

BYOD iPad

HANDBOOK



Technology Device Options

BYOD (Bring Your Own Device)
or Lease from Earnshaw State College

Every Student Achieving Success

Acknowledgment to Country

Earnshaw State College acknowledges the traditional owners, the Turrbal and Jagera First Nations people as the custodians of where we gather today, recognising their connection to land, waters and community. We pay our respects to Australia's First Nations people and to their elder's past, present and emerging. May their strength and wisdom be with us today.

Every Student Achieving Success

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BYOD iPad Overview

Bring Your Own 'D' (BYOD) is a new pathway supporting the delivery of 21st century learning. It is a term used to describe a digital device ownership model where students or staff use their personally-owned iPads to access the department's information and communication (ICT) network.

Access to the department's ICT network is provided only if the mobile device meets the department's security requirements which, at a minimum, requires that anti-virus software has been installed, is running and is kept updated on the device.

Students and staff are responsible for the security, integrity, insurance and maintenance of their personal mobile devices and their private network accounts. The College is not liable for any costs that may result from any incidents resulting in damage to devices.

The BYOD acronym used by the department refers to the teaching and learning environment in Queensland state schools where personally-owned mobile devices are used. The 'D' in BYOD represents more than a personally-owned mobile device; it also includes software, applications and connectivity.

The department has carried out extensive BYOD research within Queensland state schools. The research built on and acknowledged the distance travelled in implementing 1- to-1 computer-to-student ratio classes across the state, and other major technology rollouts.

We have chosen to support the implementation of a BYOD iPad model because:

- BYOD iPad recognises the demand for seamless movement between school, work and home
- Our BYOD iPad Program assists students to improve their learning outcomes in a contemporary educational setting
- Assisting students to become responsible digital citizens enhances the teaching learning process and achievement of student outcomes as well as the skills and experiences that will prepare them for their future studies and careers.

Our learning and teaching vision

Earnshaw State College recognises that quality teachers make the greatest difference in empowering students to achieve beyond their expectations and become global citizens.

Our aim is to lead and develop teaching and learning by leveraging technology to develop global classrooms, implementing innovative pedagogies and 21st century learning and teaching, through local and international connections, in the context of an engaging, adaptive, interdisciplinary curriculum. We aim to position the college to meet the needs of a changing world by developing in our students the capacity to think and act creatively and critically, to collaborate in local and world contexts and to communicate effectively across multiple media in order to address local and global issues.

Through the BYOD iPad program, Earnshaw State College students will engage with technology to investigate beyond their immediate environment, recognise other perspectives, communicate their ideas effectively with diverse audiences and translate their ideas and findings into real-world solutions.

The ***Earnshaw State College BYOD iPad Program*** provides:

- The capacity to personalise and target learning to meet the individual learning needs of students;
- The development of knowledge and skills necessary for the 21st century workforce, including digital-age literacy, innovative and creative thinking, effective communication, creative and critical thinking and high productivity;
- Strong links between home and school, giving parents the opportunity to see, every day, what their child is learning at school and enable relevant, timely and quality conversations around student learning and progress;
- Opportunity for students to be co-constructive in their own learning journey.

Device care

The student is responsible for taking care of and securing the device and accessories in accordance with college 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.

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

General precautions

- Devices should be carried within their protective case where appropriate.
- Ensure the battery is fully charged each day.
- Food or drink should never be placed near the device.
- Plugs, cords and cables should be inserted and removed carefully.
- 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 must ensure they have a process of backing up data securely. Otherwise, should a hardware or software fault occur, assignments and the products of other class activities, may be lost. The student is responsible for the backup of all data.

Students are also able to save data locally to their device for use away from the college network. The backup of this data is the responsibility of the student.

Students should also be aware that, in the event that any repairs need to be carried out the service agents may not guarantee the security or retention of the data. For example, the contents of the device may be deleted and the storage media reformatted.

Acceptable BYOD iPad Use

Upon enrolment at Earnshaw State College, 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](#) .

Communication through Internet and online communication services must also comply with the department's Code of Behaviour and the Responsible Behaviour Plan available on the college website.

While on the college network, students should not:

- 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
- Disable settings for virus protection, spam and/or Internet filtering that have been applied as part of the college standard
- Use unauthorised programs and intentionally download unauthorised software, graphics or music
- Intentionally damage or disable computers, computer systems, other school devices, school or government networks
- Use the device for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

Note: students' use of internet and online communication services may be audited at the request of appropriate authorities for investigative purposes surrounding inappropriate use.

