# ELF Program

eLearning @ Ferny Hills SS

V11, 2025 Program

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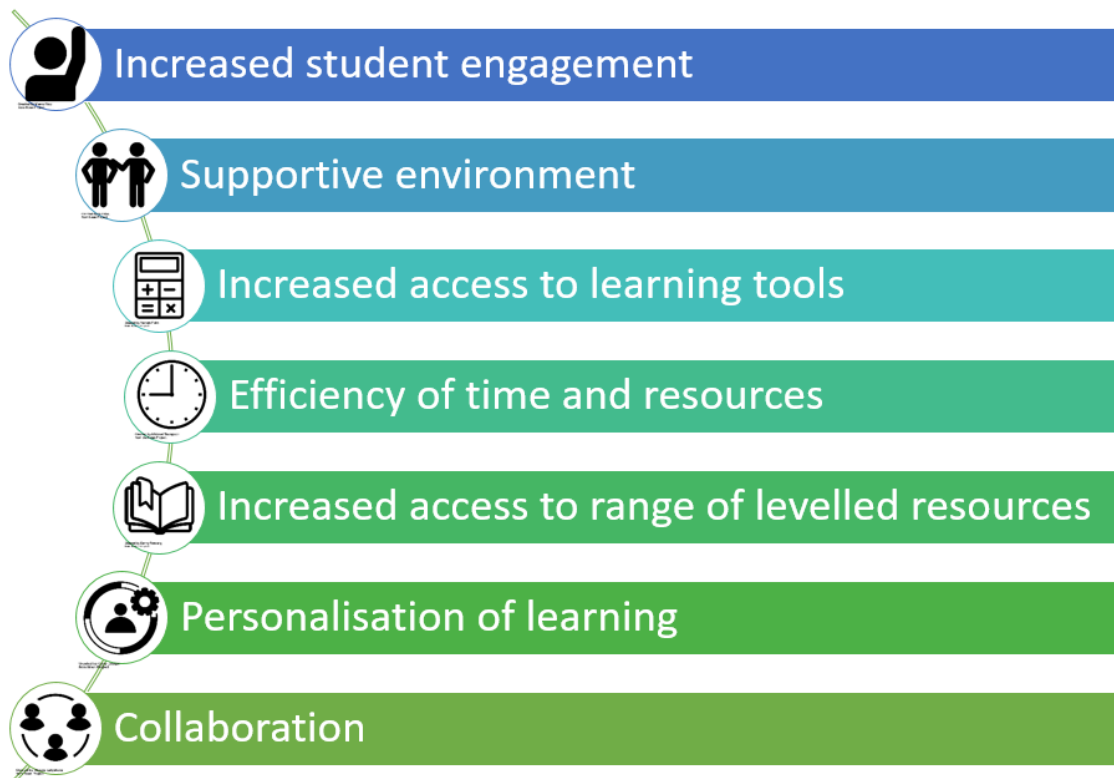Please note that this policy works in conjunction with Education Queensland's BYOx Policy which can be found at https://byox.eq.edu.au/Pages/default.aspx.

2025.11

# Contents

# 1 Program Aims

ELF (E-Learning @ Ferny) is an integral part of the eLearning agenda that our school has established. Our school values the importance of being digitally connected with our community. We offer our students the best possible learning experiences with digital devices. The school staff see the benefits of increased individual access to an iPad, as having the potential of greater student engagement, creativity and learning outcomes.

The aims of the ELF Program are:

Increased student engagement

Supportive environment

Increased access to learning tools

Efficiency of time and resources

Increased access to range of levelled resources
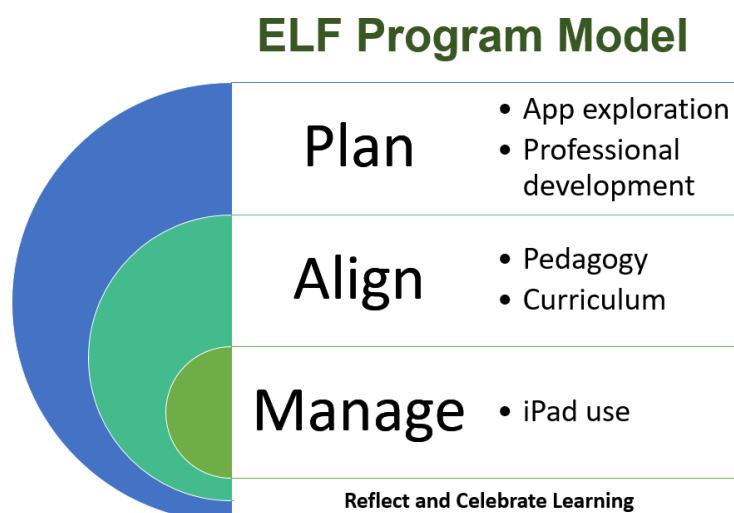
Personalisation of learning

