Mango Hill State School

ePAL Program

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ePAL PROGRAM INFORMATION

Dear Parents and Carers

At Mango Hill State School parents have the opportunity to nominate their child for the ePAL program, in which students bring their own privately owned and managed device to school to support their learning. *This program is optional.* The recommended devices are iPads, hence the supporting information below details information about iPads. If you have any questions regarding the iPads, please email ePal@mangohillss.eq.edu.au for detailed information about these devices.

Why ePAL?
The aim of the e*PAL* (electronic Portable Anytime Learning) program is to create a *balanced, integrated and innovative* approach to the use of technology in our learning environments. It strongly encourages the community school value of **Innovation.** This also aligns to our Department of Education's *Equity and Excellence* strategy by connecting "all students to digital learning opportunities through access to devices and technology."

ePAL supports our Mango Hill State School eLearning vision to educate and engage students, utilising the rapidly developing and changing world of technology. The whole school actively uses and promotes ICT opportunities that are purposeful, engaging and intrinsically linked to curriculum, quality teaching practice and maximising student learning outcomes. eLearning at MHSS provides opportunity for students to access, evaluate and transform information beyond the immediate task.

Students will use their device for a range of purposes throughout all stages of learning, such as planning and researching; applying and deepening knowledge; reflecting, evaluating and sharing. **It is not expected that these devices will be in constant use, nor replace the important need for students to learn to read and write using more traditional forms**. Similar to all teaching and learning tools in our school, the devices will be used to enrich the learning experience.

Why iPads?
The Department of Education (DoE) supports the iPad platform and DoE's wireless infrastructure in schools has been configured to accommodate this device. Recent iPad models, regularly updated, do not pose major security risks to network infrastructure. The iPad is suitable because:
- Wireless access to the Department of Education's filtered Managed Internet Service is possible (Intune Company Portal).
- A wide range of versatile apps are available to support all areas of the curriculum.
- Students are able to create a diverse range of high-quality digital content with limited training in the use of the applications.
- One swipe and the iPad is on and ready to be used.
- The device is lightweight and portable.

Minimum Specifications for Purchase
The following outlines the minimum and recommended requirements of an ePAL device for our students. If parents/carers purchase contrary to these specifications the device may not meet functionality and/or security requirements. The school will make every effort to ensure the device works on our school network.

Minimum Requirement	Recommended Requirement
iPad 8th Gen (2020 Model)	LATEST iPad 10th Gen

iPad	Released	iOS 17 Supported
iPad 7th Gen	2019	YES
iPad 8th Gen	2020	YES
iPad Air 4th Gen	2020	YES
iPad 9th Gen	2021	YES
iPad 10th Gen	2022	YES

An iPad purchased new (i.e. the latest) should last a minimum of 5 – 6 Years.

NOTE:
- *We recommend the iPad 8TH Gen (2020) or higher as these are best supported using Apple iPadOS 17.*
- *iPads that are too old may have significantly less functionality or not support as many features compared to other iPads.*
- *iPad Minis are also <u>not</u> recommended for use at school, as the smaller screen size makes it incompatible with some apps.*

Does the iPad need 3G, 4G or 5G?
No. At school, the use of VPNs or mobile data such as 3G, 4G and 5G is not permitted. Students should always access the internet through the DoE Wi-Fi network called "EQNET" (once signed in through the Company Portal app) that ensures they are using the secured environment provided by the Department of Education.

Mobile Phones and Smart watches
As per the MHSS student code of conduct, Mango Hill State School understands that some parents are desirous of their child having access to a mobile phone or smart watch for safety purposes as they travel to and from school.

Mobile Phones: Students who travel to school with a mobile phone must immediately switch their mobile phone off and proceed to the office when they arrive at school to check in their mobile phone for the day. Mobile phones must not be kept in school bags, desks or on their person. In the afternoon when the student has been released for the day, the student must immediately proceed to the office to collect their mobile phone. Students may switch their phone on once they leave the school grounds, or in the event that they need to contact their parent for safety purposes.

Smart watches: Once at school, any function of a smart watch other than telling time must be switched off. Students must not be connected to any 4G or 5G network or messaging Apps whilst on the school grounds.