Passwords

Use of the college'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 divulged to other individuals (e.g. a student should not share their username and password with fellow students).

The password should be changed regularly, as well as when prompted by the department or when known by another user. Personal accounts are not to be shared. Students should not allow others to use their personal account for any reason. Students should log off at the end of each session to ensure no one else can use their account or device.

Students should also set a password for access to their BYOD iPad device and keep it private. Parents/caregivers may also choose to maintain a password on a personally-owned device for access to the device in the event their student forgets their password or if access is required for technical support.

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 have 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 a class or the broader community.

Parents are requested to ensure that their child understands this responsibility and expectation. The college's Responsible Behaviour Plan also supports students by providing college-related expectations, guidelines and consequences.

Cybersafety

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 inform their teacher, parent or caregiver as soon as is possible.

Students must also seek advice if another user seeks personal information, asks to be telephoned, offers gifts by email or asks to meet a student.

Students are encouraged to visit and explore the following website: <https://www.esafety.gov.au/> to talk about, report and learn about a range of cybersafe 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 [Australian eSafety Parent Information](#)

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 the college Code of Behaviour and any specific rules of the college. To help protect students (and staff) from malicious web activity and inappropriate websites, the college operates a comprehensive web filtering system. Any device connected to the Internet through the college network will have filtering applied. The filtering system provides a layer of protection to staff and students against:

- Inappropriate web pages
- Spyware and malware
- 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 college'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. Any suspected security breach involving students, users from other schools, or from outside the Queensland DET network must also be reported to the college.

The personally-owned devices have access to home and other out-of-school Internet services and those services may not include any Internet filtering. Parents and caregivers are encouraged to install a local filtering application on the student's device for when they are connected in locations other than the college. Parents/caregivers are responsible for appropriate Internet use by students outside the college.

Parents, caregivers and students are also encouraged to visit <https://www.esafety.gov.au/> for resources and practical advice to help young people safely enjoy the online world.

Privacy and confidentiality

Students must not use another student or staff member's username or password to access the college 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 or for reasons other than to fulfil the educational program requirements of the college. It is important that students do not publish or disclose the email address of a staff member or student without that person's explicit permission. Students should also not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others. They should ensure that privacy and confidentiality are always maintained.

Intellectual property and copyright

Students should never plagiarise 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 the student obtain all appropriate permissions before electronically publishing other people's works or drawings. The creator or author of any material published should always be acknowledged. Material being published on the Internet or Intranet must have the approval of the principal or their delegate and have appropriate copyright clearance.

Copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

Software

Earnshaw State College will recommend software applications in order to meet the curriculum needs of particular subjects. Parents/caregivers may be required to install and support the appropriate use of the software in accordance with guidelines provided. This includes the understanding that software may need to be removed from the device upon the cancellation of student enrolment, transfer or graduation.

Monitoring and reporting

Students should be aware that all use of Internet and online communication services can be audited and traced to the account of the user.

All material on the device is subject to audit by authorised college staff. If at any stage there is a police request, the college may be required to provide the authorities with access to the device and personal holdings associated with its use.

Misuse and breaches of acceptable usage

Students should be aware that they are held responsible for their actions while using 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.

The college 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 college supplied services.

Damage or loss of equipment

All iPads and batteries are covered by a manufacturer's warranty which covers manufacturing defects through normal usage. In addition, iPads are covered by an insurance policy which protects against accidental damage.

There is no cover for negligence, abuse or malicious damage.

Students will be required to replace lost or damaged chargers. Costs incurred by the school for the

repair or replacement of devices may be charged by the school as an excess to parents. In the event of non-compliance of agreed responsibilities, schools may review the student's continued participation in the take-home program. Any software or hardware issues, vandalism, damage, loss or theft of the iPad must be reported immediately to the school.

Theft and loss

In the case of loss or suspected theft, a parent or guardian should lodge a report with the nearest police station. It is important that the following is provided to the school:

- The crime report number
- The name of the police officer who took the report.

Accidental Damage

Accidental damage describes an incident where the cause of the fault would not qualify as a manufacturing defect but is a result of a non-deliberate accident. When an accident happens, it is important to record all details of the event including when and how it happened. This information must be supplied before repairs can be arranged.

