



BYOD

BRING YOUR OWN DEVICE

HANDBOOK



A Community of Learners

Foreword

This handbook has been compiled to provide a ready source of information for parents/carers, teachers and students about matters influencing the efficient use of the BYOD iPads. Each student should be thoroughly familiar with its contents and follow all guidelines. This handbook is open to review as we stay responsive to the needs of our students and our community.

Contact Information

Email is our most efficient form of communication. Please email the team at byod@bellmeress.eq.edu.au with any questions you may have.

Policy Owner and Document History

Policy Owner: Bellmere State School

Document History	Date	Approved By	Due for Review
Version 1.0	18/09/2026		18/09/2027

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About BYOD

BYOD and the Australian Curriculum

At our school, the Bring Your Own Device (BYOD) program supports students to engage fully with learning in ways that reflect the expectations of the Australian Curriculum Version 9.0. Digital technologies are now an important part of how students access information, create and share work, solve problems, and communicate their thinking. A personal device gives students regular and reliable access to the digital tools they need to participate in contemporary learning across all learning areas.

The Australian Curriculum Version 9.0 places strong emphasis on students developing the knowledge, skills and dispositions needed to live, learn and work in a digital world. Through BYOD, students can build capability in using technology purposefully, safely and responsibly. This includes researching information, collaborating with others, creating digital products, managing their learning, and applying critical and creative thinking in a range of contexts. Having access to a device at school helps students practise these skills consistently as part of everyday learning.

BYOD also supports the development of the General Capabilities embedded across the Australian Curriculum. In particular, it strengthens students' Digital Literacy by helping them learn to locate, evaluate and use information effectively, communicate appropriately in online environments, and select suitable digital tools for different tasks. It also supports Critical and Creative Thinking, Personal and Social Capability, and Ethical Understanding, as students learn to work independently and collaboratively, make informed decisions, and behave responsibly in digital spaces.

Across learning areas, students use devices to deepen their learning and demonstrate their understanding in different ways. For example, students may use their device to draft and edit writing in English, analyse data in Mathematics, conduct research in Humanities and Social Sciences, create presentations in Science, or develop design solutions in Technologies. Access to a personal device allows students to move more efficiently between learning activities and to receive timely feedback from teachers, supporting greater engagement and continuity in learning.

A BYOD program also helps students develop organisation, independence and readiness for future study and work. As students learn to manage their device, access online learning platforms, meet deadlines, and use digital tools appropriately, they are building habits that will support them beyond school. These experiences align with the Australian Curriculum's focus on preparing young people to become confident, capable and active participants in a rapidly changing world.

Our school is committed to supporting students to use their devices in safe, respectful and effective ways. BYOD is not simply about bringing a laptop or tablet to school; it is about ensuring students can participate equitably in high-quality learning that reflects the demands of the Australian Curriculum Version 9.0 and the digital nature of modern education.

Device Specifications

Required Device Specifications and Additions

If buying new, an iPad A16, iPad Air 11 inch, or iPad Pro 11 inch are suitable. If you plan to bring an iPad you already own, most standard sized iPad released within the last 5 years may be suitable, it is recommended to contact byod@bellmeress.eq.edu.au to confirm with our tech team.

Please note that iPad Minis are not recommended as some educational apps do not support this smaller screen size.

Please ensure the iPad is WiFi compatible only. If the iPad has cellular capabilities, please remove SIM cards or eSIMs prior to bringing the iPad to school.

Please note that BYO devices are not covered by the school's insurances in the case of damage, loss, or theft. To help mitigate these risks, please ensure the iPad is in a protective case with screen protector, and the iPad and accessories are all labelled/engraved with your child's name. You may also be able to purchase additional device insurances such as AppleCare+.

Recommended Additions

Headphones that are compatible with your iPad (required for NAPLAN in Year 3 and Year 5 as well as multimedia assessments in Year 1 to Year 6).

Stylus – while an Apple pencil or stylus isn't required, it's helpful for digital worksheets and annotations.



