

# 2026 Handbook



## Technology Years 4 - 6

Parent/Guardian Information

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# Technology Years 4 – 6

At Aspley East we believe in the need to help your child be independent, self-managed and take responsibility for their learning.

Aspley East State School 4 – 6 classes:

- Prepare students to be agile future focussed learners.
- Encourage engaged and responsible students with good self-management. Students are expected to be prepared for lessons and have personal responsibility for their own equipment.

- Enable students to be taught using the latest technology and educational apps.
- Enable teachers and students to easily engage in learning.
- Enable time efficient learning (i.e. there are no computer wait times and no sharing of devices).
- Prepare students for future education with high schools.

## Digital Technology

Aspley East State School embraces technology and we are committed to preparing students for their future.

- All students from Prep – Year 6 will have ready access to digital technologies to support learning. In years 4 – 6 this is enhanced with 1-1 iPads for students to use in their learning. The iPad is designed to be a learning tool, and we want to ensure that our students can access this sophisticated tool at any point of time during the school day.
- Students in years 4 – 6 are able to:
  - bring their own device,
  - loan a device from the school.
  - access an equity iPad in the classroom.
- Our aim is to blend traditional learning methods and technology to ensure our learners are engaged in their learning.
- iPads are used in student learning when they are identified as being the 'best tool for the job'. A number of 'Must Have.'

apps are identified on the 'iPad Requirements' document. The apps are to be downloaded by the student **before** they begin the school year through Intune.

- We want our Aspley East Learners to be confident, capable, and responsible users of technology. Expectations around the use of iPads are identified in the Digital Citizenship Contract that every student will read and co-sign with their parents.
- Cyber Safety and responsible use lessons are explicitly taught in every classroom.



## Questions & Answers

### **How much time do students spend on iPads?**

Students use iPads meaningfully when needed for learning. Having their own device ensures they can access it anytime it is the right tool at the right time for the task.

### **Do students still use books and pencils?**

Yes! iPads complement traditional learning. Students still write in exercise books and use pens and pencils regularly.

### **What about screen time?**

Screen use is balanced. The longest session is 2 hours, followed by outdoor breaks. iPads are not used all day.

### **How is the curriculum delivered?**

The Australian Curriculum is taught in every classroom. iPads help personalise learning and allow students to explore, research, and present their work in creative ways.

### **Why use iPads?**

iPads help students become independent, responsible learners. They support critical thinking and prepare students for future education and careers.

### **Are students monitored on their iPads?**

Yes. At school, students use a secure network with filters. Teachers use the Apple Classroom app to view and manage student activity during lessons.

### **What about iPad use at home?**

Parents set home rules and expectations. The school supports your decisions and encourages open communication if concerns arise.

### **Who is responsible for damage?**

Parents are responsible for any damage. Check your insurance policy and talk to your child about caring for their device.

### **How are iPads managed at school?**

iPads stay in protective cases inside school bags until students are in class. Devices are stored safely during breaks and specialist lessons.





# First Day Expectations

The first day of school 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 **full access to their iPad** (not locked or restricted).
- ☐ Confirm the iPad is **fully charged** and in **working order**.
- ☐ Make sure your child **knows their iPad password**.
- ☐ Teach your child how to **enable the keyboard and stylus**.
- ☐ Pack the iPad **securely in their school bag** (it should stay there until class begins).
- ☐ Ensure that apps are downloaded through Intune.

## At school:

- ☐ Students will be guided on how to **unpack their bags safely**.
- ☐ All **books and stationery** will be provided by the school.
- ☐ Students with **school-supplied iPads** will already have all required apps and equipment.

## Digital Citizenship:

- ☐ On Day 1, students will begin **setting up their iPads**.
- ☐ 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**.

# iPad Requirements

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

## Preferred iPad Model

iPad (11<sup>th</sup> Gen, A16) 128GB Wi-Fi

## Acceptable iPad Models:

- iPad (8th generation and later)
- iPad Pro 12.9-inch (3rd generation and later)
- iPad Air (M2)
- iPad Air (3rd generation and later)
- iPad Pro (M4)
- iPad Pro 11-inch (1st generation and later)

**All iPads MUST run iOS 26.0 or greater.**

## Unacceptable Devices

Any iPads not listed above.