Non-Warranty damage

This category is used for cases where the incident was caused by neither manufacturing defect nor a non-deliberate accident, but as a **result of intentional actions and/or carelessness**. Examples of such non-accidental events would include:

- Any keys being removed from the iPad's keyboard due to excessive force applied.
- Leaving objects (such as pens) on the keyboard when closing the iPad lid, and as a result the LCD display damaged.
- Leaving the iPad unattended and as a result it was damaged by someone or something else other than the user or assigned owner.
- No explanation whatsoever can be provided for how the resulting damage occurred.
- Repeating cases for the same device which may have previously been termed as accidents.

Repair costs vary depending on the components which need to be replaced.

Wilful and malicious damage

Where a school determines that damage has been intentionally caused to a device or a student has disrespected school property, the full cost of repair or replacement will be charged.

Bring your own device (BYOD) – Purchase Requirements

Device

If you are purchasing your own device please use the following information. Minimum specifications:

Recommendation for BYOX iPads 9th Gen & Above Standard iPads 4th Gen & Above Pro iPads

Please sure that the iPad has a keyboard casing as this will affect the student's ability to use applications like word and PowerPoint on the iPad. Be cautious, 10th Generation Ipad does not appear to have a keyboard attachment, hence not suitable.

***We recommend that all iPads have a minimum storage capacity of 64GB.**

Further iPad Requirements

In addition, all **BYOD devices** require the following items:

- Bluetooth keyboard
- iPad Cover
- Carry case or laptop bag
- Tempered glass screen protector (optional)
- Headphones – over the head style
- iPad Apps - installed ready for the first day at school (list included).



Further Details:

Students require access to a keyboard so we recommend you purchase a cover with an attached keyboard to the cover. We highly recommend Logitech iPad covers (see link below). If purchasing an iPad cover with an attached keyboard we highly recommend keyboards where the keys are not easily removed.





<https://www.logitech.com/en-au/products/ipad-keyboards.html>

You should also consider purchasing a waterproof sleeve or carry bag for your child's device. There are many competitively priced cases and covers on eBay or you can choose to purchase from a local store.

Please make sure you check the sizing of the sleeve or bag with the iPad size you have purchased to ensure it fits.



Earnshaw State College – 2024 Apps List (Years 3-5)

Paid APP to be downloaded by Families	FREE MICROSOFT APPS				
<p>Book Creator \$4.</p> 	 				
<p>Apps that come FREE with the iPad Please do NOT delete</p>					
					
KEYNOTES	GARAGE BAND	BOOKS	NOTES	iMOVE	
<p>FREE APPS to be downloaded by families</p>					
					
EPIC	GEO BOARD	SHOWBIE	PATTERN SHAPES	SCHOOL SKETCHES	GOOGLE EARTH
					
SCRACH JUNIOR	10 MINUTE TABLES	LITTLE ACHEMY		CLASS DOJO	
					
WORD HIPPO	NAP	NUMBER PIECES	QUIZZZ		

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To optimise the use and function of your child's iPad at school and to support their learning, please ensure the following is completed **prior to the start of the school year**.

Family Sharing

Family Sharing is the best way you can set up your child's iPad. You will only pay for Apps once and share them with up to six family members.

Support: **Apple (133 622)** can assist you over the phone or you can arrange a time to go into your closest Apple store, if you have any difficulties setting up Family Sharing.

NOTE: You, as the adult, must have an Apple ID. If you don't, go to the follow address and follow the prompts:

<https://support.apple.com/apple-id>

iPad Settings

Once **Family Sharing** is set up, complete these settings to optimise the iPad.

To optimise the use and function of your child's iPad at school and to support their learning, please ensure each of the below iPad settings is done **prior to the start of the school year/term**.

APPLE ID

It is mandatory that the iPad is set up using your child's own Apple ID. This is established through the Family Sharing set up below. Please do not establish the iPad with a shared parent Apple ID.

Family Sharing

Correctly creating your child's own Apple ID will ensure that they are only accessing age-appropriate Apps and content in Safari. This can be done through Apple's Family Sharing.

Family Sharing makes it easy for up to six people in your family to share each other's iTunes, Books and App Store purchases without sharing accounts. Parents are automatically prompted to approve or decline any purchases children make (free or paid) from their own device.

Name your child's iPad

Name your child's iPad with their name and class. E.g. Jane 3A.

Settings > General > About > Name

Also, write your child's name on the outside of the case/protective cover.

Lock Screen Passcode

All BYOD iPads must have a lock screen passcode. **Settings > Touch ID & Passcode > About > Name**
Please set the passcode to: **1111**

Notes: If you set-up using 'fingerprints', please ensure that your child still knows the passcode. In iPad Pros, this is located under Face ID & Passcode.