Collaboration

man by Marco Ricci; Calculator by Vectors Point; Book by Benny Forsberg; clock by Michael Thompson; congratulate by b farias; collaboration by Oksana Latysheva; personalization by Cuby Design

# 2. Implementation

## 2.1 Program Model

The school integrates three components in the program to support learning, namely Plan, Align and Manage.

## ELF Program Model

| Plan | • App exploration<br>• Professional development |
|------|-------------------------------------------------|
| Align | • Pedagogy<br>• Curriculum |
| Manage | • iPad use |
| **Reflect and Celebrate Learning** | |

## 2.2 Year Levels

The ELF Program includes all students from Years 3-6. Parents of students in these year levels are asked to send an iPad each day to support and enable their learning.

## 2.3 Accepted Device/s

Currently the only device accepted in ELF is the iPad. Advantages of the iPad, allowing us to meet the learning aims of the program, include:

- Access to **quality content and creation apps** (many of which are free);
- access to **internet** information, as required, through **wireless connectivity;**
- view **rich media** including digital stories, images and video;
- **increased productivity** through quick response times on the device;
- **reliable operating system**, ensuring maximum up-time;
- **simple use, yet sophisticated communication** through text, audio and video
- **personalised learning** – supporting a differentiated curriculum for all learners;
- **high student engagement**, both independent and collaborative work.

## 2.4 Minimum Device Requirements

Ferny Hills State School understands that every family is different and financial access to a device may differ. As such, we accept a variety of iPad models utilising the latest operating system (iOS 15 at time of print) which enable installation of the most recent applications. This minimum requirements list allows families to choose to send with their child a device already owned or purchased second hand. ***As all devices must be subject to the filtering of our internet system we do not accept cellular models.***

### 2.4.1 ELF Program Supported Devices 2026

| Device Name | Wi-Fi Model | Cellular (3G) | Storage Sizes |
|---|---|---|---|
| iPad Air (2019) | **YES** | **NO** | 64GB or 256GB |
| iPad 8th Generation (2020) | **YES** | **NO** | 32GB or 128GB |
| iPad 9th Generation (2021) | **YES** | **NO** | 64GB or 256GB |
| iPad 9th Generation (2022) | **YES** | **NO** | 64GB or 256GB |
| iPad 10th Generation | **YES** | **NO** | 64GB or 256GB |
| iPad 11h Generation | **YES** | **NO** | 64GB or 256GB |

Please note if buying a new iPad – the optimum model is still an iPad 2021 onwards (9th generation) 64GB. Purchase of this device ensures that the life of the device will endure over the remaining years of primary school.

All storage sizes are supported in our iPad program – 32GB, 64GB, 128GB and 256GB. Note that any personal applications and content placed on the device may interfere with the storage requirements for school use.

## 2.5 Finance
The school cannot enter into any finance arrangements with families for the purchase of personal iPads.

## 2.6 Insurance and Care
While iPads will be stored securely during break times, families are encouraged to seek personal insurance. Check with your insurer, about your personal insurance at home and to and from school, for your iPad.

**Damage in Transit**
All iPads will require a protective case. This will be an additional cost but is well worth the outlay as it is provides the device with protection from most impacts and accidents. **A high quality/ robust case and tempered glass screen protector** are highly recommended.

**Damage at School**
Teachers at school will monitor all devices and rules are in place to prevent foreseeable problems and damage however, from time to time, accidents may occur. If any damage to a device is through negligence of the school, the school will cover the cost of repair. If damage is caused by deliberate or careless actions of a student (owner or others), the situation will be investigated by the leadership team, as per the School's Student Code of Conduct and consequences are at the discretion of the Principal.

## 2.7 Required Apps
BYO iPads require a list of year level appropriate apps to be installed at the cost of the parent (most are free). The list of required year level apps for the following year will be available on the school website under Curriculum |e-Learning | Apps for ELF.

