



OTHER INFORMATION for PARENTS

All students in Prep to Year 6 will require an iPad that is capable of running the latest version iOS (operating system), currently iOS12, and have all school-required apps installed. If purchasing a new iPad the 2018, full size (9.7 inch) with 128GB capacity is the recommended model.

Other Privately Owned Devices

Only Apple iPads will be used at Chatswood Hills State School. We will not sanction the use of any other privately owned devices connecting to the school network. Student iPads must be able to operate on the latest iOS (operating system), currently iOS 12. If the iPad is 3G/4G enabled, the SIM card must be removed. This policy has been enacted to prevent exposure of the school network to security risks. These requirements are non-negotiable.

Internet Use at School

At school, students must agree to follow the Appropriate Use/Behaviour of School Network guidelines in relation to internet use. Internet access is provided by Education Queensland's Managed Internet Service (MIS) and provides students with:

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

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

Internet Use at Home

The iPads can be configured to a home wireless network. We recommend that you set your own rules around home usage.

Email Use

Whilst at school, students have access to a Department of Education and Training email account, which they can access from school and home for the purposes of learning. Email traffic is monitored for inappropriate use, content and language.

Battery Life and Charging

To get the most out of battery life follow these simple tips –

- Reduce screen brightness to a comfortable level
- Lock the iPad screen when not in use
- Close all running apps when not in use

iPads must be brought to school fully charged. The charging cord must not be brought to school.

Mobile Network Connectivity

It is recommended that you purchase a Wifi only iPad. However, if the iPad you have already purchased is 3G & 4G enabled, it is a requirement that the SIM card be removed. This will ensure that students are not able to access an unfiltered internet connection whilst at school, and will only have access to the Departmental network.

Apps

A list of apps is included in this information pack. It is a requirement that your student begins the year with all apps required for their year level as well as the whole school core apps and the coding apps appropriate to their year level. As the year progresses, a teacher may request that you download subsequent apps that complement and enhance the teaching and learning program.

Headphones

Chatswood Hills recommends that students use DJ style, over the ear headphones. Headphones have been included on the booklists. All students must bring headphones to school.

Case Recommendations

It is strongly recommended that a robust case is purchased to minimise potential damage. Protecting your child's iPad is something we all need to be concerned about. The vast majority of cases are not designed for the highly mobile student. They are designed for adults. A case which 'looks nice' may be attractive to the user but is not practical or protective.

The case you choose needs to be able to absorb the shock transmitted to the iPad when it is dropped. iPad repair for accidental damage (not covered by warranty) can be an expensive exercise.

Tempered Glass Screen Protector

It is highly recommended a tempered glass screen protector be fitted to the iPad. The most common damage occurring to iPads is to the screen. A glass screen protector will reduce the likelihood of screen damage enormously.

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. It is recommended that students –

- Do not lean on top of the iPad
- Do not place anything near the iPad that could put pressure on the screen
- Do not place anything in the school bag/carry case that will press against the cover
- Do not poke the screen
- Clean the screen with a soft, dry cloth or anti-static cloth
- Fit a tempered glass screen protector to the iPad

Insurance

If you are interested in insuring your child's device, please check with your preferred insurance company if your personal insurance will cover the iPad at home, and to and from school. Please read all terms and conditions carefully so you know what you are covered for.

Damage

Devices will be the responsibility of the student and they will be educated about the proper care of their iPad. We have a clear policy stating that iPads must remain in bags before and after school. During break time iPads are stored in locked cupboards and all classrooms are locked. We recommend that parents review their insurance policies to ensure that the BYO iPad is covered outside the home and provide a suitable protective cover for the device.

All devices are monitored by teachers at school and rules are in place to prevent any foreseeable problems and damage. However, accidents may occur. If any damage to a device is through substantiated negligence of the school, the school will cover the cost of repair. If damage is caused by deliberate or careless actions of a student (owner or others), the costs of repair will be passed onto those involved and necessary behaviour consequences may apply. In this case there is NO guarantee that payment will be provided. The decision around the responsibility for repair costs is at the discretion of the Principal.

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

The main feature of mobile devices that causes problems is the minimal amount of ergonomic adjustment – this promotes poor posture.

Potential injuries that can occur through using 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.

Preventing Eye Strain

Eyestrain 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 for 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 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.
- Using your device safely, Department of Education, Victoria.
- Health and safety in the Office. Department of Education, W.A.
- Officewise. Victoria Work Cover.