Lock Screen Photo

Please add a photo of your child to the 'Lock Screen' of your child's iPad so it is easily identified if left unattended. Take a photo of your child using the **Camera App**.

Add the photo to the lock screen.

Settings > Wallpaper > Choose a New Wallpaper > Recent > select the photo of your child > Set > Set Lock Screen

Enable Airdrop

Students will use AirDrop in class to send and receive work.

Settings > General > AirDrop > Everyone

Note: Please also ensure that AirDrop is enabled when setting up family sharing.

Enable Multitasking Gestures

This allows for the various gestures and extra functionality of the iPad.

Settings > Home Screen & Dock > Multitasking > Allow Multiple Apps and Gestures (select each function to green).

Enable Speak Selection

This supports students by allowing the device to read words aloud that they may not know.

Settings > Accessibility > Spoken Content > Speak Selection (Slide to green = on).

Note: You may wish to adjust the 'Speaking Rate'.

Turn Off 'Background App Refresh

This feature allows the iPad to continue working on Apps in the background, but this slows down the device. We find it best to turn off the feature for the best efficiency.

Settings > General > Background App Refresh (Slide to grey = off)

Enable Dictation

This feature allows spoken words to be converted to written text.

Settings > General > Keyboard > Enable Dictation (Slide to green)

Enable Predictive Text

This feature allows the iPad to generate text predictions based on the words around the text. It is a great way to support spelling because students see correctly spelt words rather than incorrect ones and it also saves a lot of time.

Settings > General > Keyboard > Predictive (Slide to green)

Set your iPad Language to English

Settings > General > Language & Region > iPad Language – English (Australian)

Enable Dictionary

This allows the built-in dictionary to give the definitions of words.

Settings > General > Dictionary > British English

Note: Set British English for Oxford Dictionary and Thesaurus. You may also wish to add the Apple Dictionary.

Disable Automatic Downloads

We would prefer that iPads do not automatically update at school as this increases our Network Traffic.
Settings > iTunes & App Store (Select to grey = off for all of the following)

- App Updates
- Automatic downloads
- In-App Ratings & Reviews
- Offload Unused Apps

Disable Messages and Face Time

Messages and Facetime are to be turned off at school to avoid distractions and ensure that communication with the school continues through the appropriate channels.

Settings > Messages > iMessage (Select to grey)

Setting > Messages > FaceTime (Select to grey)

Pages, Keynote and Numbers Apps

To ensure that students can access their work at school, please adjust the settings for Pages, Keynote and Numbers so that any document your child creates is stored on their iPad (and not in iCloud).

Settings > Pages > Document Storage > On My iPad Settings > Keynote > Document Storage > On My iPad Settings > Keynote > Document Storage > On My iPad

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What are my options for the iPad Program at Earnshaw State College in 2024?

Please select one option below.

Option 1: Bring your own device (BYOD).

Minimum Specifications:

**Recommendation for BYOX iPads 9th Gen & Above
Standard iPads 4th Gen & Above Pro iPads**

*We recommend that all iPads have a minimum storage capacity of 64GB.

Further iPad Requirements

In addition, all **BYOD devices** require the following items:

- Bluetooth keyboard
- iPad Cover
- Carry case or laptop bag
- Tempered glass screen protector (optional)
- Headphones – over the head style
- iPad Apps - installed ready for the first day at school (page 3)

Please complete the **Options Form (page 16)** and **Responsible Use Form (page 17)** and return to **Primary Administration**.

Option 2: School-Owned iPad (Leased) Charter

All iPads used in this program are the property of the Queensland Department of Education and Training (DET). This program only supports school-procured and owned ICT assets, being provided to students for educational use at school and at home. The cost of this program is \$250 per year and the lease is 3 years in duration. The warranty is for 2 years, therefore, no warranty for the third year of use.

At the conclusion of the lease agreement the iPad remains the property of Education Queensland.

This is to meet department guidelines

1. Ipad 9th Gen
2. Keyboard and case
3. Apple care for 2 years

Please complete the **Options Form (page 16)**, **Lease consent form**, **Responsible Use Form (page 17)** and **EQ11 form** and return to **Primary Administration**.