Any Surface or  
Android Tablet



iPad mini



iPhone or iPod



Any laptop

## All Students must also have –

### **Suitable iPad Keyboard case.**

e.g. Apple Magic  
Keyboard  
Logitech Slim  
Folio  
Logitech Rugged  
STM Dux KB/Case



### **Suitable stylus.**

Preferred is the Apple Pencil but  
many others are also acceptable.



**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.



\* Screen protector, AppleCare, and insurance – are all recommended but are optional.

# Onboarding Checklist 2026.

Onboarding Tasks: <i>These are tasks that must be completed before bringing your iPad to school</i>	Completed? (Please Tick)
<b>1 Before you Start:</b> 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.	
<b>2 Create a student Apple ID:</b> The easiest way to do this is through: <a href="#">Create an Apple ID for your child - Apple.com</a>   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 <a href="#">Setup Family sharing on an iPad – Apple.com</a> 	
<b>3 Name your Child's iPad and Accessories:</b> 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.	
<b>4 Add a Lock Screen Passcode:</b> iPads must have a lock screen passcode. Use TouchID or FaceID. <b>A 6 Digit passcode is required.</b> <a href="#">Set a passcode on iPad - Apple.com</a> 	
<b>5 Set your iPad language to English:</b> Go to Settings > General > Language & Region > iPad Language	
<b>6 Install Essential Apps:</b> 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.	
<b>7 Organise Apps, turn off notifications and background refresh.</b> Drag all school apps so they sit on their own page without any personal apps or games.  Notifications should be set to: Count 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 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)
<p><b>8. Download the Microsoft Intune Company Portal App:</b> 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 <a href="#">iOS enrolment video - Youtube.com</a></p> <p>Sign in by entering your child's EQ email, MIS ID and password.</p>  	
<p><b>9. Enable – Dictation and Predictive Text</b>  Go to Settings &gt; General &gt; Keyboards &gt; Enable Dictation  Go to Settings &gt; General &gt; Keyboards &gt; Predictive</p>	
<p><b>10. Enable - Dictionary</b>  Go to Settings &gt; General &gt; Dictionary &gt; English (UK)</p>	
<p><b>11. Enable - Multitasking Gestures</b>  Go to Settings &gt; Home Screen &amp; Dock &gt; Multitasking and Gestures (select each function to green)</p>	
<p><b>12. Enable - Speak Selection</b>  Go to Settings &gt; Accessibility &gt; Spoken Content &gt; Speak Selection (Slide to green = on)</p>	
<p>Go to Settings&gt; Screen Time&gt; Content &amp; Privacy Restrictions&gt; (slide to green = on)  Web Content&gt; 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:</p> <ul style="list-style-type: none"> <li>• iTunes and App Store Purchases &gt; Require Passcode &gt; Always Require (tick)</li> <li>• Content Restrictions &gt;</li> <li>• Music, Podcasts, News and Workouts&gt; Clean</li> <li>• Music videos &gt; off</li> <li>• Music profiles &gt; off</li> <li>• Movies &gt; G or Don't Allow</li> <li>• TV Shows &gt; G or Don't Allow</li> <li>• Books &gt; Clean</li> <li>• Apps &gt; 9+</li> <li>• App Clips &gt; Don't Allow</li> </ul>	
<p><b>14. Set up home rules and routines around the usage of the iPad</b></p> <ul style="list-style-type: none"> <li>• Read the digital citizenship contract and remind your child about their responsibilities.</li> <li>• Develop storing, charging, and packing routines at home.</li> <li>• Create home expectations for ICT usage.</li> </ul> <p>⇒ <a href="https://www.esafety.gov.au/">https://www.esafety.gov.au/</a></p>	
<p><b>15. If there are any issues please contact:</b></p> <ul style="list-style-type: none"> <li>• email: <a href="mailto:digital_pedagogy@aspleyestss.eq.edu.au">digital_pedagogy@aspleyestss.eq.edu.au</a></li> </ul> 	

## Intune – Accessing the School Internet – Required.

The Department of Education has recommended the use of Microsoft Intune Company Portal to manage 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 enroll 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. These guidelines apply to iOS versions 12.2 and above.

Screens may vary if you have an older iOS version or if Intune undergoes changes. If the installation fails, reopen the Intune app and try again. Note: For any issues with installing or using Intune, reach out to your school for support.

Alternatively, 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!

