

# BY D

**2025 BYOD**

## **Parent Handbook**

**Year 3, 4, 5 and 6**





**Follow these steps to get ready for BYOD**

**Step 1**

Follow the Purchase List (**p.3**) to get items ready

**Step 2**

Label the iPad, case and headphones with your child's name (**p.4**)

**Step 4**




Use our BYOD 2025 page on our school website to setup iPad for learning (**p.5**)

**Step 4**

Download Apps (list available on our website from Term 4)

# Step 1

Purchase the following items ready for the first day of school.

Item	Approximate Cost	Supporting Information
<b>Apple iPad Gen 9 Wi-Fi 64GB OR more</b> 	From \$419	Wi-Fi Cellular iPad will <b>not</b> be accepted iPad minis will <b>not</b> be accepted <i>Optional iPad purchasing portals on school website</i>
<b>Sturdy iPad Case</b> 	From \$50	Cases should be heavy duty and encompass the iPad, rather than just clip onto the back (pictured left).
<b>Wired Headphones</b> 	From \$40	Over-ear wired headphones are usually more comfortable. Check for your child's comfort. Check for compatibility with iPad prior to purchase.
<b>Setup Family Sharing</b>	Free	Create a Child Apple ID and enable Parent Controls <a href="https://support.apple.com/en-au/HT201304">https://support.apple.com/en-au/HT201304</a>
<b>Install Required Apps</b>	<b>\$5.99</b>	Install all required apps from the list. Paid apps can be shared between devices using Family Sharing, meaning they only need to be paid for once. <b>The apps list will be released in Term 4.</b>
<b><u>Optional</u> School Bag</b>	\$46	School Backpack can be purchased from the Uniform Shop or online at School Locker.

Step 1



Follow the Purchase List to get items ready

Step 2



Clearly label the iPad, case and headphones with your child's name and 2025 class

Step 3

Use our BYOD 2025 page on our school website to setup iPad for learning (p.5)

Step 4

Download Apps (list available on our website from Term 4)



*Student Name 1X*

Step 1

Follow the Purchase List

Step 2

Label the iPad, case and headphones with your child's name

Step 3

Use our BYOD 2025 page on our school website to setup iPad for learning (p.5)

Step 4

Download Apps (list available from Term 4, via link below)



Follow this link to Setup iPad for Learning and download apps

<https://norfolkvillages.eq.edu.au/curriculum/bring-your-own-device>

# **BYOD Program FAQs**

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## Program FAQs

### SETTING UP and MANAGING IPAD

#### **Why BYOD at NVSS?**

- ICT Capabilities are woven throughout The Australian Curriculum and as such your child's creativity and capability can be furthered with our BYOD Program, preparing them for a positive employment future.
- 1:1 iPad environment enables learning to be personalised for your child and provides them with access to a wider range of tools to support and enhance learning.
- A personally owned iPad allows your child to share their learning with you, and to access a wider range of digital tools for homework, strengthening the link between home and school. Communication between your child, parent and teacher will be positively influenced using an iPad.
- An iPad will support your child to demonstrate what they know and can do in much broader ways, supporting further opportunities for high order thinking and critical and creative thinking, better preparing your child for their future.



#### **Do I need to set up Family Sharing on my child's device?**

Yes. At NVSS we value Family Sharing as an important way for parents to influence their child's device use. Family Sharing is a feature of Apple products. Family Sharing enables children under the age of 13 to have their own Apple ID which is linked to your parent account with the appropriate restrictions. It also allows families to share apps across 6 devices, which means you only need to purchase a paid app once and it can be used across many devices. Family Sharing also offers Parental Controls which support your child to manage their screen time and access to the device. <http://www.apple.com/au/family-sharing>

#### **Who is responsible for managing the iPad?**

Parents and students are responsible for managing and maintaining iPads for school use. This means that updates and app downloads will need to be completed at home. Students may be asked to remove any apps which are not necessary for learning if they are interrupting learning or taking up storage space on the iPad which is necessary for learning tasks.

Apple have a range of personal storage options. Please note that iCloud cannot be accessed on the school network.

