

BYO IPAD HANDBOOK



For students entering
Year 7, 8 and 9 in 2026

SARINA STATE HIGH SCHOOL

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WELCOME MESSAGE

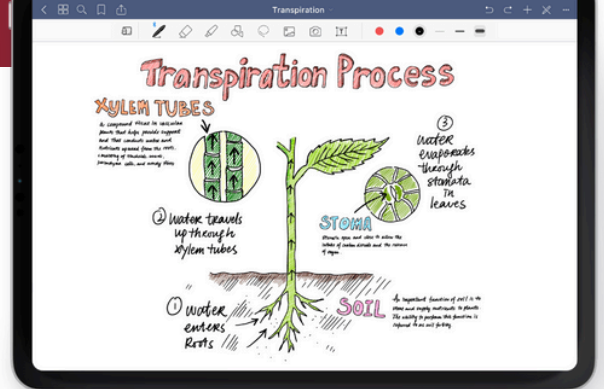
This handbook has been developed as a guide for parents/carers and students about matters relating to the Bring Your Own Device (BYOD) Program at Sarina State High School. Each family should understand the content and follow all procedures.

Sarina State High School's commitment to digital learning has not changed from that of previous years. Our school values the importance of being digitally connected with our community and that we offer our students the best possible learning experiences with digital devices.

The focus of the BYO Program at Sarina State High School in 2025 is to assist in student academic improvement, engagement and attitude to learning as well as afford our students opportunities to further develop 21st century learning skills. In 2026, the Bring Your Own (BYO) iPad Program is offered to all students in Year 7, 8 and 9. Students in Year 7 may also participate in the BYO Laptop Program as an alternative to the iPad Program.

Is the BYO Program mandatory?

Yes. Due to the deep integration of ICTs inside the schools core teaching philosophies, it would be difficult for students who do not participate in the BYO iPad Program to achieve optimal learning outcomes.



ABOUT THE BYO PROGRAM

Cost to families

There will be a cost of \$50 for the Bring Your Own iPad Program which is included in the Student Resource Scheme. The following table outlines what is included for this cost.

- Papercut and printing services including printing credit per term.
- School Technician support (connecting to the Wi-Fi service, installation of school licensed software, troubleshooting support).
- Software access and maintenance of licensing for BYO devices:
 1. Clickview Online (24/7 access to a resource library of educational videos through any approved BYO device).
 2. Microsoft Office 365 (Word, Excel, Powerpoint, Teams, OneDrive and 24/7 access to school email from any approved device).

Software and Applications

Installation and maintenance of personal software and applications are the responsibility of the family. Students will need to have the latest operating system of iOS installed. Updates should be completed at home and a full backup of the iPad is encouraged beforehand to avoid possible loss of data. For information on how to backup and install the latest operating system, please see the section in this handbook titled 'Keeping you students iPad software up to date'.

Students will need to download the Microsoft Office Suite. All state school students from Prep to Year 12 can now download multiple free copies of the Microsoft Office Suite to their personal device at no cost.