At school students are only to access school approved apps i.e. those listed on the School App List and the Online Service Consent form. Teachers will supervise use of apps and search engine use and will request students close apps that are not approved.

## 2.8 Classroom Management
**Student iPad Management**
Students are taught expectations of using an iPad for learning. However, there may be occasions where the student is unable to use his/her iPad in class. Situations may include:
- iPad not brought to school;
- iPad not charged;
- lack of file space on iPad.

If a student is unable to use a personal iPad for a task the teacher has several options, dependent on the situation, to enable the student to participate in the lesson, which may include:
- using a school iPad/laptop;
- sharing an iPad/laptop with another student;
- using traditional resources e.g. book and pencil.

**Appropriate Use**
Teachers use pedagogical and classroom management strategies to support the appropriate use of iPads. Consequence of misuse of iPads will follow existing classroom and school expectations developed from the Student Code of Conduct. Further information on appropriate student use on the network is outlined in Section 3.

**BE SAFE**
- Only work online when requested by a teacher.
- Use your e-safety skills when working online.
- Report to a teacher if you feel unsafe, or have seen something inappropriate.
- Only use your own device.

**BE RESPECTFUL**
- Take photos or video of students only with permission and when request by a teacher.
- Use appropriate language when communicating digitally.

eLearning Guidelines

**BE RESPONSIBLE**
- Use learning time on devices effectively.
- Use your knowledge to help others.
- Have your device ready to start each school day.
- Share digital resources only when appropriate to learning.

**BE AN ACTIVE LEARNER**
- Remain on task when using a device.
- Ask for help when needed.
- Make appropriate choices about how to demonstrate learning.

**Learning Styles** iPads address a range of learning styles. Teachers are able to create a variety of differentiated learning opportunities for students to work on the same/similar concept on their iPads. As required by the Australian Curriculum ICT general capability, students in this program have opportunities to choose the medium to deliver their understandings.

**Time Spent on iPads**
Time spent on iPads during any particular day varies according to the needs of the curriculum. Teachers are mindful of student engagement and the physical and mental requirements of their students. Teachers choose the best method to deliver a lesson and the best way for students to demonstrate their understanding based on a range of factors including the Australian Curriculum, student needs, classroom resources, space available, and type of content. *As with the use of any tool, the iPad is chosen when it best suits the learning need.*

**Writing**
Handwriting development is part of the Australian Curriculum and a valued skill at Ferny Hills State School. Students continue to develop the appropriate year level handwriting skills in Years 3-6.

**Homework**
A range of homework activities are undertaken by students at Ferny Hills State School. Individual teachers have their own arrangements for homework tasks and these are made known to parents during the start of year Parent Information Evening and in term newsletters. Some of these tasks might be iPad tasks, or continue to be paper based.

**Consent Forms**
The school adheres to departmental policies, some of which have implications for a student's level of iPad use in the classroom. These policies provide parents with opportunities to assign full, partial or no consent to a child's participation in online learning activities and use of his/her name, images and work/s in a published environment.

| Consent Title | Purpose | When Signed |
|---|---|---|
| **ELF Program Agreement** (school document) | Agrees to abide by program expectations regarding iPad use, aligned with the school's Responsible Behaviour Plan. | Each year from Year 3. |
| **Internet Access Agreement** | Consent to use Internet and abide by school expectations of use. | Once, on enrolment |
| **Media Consent** (partial consent possible) | Consent to use name, image, voice, student work in publications. | Once, on enrolment |
| **Online Services Consent** (partial consent possible) | Consent to each website or app used in a year level in which data MAY be stored for the student. | On enrolment, and in change from Year 2 to 3. |

**Internet Use at School**

Internet access is provided by the department's Managed Internet Service (MIS) and provides students with:

- Content-filtered internet access;
- Virus-filtered email.

MIS provides the means to filter students' access to web pages from a global level; controlled by the department and from a school level when appropriate. Personal devices are set up to automatically connect to the MIS, as required of all devices (iPads, laptops, desktops) used by staff and students at school. In this environment access is blocked if users attempt to connect to prohibited sites. Teachers discuss safe practices when using the internet and students are encouraged to report any inappropriate content. Students will be encouraged to turn off Wi-Fi in class when not required for a task, thus restricting access to the internet. More information regarding iPads on the network is in Section 3.

