearance, including acknowledging the original author or source of any information, images, audio etc. used. It is also important that students obtain all appropriate permissions before electronically publishing other people's work. Material being published on the internet or intranet must have the approval of the classroom teacher and have appropriate copyright clearance.

#### **Misuse and Breaches of Acceptable Usage**

Students should be aware that they are held responsible for their actions while using their laptop, the internet and online communication services. Students will be held responsible for any breaches caused by other person(s) knowingly using their account to access internet and online communication services inappropriately.

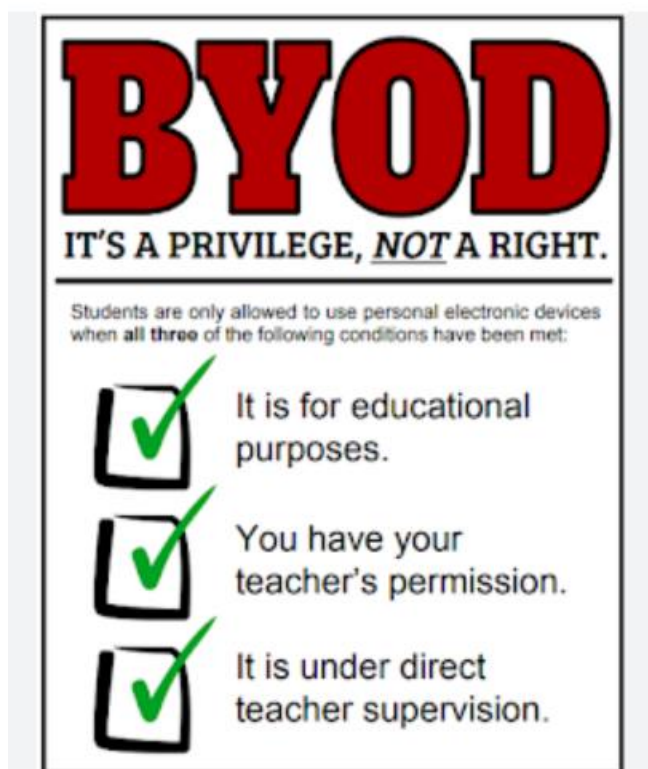
The school reserves the right to restrict/remove access of personally owned mobile devices to the intranet, internet, email or other network facilities to ensure the integrity and security of the network and to provide a safe working and learning environment for all network users. The misuse of personally owned mobile devices may result in disciplinary action which includes, but is not limited to, the withdrawal of access to a student's laptop at school and school supplied network services.

## Student User Guide

### BYOD – Conditions of Use

When using a privately-owned laptop at Woombye State School, we agree that:

- The device must at all times be connected to the school's network when on the school's premises. When connected to the school's network, all activities will be logged. Woombye State School's ICT guidelines are to be followed in accordance with the completed and signed ICT Agreement
- The device will only be used for educational purposes
- Woombye State School will only provide technical support to enable connectivity to the school's network that provides access to student files required for class, internet and printing services.
- It is the responsibility of the student to ensure that their laptop is secured when not in use. Woombye State School takes no responsibility for the costs in the event of theft, loss, vandalism, damage or unauthorised access to private laptops.
- All private laptops must be brought to school fully charged.
- It is the responsibility of the student to back up data on their laptop e.g. to an external hard drive or USB.
- Any privately-owned software installed on the laptop must be age appropriate, follow copyright legislation and not cause offence.
- Woombye State school and the Department of Education reserves the right to restrict access and use of any private laptop used on school grounds, whether it is connected to the school's network or not. Access to the school network and permission to use the private laptop on school grounds will be withdrawn as a consequence of any inappropriate use and/or security breach.
- One Drive is the Department of Education's approved cloud service. Cloud Based Services such as iCloud or Dropbox must not be used at school to store, send or access information at school.



## BYOD Responsible Use Agreement

Our goal is to ensure the safe and responsible use of facilities, services and resources available to students through the provision of clear guidelines.