Where Should I Purchase the Device?
The device can be purchased at any retailer. ***We strongly recommend that the device has a robust protective case suitable for student use.***

Responsibilities - Student, Parents and School

Parents and Students
- Parents and students agree to and sign the terms and conditions of the ePAL Student Participation Agreement. Parents and students continue to discuss acceptable use guidelines for personal device use at school.
- Parents agree to purchase and manage nominated paid apps to support student learning. (*All recommended free apps will be available through Intune Company Portal, once student sign-in has been completed for this.*)
- Parents manage Apple ID or Apple Accounts. (*By law, students under the age of 13 are unable to have these accounts. **Apple Family sharing** allows parents to set up a parental account then create accounts for their children and all app purchases are then shared between the family. This is the recommended method for Apple accounts, rather than your child using your account.*)
- Parents to ensure device is regularly updated and backed up either to a home computer or iCloud.

Apps
Most of the recommended apps for our students are free. **All free apps do not need to be individually downloaded, as they are available through Intune Company Portal.** Once a student has their iPad and has received their school username and password from their teacher, parents/carers can help their children to login to Intune Company Portal. Simply download Intune Company Portal from the app store and then follow the steps to sign in and download the profile required to connect to the DoE secure Wi-Fi at school. Students can then access all of the free apps from the school app list through Intune Company Portal app. If you have any difficulties with this process, contact your child's classroom teacher or email our IT support on epal@mangohillss.eq.edu.au.

Any paid apps are purchased through the Apple App Store. We attempt to keep the cost of apps to a minimum for families. Once the app is downloaded to an account, it can be shared across multiple devices. Therefore, parents/carers who have more than one child in the program can purchase and share across the devices.

The app developers may periodically upgrade these apps and therefore parents need to ensure updates are completed at home. For most apps the cost is a one-off purchase.

The School
- Teachers will ensure iPads remain in classrooms and lock classroom doors during break times.
- Classroom teachers will regularly revisit the safe and acceptable use of the devices with all students.
- Classroom teachers will discuss the participation agreement with the students, so that all are aware of the acceptable use guidelines of their personal device whilst at Mango Hill State School.
- The eLearning Committee will ensure that the list of recommended apps provide cross curricular functionality and give students the opportunity to engage in a vast range of digital learning in line with the MHSS vision.
- The school will maintain professional development for teachers working in the program.
- Throughout the year the school will host information sessions for parents and students that will focus on the management of the devices and using applications to create digital content.

The Process
- Parents sign and return the agreement to the school office or classroom teacher prior to the device being connected to the school network.
- Parents purchase and setup device.
- Parents download the Intune Company Portal app and complete the sign-in process using their child's school username and password.
- Parents download the listed paid apps only.

ePAL Student Participation Agreement

General Use

1. I understand it is recommended that I bring my iPad (*to be called Device*) to school each day.

2. I will ensure my device is charged at the beginning of each school day.

3. I will leave my device charger at home unless directed to bring it to school under special circumstances.

4. I will hold my device with two hands when carrying it and will walk with it at all times.

5. I will bring my device into the classroom at the start of each day. It is strongly recommended that the device has a robust protective case suitable for student use.

6. I am not permitted to allow other students to use my device at school.

7. I will keep food and drinks away from my device at school.

8. I will immediately report any accidents or breakages to my parents and teachers who will inform my parents via a phone call.

Content

9. I will use the device only to support my school learning program whilst at Mango Hill State School.

10. I will download and use the Mango Hill SS Suggested Apps at school to support my learning.

11. All Cloud applications will be **turned off** while I am at school. E.g.: iMessage, VPNs, streaming, Live Streaming (e.g.- Minecraft)

12. I understand that some of my work will be shared with my teacher and teachers will use Classroom 2.0 for management and sharing.

13. I am not permitted to use the Internet at Mango Hill State School to download non-learning related audio/video files, website content music, television or apps.

14. I am responsible to ensure my device is backed up at home.

15. I am responsible to ensure my app updates for any paid apps are completed at home. The Mango Hill State School Internet network cannot be used for app updates.

Safety and Security

16. Whilst at school, I will only connect my device to Education Queensland's Managed Internet Service (EQNET). I am not permitted to access the internet using VPNs, or mobile data using 3G, 4G or 5G connections.

17. I will come to school with my iPad turned off and all apps closed down.

18. Whilst at school, I will only go to websites, which support my learning activities.

19. I will be Cybersafe and Cybersmart when using the Internet. I will demonstrate *Care for Others* when using my device.

20. I will use the device lawfully and in accordance with the Appropriate Use/Behaviour of School Network guidelines regarding ethical use of equipment, technology, use of legal software, use of the Internet and the protection of personal data.

