ALBANY CREEK STATE SCHOOL

BRING YOUR OWN iPAD (BYOD) PARENT HANDBOOK

Empowering Learning Through Technology

Quality education in an open, caring environment
2026 Edition

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Our Philosophy

At Albany Creek State School, we believe technology should be used purposefully to enhance learning and develop independent, responsible and future-focused learners.

Through our Years 4–6 BYO iPad program, students develop the skills to manage themselves, take responsibility for their learning and make informed choices about technology. iPads provide students with immediate access to digital tools, resources and learning environments that support creativity, collaboration, communication, problem-solving and personalised learning.

Albany Creek State School embraces technology and we are committed to preparing students for their future. Our goal is not simply to teach students how to use technology, but to develop confident, capable and responsible digital learners who are prepared for the changing demands of high school, further education and the future.







Access → Responsibility → Digital Citizenship → Purposeful Learning → Future Readiness

Our Goals for the BYOD Program

Provide equitable access to digital technologies

All students from Prep–Year 6 have access to digital technologies to support their learning. In Year 3 students benefit from a 1:1 school device and, in Years 4–6, this is enhanced through a 1:1 personal iPad program. The iPad is a learning tool, providing students with immediate access to digital resources, tools and learning environments. iPads are used when they are identified as the best tool for the learning task, rather than as a replacement for effective traditional learning approaches.

Develop confident, capable and responsible digital learners

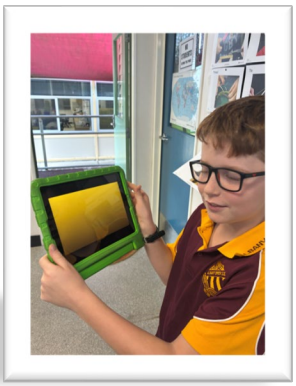
We want our Albany Creek learners to develop the skills and confidence to manage their device, equipment and digital learning. Students are expected to arrive prepared for learning and take responsibility for caring for and using their iPad appropriately. Expectations for responsible iPad use are outlined in the Digital Citizenship Contract, which students read and co-sign with their parents.

Develop safe, ethical and responsible technology users

Students are explicitly taught how to use technology safely, ethically and responsibly. They learn to make positive and informed choices about their digital behaviour, interactions and learning.

Enhance engagement and learning through purposeful technology use.

We aim to thoughtfully blend traditional teaching and learning approaches with digital technologies to create engaging, meaningful and purposeful learning experiences. Technology is integrated where it can enhance learning, increase student agency, support collaboration and creativity, or provide opportunities that would otherwise be difficult to achieve.



Questions and Answers

How much time do students spend on iPads?
Students use iPads purposefully when they enhance the learning experience. There is no set amount of iPad time, as use will vary depending on the learning activity and curriculum needs. Teachers choose the iPad when it is the right tool for the task, ensuring students continue to experience a balance of digital and traditional learning.

Do students still use books and pencils?
Yes! Students continue to develop their handwriting, recording and fine motor skills through regular daily use of exercise books, pencils and hands on learning alongside purposeful use of iPads when they offer the best learning opportunities.

What about screen time?
Screen use is purposeful and balanced with a range of learning experiences, including handwriting, reading, discussion, practical activities, collaboration and outdoor learning. The length of an iPad session varies according to the learning activity. The focus is on quality and purpose, rather than quantity of screen time. Teachers consider when digital technology genuinely enhances the learning experience and when another approach is more appropriate.



Reported screen time doesn't necessarily reflect the amount of time students spend actively using or interacting with their iPads.

How is the curriculum delivered?
The Australian Curriculum is taught through explicit instruction, with teachers modelling new learning and guiding students as they practise, before applying their skills independently. iPads are used purposefully and selectively for when they are the most effective tool for the task. When appropriate, they support the gradual release of responsibility by providing opportunities for students to practice, receive timely feedback and demonstrate their learning and creative and meaningful ways.

Are students monitored on their iPads?
Yes. At school, students use a secure network with content filters. Teachers use the Apple Classroom app to view and manage student activity during lessons. For security and safety reasons, all VPNs are prohibited on student iPads.