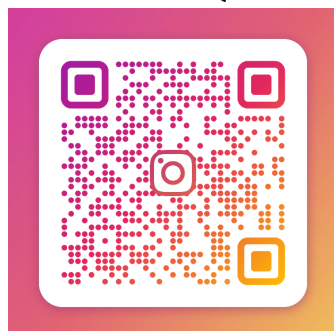
Parents are warmly invited to install **Microsoft Intune** under the guidance of our **Digital Pedagogy Team** during the **Pupil Free Days – 21st to 23rd January**. This is a great opportunity to ensure your child's iPad is ready for school and securely connected to our network.



**Book a time through SOBS [\[HERE\]](#)**



Or scan the QR code below to reserve your spot:




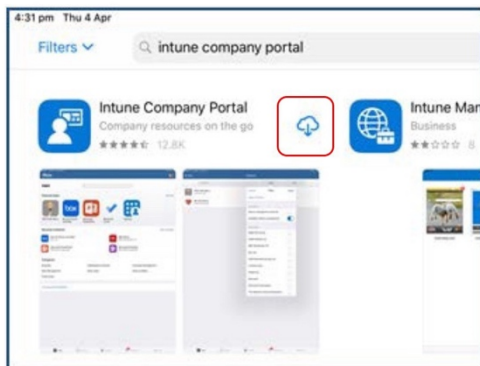
Let us help make your child's digital onboarding smooth and stress-free!

# Intune – Accessing the School Internet – Required.

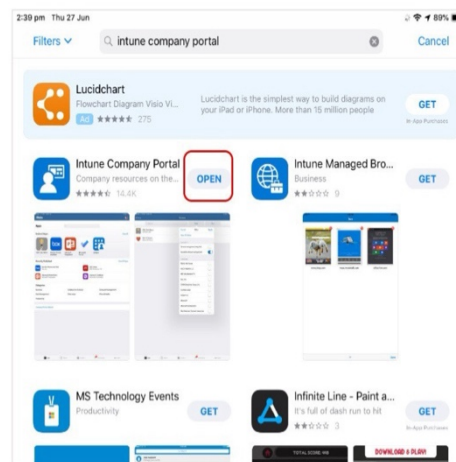
## Step 1. Install Intune

a. To start, connect to the internet, select the App Store icon and search

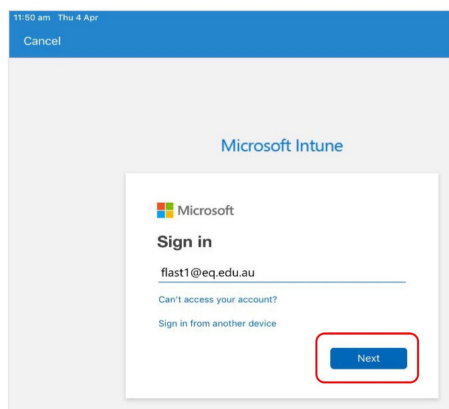
'Intune'. Then select Get or  the download icon.



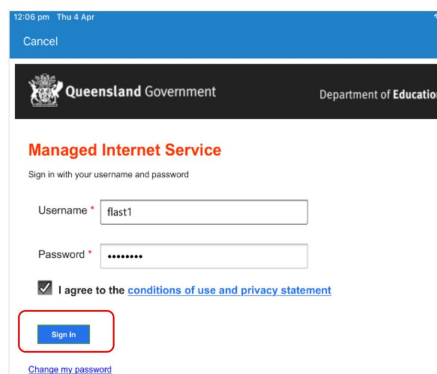
b. Please select **Open** to open the Company Portal.



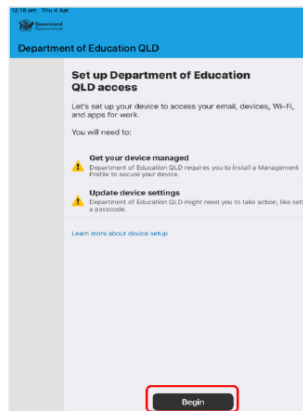
c. Sign in to Intune with the @eq.edu.au email address you were supplied by your school and select **Next** to continue.



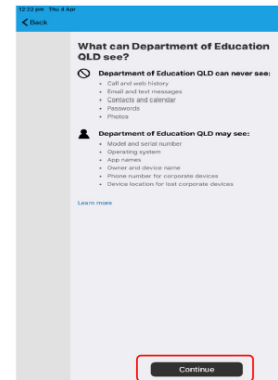
d. You should see the username appear in the username field. Then enter the school password you were supplied and accept the terms and conditions. Then please select **Sign in**.