21. For security reasons, I am not to share account names and passwords with anyone unless requested by Mango Hill State School staff.

22. I am responsible for the security and use of the device while at Mango Hill State School. Students devices will be locked in classrooms during breaks.

Overall

23. I understand if the above conditions are not followed, consequences will be issued. I understand that if I regularly breach the ePAL Student Participation Agreement, authorisation to use my device at school will be removed for a period of time.

Name of Student: _____ Year level: _____ Student Signature_____

Name of Parent: _____ Parent Signature: _____

Third Party Website Consent Form

Privacy Notice

The Department of Education and Training is collecting your personal information on this form in order to obtain consent for disclosure of a student's personal information to facilitate registration and use of third party web based software identified on the form. The information will be used and disclosed by authorised school employees for the purposes outlined on the form.

Student personal information collected on this may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information on this form or discuss how it has been dealt with, please contact your student's school in the first instance.

Dear Parents and Carers

The use of web based educational resources has risen steadily over the last decade. Teachers are increasingly using these resources across Queensland to improve student-learning outcomes. Our school and teachers make decisions about the best technology to meet the needs of our students. While the Department provides most of the resourcing we use at school, sometimes a need exists that is not included. On these occasions, it is beneficial for students to utilise services provided by third party web-based providers.

Our school wishes to utilise the third party web based service providers listed below to aid students learning. For your child to use these services, their teacher will need to register them as a user. Registering with these providers requires student personal information to be disclosed to the provider of the service. Registration *may* include disclosing information detailed below.

In the case of the services outlined below they are private companies that are hosted *onshore in Australia and/or outside of Australia.* Outside of Australia means that data that is entered to register for these sites will be stored on servers that are not based in Australia and therefore are not bound by Queensland's privacy laws.

We need your permission for the registration and use of these sites by your child. Please complete the consent form below and return it to your child's teacher. *Note: It is not compulsory for you to provide this consent – If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.*

Please read these and ensure that you understand the implications of using this service before giving your consent. If you have any queries around the storage of student's information, please feel free to contact the Principal. Please note that, given the significance that these services provide, the school will contact you to discuss your reasons should you not consent or fail to provide a response.

INFORMATION COVERED BY THIS CONSENT FORM

The consent collected by the form covers the following student personal information (identifying attributes):

- Student name (first name and/or last name)

- Sex/Gender

- Date of Birth, age, year of birth

AND the following school-based information (generally, non-identifying attributes*):

- Student school username

- Student school email

- Student ID number

- School

- Year Group

- Class

- Teacher

- Country

A list of the third party web based service providers we utilise at Mango Hill State School can be seen on the next page.

Kind regards

Mrs Angelique Padgett
Principal

Risk Reviews – third party web based providers

Name of Provider	Renaissance - Accelerated Reader (Cost involved - Part of the SRS)	Name of Provider	Matific Maths (Cost involved - Part of the SRS)
Risk Level	Medium- *Student First Name and Initial of Surname*	Risk Level	Medium - *Student First Name and Initial of Surname*
Type of Service	The purpose of this website is to promote and provide access to a product designed to develop a student's ability to read English.	Type of Service	The purpose of this website is to provide online lessons to learn the fundamentals of mathematics.
Website	https://www.renaissance.com/products/accelerated-reader/	Website	https://www.matific.com/au/en-au/home/
Privacy Policy	https://www.renaissance.com/privacy/	Privacy Policy	https://www.matific.com/au/en-au/home/privacy/
Terms of Use	https://www.renaissance.com/terms-of-use/	Terms of Use	https://www.matific.com/au/en-au/home/terms/
File Storage	Accelerated Reader store student personal information in the United States of America (USA).	File Storage	Matific store student personal information in the United States of America (USA). USA information privacy and protection laws differ substantially from Queensland and Australian law
Name of Provider	Reading Eggs 3P Learning (Cost involved - Part of the SRS)	Name of Provider	Showbie (Cost involved - Part of the SRS P-4 pnly)
Risk Level	Medium- *Student First Name and Initial of Surname*	Risk Level	Medium- *Student First Name only*
Type of Service	The purpose of this website is to promote and provide access to a product designed to develop a student's ability to read English.	Type of Service	The purpose of this website is to create and submit assignments, notes and photos via the iPad applications for marking online.
Website	https://readingeggs.com.au/	Website	https://www.showbie.com/
Privacy Policy	https://readingeggs.com.au/privacy	Privacy Policy	https://www.showbie.com/privacy/
Terms of Use	https://readingeggs.com.au/terms	Terms of Use	https://www.showbie.com/terms/
File Storage	Reading Eggs stores student personal information in the United States of America (USA).	File Storage	This service stores information in the Canada.
Name of Provider	Socrative (No Cost Involved)	Name of Provider	Class Dojo (No Cost Involved)
Risk Level	Medium- *Student First Name only*	Risk Level	Medium- *Student First Name only*
Type of Service	The Canvas learning management platform enables schools to build a digital learning environment for teaching; learning; assessment; calendaring and to connect staff, student and parents through communication tools and notifications.	Type of Service	The purpose of this website is to help teachers improve student behaviour and engagement
Website	https://socrative.com/	Website	https://www.classdojo.com/
Privacy Policy	https://socrative.com/privacy/ and https://help.socrative.com/en/articles/2612562-data-processing-addendum	Privacy Policy	https://www.classdojo.com/privacy/
Terms of Use	https://socrative.com/terms-of-use/	Terms of Use	https://www.classdojo.com/terms/
File Storage	This service stores information in the Canada.	File Storage	This service stores information in the United States of America (USA). USA information privacy and protection laws differ substantially from Queensland and Australian law
Name of Provider	Class Solver (No Cost Involved)		
Risk Level	Medium - Student First Name and Initial of Surname		
Type of Service	Class Solver helps schools streamline their student placement process allowing them to digitally create class lists.		
Website	www.ClassSolver.com		
Privacy Policy	https://www.classsolver.com/privacy-policy		
Terms of Use	https://app.classsolver.com/static/media/Class_Solver_Pty_Ltd_Customer_Terms.98e0e212.pdf		
File Storage	Onshore (in Australia)		