What about iPad use at home?
Parents set home rules and expectations. The school supports your decisions and encourages open communication if concerns arise.

How are iPads managed at school?
iPads stay in protective cases inside school bags until students are in class. Devices are stored safely in the classroom during breaks.

The First Day of BYOD

The first day of BYOD is a special milestone, and we want it to be smooth, exciting, and stress-free for your child. To help make that happen, we have outlined a few simple steps to ensure your child is ready to use their iPad safely and responsibly. With strong digital safety measures in place and a supportive classroom environment, your child will begin their journey as a confident digital citizen.

Before arriving at school:

- Ensure your child has **appropriate access to their iPad** during school hours.
- Confirm the iPad is **fully charged** and in **working order**.
- Make sure your child **knows their iPad passcode**.
- Teach your child how to **enable the keyboard and stylus/digital pencil** (if provided).
- Pack the iPad **securely in the school bag** (it should always stay there until class begins).
- Ensure that apps are downloaded through the **Microsoft Intune Company Portal** app.

At school:

- Students will be guided on how to **unpack their bags safely**.
- They will review the **Digital Citizenship Contract** in class.
- The contract will be **sent home for parent and student signatures**.
- Once signed and returned, students will be allowed to **use their iPad for learning**.
- Students will begin **setting up their iPads**.



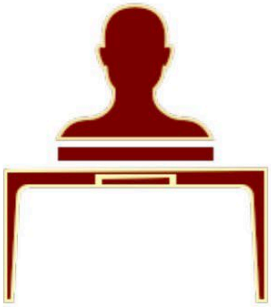
iPad Success Tips

inside & outside the classroom



RESPECTFUL

We turn our iPads over when the teacher is speaking



RESPONSIBLE

We keep our iPads off the floor



SAFE

We keep our iPads off when walking



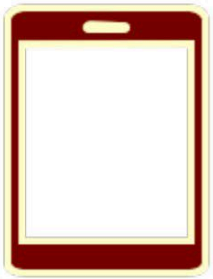
LEARNER

We stay connected to the teacher's iPad via the Classroom app



RESPECTFUL

We place the screen against a hard, flat surface



RESPONSIBLE

We stand our bag vertically or place it in the bag racks



SAFE

We carry iPads with three points of contact



LEARNER

We use the internet safely for learning by following the teacher's instructions



Albany Creek State School

Cultivates a love of learning in an inclusive and engaging community.

ALBANY CREEK STATE SCHOOL

Digital Citizenship Contract - 2026

At Albany Creek State School, we:

- reinforce the values and behaviours in the Student Code of Conduct when using any device and the internet.
- follow the golden rule - ***Use my iPad only as directed by the teacher.***
- promote cyber-safety and the responsible use of any device across the school according to Queensland Department of Education policies.



When I use my device, I will:

- ☐ be responsible for the care of any technological devices and equipment (stylus, keyboard and headphones).
- ☐ make sure my iPad (including stylus & keyboard) are fully charged every day before I come to school.
- ☐ use school apps on my iPad when I am at school.
- ☐ clearly label all of my equipment (iPad, stylus, keyboard and headphones).
- ☐ not participate in online bullying, including forwarding messages written by others.
- ☐ not use any messaging applications or tools whilst at school, unless directed by the teacher.
- ☐ use kind words when speaking to friends online.
- ☐ not talk to strangers online.
- ☐ not take photos or videos of people without their permission.
- ☐ report to a trusted adult when people are being unkind to me or others online.
- ☐ keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images.
- ☐ protect my passwords.
- ☐ not go looking for rude or offensive sites.
- ☐ not use my device before or after school (when at school).
- ☐ not take my device out during break times.
- ☐ remember that the content on the web is someone's property and ask my teacher or a parent/ caregiver to help me to get permission if I want to use informations or images.
- ☐ submit work that is my own for assessment tasks.

Student Agreement

I have read and agree to follow these rules. I understand that my access to the device and internet may be withdrawn if I do not act responsibly.