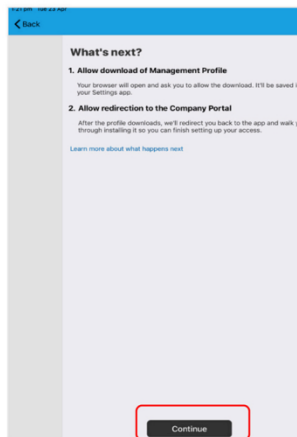
e. Next, we will install the Intune Comp Portal app. Please select **Begin**.



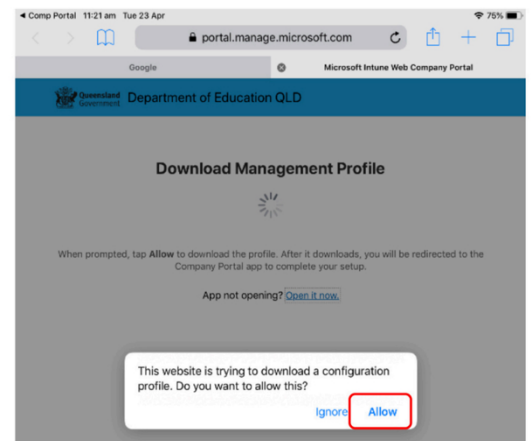
f. This explains what your school IT administrator can and cannot see on your iPad. Please select **Continue**.



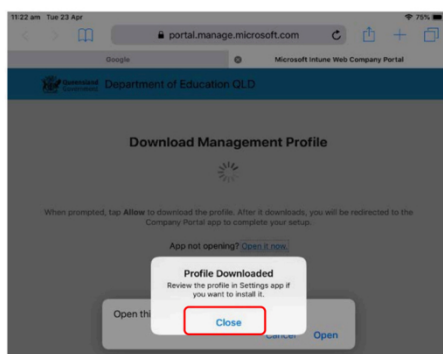
g. This screen outlines further steps. Please select **Continue** to continue the installation.



h. Select **Allow** to download the Intune profile.

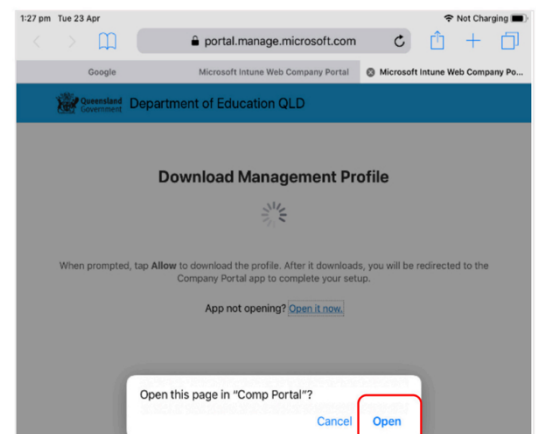


i. Your Intune profile has now been downloaded and can be closed. Please select **Close**.

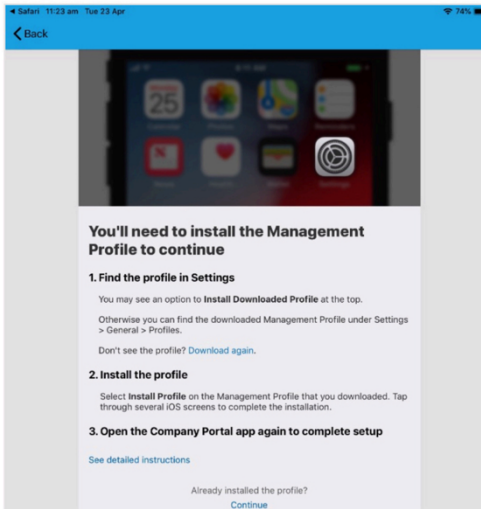


j. Please select **Open**.

Select **Allow** to download the Intune profile.



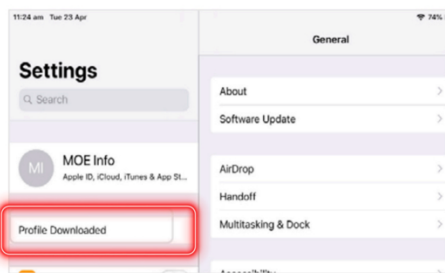
k. Press the home button to minimise this window.