For further information: [support.apple.com/en-au/ht203977](http://support.apple.com/en-au/ht203977)

All iOS updates need to be completed at home as the school MOE internet does not allow this to happen at school. It is important to keep your child's iPad updated with the latest operating software.

#### **Who is responsible for damages to BYOD iPads?**

Students will move from class to class with their iPads e.g. for a science lesson with a specialist teacher, and class teachers sometimes use outdoor spaces for learning, so this means that a sturdy case is required



to protect the iPad. Rules are in place to prevent foreseeable problems and damage, however, from time to time accidents may occur. If damage is caused by deliberate or careless actions of a student (owner or others), the costs of repair will be passed on to those involved and behaviour consequences may apply. The decision around the responsibility for repair costs is at the discretion of the Principal. iPads can be added to home and contents insurance policies. For further information on this contact your insurance provider.

### ***Do I still need to pay the Levy and purchase books?***

Yes. In order to provide a balanced education, students will still need pencils, workbooks and other stationery so this means families need to pay Levy fee and purchase materials on the Booklist.

Apps list will be shared via Adobe Spark page in Term 4.

### ***What apps will my child need on their iPad?***

Our BYOD Apps List will be sent to all Year 3, 4, 5 and 6 families with the Levy and Booklist information in Term 4. The apps will be updated on our School Website

### ***Why is an iPad the only device my child can bring?***

At Norfolk Village we believe having a consistent device in the hands of all our students and teachers, enables our community to be confident, comfortable and productive with teaching and learning in the 1:1 environment.

### ***What happens if my child forgets the passcode on their iPad?***

You will need to connect the iPad to the computer it is synced with and restore it to a previous backup. It is important that you adhere to password procedures as outlined in the Privacy and Confidentiality section on page 9.

### ***Can my child have access to iMessage at school?***

No. While at school iMessage must be OFF.

Whilst we understand that communication between home and school is important, iMessage for parent/child communication is not allowed. iMessage and Facetime are not needed as a learning tools and as such, the use of this during learning time would constitute a breach of our BYOD User Agreement.

To communicate with your child during the school day please phone the school office or email their teacher.



### ***Can we install social media apps?***

No. Most social media apps are NOT age appropriate, for example a 9 year old should have apps that are recommended for 9 year-olds and under. All Social Media Apps including, but not limited to Facebook, Instagram, Tik Tok, Fortnite and Snapchat are not to be installed.

The Carly Ryan Foundation offers app guides for parents:

<https://www.carlyryanfoundation.com/resources/fact-sheets> and the Apple App Store provides recommended age limits.



***Can we install apps that are not on the Apps List?***

Yes. Students can have 'extra' apps installed on their iPad for personal use, provided they do not interfere with storage space for school requested apps. You may choose to place extra apps in a home screen folder called 'Home', to minimise distractions during learning time.

***Are other web-enabled devices like smart watches allowed?***

Phones must be signed into the office each morning (placed into silent mode) and then signed out at the end of each day. To wear a Smart Watch to school, students and parents must read, agree and sign our school Smart Watch Policy on page 19 of this handbook. This can also be found on our school [website](#). Classroom teachers will hand out the agreements as necessary. Please return signed agreements to the office ASAP.

Screen Time lets you know how much time you and your kids spend on apps, websites and more. This way, you can make more informed decisions about how you use your devices, and set limits if you'd like to.

Screentime can be useful when there are apps on the BYOD you would like to remain on the iPad for using at home, but these apps may be a distraction at school. Parents can use the 'Downtime' feature to allow only the use of approved apps during school hours.

To turn on Screentime on a BYOD device:

1. Go to Settings > Screen Time.
2. Tap Turn On Screen Time.
3. Tap Continue.
4. Select This is My [device] or This is My Child's [device].
5. Set the Downtime to start at 9am and finish at 3pm (or later if you wish)
6. Select 'Not Now' for app limits
7. Select 'Continue' for Content and Privacy
8. Set a Screentime Passcode
9. Go to the 'Always Allowed' section add all the apps on the NVSS App List

After you turn on Screen Time, you'll see a report showing how you use your device, apps and websites. If it's your child's device, you can set up Screen Time and create settings on their device or you can [use Family Sharing](#) to configure your child's device from your device. After you set up your child's device, you can also use Family Sharing to see reports and adjust settings from your device.