**Email Use**

While at Ferny Hills State School, students have access to a departmental email account, which they can access from home and school for the purposes of learning. Email traffic is monitored for inappropriate use, and content.

**Security**

Students are required to take their iPad home each night. iPads are not permitted to be used before school, during lunch breaks or after school. They are be kept securely in classrooms during the day. Teachers can access the student's iPad to ensure safe and responsible use whilst adhering to the Code of Conduct.

## 2.9 Technical Issues

Teachers and students are taught basic troubleshooting skills to ensure minor issues can be fixed within class and students continue seamlessly with learning. If issues relate to connectivity to the network, the school technician will be informed and then investigate. Major issues with the iPad will be the parent's responsibility to resolve.

# 3. Department Guidelines For Working on the School Network

**What is responsible/appropriate use/behaviour by a student?** Students use school computers and network infrastructure for:

- assigned class work and assignments set by teachers;
- developing literacy, communication and information skills;
- authoring text, artwork, audio and visual material for publication on the Intranet or Internet, solely for educational purposes as supervised and approved by the school;
- conducting research for school activities and projects;
- communicating with other students, teachers, parents or experts in relation to school work; and
- access to online references such as dictionaries, encyclopaedias, etc.

**What is unacceptable/inappropriate use/behaviour by a student?**
It is unacceptable for students to:

- download, distribute or publish offensive messages or pictures;
- use obscene or abusive language to harass, insult or attack others;
- deliberately waste printing and Internet resources;
- damage computers, printers or the network equipment;
- violate copyright laws which includes plagiarism;
- use unsupervised internet chat; and
- use online email services (e.g. Hotmail), send chain letters or Spam e-mail (junk mail).

**Privacy of information**

1. Usernames and passwords are to be kept by the student and not divulged to other students.
2. Students cannot use another student or staff member's username or password to access the school's network, including not trespassing in another person's files, home drive or e-mail.
3. Students should not divulge personal information (e.g. name, parent's name, address), via the internet or e-mail, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.

**What is expected of schools when providing students with access to ICT facilities?**
Schools will provide information in relation to student access and usage of its network and reserves the right to restrict/remove student access to the intranet, extranet, internet or network facilities if parents or students do not adhere to the school's network usage and access guideline/statement. Schools will prepare students for the possibility of unanticipated access to harmful information, materials or approaches from unknown persons via the Internet (e.g. run through processes for disregarding (or ceasing access) to information, the process for reporting accidental access to harmful information and reporting approaches from unknown persons via the internet to the supervising teacher or school staff member).

**What awareness is expected of students and their parents?**
**Students and their parents should:**

- Understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the school's ICT network facilities and ensure they have the skills to report and discontinue access to harmful information if presented via the internet or e-mail;
- Be aware that the ICT facilities should be utilised with good behaviour as stipulated under the Code of School Behaviour; and that students breaking these rules will be subject to

appropriate action by the school. This may include restricted network access for a period as deemed appropriate by the school.

- Be aware that access to ICT facilities provides valuable learning experiences, therefore giving the student educational benefits in line with the school's educational program;
- Be aware that the internet gives access to information on and from a wide variety of organisations, subjects, people, places with origins from around the world; the school cannot control information accessed through the internet; and information may be accessed or accidentally displayed which could be illegal, dangerous or offensive, with or without the student's immediate knowledge; and
- Understand that teachers will always exercise their duty of care, but protection, mitigation and discontinued access to harmful information requires responsible use by the student.

# 4. Conditions and Specifics of iPad Use

**Charging**
iPads brought to school need to be fully charged. The power supply is not required at school. Leaving power supplies at home reduces the weight of the equipment student's transport to and from school and reduces likelihood of damage and/or loss. A battery lasts all day in normal class use if charged at home.

**Other Privately Owned Devices**
Ferny Hills State School only uses iPads and will not sanction any other privately-owned devices connecting to the school network, other than the devices nominated in the ELF supported devices Section 2.4.1. The policy has been enacted to prevent exposure of the school network to security risks.

**Apple ID**
Parents will be required to have their own Apple ID and set up Family Sharing. Within Family Sharing a separate Apple ID will need to be created for each student. Parents will need to do this as the legal age for setting up an Apple ID account is 13 years or over. Information and instructions on how to create these accounts are included below.