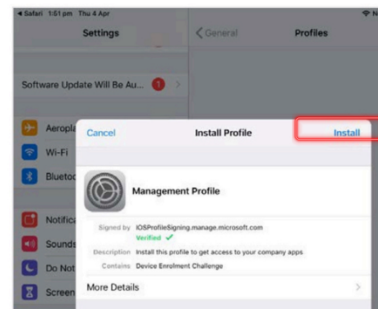
l. Please open your settings by pressing the settings icon on your home screen and if you are requested, enter your password.



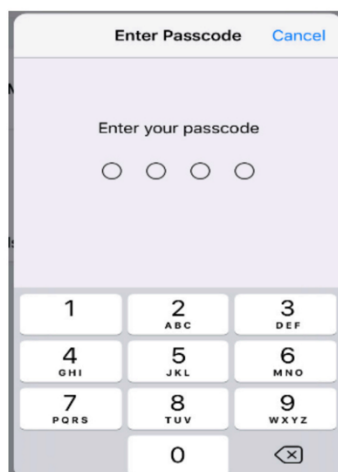
m. On your Settings screen, please select **Profile Downloaded** button.



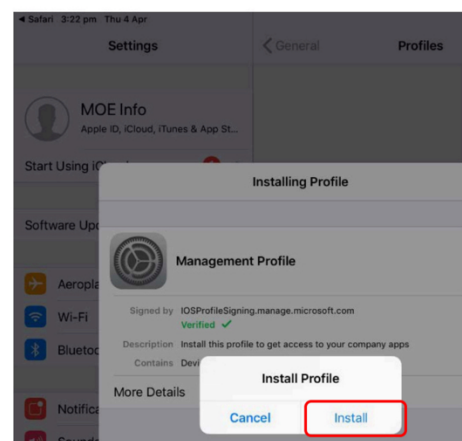
n. Then, please select **Install** on the install profile screen.



o. If prompted, enter your iPad passcode.

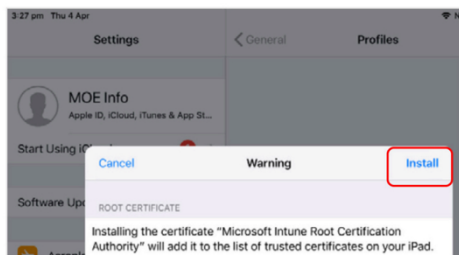


p. Please select **Install** on the Install Profile pop-up.

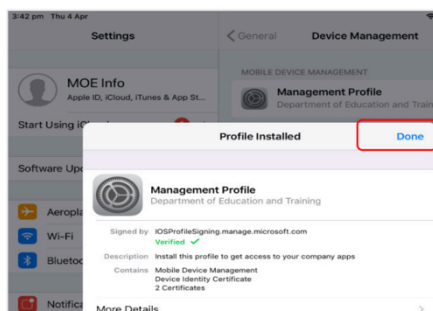




- q. When you see a warning displayed, please select **Install** to continue with the installation.

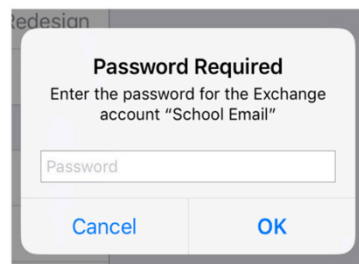
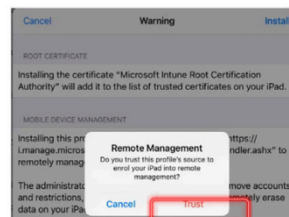


- s. When the screen changes to [show](#) the profile has finished installing, select **Done**. An 'Enrolling device' message will then appear.

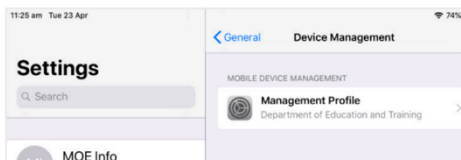


- r. If you are prompted to enrol into remote management, please select **Trust**. This will start installing the profile.

At any time after this point where you have enrolled, you may see this screen requesting you to enter your school password. Please enter this and select **OK**. You can then continue the installation at whatever stage you were before the screen appeared.