Student name: _____

Student signature: _____

Parent Permission

I agree to allow my child to use the internet and their iPad at school. I have discussed the expectations listed above, potential issues and the responsible use of the internet with my child. I will contact the school if there is a situation that concerns me.

Parent/caregiver name: _____

Parent/caregiver signature: _____

* At the last page of this booklet, tear off or print the agreement, sign and then return it to the school office.

iPad Requirements

iPads and accessories can be purchased from the retailer of your choice.

Preferred iPad model

iPad (A16) 11th Generation) 128GB Wi-Fi

Acceptable iPad models

Listed below are all iPads that are currently supported for our BYOD program, together with their year of introduction, and model numbers. Models with larger screens are not a requirement.

- iPad (10th generation) and iPad (9th generation)
- iPad Air (M2) and later and iPad Air (M1, 5th generation)
- iPad Pro (M4) iPad Pro (4th generation or later)
- iPad Pro 11-inch (1st generation and later)

iPads highlighted in **Green** are the models that are best. iPads highlighted in **Blue** being the oldest supported models, meaning they may be slower and become faulty with no repair options.

iPad (Education) models				
iPad (A16) (11th gen)	**2025**	**A3354**	**iPad15,7**	**YES**
iPad 10.9-inch (10th gen)	2022	A2696	iPad13,18	YES
iPad 10.2-inch (9th gen)	2021	A2602	iPad12,1	YES
iPad Air models				
iPad Air 11-inch (M4)	2026	A3459	iPad16,8	YES
iPad Air 13-inch (M4)	2026	A3461	iPad16,10	YES
iPad Air 11-inch (M3)	2025	A3266	iPad15,3	YES
iPad Air 13-inch (M3)	2025	A3268	iPad15,5	YES
iPad Air 11-inch (M2)	2024	A2902	iPad14,8	YES
iPad Air 13-inch (M2)	2024	A2898	iPad14,10	YES
iPad Air 10.9-inch (M1, 5th gen)	2022	A2588	iPad13,16	YES
iPad Air 10.9-inch (4th gen)	2020	A2316	iPad13,1	YES

iPad Pro models (small)				
iPad Pro 11-inch (M5)	2025	A3357	iPad17,1	YES
iPad Pro 11-inch (M4)	2024	A2836	iPad16,3	YES
iPad Pro 11-inch (M2, 4th gen)	2022	A2759	iPad14,3	YES
iPad Pro 11-inch (M1, 3rd gen)	2021	A2377	iPad13,4	YES
iPad Pro 11-inch (2nd gen)	2020	A2228	iPad8,9	YES
iPad Pro 11-inch	2018	A1980	iPad8,1;iPad8,2	YES
iPad Pro models (large)				
iPad Pro 13-inch (M5) (8th gen)	2025	A3360	iPad17,3	YES
iPad Pro 13-inch (M4) (7th gen)	2024	A2925	iPad16,5	YES
iPad Pro 12.9-inch (M2) (6th)	2022	A2436	iPad14,5	YES
iPad Pro 12.9-inch (M1) (5th)	2021	A2378	iPad13,8	YES
iPad Pro 12.9-inch (4th gen)	2020	A2229	iPad8,11	YES

All iPads must have their operating system updated to iPadOS version 27.2 or newer.

Unacceptable Devices

Any iPads not listed above.



Any Surface or Android Tablet



All iPad mini



iPhone



Any laptop or Chromebook

All Students must also have

Sturdy iPad Keyboard case

e.g. Logitech Slim Folio
Logitech Rugged
STM Dux KB/Case
iArmour Flex Dual
iArmour Flex
iArmour Folio





Headphones – student's preference
Corded or Bluetooth





iPad travel case

Usually a Laptop/Tablet sleeve of Neoprene material. This **must** fit inside the student's school bag.

e.g. iArmour Slip case



*** Screen protector**

Recommended, but not required. These reduce the risk of damage, providing additional resistance to scratch, cracking and broken screens.