**If not using a credit card as a payment method on the app store, read this first:**

**Apple ID Information**
How to create a new Apple ID
https://support.apple.com/en-au/HT204316

Manage and use your Apple ID
https://support.apple.com/en-au/HT203993

Family Sharing and Apple ID for your child
https://support.apple.com/en-au/HT201084

Apple ID FAQ
https://appleid.apple.com/faq/#!&page=faq

**Operating System**
The latest iOS operating system is always required on personal devices. Updates should be completed at home and a full backup is encouraged beforehand to avoid possible loss of data.

# 5. General Care

**Students are responsible for the general care of the iPad.**

**General Precautions**
- It is recommended that food or drink should not be next to an iPad when in use.
- Cords, cables, and removable storage must be inserted into, and removed from the iPad carefully.
- The iPad should never be left in a car or any unsupervised area.
- Students are responsible for ensuring the battery is charged for school each day.
- iPads will be stored in classrooms during break times.

**Transporting the iPad**
- The iPad should always be within a protective case when carried. We recommend iPads have a tempered glass screen protector and are placed in an iPad case meeting the military standard 810 drop test.
- Many parents provide a padded case for students to place iPads in for transportation in school bags.
- Some carrying cases can hold other objects, such as clipboards and exercise books but keep these to a minimum to avoid placing too much pressure and weight on the iPad screen.
- It is recommended students do not store drink bottles in the same compartment of their school bag as their iPad and drink bottles have a strong seal to avoid leaks.

**Screen Care**
The screen can be damaged if subjected to rough treatment. They are particularly susceptible to damage from excessive pressure and can be costly to repair.
- Do not lean on the top of the iPad.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carry case that will press against the cover.
- Do not poke the screen, except with a finger.
- Clean the screen with a soft, dry cloth or anti-static cloth.

**Battery Maintenance**
The battery life of portable devices is improving as technological enhancements are made. To get the most out of the battery life of the iPads, follow these simple tips:
- Reduce the screen brightness to a comfortable level
- Disable connectivity such as Wi-Fi and Bluetooth when not in use
- Lock the iPad screen when not in use
- Close all running apps when not in use

# 6. Occupational Health and Safety

Students are advised to consider the following advice when using their iPad.

- Taking regular rest breaks (at least every 20 minutes; more often if the setup is not ideal to allow muscles and vision to recuperate).
- Not using the iPad for more than 2 hours in any session.
- Working in an environment free from glare.
- Using the iPad on a desk rather than on the lap whenever possible.
- Changing the viewing angle to minimise the need to bend the neck.
- Using a chair that maintains good posture.
- Reducing the need to carry the iPad (where practicable).

**Potential Hazards**

The main feature of mobile devices that causes problems is the minimal amount of ergonomic adjustment – this promotes poor posture.

Potential injuries that can occur through using iPads include:

- Occupational Overuse syndrome (OOS) [also known as repetitive strain injury (RSI)] as a result of sustained unnatural postures and/or prolonged tension on muscles, tendons, and other soft tissues.
- Eye strain through use in environments where there is poor lighting, glare, or reflection, and as a result of straining to view details on small screens.
- Manual handling strain through carrying the iPad for extended periods and/or lifting them out of awkward spaces. Strain may be the aggravation of an existing injury.
- Tripping hazards can also exist where the mobile device has external cables attached such as mains power cords or external drive connectors.

**Minimising the Risk of Strain or Injury**

- Where possible, place the iPad on a desk at a height where the elbows are at 90 degrees and the wrists kept straight.
- Wherever possible sit in a comfortable chair at a desk.
- Take frequent rest breaks at least every 20 minutes but more often if the setup is not optimal to allow eyes and muscles to recuperate.
- Avoid using the iPad for extended periods (maximum of 2 hours in any session).
- Setting the screen at an angle that reduces, as far as possible, the need to bend your neck and minimises reflection.

**Preventing Eye Strain**

Eyestrain and headaches can be caused by the constant viewing of small objects on small screens, or glare or reflection from lighting sources. The risk of eyestrain can be reduced by ensuring students:

- Work in environments free from glare or reflection.
- Have adequate lighting.
- Increase font size for comfortable viewing.
- Position the iPad screen for comfortable viewing distance.
- Take frequent rest breaks. (An old but valid idea is the 20/20 rule that states "every 20 minutes look at something about 6 metres for 20 seconds").
- Regularly blink to lubricate eyes.
- Adjusting the screen brightness, colours and/or contrasts can also assist in reducing eyestrain.