Responsibilities of stakeholders involved in the BYOD program:

### School

- BYOD program induction — including information on connection, care of device at school, workplace health and safety, appropriate digital citizenship and cybersafety
- Providing learning experiences for students on cyber bullying, safe internet and email practices and health and safety regarding the physical use of electronic devices
- Network connection at school
- Applying Student Code of Conduct breaches in cases of intentional damage/Theft and misuse.
- Internet filtering (when connected via the school's computer network)
- Some technical support (internet connection, installing school supported software)
- Some school-supplied software e.g. Microsoft Office 365
- Printing facilities

### Student

- Participation in BYOD program induction
- Acknowledgement that core purpose of device at school is for educational purposes
- Care of device
- Appropriate digital citizenship and online safety
- Security and password protection — password must be difficult enough so as not to be guessed by other students and is to be kept private by the student.
- Maintaining a current back-up of data not on One Drive (recommendation each week)
- Charging of device at home
- Abiding by intellectual property and copyright laws (including software/media piracy)
- Ensuring personal login account and device will not be shared with other students.
- Understanding and completing the online acknowledgement of the BYOD Agreement.

### Parents and caregivers

- Read through the information and procedures handbook with your child
- Acknowledgement that core purpose of device at school is for educational purposes
- Internet filtering (when not connected to the school's network)
- Encourage and support appropriate digital citizenship and cybersafety with students
- Some technical support (technical issues involving hardware and non-school software)
- Required software, including sufficient anti-virus software
- Protective backpack or case for the device
- Adequate warranty and insurance of the device
- Understanding and completing the online acknowledgement of the BYOD Agreement.

Parents and caregivers need to be aware that intentional damage to laptops owned by other students or staff may result in consequences in relation to breaches of expectations and guidelines in the school's Student Code of Conduct.

The school's BYOD program supports personally - owned laptops in terms of access to:

- printing
- internet
- file access and storage
- support to connect devices to the school network.

However, the school's BYOD program does not support personally-owned mobile devices in regard to:

- complex technical support
- charging of devices at school
- security, integrity, insurance and maintenance
- private network accounts.

**Acceptable use**

Students must comply with the Acceptable Use of the Department’s Information, Communication and Technology (ICT) Network and Systems Communication through internet and online communication services must also comply with the department’s Code of School Behaviour and the Woombye State Primary School’s Student Code of Conduct available on our school website.

**Examples of acceptable use includes:**

- Engagement in class work, assignments and homework set by teachers
- Developing appropriate 21st Century knowledge, skills and behaviours
- Authoring text, artwork, audio and visual multimodal material for publication on the Intranet or Internet for educational purposes as supervised and approved by school staff
- Creating, designing and participating in STEM based inquiry lessons and projects; including coding, robotics and engineering challenges
- Conducting general research for school activities and projects or accessing online references
- Communicating or collaborating with other students, teachers, parents, caregivers or experts as part of assigned school work

**Examples of unacceptable use includes:**

- Create, participate in or circulate content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place or breach the department’s network security
- Use unauthorised programs and download unauthorised software, graphics or music
- Intentionally damaging any devices, accessories, peripherals, printers or network equipment
- Committing plagiarism or violate copyright laws
- Using unsupervised internet chat or sending junk mail (chain letters or spam mail)
- Accessing private 3G/4G networks during the school day
- Invading someone’s privacy by taking unauthorised personal photographs or recording personal conversations; including the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- Divulging personal information about themselves or others (e.g. name, parent’s name, address, passwords), via the internet or e-mail, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.
- Accessing other student usernames or passwords- Username and passwords are to be kept by the student and not divulged to any other individual. Students cannot use another student or staff member’s username or password to access the school’s network, including not trespassing in another person’s files, home drive or email.

Please hand this page into the administration office before bringing your device to school.

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**Responsible use Agreement**

**As a student of Woombye State School:**

- I have read and understood the BYOD Agreement and the school’s [Student Code of Conduct](#).
- I agree to abide by the guidelines outlined in both documents.
- I am aware that non-compliance and/or inappropriate behaviour, as per the intent of the BYOD Agreement and the Student Code of Conduct, will result in consequences relative to the behaviour.

**Student’s name:** ..... **Class (Please print)**

**Student’s signature:** ..... **Date:** / /

**Parent’s/caregiver’s name (Please print)**

**Parent’s/caregiver’s signature:** ..... **Date:** /

## Appendix 1

### Frequently Asked Questions:

#### **Why has the school decided to embark on this new technology requirement?**

Devices themselves don't change education, but if used as part of the learning process, research has shown that they can help to create a school environment that more fully engages students, fosters creativity and self-led learning, and enhances collaboration.