*** Suitable stylus**

The premium product is the Apple Pencil, but many others are also acceptable—the model you pick must be compatible with your iPad with the

- e.g. Apple Pencil USB-C, Apple Pencil Pro
- Logitech Crayon
- K-mart sells economical Anko-branded digital pencils



*** AppleCare/Accidental damage insurance**

These are all recommended but are optional.

AppleCare Plus—for a relatively small fee per year, Apple will replace an accidentally cracked screen for only $45, protecting your important investment for the next three years. Under this coverage plan, more significant accidental damage can be covered by a repair/replacement fee of only $145 instead of a new iPad.

Home & Contents Insurance—An alternative option is to also add the iPad and accessories to your Home and Contents insurance policy as a Special Insured Item, in case of theft or accidental damage.

Onboarding Checklist 2026

Onboarding Tasks: *These are tasks that must be completed before bringing your iPad to school*	**Completed? (Please Tick)**
1 Before you Start: It is recommended that an iPad be factory reset if it has been used prior to being used in BYOD. Additionally remove any SIM cards or eSIM from the device if this is installed.	
2 Create an Apple Account for our child: The easiest way to do this is through: Create an Apple ID for your child - Apple.com Please do not setup the iPad with a shared parent Apple ID as information saved to a parent's iCloud will be synced to the device. We advise that you do not tell your child the Apple ID/Password. Correctly creating your child's own Apple ID will ensure age-appropriate apps and content in the App Store and Safari. You will also be able to purchase/approve installation of non-school apps for their iPad without having to be on their iPad. For more information, go to Setup Family sharing on an iPad – Apple.com	
3 Name your Child's iPad and Accessories: Digitally name your child's iPad in Settings >General > About > Name using their first name, first surname initial and class. For example, Peter Smith in Year 4A will have his iPad named Peter S Class 4A. Physically label or engrave their iPad and all accessories.	
4 Add a Lock Screen Passcode: iPads must have a lock screen passcode—Use TouchID or FaceID. **A 6 Digit passcode is required.** Set a passcode on iPad - Apple.com	
5 Set your iPad language to English: Go to Settings > General > Language & Region > iPad Language	
6 Install Essential Apps: Microsoft Intune Company Portal provides the full app list to be installed at home. If you choose to manually install apps, then the entire app list needs to be installed before the first day.	

7 Organise Apps, turn off notifications and background refresh. Drag all school apps so they sit on their own page without any personal apps or games. Notifications should be set to: Scheduled Summary: Off Show Previews: Never Screen Sharing: Notifications: Off Announce Notifications: Off Messages and Phone calls are not allowed at school from the student's device, so please either delete the apps entirely or deactivate/turn these off as well. Background App Refresh: should be turned off. Go to General> Background App Refresh> Off	

Onboarding Tasks: These are tasks/settings we require you to complete before bringing your iPad to school	**Completed? (Please Tick)**
8. D o w n l o a d the Microsoft Intune Company Portal App: Company portal provides access to the school's secure network and app list that students will use at school. Follow this DoE how to guide iOS enrolment video - Youtube.com Sign in by entering your child's EQ email, MIS ID and password.	
9. Enable – Dictation and Predictive Text Go to Settings > General > Keyboards > Enable Dictation Go to Settings > General > Keyboards > Predictive	
10. Enable - Dictionary Go to Settings > General > Dictionary > English (UK)	
11. Enable - Multitasking Gestures Go to Settings > Home Screen & Dock > Multitasking and Gestures (select each function to green)	
12. Enable - Speak Selection Go to Settings > Accessibility > Spoken Content > Speak Selection (Slide to green = on)	