With Screen Time, you can also create a dedicated passcode to secure settings, so only you can extend time or make changes. Make sure to choose a passcode that's different from the passcode that you use to unlock your device. To change or turn off the passcode on your child's device, go to Settings > Screen Time and tap your child's name. Then tap Change Screen Time Passcode or Turn Off Screen Time Passcode, and authenticate the change with Face ID, Touch ID or your device passcode.



#### **Downtime**

Think of this as a nap for your screen time. When you schedule Downtime in Settings, only phone calls and apps that you choose to allow are available. Downtime applies to all of your Screen Time-enabled devices, and you get a reminder five minutes before it starts.



#### **App Limits**

You can set daily limits for app categories with App Limits. For example, you might want to see Productivity apps while you're at work, but not Social Networking or Games. App Limits refresh every day at midnight, and you can delete them any time.



#### **Always Allowed**

You might want to access certain apps, even if it's Downtime or if you set the All Apps & Categories app limit. Phone, Messages, FaceTime, and Maps are Always Allowed by default, but you can remove them if you want.



#### **Content & Privacy Restrictions**

You decide the type of content that appears on your device. Block inappropriate content, purchases, and downloads, and set your privacy settings with Content & Privacy Restrictions.

## LEARNING WITH iPADS



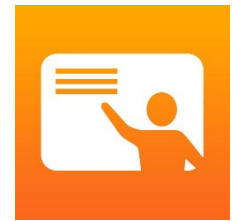
### ***Will my child still be using pencil and paper for learning?***

Yes. iPads do not replace all aspects of learning. For example, handwriting features in the Australian Curriculum, so this will be taught. At Norfolk Village, iPads are a tool for learning, just as pencil and paper are, so teachers will select the best tool to suit the needs of students and the learning intention in all learning situations.

### ***How will teachers monitor what my child is doing on their iPad?***

At NVSS we believe in supporting student learning to get best outcomes for all students. Teachers use the Classroom App to help monitor and support student learning. This app connects with each iPad in a classroom and allows the teacher to see what students are doing on their screen while connected to the same wi-fi point at school. It tracks which apps are opened by each student, and how long they have been used. The Classroom App also supports teachers to quickly, with one action, share information and links with all students in the class. Students can also send evidence of their learning back to their teacher. For further information: [www.apple.com/au/education/teaching-tools](http://www.apple.com/au/education/teaching-tools).

***You can use this app at home to support your child's iPad use.***



Education Queensland provides all State Schools with a Managed Operating Environment (MOE). This means that web searching is filtered and traceable for both students and staff.

### ***How often will my child use their iPad in class?***

iPads are an incredible learning tool and teachers will select the most appropriate learning tool to suit the learning intentions and needs of students. This means that iPad use will vary from day to day.

### ***What will students do with their iPads?***

The Australian Curriculum provides a huge range of opportunities for students to demonstrate their learning with digital products. The power of the iPad is in creating. Throughout our BYOD journey we have supported students to create: videos of maths concepts, advertising products such as posters, alternative endings for known stories, digital artworks, stop motion animations and appreciation videos. The options are limitless and teachers facilitate these opportunities for students.



*Year 4 object personification*



*Year 6 story telling*

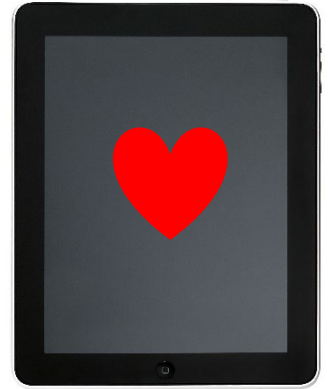
### ***How can parents learn more about how to use an iPad?***

Get involved with your child's learning and ask them to show you different activities they have completed and products they have created with their iPads. The Everyone Can Create series is a great resource if you would like to experiment and learn <https://www.apple.com/au/education/k12/everyone-can-create/>

## CARINGN FOR iPADS AT SCHOOL

## Charging Batteries

iPads brought to school will need to be charged to a minimum of 90%. **The power supply will not be required to be brought to school.** BYOD classrooms will have a number of iPad power supplies to charge iPads in the event of a battery being depleted. Leaving power supplies at home reduces the weight of the equipment students transport to and from school and reduces likelihood of damage and/or loss.