Third Party User Consent Form

Please complete and return to your child's class teacher. Children require their own individual permission form.

Student name: _____

Year level: _____

Please *circle your choice* (or cross out which does not apply) to your child's information being provided to each of the third party providers for the provision of an educational service.

Please circle your consent choice below

Accelerated Reader	Do consent	Do not consent
Matific Maths	Do consent	Do not consent
Reading Eggs	Do consent	Do not consent
Showbie	Do consent	Do not consent
Class Dojo	Do consent	Do not consent
Socrative	Do consent	Do not consent
Class Solver	Do consent	Do not consent

I have read the terms of use and privacy policy of each of the websites listed. I understand that my child's personal information – as described in this information letter - will be provided to these third party software providers for the purpose of my child's registration and use of the software programs and that this information may be stored outside of Australia.

Parent name:	
Parent signature:	
Date:	

Mango Hill State School – iPad App List

Free iPad Apps – these do not need to be individually downloaded. Please download the Intune Company Portal app and follow the steps to sign-in. Once signed in, the free apps below can be accessed through the Intune Company Portal app. Paid apps are not available within the Intune Company Portal app and will need to be downloaded individually.

Must Have apps

	Microsoft OneNote		Canvas Student		Showbie
	ABC Reading Eggs Learn to Read		Matific Maths		Socrative
	Microsoft Teams		The Calculator		Notes
	Pages		iMovie		Keynote
	Numbers		Clips		

Could Have apps (download as requested by your teacher)

	Fractions, by MLC		Number Frames, by MLC		Number Pieces, by MLC
	Flashcards by NKO: Flash Cards		NAP Locked Down Browser		Languages Online
	iMotion		Draw and Tell HD		Chatterpix Kids
	Tello		Pyonkee		ScratchJr
	Sphero Edu		Merge Explorer		Micro:bit
	GarageBand	If you are short on available storage on your iPad, do not download GarageBand unless instructed by your teacher.			

Paid iPad Apps

	Book Creator for iPad		StaffWars (per teacher request)
			Rhythmic Dictation (per teacher request)

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SOLE's advice for your device

Mango

Care for Self

Treat iPads with care
- Use and store safely

Be CyberSafe:
- Private password
- Profile picture

Use iPad according to the law

Care for Others

Be a 'Good Digital Citizen'

Collaborate respectfully with teachers and peers

Keep your hands away from others' devices

Prepare to share

Care for Learning

Be prepared:
- Charged
- Turned off
- Updated

Use iPad as a tool for learning

Learn your passwords and always enter them when asked

Care for Environment

'Out Of Bounds'

- 3G/4G
- Wrong website
- Wrong app/game
- Messaging

Anywhere you have not been given permission to go

SOLE the gecko

Stick to the Cares