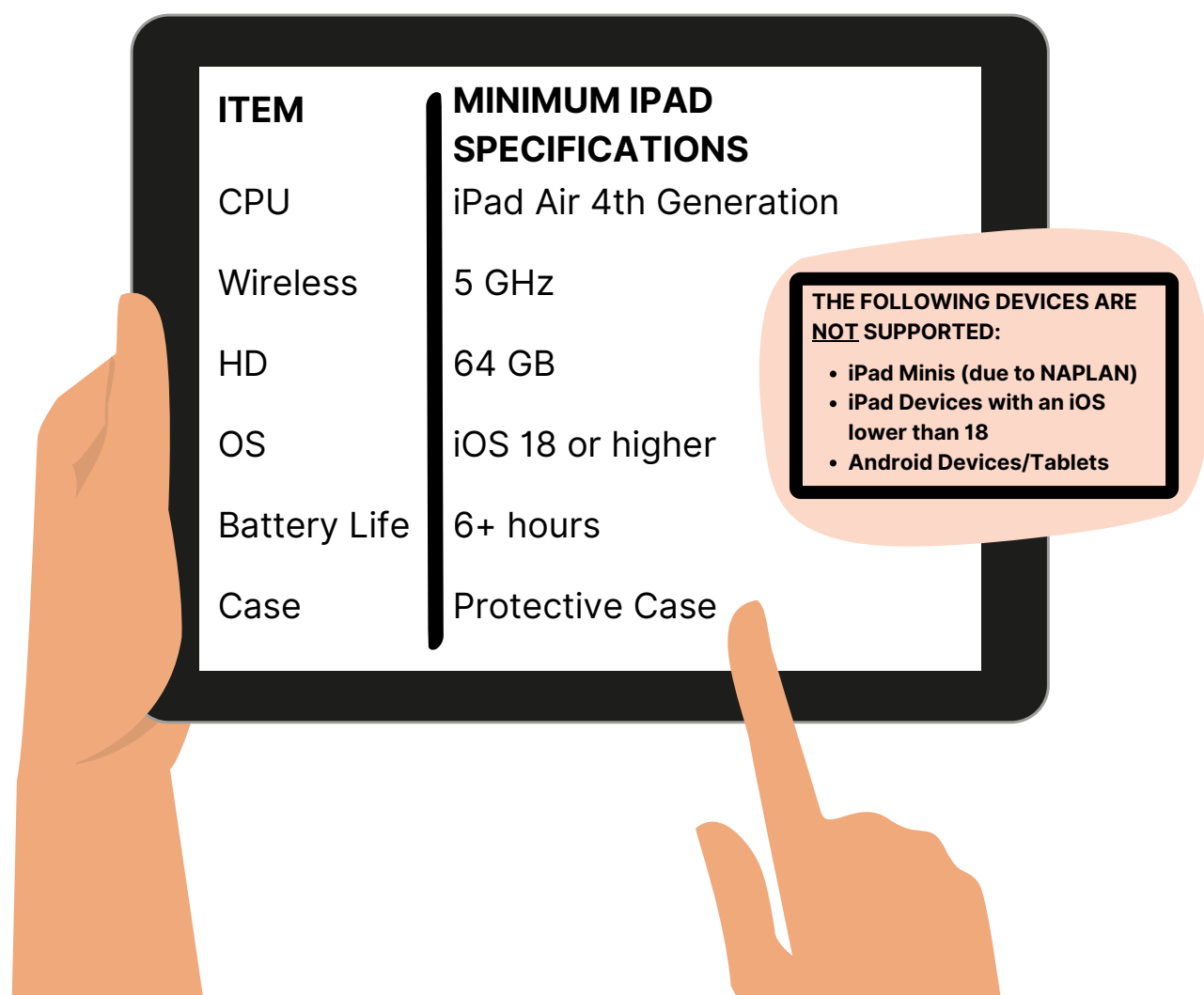
Students who would like to access the free software will need an active MIS login, school email account and password. Those who don't have these should contact the schools IT Technician. For newly enrolled students, these details will take up to 3 days to become active.

APPLE IPAD SPECIFICATIONS

When purchasing a device for school, please present this list of requirements to your vendor to ensure the device meets the following minimum specifications.

Minimum device specifications - Apple iPad (for students entering Year 7, 8 and 9 in 2026).

The device you purchase is also recommended to be installed in a highly damage resistant and protective shell/case to avoid it breaking from day to day use. A glass screen protector may also minimise damage if dropped.



SETTING UP AN APPLE ID

To download software/apps from the App Store on the iPad, students require an Apple ID. Parents/Carers have several options when considering setting up an Apple ID for their student which are listed below.

- Parents/Carers may simply use an existing family based Apple ID for the BYO iPad Program and add that to the new device.
- If the student is over 13 years of age you can go to the following website to create an Apple ID. We recommend students use their school email address as their Apple ID.

<https://account.apple.com/account>

- You may also consider the option of using Family Sharing which allows a parent/carer who has an existing Apple ID to create a family unit of ID's and create an Apple ID for students under the age of 13. The family sharing option also allows parents/carers to have more control over what is occurring on the the students device. See the next section for more specific instructions.

NOTE: The Apple ID username and password for Apple devices is extremely important to never forget. We recommend that these details are written down and kept in a very safe place.

Manage your Apple account

Apple ID

Password



☐ Remember me



HOW TO SET UP FAMILY SHARING WITH APPLE

Share iTunes, iBooks and App Store Purchases

Family Sharing makes it easy for up to six people in your family to share each others iTunes, iBooks and App Store purchases without sharing accounts. It also gives the family ability to share photos, share a family calendar and more to help keep everyone connected.

Students under 13 can have their own Apple ID with Family Sharing

With Family Sharing one of the great benefits is that students under 13 years of age can have their own Apple ID. As a parent or legal guardian, the organiser creates the students Apple ID and adds the student to the family group. For your students device, "Ask to Buy" is turned on by default and the organiser can limit the content the students account has access to on their devices through restrictions on an iOS device.