13. Age-ratings and content filtering	**Completed? (Please Tick)**
Go to Settings> Screen Time> Content & Privacy Restrictions> (slide to green = on) Web Content> Limit Adult Websites (tick) This keeps internet searches safe at home, as the school internet filters for safe content. Continue adjusting restrictions as you choose. These are a few settings we recommend you turn on:– • iTunes and App Store Purchases > Require Passcode > Always Require (tick) • Content Restrictions > • Music, Podcasts, News and Workouts> Clean • Music videos > off • Music profiles > off • Movies > G or Don't Allow • TV Shows > G or Don't Allow • Books > Clean • Apps > 9+ • App Clips > Don't Allow	
14. Set up home rules and routines around the usage of the iPad • Read the digital citizenship contract and remind your child about their responsibilities. • Develop storing, charging, and packing routines at home. • Create home expectations for ICT usage. • Visit https://www.esafety.gov.au/ for important online safety and cybersecurity guidelines and messages.	
15. If there are any issues please contact: • Email admin@albanycreekss.eq.edu.au to request help.	

Intune – Accessing the School Internet: Required.

The Department of Education requires the use of the Microsoft **Intune Company Portal** service to allow limited management devices used in schools.

Intune is a secure mobile management system that enables access to school Wi-Fi, emails, educational apps, and websites on personal devices. Follow these instructions to enrol your BYO iPad device in Intune and install an application. This process may require up to 15 minutes to finish. Before you begin, ensure you have the email address and password provided by the school. Without this information, you will not be able to complete the installation successfully.

Contact your school to obtain these details if needed.

Click this link for the separate written guide provided to install and setup the **Intune Company Portal** app to allow your child's iPad to connect to school. **Note**: For any issues with installing or using Intune, reach out to your school for support.

The department has created this easy-to-follow video guide as well:

iOS enrolment video — YouTube.com

Need Help Setting Up Intune? We are Here to Support You!

Parents are warmly invited to install **Microsoft Intune** under the guidance of our **Digital Support Team** during the **Pupil Free Days – 21st to 22nd January**. This is a great opportunity to ensure your child's iPad is ready for school and securely connected to our network — highly recommended if you're lost!

Book a time through SOBS
Watch for an email announcement in December advertising availability

Or scan the QR code below to reserve your spot

Let us help make your child's digital onboarding smooth and stress-free!

Family Sharing – Sharing account content

One adult in the family — the family organiser — can set up **Family Sharing** for the group from their iPhone, iPad or Mac. If you turn on purchase sharing, you will be asked to confirm that you agree to pay for purchases started by the family members you invite and that you have a valid payment method on file. Valid payment methods for setting up Family Sharing include credit cards and debit cards.

On your iPhone or iPad

1. Go to **Settings**
2. Tap *your name*





3. Tap **Family Sharing**, then tap **Set Up Your Family**.
4. Follow the onscreen instructions to set up your family and invite your family members.

Go to https://support.apple.com/en-au/HT201088 for more information.

Albany Creek State School | Required apps 2027

Word
Word processing software for creating written documents

Excel
Spreadsheet software for data analysis and visualization

Teams
Collaboration platform for class chat, meetings, and teacher file sharing

OneNote
Digital notebook for notetaking and organization

PowerPoint
Presentation software for creating slideshows

OneDrive
Cloud storage service for file backup and document sharing

Pages
Word processing app for creating written documents

Keynote
Presentation app for creating slideshows

iMovie
Video editing software for creating movies

Numbers
Spreadsheet app for data organization and analysis

Freeform
Canvas ideas by sketching, making mood boards, brainstorming sessions

GarageBand
Music creation studio for recording and editing audio

Showbie
Student work and feedback

Sora
School eBooks and audiobooks

Dictionary.com
Definitions and vocabulary

Socrative
Interactive quizzes (student)

Nearpod
Interactive lessons

NAP Browser
Locked-down assessment browser

Canva
Graphic design

Spike LEGO Education
STEAM coding and robotics

Minecraft Education Edition
Game-based learning

Adobe Express
Graphics and video design

Stop Motion Studio
Frame-by-frame animation

iArtbook
Digital painting

Hiragana Memory Hint
Japanese character mnemonics (iPhone app)

Google Earth
Virtual globe

Google Maps
Maps and navigation

ALBANY CREEK STATE SCHOOL

Digital Citizenship Contract - 2026

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Parent/caregiver name: _____

Parent/caregiver signature: _____

Date: _____