Basic Stylus



Smart Stylus



Apple Pencil

Keyboard case – makes writing assignments and general classwork a lot easier than using the on-screen keyboard.



Apps

Bellmere State School is using [Intune Company Portal](#) to manage app installations and WiFi access while on school grounds. Installation of the app is all that is required prior to bringing the device to school, but if your child knows their account details you can login to Company Portal and set it up before bringing it to school.

Bellmere State School's app lists are managed based on your child's year level. In January every year, the apps list will refresh, and new apps will become available to download. These apps can be downloaded in advance, or at the direction of your child's classroom teacher as they're needed for learning.

Equity Devices

As a public school we are committed to ensuring every child has access to a device regardless of the family's financial position. If you have difficulty meeting the costs involved in this program, please contact your classroom teacher.

At School

Digital learning

All learning experiences are carefully considered when teachers are planning units of work. There will not be a defined maximum or minimum time-limit imposed onto iPad use in the classroom, however best practice involves teachers using their professional judgement to ensure a balance of offline and active learning experiences.

iPad Supervision

The use of iPads is not permitted on school grounds before school, during lunch times, and after school without the permission of a teacher and under their direct supervision. iPads are not to be removed from school bags until students are in their classroom and their teacher has directed them to do so.

iPads will remain in classrooms between 8:45am and 3:00pm, with the exception of specialist lessons where iPads may be required for schoolwork. If the classroom teacher is absent, the devices may not be used and is at the discretion of the supervising teacher. Students are required to sign the iPad Participation Agreement (outlined below) to ensure these guidelines are followed. The iPad Participation Agreement is to be returned to your classroom teacher prior to the device being used at school.

Internet Filtering and Restrictions

While students are connected to the school network, all internet traffic is filtered by the Department of Education's filter system. To filter content at home, parents and carers will need to adjust settings on the iPad to keep students safe from explicit or inappropriate content. The "At Home" section of this Handbook provides resources to assist you with this.

Classroom management plans will include consequences for sharing content that does not relate to learning.

Code of Conduct

Bellmere State School's Student Code of Conduct defines processes for dealing with behaviour issues. The same processes for minor and major behaviour incidents at Bellmere State School will be followed for students using technology. Extreme cases may have to be forwarded onto the Department of Education's Cybersafety and Cybersecurity Team. Teachers, students and parents/carers should be familiar with the Student Code of Conduct including, but not limited to:

- Disciplinary consequences
- Use of mobile phones and other personal technology devices by students
- Appropriate use of social media
- Cyberbullying response flowchart for school staff

Bellmere State School's Code of Conduct is on our school website: [Student Code of Conduct](#).

iPad Participation Agreement

To ensure students understand their responsibilities we have a student-friendly participation agreement which families will need to read through together. This agreement aligns with the Student Code of Conduct and is specific to expectations around personal iPads. It is a requirement that the iPad Participation Agreement is signed by the student and parent/carer and returned to the classroom teacher. A copy of this agreement is in the final section of this handbook.

What to do if your device is being repaired

Arrangements will be made between the school, student, and parent/carer to facilitate access to a school managed device if available. Please contact your classroom teacher so they can request a loan device.

Third Party Consent

Our school uses tools and resources to support student learning, including third party (non-departmental) online services hosted and managed outside of the Department of Education network.

Online services, including websites, web applications, and mobile applications, are delivered over the internet or require internet connectivity. Examples may include interactive learning sites and games, online collaboration, and communication tools, learning management systems, and file storage.

At Home

Screen Time and Focus Settings

Parental controls guide students to create habits that will set them up to self-regulate their experiences online. Screen time settings allow you to monitor, limit and block apps and content. Setting this up with your child and including them in the decision-making process may help them own responsible choices. Follow the onboarding checklist when you are ready to set this up. More information is available at: [Use parental controls on your child's iPhone, iPad and iPod touch – Apple Support \(AU\)](#)

Further [tips from the eSafety Commissioner](#) include:

- Be involved
- Work with your child to set boundaries for screen use
- Be clear about the consequences of not switching off
- Set device-free zones and times at home
- Ask your child to explain their screen use
- Use iPad settings to help manage access
- Lead by example

For more safety tips including an eSafety guide aimed at informing parents on safety and better understanding on the apps and websites children want to use, go to the [eSafety Commissioner](#) website.