Using a parent Apple iOS device, the Family Sharing setup process for separate Apple ID's is shown in the next section.

NOTE: A permanent credit card must be added to the organisers Apple ID account for the creation of sub-accounts under Family Sharing. This is required for the continued checking of the family organisers identity.

FAMILY SHARING

Start a family group

One adult in the family (the family organiser) can set up Family Sharing for the group from their iPhone or iPad. If purchase sharing is turned on, the family organiser will pay for family members purchases and must have a valid payment method on file.

On your iPhone or iPad

1. Go to Settings.
2. Tap your name.
3. Tap Family Sharing, then tap Set Up Your Family

Invite people to join your family

If you choose to invite people later on or want to add another member to your family, you can send an invitation via Messages, email or in person.

If you have multiple Apple ID's, you can invite each of your accounts to the group so you can share purchases from your other Apple ID's with your family.

On your iPhone or iPad with iOS 16 or later

1. Go to Settings.
2. Tap Family.
3. Tap the Add Member button.
4. If your child doesn't have an Apple ID, tap Create an Account for a child. If your child already has an Apple ID, tap invite people. They can enter their Apple ID password on your device to accept the invitation.
5. Follow the onscreen instructions.

HOW TO SET UP PARENTAL CONTROLS

Set content & privacy restrictions

Restrictions inside the settings app on an iPad allows you to set device-wide restrictions that will always be enforced. For example, you could prevent your student from ever using certain apps, prevent them from installing new apps, disable in-app purchases, only allow them to install apps with appropriate ratings, prevent access to certain websites and lock down other settings. Settings you change here can't be changed without the PIN you provide.

Set up restrictions on your students iPad

1. Go to Settings.
2. Tap Screen Time.
3. Tap Turn on Screen Time.
4. Follow the prompts.
5. When prompted to enter a Screen Time Passcode, enter a passcode that is different from the passcode to unlock the device.
6. From here you can scroll down through the list and customize the type of apps, content and settings you want your student to have access to.

Examples of content and privacy restrictions

An example of restrictions is enforcing content ratings. Scroll down to the Content and Privacy Restrictions section. Turn on Content and Privacy Restrictions. Tap the Content Restrictions section and you can choose which type of apps your student can install. For example, you could prevent them from installing apps with the 17 + rating.

The settings you choose will always be enforced until you enter Screen Time in the settings and tap Turn off Screen Time and provide the PIN you created.

KEEPING YOUR IPAD SOFTWARE UP TO DATE

iOS iPad software updates introduce new features that let you do even more with your iPad. Be sure to keep your devices up to date so that your student doesn't miss out on the latest features and big fixes. It is highly recommended to update the iPad regularly.

Before you update the iPad

Back up your device to iCloud or iTunes. There are two ways to keep your iPad up to date.

1. Update your iPad device wirelessly.
2. Update your iPad device through iTunes on a computer.

Update your iPad device wirelessly

The easiest way to update your device is wirelessly. Here's how:

- Plug in your iPad device to a power source/charger.
- Tap Settings > General > Software Update.
- Tap Download and Install. Updates might download automatically while your device is connected to Wi-Fi and a power source.
- Tap Install or tap Later to install the update later. If you use a passcode to unlock your iPad you'll need to enter it before installing the update.

Update your iPad device using iTunes

If you can't update your device wirelessly, or if you want to update with iTunes, follow these steps:

- Download the latest version of iTunes on your computer.
- Plug in your device to your computer.
- In iTunes, select your device.
- In the summary pane, click Check for Update.
- Click Download and Update.

NOTE: If you don't have enough free space on your iPad to update using iTunes, you'll need to delete content manually from your device.

MOBILE DEVICE MANAGEMENT - INTUNE

Students will be required to enrol their devices into the schools Mobile Device Management (MDM) system called Intune at the beginning of the school year.

Enrolling into Intune will enable the school to provide school purchased apps for students and enable the school to reset a users forgotten password. Intune also provides a simple way to enable user access to school services while ensuring devices are properly configured.

Enrol your BYO device into Intune

Before you start, please have ready the email address and password that has been supplied to you by the school. If you do not have this information, you will not be able to successfully complete the installation. Year 7 students will receive their email address and password at the beginning of the school year.

You will also need to name your iPad by going to Settings> General> About> Name and enter your first and last name only (no emoji's or nicknames).