## Screen Care

Screens can be very costly to repair as such we recommend that iPads are not leaned on for any reason. iPads should not be stacked with other iPads or heavy objects, either in or out of a case. Heavy tapping and poking the screen may cause damage also. A good quality school bag will help to protect the screen on the way to and from school.

## Storage at School

Classrooms are locked when not in use. Students do not take their iPads into the playground at lunch time.

# INTERNET USE WITH IPADS

## Internet Use at School

At school, students must agree to follow the Appropriate Use/Behaviour of School Network guidelines in relation to Internet Use. Internet access is provided by Education Queensland's Managed Internet Service (MIS) and provides students with:

- Content-filtered Internet access
- Virus-filtered email
- School website hosting



MIS provides the means to filter students' access to web pages from a global level; controlled by Education Queensland and from a school level when appropriate.

## Internet Use at Home

iPads used in the BYOD program will continue to access home networks when at home.

## ICT Acceptable Use Policy

### Information for Students and their Parents about Acceptable Usage

#### Acceptable device use

Students must follow school rules and the Responsible Behaviour Plan for Students when using their device:

- I am safe
- I am respectful
- I am a learner

Students must comply with the [Acceptable Use of the Department's Information, Communication and Technology \(ICT\) Network and Systems](#)

Communication through internet and online communication services must also comply with the department's [Code of School Behaviour](#) and the Norfolk Village State School Responsible Behaviour Plan for Students available on our school website.

Examples of acceptable use includes:

- engagement in class work and on assignments set by teachers
- developing appropriate 21<sup>st</sup> Century knowledge, skills and behaviours
- authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by school staff
- conducting general research for school activities and projects
- communicating or collaborating with other students, teachers, parents, caregivers or experts as part of assigned school work
- accessing online references such as dictionaries, encyclopaedias, etc.
- researching and learning through the school's eLearning environment
- ensuring the device is fully charged before bringing it to school to enable continuity of learning

Students are expected to be courteous, considerate and respectful of others when using their device.

#### Unacceptable device use

Examples of unacceptable use includes:

- using the device in an unlawful manner
- downloading (including using unauthorised software), distributing or publishing of offensive messages or pictures
- using obscene, inflammatory, racist, discriminatory or derogatory language
- using language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insulting, harassing or attacking others or using obscene or abusive language
- deliberately wasting printing and Internet resources
- intentionally damaging any devices, accessories, peripherals, printers or network equipment
- committing plagiarism or violating copyright laws
- using unsupervised internet chat
- sending chain letters or spam email (junk mail)
- accessing private 3G/4G networks during the school day
- knowingly downloading viruses or any other programs capable of breaching the department's network security
- using the device's camera anywhere a normal camera would be considered inappropriate, such as in toilets
- invading someone's privacy by recording personal conversations or daily activities and/or further distributing (e.g. forwarding, texting, uploading, Bluetooth use etc.) such material

Note: students should not divulge personal information (e.g. name, parent's name, address), via the

Internet or email, 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 reserve 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.

The school will educate students on cyber bullying, safe internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to incorporate these safe practices into their daily behaviour at school.

Where possible, internet usage by students will be considered and prepared prior to class engagement, including filtering and checking sites students are directed to visit. Assessment tasks should be delivered within an appropriate timeframe, allowing students appropriate access to the internet (during schools hours and/or outside of school hours) to complete the set task.

### **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 email;

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 or loss of BYOD privilege, 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 and 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.

### **Internet Use at School**

At school, students must agree to follow the [Acceptable Use of the Department's Information, Communication and Technology \(ICT\) Network and Systems](#) in relation to Internet Use. Internet access is provided by Education Queensland's Managed Internet Service (MIS) and provides students with Content-filtered Internet access and Virus-filtered email.