#### **How can 1-to-1 devices improve learning?**

It can be difficult to prove causality in a complex system such as education (think of all the factors that affect student performance). Here's what we do know. Because of BYOD and other eLearning initiatives:

- Students have greater access to real-time information, digital learning resources, educational software and collaborative work spaces, students experience higher levels of motivation and engagement in their learning.
  - Students have access to their course materials and instruction anywhere and anytime
  - Staff members are gaining efficiencies which allows them to provide more (and valuable) feedback to their students
  - Students are gaining valuable real-world experiences that will help them perform well in the 21st century.
- Taken as a whole, we believe BYOD has a positive effect on student performance.

#### **Will the school teach digital safety?**

The school's role also extends to that of educating students to become safe, ethical and responsible digital citizens. This requires ongoing programs for the staff, students and the parent community. Parents and caregivers should feel empowered to become involved in their child's online world, instilling their values of how to behave and how to share and connect in a safe and responsible manner. Such regular school-to-parent communications, alongside increased parental access to their child's learning, can encourage parents to become more engaged and potentially lead to benefits in terms of student achievement.

#### **What if we are unable to participate in the program due to financial reasons?**

The school will have an equity pool of laptops available in classes for students to use while they are at school. These laptops would be shared between students.

#### **Will I need to bring the device to school every day?**

Yes. Laptops are essential tools in each classroom.

#### **We already have a device at home; can it be used at school?**

Yes, if the device meets the minimum hardware and software minimum specifications and the battery will last at least 6 hours.

#### **Will the school assist me with network connection settings at school?**

Yes. Students will be provided with support from our IT Team and to connect to the school's network. Please be aware that some security such as Norton family will interfere with our school network. **Nortons Family** account should be disabled while at school. Education Queensland provides filtering through the school network.

#### **Can my child access inappropriate content at school on their device?**

Education Queensland provides filtering through the school network which ensures all inappropriate content is blocked.

#### **Do I need to purchase Microsoft Office for use on my child's device?**

No, **Office 365 package**, which includes Word, Excel and OneNote (sometimes referred to as the Microsoft Office Suite), is FREE for students enrolled in an Education Queensland school.



**What about insurance?**

Laptops in the hands of children are a concern for many parents. It is vital therefore to ensure a fast turnaround for repairs when the need arises. We highly recommend adding ADP (accidental damage protection) insurance and NBD (next business day) on-site warranty if possible. You may also have the option of adding the device to your home and contents insurance policy. At the very least, we recommend a return-to-store, 3 year warranty on any new technology purchase. This will cover the device for primary school.

**What are the national guidelines for screen time?**

The [Australian Family Institute of Family Studies](#) Guidelines for screen time can be found in the Australian [24-hour movement guidelines](#) for the early years (birth through to five years) and children and young people (5–17 years) (introduced in 2018). These guidelines were developed from systematic reviews of the evidence about the effects of physical activity, sleep and sedentary time (including screen time) on children’s development, health and wellbeing. For screen time, the guidelines recommended:

- no more than two hours of sedentary recreational screen time per day for children and young people aged 5–17 years (**not including schoolwork**).

**How much time will my child spend using their device each day?**

The 1-to-1 device will **complement the existing school curriculum by providing appropriate digital learning tools in balance with more traditional learning tools**. The goals of the curriculum are supported, not changed by the use of 1-to-1 devices. Students will use 1-to-1 devices where they serve a purpose, for instance, in research, data analysis and generating presentations.

**Literacy and Numeracy form the foundation of all Woombye classroom instruction** and teachers will continue to balance more traditional methods such as reading from books, writing in workbooks and the teaching of handwriting with the use of devices.

Devices become a tool amongst many at the disposal of the teacher and students throughout the day. With any learning experience, the teacher is best placed to decide which tool will be most effective in meeting the intended learning outcome. Computers are not intended to be a replacement for any of the more conventional tools teachers have at their disposal. **It is the school's belief that any well-rounded approach to education involves balanced access to a variety of tools**. Devices simply increase the number of tools at the teacher's disposal and are only used when they are the best tool for the job.