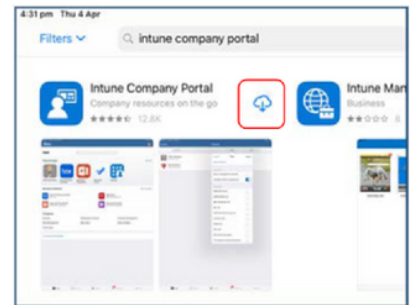
The installation process may take up to 15 minutes to complete. If the installation fails at any time, please re-open the Intune app and try again.



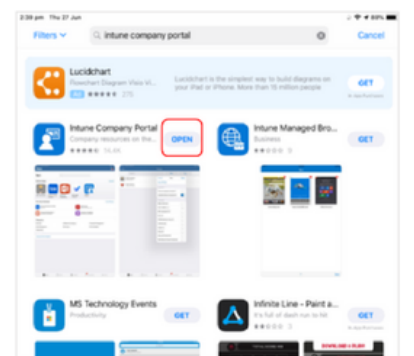
MOBILE DEVICE MANAGEMENT - INTUNE

Install Intune

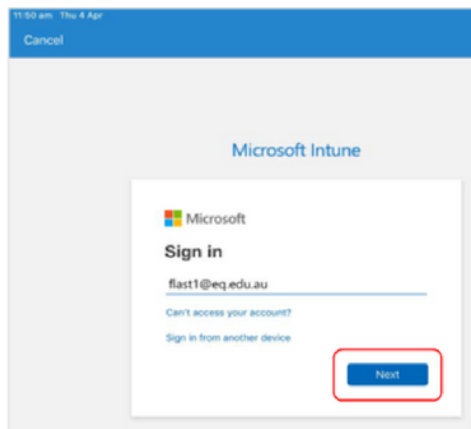
1. To start, connect to the internet, select the App Store icon and search 'Intune'. Then select Get or the download cloud icon.



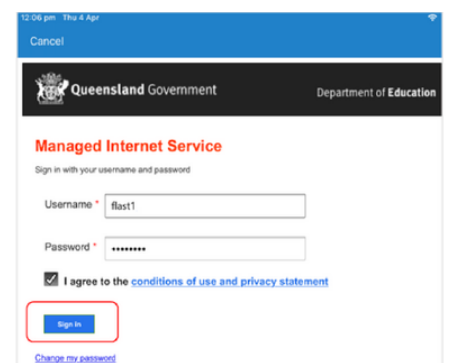
2. Please select **Open** to open the Company Portal.



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



4. 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**.



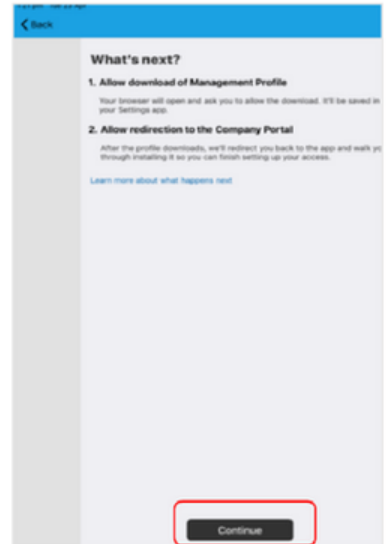
5. Next, we will install the Intune Company Portal app. Please select **Begin**.



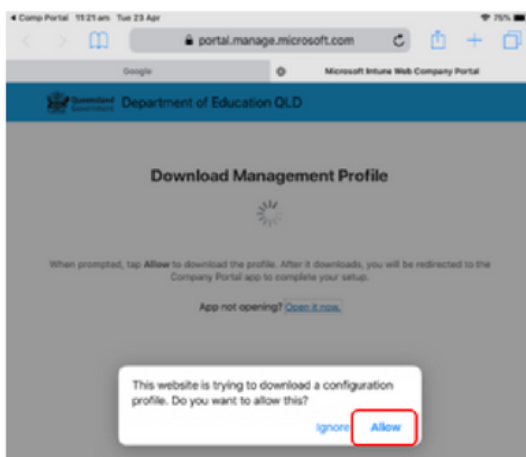
6. This explains what your school IT administrator can and cannot see on your iPad. Please select **Continue**.