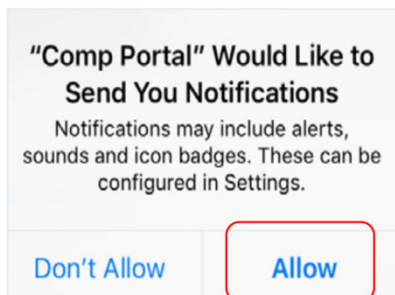
- t. Your settings page will be [displayed](#) and you'll see the Department of Education management profile has been installed. Press the home button to minimise the settings window.



- u. Select the **Comp Portal** icon to re-open the company portal app.

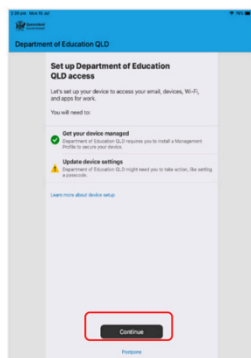


- v. Select **Allow** to give the Company Portal permission to send notifications.

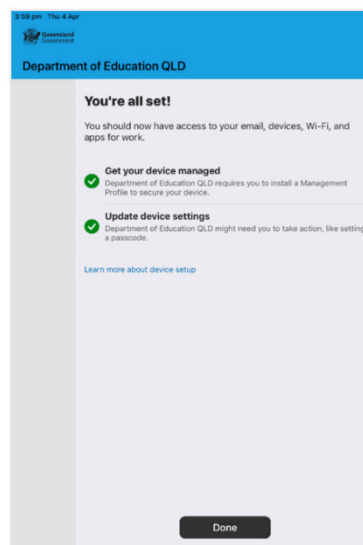


- w. Your device is now managed through the Company Portal. Select **Continue** to complete set-up.

A message explaining that the Company Portal is confirming device settings may display.



- x. Intune is finished when there is a tick next to all the items listed. On this screen please select **Done**.



It may take up to 15 minutes to finish installing. You can use the iPad in the meantime but please keep it connected to the internet.

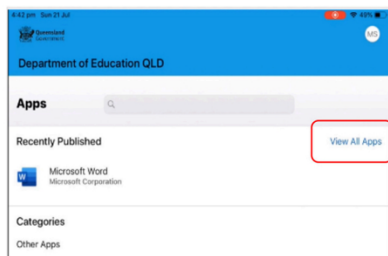
After this finishes installing, the iPad is ready for you to install the other apps needed for school.

## Step 2. Install an app

This section will show you how to install the apps you have been advised you need for school.

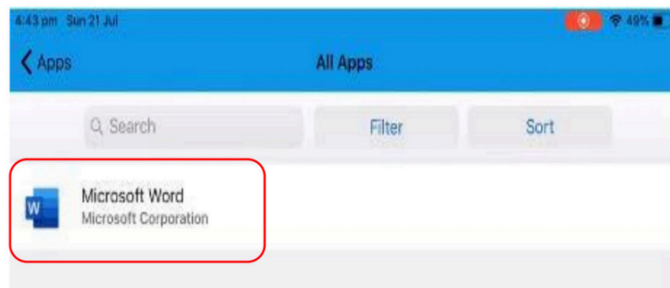
- a. You now will be able to view the apps your school has recently published.

Select **View All Apps** to display a full list of apps your school has indicated you will need.

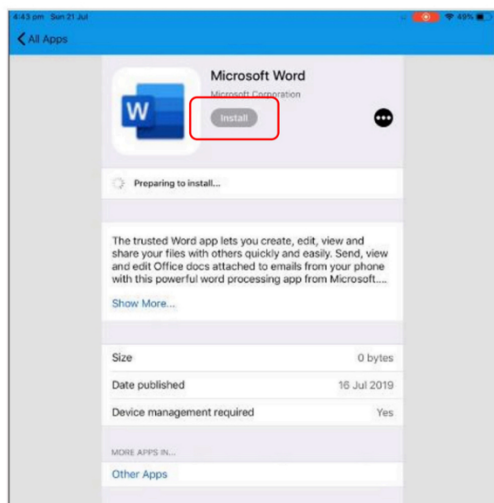


- b. In this example, we will be downloading Microsoft Word.

Select the app you want to install.

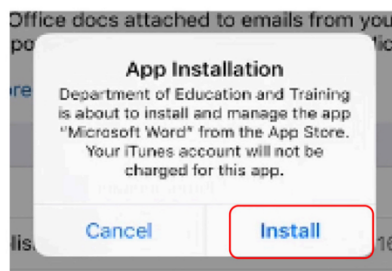


- c. Information about the app will be displayed. Select **Install**.