MIS provides the means to filter students' access to web pages from a global level; controlled by Education Queensland and from a school level when appropriate.

### **Email Use**

While at NVSS, students have access to a Department of Education, Training and Employment email account, which they can access from home and school for the purposes of learning. Email traffic is monitored for inappropriate use, content and language.

### **Digital citizenship**

Students should be conscious creators of the content and behaviours they exhibit online and take active responsibility for building a positive online reputation. They should be conscious of the way they portray themselves, and the way they treat others online.

Students should be mindful that the content and behaviours they have online are easily searchable and accessible. This content may form a permanent online record into the future.

Interactions within digital communities and environments should mirror normal interpersonal expectations and behavioural guidelines, such as when in a class or the broader community.

Parents are requested to ensure that their child understands this responsibility and expectation. The school's Responsible Behaviour Plan also supports students by providing school related expectations, guidelines and consequences.

## Cyber Safety

If a student believes they have received a computer virus, spam (unsolicited email), or they have received a message or other online content that is inappropriate or makes them feel uncomfortable, they must inform their teacher, parent or caregiver as soon as is possible.

Students must never initiate or knowingly forward emails, or other online content, containing:

- a message sent to them in confidence
- a computer virus or attachment that is capable of damaging the recipients' computer
- chain letters or hoax emails
- spam (such as unsolicited advertising).

Students must never send, post or publish:

- inappropriate or unlawful content which is offensive, abusive or discriminatory
- threats, bullying or harassment of another person
- sexually explicit or sexually suggestive content or correspondence
- false or defamatory information about a person or organisation.

Parents, caregivers and students are encouraged to read the department's [Cybersafety and Cyberbullying guide for parents and caregivers](#).

## Web filtering

The internet has become a powerful tool for teaching and learning, however students need to be careful and vigilant regarding some web content. At all times students, while using ICT facilities and devices, will be required to act in line with the requirements of the [Code of School Behaviour](#) and any specific rules of the school. To help protect students (and staff) from malicious web activity and inappropriate websites, the school operates a comprehensive web filtering system. Any device connected to the internet through the school network will have filtering applied.

The filtering system provides a layer of protection to staff and students against inappropriate web pages, spyware and malware, peer-to-peer sessions, scams and identity theft.

This purpose-built web filtering solution takes a precautionary approach to blocking websites including those that do not disclose information about their purpose and content. The school's filtering approach represents global best-practice in internet protection measures. However, despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed. Teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

Students are required to report any internet site accessed that is considered inappropriate. Any suspected security breach involving students, users from other schools, or from outside the Queensland DET network must also be reported to the school.

The personally-owned devices have access to home and other out of school internet services and those services may not include any internet filtering. Parents/caregivers are responsible for appropriate internet use by their child outside the school.

Parents, caregivers and students are also encouraged to visit the [Australian Communications and Media Authority's CyberSmart website](#) for resources and practical advice to help young people safely enjoy the online world.

## Privacy and confidentiality

Students must not use another student or staff member's username or password to access the school network or another student's device, and must not trespass in another person's files, home drive, email or access unauthorised network drives or systems.

Additionally, students should not divulge personal information via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school. It is important that students do not publish or disclose the email address of a staff member or student without that person's explicit permission. Students should also not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others. They should ensure that privacy and confidentiality is always maintained.

## Intellectual property and copyright

Students should never plagiarise information and should observe appropriate copyright clearance, including acknowledging the original author or source of any information, images, audio etc. used. It is also important that the student obtain all appropriate permissions before electronically publishing other people's works or drawings. The creator or author of any material published should always be acknowledged. Material being published on the internet or intranet must have the approval of the principal or their delegate and have appropriate copyright clearance.

Copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

## Monitoring and reporting

Students should be aware that all use of internet and online communication services can be audited and traced to the account of the user.

All material on the device is subject to audit by authorised school staff. If at any stage there is a police request, the school may be required to provide the authorities with access to the device and personal holdings associated with its use.

## Misuse and breaches of acceptable usage

Students should be aware that they are held responsible for their actions while using the internet and online communication services. Students will be held responsible for any breaches caused by other person(s) knowingly using their account to access internet and online communication services.