MOBILE DEVICE MANAGEMENT - INTUNE

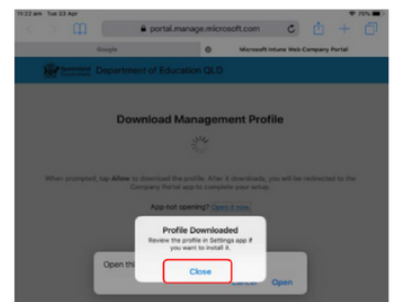
7. This screen outlines further steps. Please select **Continue** to continue the installation.



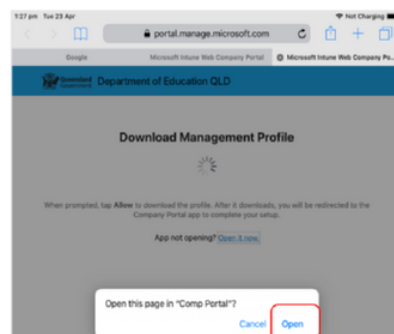
8. Select **Allow** to download the Intune profile.



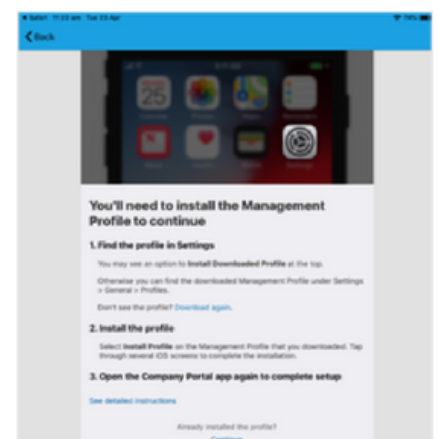
9. Your Intune profile has now been downloaded and can be closed. Please select **Close**.



10. Please select **Open**. Select **Allow** to download the Intune profile.



11. Press the home button to minimise this window.

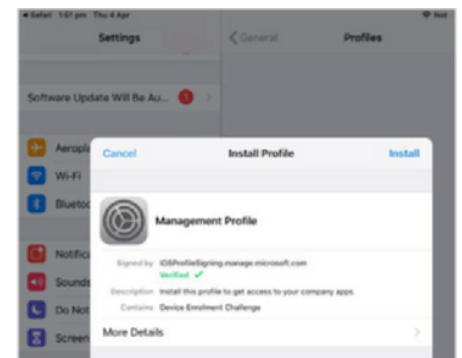
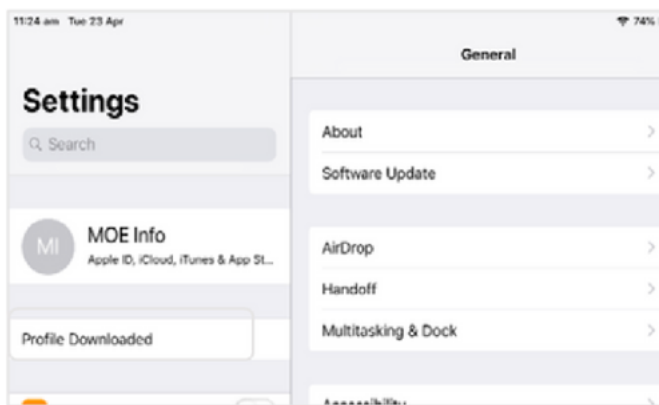


MOBILE DEVICE MANAGEMENT - INTUNE



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

13. On your Settings screen, please select the **Profile Downloaded** option.

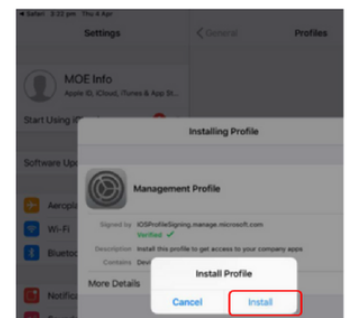


14. Please select **Install** on the install profile screen.

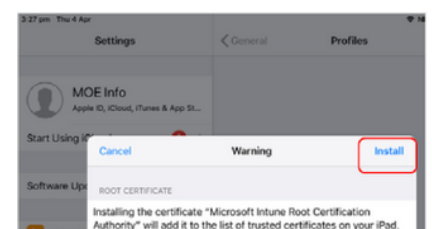
15. If prompted, enter your iPad passcode.