Appendix - Responsible Use Agreement

The following is to be read and completed by both the STUDENT and PARENT/CAREGIVER:

1. I have read and understood the BYOD iPad Charter and the college Student Code of Conduct.
2. I agree to abide by the guidelines outlined by both documents.
3. I am aware that non-compliance or irresponsible behaviour, as per the intent of the BYOD iPad Charter and the Student Code of Conduct, will result in consequences relative to the behaviour.

Student's name: **Year:**

Student's signature: **Date:** / /

Parent's/caregiver's name.....**(Please print)**

Parent's/caregiver's signature: **Date:** / /



EQ11 External Request for Equipment is to be completed when loaning Department of Education, Training and the Arts equipment to employees, students or community organisations for use after hours, during school holidays on, or away, from official premises.

DETAILS OF REQUISITIONER / PERSON TO WHOM EQUIPMENT IS ON LOAN

Name	Address	Telephone:
Organisation Name		
If Student, Year Level:		
Location and Use of Equipment (if different from above)		
Reason for Request		

DETAILS OF EQUIPMENT ON LOAN

Description / Type:		Brand:	
Serial Number		Asset Number	
Accessories: (if applicable)		For ICT equipment, Build Standard: (e.g. MOE; 1.X/SOE)	
Commencement loan date:		Expected date of return:	Date returned:
Officer receiving returned equipment	Name: _____		Signature: _____

INDEMNITY

Fair wear and tear excepted, and for the duration of this transfer, I/we agree to indemnify Education Queensland against loss or damage from any cause whatsoever, to the equipment detailed herein and, in the event of damage to restore and deliver such equipment to Education Queensland, in the condition in which it was received, or to replace the damaged equipment with other equipment of equivalent functionality.

Signature _____ **Date** ___/___/___

APPROVAL FOR LOAN

I authorise the loan of the equipment to the parent/guardian for, and on behalf of, the student.
(Cross out "to the parent/guardian and onstudent" if equipment is not being loaned to a student.)

Signature of School Approving Officer: _____

Name:	Designation:	Date: / /
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LOAN AGREEMENT

To be completed when school-purchased ICT equipment is on loan to students for use outside the school premises.

Note:

- A new loan agreement form should be signed each time equipment is loaned and prior to commencement of the loan;
- This form and the loan agreement should be held in the students' records.

ACKNOWLEDGEMENT

The equipment described at all times remains the property of the Department of Education, Training and the Arts and is issued on loan to the parent/guardian for the benefit of the student subject to the following conditions:

- The equipment should be used only by the student to whom it is lent and by no other person.
- The student and their parent/guardian has read and understood the school's behaviour and educational requirements (attached).
- Every care and attention should be given to the equipment during the period of loan and the student fully complies with the school's behaviour and educational requirements when the student is using the equipment.
- Symantec Antivirus software is installed and maintained on the machine and the student will ensure the equipment is scanned for viruses after home use and prior to re-connection to the departmental network.
- The equipment is returnable upon demand from the school at any time for inspection, repair, adjustment or for any other cause.
- Loss or damage of any equipment on loan must be immediately reported to the school.
- If, in the opinion of the school teacher or staff member, the student is not meeting the school's behaviour and educational requirements with the equipment, this equipment loan may be terminated.
- Equipment must be returned by the student to the school by the date specified in this loan agreement or, if this agreement is terminated earlier than the date specified as the date of equipment return, then the date of the termination of this loan agreement.

LOAN AGREEMENT APPROVAL

I have been provided with a copy of the school's behaviour and educational requirements regarding the student's use of the equipment and I have read and understood its terms. In consideration of the student having the benefit of the equipment, I accept the loan of the equipment on the terms described above and I agree to supervise the student's use of the equipment to ensure the terms of this loan agreement are complied with and agree to be personally responsible for the failure of the student to comply with the terms of this loan agreement.

Signature of parent/guardian: _____

Name: _____ **Date:** / /

I have read and understood the above terms. I have been provided with a copy of the school's behaviour and educational requirements regarding my use of the equipment and I have read and understood its terms. I acknowledge my responsibility to use the equipment in accordance with the above terms.

Signature of student: _____

Name: _____ **Date:** / /



Every Student Achieving Success

BYOD iPad Handbook for Primary Updated July 2024 - V2

438 Earnshaw Road, Banyo. QLD. 4014. PO Box 242, Banyo. QLD. 4014
Phone (07) 3621 7333 Email: Principal@earnshawsc.eq.edu.au

www.earnshawsc.eq.edu.au



The Queensland Department of Education and Training trading as Education Queensland International (EQI) CRICOS Provider Number 00608A