The school reserves the right to restrict/remove access of personally owned mobile devices to the intranet, internet, email or other network facilities to ensure the integrity and security of the network and to provide a safe working and learning environment for all network users. The misuse of personally owned mobile devices may result in disciplinary action which includes, but is not limited to, the withdrawal of access to school supplied services.





## 2025 NVSS BYOD USER AGREEMENT

Families are in partnership with the school to ensure that iPads are for learning. In order to support the successful integration of iPads as learning tools both students and parents have responsibilities. Please read and sign the following agreement:



### Students will:

- Use iPad for learning at school so I will only use SCHOOL APPS while at school
- bring my iPad with 100% battery every day
- Turn iMessage off and NOT access it during the school day
- not take photos/videos/recordings unless directed by a teacher
- not upload or share any school work unless directed by a teacher
- choose "Always Allow" in the Classroom App, and I will not change these settings
- keep my case on my iPad
- leave iPad inside during break times
- keep iPad in my bag before and after school
- use the Cyber High-5
- leave phones at the office
- not alter the QWERTY keyboard or fonts by downloading external apps

If I do not follow these rules I understand that:

- My parents may be notified.
- I may lose the privilege of using my iPad at school for a period of time and I will still need to complete my school work in other ways.
- The NVSS Behaviour Code will be used to inform any necessary consequences.

Student Name:	Class:	Date:
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### Parents will:

- set up my child's iPad using the information provided in BYOD 2023 Spark Page (QR Code Right)
- supply suitable headphones and a case for my child's iPad
- setup Family Sharing on my child's iPad
- use Child Apple ID to sign into my child's iPad
- install the required apps on my child's iPad
- turn iMessage and Facetime off during school hours using Communication Limits in Screen Time settings
- use Content and Privacy Restrictions in Screen Time to monitor the content which my child can access
- not install social media, games or entertainment apps which are not suitable for the age of my child. E.g. if my child is 9 years old I will not install apps intended for 12+
- not supply my child with a SIM card for their iPad
- support their child to leave any phones or smartwatches (connecting to outside networks) at the school office during school hours



Parent Name:	Parent Signature:	Date:
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## NVSS SMART WATCH USER AGREEMENT

Families are in partnership to ensure that iPads and other devices are for learning. Please read and sign the following agreement to inform the use of smart watches at school:

**If parents/carers choose to supply their child/children with smart watches, they must:**

- **Understand that any smart watches that are worn to school must include parental controls/school mode.**
- Use parental controls to set school mode. This means that the watch will not have access to outside networks/camera/messaging/phone.
  - *In the event that smart watches can access outside networks the device will be removed in line with the NVSS Student Code of Conduct.*
- Understand that smart watches are worn at your own risk and any damages occurring during school hours (including before and after school) are the parent's /carer's responsibility. Parents and students are responsible for the security, insurance and maintenance of personal devices.
- Understand that if the device has a negative impact on student learning, the school will ask that the device does not come to school.

Parent Name:	Parent Signature:	Date:
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**Students will:**

- Wear smart watches to tell the time, date and track steps.
- Leave their watch on and not remove or share this with anyone else.
- Follow the NVSS Student Code of Conduct.
  - *If the smart watch is connecting to an outside network it will need to be stored at the office during school hours.*
- Alert the teacher to any notifications that appear on their smart watch.

If I do not follow these rules I understand that:

- My parents may be notified.
- I may lose the privilege of having my smart watch at school.
- The NVSS Student Code of Conduct will be used to inform any necessary consequences.

Student Name:	Class:	Date:
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Families are able to obtain technical support, by appointment only, through the NVSS Information Technology Help Desk every Thursday, 10am to 12pm.

To make an appointment, please email the NVSS Office at [info@norfolkvillegess.eq.edu.au](mailto:info@norfolkvillegess.eq.edu.au) with your name, student name and class and we will reply with a suggested appointment time.

When attending these appointments, please ensure the:

1. iPad is fully charged; and
2. Apple ID has been created and Apple ID information is available at the appointment.