16. Select **Install** on the Install Profile pop-up.

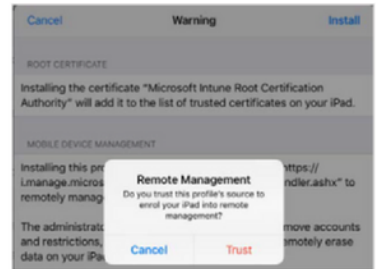


17. When you see a warning displayed, select **Install** to continue with the installation.

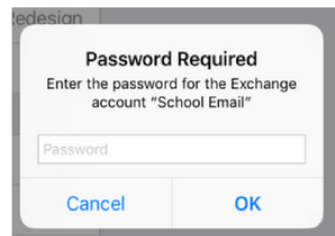


MOBILE DEVICE MANAGEMENT - INTUNE

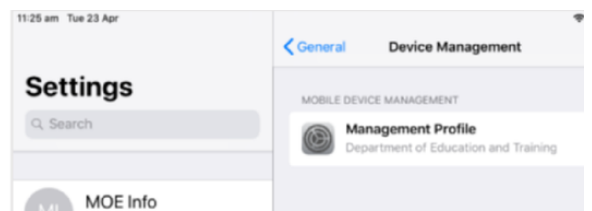
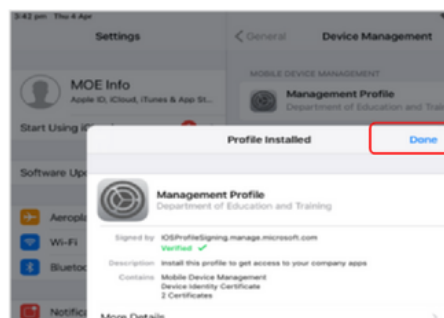
18. If you are prompted to enrol into remote management, please select **Trust**. This will start installing the profile.



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.

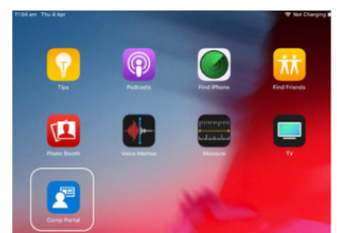


19. When the screen changes to show the profile has finished installing, select **Done**. An 'Enrolling device' message will then appear.



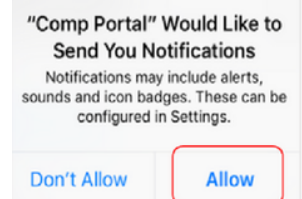
20. Your settings page will be displayed and you'll see the Department of Education management profile has been installed. Press the home button to minimise the settings window.

21. Select the **Company Portal** icon to re-open the company portal app.



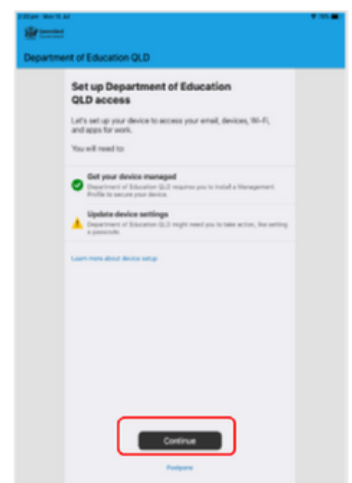
MOBILE DEVICE MANAGEMENT - INTUNE

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



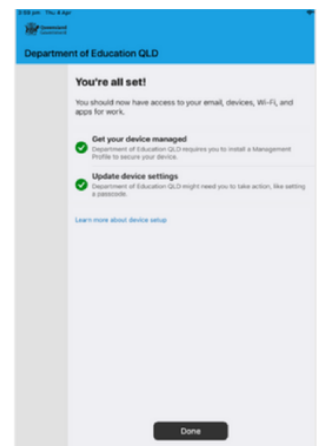
23. Your device is now managed through the Company Portal. Select Continue to complete set up.

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



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

25. 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.



Company Portal

Get access to work or school resources and keep them secure.

Sign in

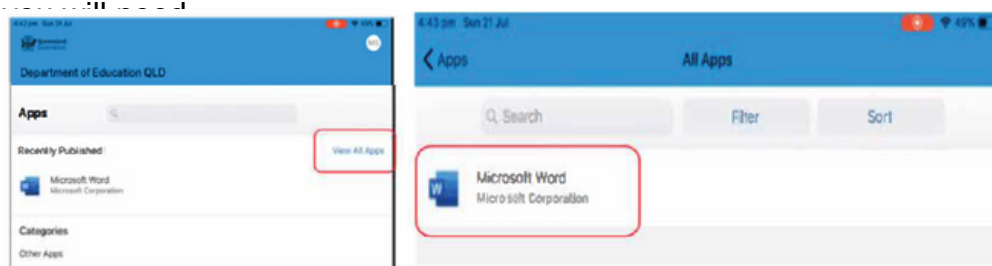
MOBILE DEVICE MANAGEMENT - INTUNE

Install an app

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

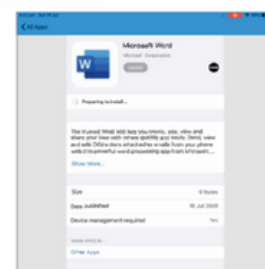
1. You now will be able to view the apps your school has recently published.