[Act eSafe](#) is a short video for 7-to-10-year old's which focuses on e-security and eSafety.

Time on Devices

The Australian Institute of Family Studies (AIFS) recommends:

- No screen time for children younger than two years
- No more than one hour per day for children aged 2–5 years
- No more than two hours of sedentary recreational screen time per day for children and young people aged 5–17 years (not including schoolwork).

[Too much time on screens? | Australian Institute of Family Studies \(aifs.gov.au\)](#)

Important Documents

Present these documents to the classroom teacher along with your set-up iPad when ready for BYOD:

- BYOD Student Participation Agreement
- Onboarding Checklist

Copies of these documents are available on the following pages, as well as the Forms Section on [Bring Your Own Device \(eq.edu.au\)](#)

BYOD iPad Participation Agreement

Please present this completed form to the classroom teacher on your first day of participation in the program.

General Use:

- I understand that it is my responsibility to keep my iPad and accessories safe, charged and in good working order.
- I understand it is my responsibility to bring my iPad and all accessories to school each day.
- I will ensure my iPad is charged and ready to use at the beginning of the day.
- I will hold the iPad safely and will always walk while carrying it.
- I will ensure my iPad is kept in my school bag while travelling to and from school and ensure it is not to be used prior to 8:45am or after 3:00pm.
- I will ensure my iPad is kept in the classroom during lunch breaks. If I am using my iPad during the lunch break it is under direct supervision of my classroom teacher.
- I will only take photos and record sound and video when given permission by my teacher.
- I will not touch other student's iPads or accessories.
- I will follow staff direction in relation to the use of my iPad.
- I will immediately report any accidents or breakages to my parents/carers and teachers.
- If my iPad is damaged at school, I understand that the school will investigate to determine the cause of the damage and the Bellmere State School Student Code of Conduct will be followed.
- If the classroom teacher is absent and not replaced by a Bellmere State School staff member, devices may not be used for the day.

Content:

- I will use the iPad only to support my school learning while at school.
- I will not keep any inappropriate software and content on my iPad.
- I will ensure there is adequate free storage available on my device for classroom use, and my iPad is backed up regularly.
- I understand that I am not permitted to access Social Networking apps, including Messaging contacts at school, or on the way to and from school.
- I understand that many social networking apps such as Facebook, Instagram and Tiktok have a minimum age restriction of 16 years old.

Safety and Security:

- While at school, I will only connect my iPad to DET's filtered internet service (iDET or EQNET) and Education Queensland's Managed Internet Service (MIS).
- When devices are used at home, parents/carers are encouraged to manage the monitoring of student online activity and use iPads in a common area.
- I will only use my school email account for email related to learning under the direction of my teacher.
- I will not send group emails or chain emails from my school email account.
- I will not share personal details or images of myself or others online or in electronic communication unless it is safe, and I have asked for permission.
- The school's name, logo or uniform must not be used in any way which would result in a negative impact for the school community.
- I will use my iPad lawfully and in accordance with the Student Code of Conduct regarding ethical use of equipment, technology, use of legal software, cyber safety, use of the internet and the protection of personal data.
- I will not share account names and passwords with other students.
- I am responsible for the security and use of my iPad while at Bellmere State School.

I agree to abide by the guidelines outlined in this Student Participation Agreement. I also commit to being a responsible user of technology.

I understand that non-compliance or irresponsible behaviour consequences relative to the behaviour will be determined by the school as per the Bellmere State School Code of Conduct.