**Preventing Hearing Damage**
It is unlikely that students will use headphones for extended periods of use throughout the school day.  Hearing damage can be prevented by following some of these simple steps.
- Limiting the time spent listening with headphones to 1-2 hours per day
- Having rest breaks of an hour for ears to recover after an hour of listening
- Limiting the volume of the headphones or the device to 85dB or less
- If other people can hear the sound from the headphones/ear buds then the volume is too loud
- If student listening raises his/her voice speaking to others while listening it is likely the volume is too loud
- In the absence of noise cancellation, using headphones is apparently safer than the ear buds
- There is also the option for parents to adjust the maximum volume limit on the iPad itself.


**References**
Australian Standard AS 3590 (1990) screen-based workstations, workstation furniture and input devices.
Occupational Overuse syndrome – Keyboard Operators: Reducing the Risk.
Workplace Health and Safety – http://www.dir.qld.gov.au/workplace/index.htm
Using your device safely, Department of Education, Victoria.
Health and safety in the Office. Department of Education, W.A.
Officewise. Victoria Work Cover http://www.workcover.vic.gov.au

# Appendix 1  - Reference for Home

**Ferny Hills State School**
**2026 Student ELF Participation Agreement**

**General Use**
1. I understand it is recommended that I bring my personal iPad to school each day.
2. I will ensure the iPad is charged at the beginning of each school day.
3. I will leave the iPad charger at home unless directed to bring it to school under special circumstances.
4. I will hold the iPad with two hands when carrying it and will walk with it at all times.
5. I will ensure my iPad is kept in my school bag on my trip to/from school.
6. I will keep food and drinks away from the iPad at school.
7. I will immediately report any accidents or breakages to my parents and teachers.
8. I understand that if damage to a device is
    a through substantiated negligence of the school, the school will cover the cost of repair.
    b through deliberate or careless actions of a student (owner or others), the costs of repair will be passed onto those involved and necessary behaviour consequences may apply.
    c through student negligence or refusal to comply with classroom direction regarding use of the iPad, parents of the student are to cover costs of the repair.

The decision around the responsibility for repair costs is at the discretion of the Principal.

**Content**
1. I will use the iPad only to support my school learning program whilst at Ferny Hills State School.
2. I permit my teachers and parents to perform checks to monitor that I have not installed illegal/unsuitable software applications and content and to check the websites which I visit. I understand there will be consequences for inappropriate use including, but not limited to, loss of privilege of using the iPad for a period of time.
3. I am responsible to ensure my iPad is backed up.

**Safety and Security**
1. Whilst at school, I will only connect my iPad to Education Queensland's Managed Internet Service. I am not permitted to access 3G or 4G Internet at school.
2. Whilst at school, I will only go to websites that support my learning activities.
3. I will only use my school email account for mail related to my learning.
4. I will be cyber safe and cyber smart when using the Internet.
5. I will demonstrate etiquette when using my iPad/other equipment with regard to other people.
6. I will use my iPad lawfully and in accordance with the Appropriate Use/Behaviour of School Network guidelines regarding ethical use of equipment, technology, use of legal software, use of the Internet and the protection of personal data.
7. I will use my iPad in accordance with the *Student Code of Conduct* for Ferny Hills State School.
8. I will only take photos and record sound video, when granted permission by my teacher.
9. The school name, crest or uniform will not be used in any way which would result in a negative impact for the school and its community. I will not post photos, audio or video of such.
10. For security reasons, I am not to share account names and passwords with anyone unless requested by Ferny Hills State School when servicing my iPad.
11. I am responsible for the security and use of my iPad while at Ferny Hills State School. iPads will be stored in classrooms during break times.
12. I will not use iMessage, other messaging services or social media platforms at school.

I understand if the above conditions are not followed, I will not be granted the authorisation to use my iPad at Ferny Hills State School for a minimum period of one week. I understand that if I regularly breach the Student Participation Agreement, the authorisation to use my iPad at school would be removed for a longer period of time.

Name of student: _____ Student Signature: _____ Date: _____

Name of parent: _____ Parent Signature: _____ Date: _____

Authorised at Ferny Hills State School by:

Principal Name: Brad Geisel          Principal Signature _____ Date: _____

Teacher Name: _____ Teacher  Signature _____ Date: _____