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



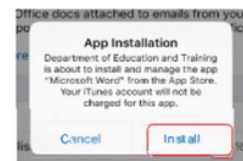
2. In this example, we will be downloading Microsoft Word. Select the app you want to install.

3. Information about the app will be displayed. Select **Install**.



4. 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.



5. Press home to minimise the Company Portal window and see if your app is available.

Repeat this process if you need to install additional apps.

CHARGING OF DEVICES

Students will be expected to bring a fully charged iPad to school each day. The power supply will not be required to be brought to school. Leaving power supplies at home reduces the weight of the equipment students transport to and from school and reduces the likelihood of damage and/or loss.

PRINTING FROM THE IPAD

Students will be able to connect their iPad device via their web browser to access printers. Students in years 7, 8 and 9 receive \$5.00 printing credit each term. Additional credit can be purchased by the student from the school office if required.

SCHOOL WIFI AND MOBILE 5G

Approved iPad devices that meet the outlined specifications will recognise the schools wi-fi and students will be able to connect to it. Standard EQ internet security filters will screen usage and access. Students must agree to follow the ICT Responsible Use Policy in relation to internet use.

5G compatible devices are suitable for purchase and use, however, the school strongly suggests that the SIM card is removed or the 5G ability is disabled whilst at school. This function when activated allows students to bypass the EQ internet security filters. Sarina State High School will take no responsibility for the content accessed by students using the mobile 5G facility on their personally owned devices. Any connection which is not through the managed internet service contravenes school policy and consequences will be enforced.

LOSS AND DAMAGE

Dealing with loss

To help in cases of your students iPad device being misplaced and to assist with its recovery, we advise very strongly that parents/carers have location services activated on the iPad and that you have personally activated the "Find my iPhone" feature by toggling that feature on inside of the iCloud settings on the iPad.

This will allow you to navigate to the following web page and locate your device. You should test this functionality before allowing it to come to school as a security precaution.

<http://www.icloud.com/find>

Dealing with damage

All maintenance for the iPad device, operating system, software and/or apps purchased by the family are the responsibility of the family. Families should ensure quick maintenance turnaround for student devices.

Rules are in place at school to prevent foreseeable problems and damage, however from time to time, accidents may occur.

Students are strongly encouraged to bring their device into each class and NOT leave them in their school bag.

SECURITY AND INSURANCE

School Lockers

Lockers are available for hire at a cost of \$5.00 per term. Parents/Carers are encouraged to seek personal insurance. Check with your preferred insurance company (or your Apple iPad seller) about personal insurance at home and to and from school for your iPad.

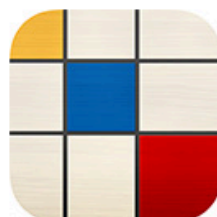
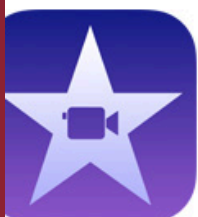

SCHOOL TECHNICAL SUPPORT

If you run into a problem, we advise students to see the schools IT Technicians who will attempt to diagnose the fault. If this is not able to be resolved by the schools IT Technicians, they can recommend a course of action for repair (e.g. warranty claim, insurance claim etc).

The IT Services Room is open to students before school, at first and second break as well as after school.

Responsibilities

... of the School	<ul style="list-style-type: none">• provide suitable school wi-fi connection and filtering system• model safe device and internet practices• provide access to lockers and printer services
... of the Parent/ Carer	<ul style="list-style-type: none">• provide a suitable device and maintenance of the device• purchase, install and update applications• provide appropriate insurance and warranty
... of the Student	<ul style="list-style-type: none">• bring the device fully charged every day• access technology as a responsible user



STUDENT LEARNING EXPECTATIONS FOR IPADS

All students using iPads to support their learning at Sarina State High School are required to comply with the following expectations regarding their use. Students not meeting these expectations will be dealt with according to Sarina State High School's Student Code of Conduct.