Please select one of the following options and fill out the form below:

☐ **I will be bringing my own iPad from Home.**

- ☐ I confirm that the Onboarding Checklist has been completed in full.
- ☐ I confirm that my iPad is WiFi Only/Cellular features are not enabled (SIM or eSIM removed).
- ☐ I have responded to Third-Party Online Consent forms or have contacted the school to discuss this further.

☐ **I will be requesting a School Owned and Managed iPad.**

- ☐ I understand that the iPad assigned to me will only be used at school when directed by a teacher.
- ☐ I will not take the iPad home, and I have another device to access digital schoolwork from home.
- ☐ My family may be required to financially support the repair/replacement of a damaged iPad or accessory.
- ☐ I have responded to Third-Party Online Consent forms or have contacted the school to discuss this further.

Student Name: _____

Student Signature: _____

Class: _____

Parent/Carer Name: _____

Parent Signature: _____

Date: _____

Onboarding Checklist

Please present this completed form to the classroom teacher to participate.

Required Onboarding Tasks: These are tasks that must be completed before bringing your iPad to school	Completed? (Please Tick)
1 Before you Start Check that your child's iPad is an iPad (10 th Gen), iPad Air 11-in, or iPad Pro 11-in. 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 a student Apple ID 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 that they are only accessing 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 Family Sharing - Apple.com	
3 Name your Child's iPad and Accessories Digitally name your child's iPad in Settings > General > About > Name, and 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 Download Intune Company Portal App Downloading Intune Company Portal is all that's required. If you/your child know their MIS ID, EQ Email, and Password, you can follow this guide to setup Intune Company Portal: iOS enrolment video - Youtube.com . Company portal provides access to the school's secure network and app list that students will use at school. <i>For new enrolments: Signing in may not be possible until after your student has attended class and their account has been created. Please download Intune Company Portal and let the teacher know you haven't fully completed this step.</i>	
Your iPad is now ready to be brought to school! Additional installation of apps is not required at this time as they will be downloaded via the Intune Company Portal app at the direction of your child's classroom teacher.	

On the following page are extra steps we recommend you complete to help your child stay on task during school hours, or to help keep them safer at home.

Please remember that none of the below settings are a substitute for parental supervision, and the best way to keep kids safe online is to be active and present with them when using technology.

Recommended Onboarding Tasks: These are tasks/settings we recommend you complete before bringing your device to school		Completed? (Please Tick)
1 Organise Apps Place Company Portal on a new page. School apps should automatically download here as well.		
2 Setup a New School Focus Go to Settings > Focus. 1. Create a new Focus and name it School: Student Name Class. 2. Notifications should be set to: People – None Allowed and Apps – None Allowed 3. Customise Screens should be set to the school apps page created above. 4. Set a schedule for Monday to Friday 8:00am to 3:00pm. <i>With these settings, the iPad will be ready for learning on School Days. The lock screen will display the student's name and class (in case it gets misplaced), the only apps showing will be school apps.</i> How to use Focus on your iPhone (Works for iPads) Apple Support - YouTube		
3 Enable – Dictation and Predictive Text Go to Settings > General > Keyboards > Enable Dictation Go to Settings > General > Keyboards > Predictive		
4 Enable - Dictionary Go to Settings > General > Dictionary > English (UK)		
5 Enable - Multitasking Gestures Go to Settings > Home Screen & Dock > Multitasking and Gestures (select each function to green)		
6 Enable - Speak Selection Go to Settings > Accessibility > Spoken Content > Speak Selection (Slide to green = on)		
7 Set up Content and Privacy Restrictions Go to Settings> Screen Time> Content & Privacy Restrictions> (slide to green = on) Web Content> Limit Adult Websites (tick) This keeps internet searches safer at home, as the school internet filters for safe content. Continue adjusting restrictions as you choose.		

Teacher Checklist:

ACTIVITY	Completed? (Please Tick)
Student Participation Agreement Signed and Returned	
iPad is Connected to WiFi	
No Cellular Data Enabled - Check this by turning WiFi off and seeing if  appears in the top right corner.	
Third Party Online Consent Received – Check through Consent Manager. If consent has not been received, please follow up with parents.	