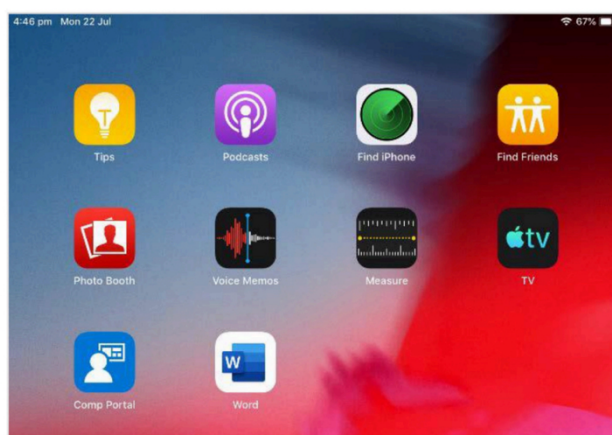
- d. A confirmation screen will be displayed after a minute or two. Select **Install** again.

It may take some time to install the app. You can use the iPad in the meantime but please keep it connected to the internet.



- e. Press home to minimise the company portal window and see if your app is available.

- f. Repeat this process if you need to install additional apps.



The iPad is now ready for school.

If you need help with installing Intune or an app, please see your school for assistance.

# Family Sharing - Sharing iTunes account

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.







# Aspley East State School – App List








\*This list is subject to change. For full up to date list please refer to Microsoft Intune.

Icon	Name	Price
	Notability (Free when installed through Microsoft Intune)	Annual subscription \$24.99









## Subscription apps & Websites – Paid for with SRS

Icon	Name	Price
	IXL	Access is included. once the School Resource Scheme is paid.
	Reading Eggs	
	Sunshine online	
	Sora, by OverDrive Education	






## Microsoft Office apps that require school login

Icon	Name	Price	Icon	Name	Price
	Microsoft Word	Free		Microsoft PowerPoint	Free
	Microsoft Excel	Free		Microsoft OneNote	Free
	Microsoft OneDrive	Free		Microsoft Edge	Free
	Microsoft Teams	Free			

## Free iPad apps to be downloaded

Icon	Name	Price	Icon	Name	Price
	Hopscotch: Learn to Code Creatively	Free		iMovie	Free
	Sketchbook	Free		NAPLAN Locked Down Browser	Free
	Dictionary	Free		Clips	Free
	Garage Band	Free		Tinkercad	Free

## Websites to be saved to home screen

Icon	Name	Price	Icon	Name	Price
	Who am I?	Free		Mathigon	Free
	Edison Scratch	Free		Maths Learning Centre	Free
	EV3 Classroom Lego Education	Free			

# Digital Citizenship Contract



## Aspley East State School Digital Citizenship Contract



At Aspley East State School, we:

- ☐ reinforce the Student Code of Conduct values and behaviours when using any device and the Internet.
- ☐ follow one golden rule – 'Use my iPad only as directed by the teacher'
- ☐ promote cyber-safety and responsible use of any device across the school according to Education Queensland 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, keyboard, stylus, and headphones are fully charged every day before I come to school.
- ☐ clearly label all my equipment (iPad, stylus, keyboard, and headphones.)
- ☐ not use my device before or after school (when at school.)
- ☐ not take my device out during play times.
- ☐ use school programs and school apps on my iPad when I am at school.
- ☐ protect my passwords.
- ☐ keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images.
- ☐ not use any messaging applications or tools whilst at school, unless directed by your teacher.
- ☐ not take photos or videos of people without their permission.
- ☐ not participate in online bullying, including forwarding messages written by others.
- ☐ use kind words when speaking to friends online.
- ☐ not talk to strangers online.
- ☐ not go looking for rude or offensive sites.
- ☐ report to a trusted adult when people are being unkind to me or others online.
- ☐ remember that the content on the web is someone's property and ask my teacher or a parent/caregiver to help me get permission if I want to use information or pictures.
- ☐ to maintain academic integrity and responsibility, only work that has been verified as your own will be used for

### 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: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent Permission

I agree to allow my child to use the internet and their iPad at school. I have discussed the scenarios, potential problems, and responsible use of the internet with my child. I will contact the school if there is anything here that I do not understand. If there is a situation that concerns me, I will contact the school.

Parent/Caregiver name: \_\_\_\_\_

Parent/Caregiver signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Caregiver email/online contact: \_\_\_\_\_