During Lessons

Your iPad is a teaching and learning tool. To make the most of learning time the following routines for the use of your device have been developed.

- Wait to use your iPad or open Apps until your teacher instructs you to do so.
- Communicating with other students, using your device, during learning time is not permitted unless under direct instruction from your teacher.
- Projecting your own device onto a teachers' laptop or projector through AirServer or AppleTV may only occur after direct teacher instruction to do so.
- Your device cannot be used during exams unless you are otherwise instructed.
- Students are not permitted to take a photo of any assessment task sheet or exam without approval.
- Ensure at least 1GB of storage capacity is available at all times for use in learning activities.

Communicating with Others

Your iPad will be an invaluable tool for connecting you to vital information within and beyond the school. Again, there are some routines and procedures required to ensure the most appropriate use of the device in an educational setting.

- Remember respectful communication conventions should be used at all times, either on the iPad or when using other communication methods.
- Students have been supplied with an EQ email address. This must be the only email used between students, teachers and other students when communicating or transferring documents.
- Email or other forms of communication, including through Bluetooth (e.g. Airdrop), may only be used during class time when directly instructed by a teacher.

STUDENT LEARNING EXPECTATIONS FOR IPADS

Use in and Around the School

As learners we must ensure we are ready and prepared to learn. This includes ensuring our ICT equipment is functional and in good working order.

- While at school, iPads should be used for educational purposes. This includes the use of camera and video devices. The use of these devices is only permitted under teacher direction.
- Ensure your devices are fully charged before school and have enough battery life for all class periods to complete required work.
- iPads should be stored in school bags when moving between classes or around the school.
- To avoid damage, food and drinks should be kept away from ICT equipment.
- Your device is for your use only. Do not share it with others.
- Regularly check that all ICT equipment, including USBs and home devices are tested for viruses and other threats.



STUDENT LEARNING EXPECTATIONS FOR IPADS

Cybersafety and Security

The safety of our students when working in an online environment is a high priority.

- Ensure your cybersafety by keeping your personal details, including username, password, address or phone number private.
- Your account details need to be kept private. It is not appropriate to share these details with another student for their use.
- In line with cybersafety guidelines ensure you do not store, send or upload photos of yourself, other students, teachers or visitors to the school under any circumstances.
- Social media (eg. Facebook, Instagram, Twitter, SnapChat etc) are not to be accessed during school time.
- All activities on the school network, including internet history, may be stored accessed and monitored by authorised EQ staff to determine your compliance with this agreement.
- Hacking or attempting to hack the network and other accounts or bypassing network security or filtering are seriously inappropriate uses of ICT equipment and will incur consequences.
- Downloads of large files, videos or images through the school network will affect the use of the network for others. Internet download limits may be put in place by the school.
- The publishing of inappropriate or abusive material about staff, students or the school in any public or school domain including the internet is a breach of the school's Student Code of Conduct.
- The viewing, scanning, storing, transmitting, forwarding, printing, playing etc. of inappropriate images, video, audio or email is strictly prohibited. This applies to anything that could cause offence to others and anything that is disruptive to an activity.

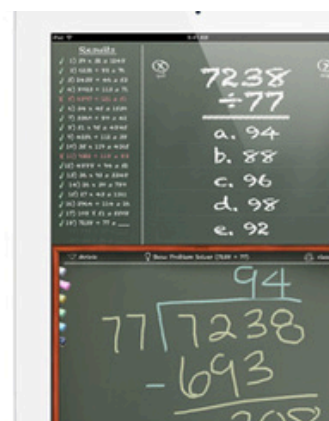
SCHOOL POLICIES

Sarina State High School Information and Communication Technology Access Policy

Our Information and Communication Technology Access Policy is located on our school website. This policy states the guidelines for using information and communication technology - including the internet, email and all computer systems and networks at Sarina State High School. We encourage all students to become familiar with this policy.

Sarina State High School Responsible Use Policy

Our goal is to ensure the safe and responsible use of facilities, services and resources available to students through the provision of clear guidelines. The Sarina State High School Responsible Use Policy can be found on our school website. We encourage students to become familiar with this policy.



THANK YOU

Please don't hesitate to contact the school regarding any problems you or your student may be experiencing. We are here to help!

CONTACT US



schooladmin@sarinashs.eq.edu.au



07 4943 8111



<https://sarinashs.eq.edu.au/>



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