Mary MacKillop College iPad Handbook

In 2018, all students in Years 4 to 9 are requested to participate in a Bring Your Own Designated Device (BYODD) Program. The specified device for Year 4 to 9 students is the **iPad Air2** with the recommended minimum specifications being **32 GB WI Fi**. (Year 10 students will have additional device options, depending on their subject requirements. Please contact the Senior Admin for further information.)

The College has been approached by some parents who currently have older models of iPad or iPad mini devices at home. While the College has recommended minimum specifications for the 1:1 Program, older devices may be able to be utilized, if they are using a **minimum operating system of iOS 10**. This is required to connect to the College Wi-Fi and operate via the College filter. Older devices will not be able to sync with the College iPad management software so parents will need to ensure all required apps are downloaded at home. Some older devices may not be able to download particular apps.

Educational Opportunities of a 1 to 1 iPad Program

Contemporary learning environments offer flexibility and opportunities for collaboration, independence and connectivity to the wider world. This sort of anytime, anywhere learning is supported by access to technologies including iPads.

The Mary MacKillop Catholic College approach is to provide many learning opportunities for every child within our school. These devices never replace the current ways of teaching and learning but rather enhance it by providing an alternative way for our students. We recognize that all children learn in different ways so we want to provide those opportunities for our students.

Learning and Teaching:

•	Learners and teachers create contemporary learning environments and quality learning outcomes as they shape and enrich their own and others' worlds.

•	Contemporary learning is personalized and provides anytime, anywhere access for students to portable technologies.

•	Teachers' access to the Australian Curriculum and supporting professional resources is delivered online.

The curriculum is centred on a set of general capabilities - literacy, numeracy, ICT competence, creative and critical thinking, ethical behaviour, personal and social competence and intercultural understanding. The current digital world allows anyone to learn wherever they are at any time and the general capabilities are important in this context. We are preparing students to become effective members of society. They will be employed in jobs that currently do not exist. Students must have well developed skills of creativity, collaboration, critical thinking and communication. The iPad provides many opportunities for enhancing these skills. The iPad is a personal, mobile device that is used in an increasing number of professions and workplaces.

The iPad was chosen as the core technology as it provides access to anywhere, anytime learning. The iPad can be used as a research tool, organising tool, eBook reader and creative tool. The iPad gives access to internet, email and many apps (programs), tools and resources. The iPad is light and mobile.

Student learning

Our goal is for students to use iPads as a tool to support key processes in learning - accessing, organising, processing and publishing information, collaboration locally and globally, creativity and communication - and for teachers to use them in an environment to facilitate deeper engagement in learning and higher-ordering thinking.

iPads will be used to facilitate learning by allowing students to:

- Access, use, organise, create and publish digital and online information
- Develop knowledge, understanding and skills through creativity, critical thinking and problem solving
- Collaborate with peers and the wider community
- Communicate their knowledge and learning experiences

Students will use the iPad to manage their work and learning.

Students will accept responsibility for their personal actions when using ICT. Students will accept responsibility for the care and function of their iPad.

Bring Your Own Designated Device (BYODD)
Programme 2018

At Mary MacKillop College, students use iPads as their core learning technology. Subjects with specialist ICT requirements also have access to technologies designed to address specific learning requirements.

In 2018 parents of students in **Years 4 to 9** will supply an iPad as standard school equipment.

IPad Requirements

Recommended iPads are:

- A full sized iPad with a minimum operating system of iOS 10. (iPad 4, iPad Air 1, iPad Air 2, iPad Pro).

- If purchasing a new iPad for 2018, the minimum recommended model is the **32GB iPad Air2 with Wi-Fi**.

- We strongly recommend the **Wi-Fi only** model to reduce cost to parents and to ensure Internet traffic at the College is filtered.

- Families make their own decisions about where and how to purchase iPads.

Other Requirements

- **Apps**: a core collection of apps is required. Please refer to your Year Level List. The College will provide families with an iTunes Gift Cards for the purchasing of apps.

- **Headphones with microphone**: we recommend students use volume restricted headphones.

- **Extended warranty and robust case**: we recommend the purchase of an extended warranty. We strongly recommend a robust case to minimize potential damage, for example, the Griffin Survivor and the LifeProof cases are both highly effective.

Student and Parent iPad Guidelines

1. Education Purposes

a. Students are to use their iPad for educational purposes.

b. The school reserves the right to carry out software, hardware and data inspections of iPads at any time.

2. Student Responsibilities

a. Each student should be responsible to keep their iPad secure. iPads should never be stored in an unlocked vehicle or unsecured place. However, parents should include the iPad on their own home insurance too.

b. iPads must be at school every day.

c. iPads must be clearly named and kept clean from graffiti and stickers.

d. Students should know their apple id and password.

e. Students should keep all passwords secure.

f. Students should be prepared for class by ensuring downloads have completed prior to their lesson.

g. Students should not access other students iPads.

h. Sound should be muted at all times unless permission is given by your class teacher. Headphones are permitted.

i. It is the student's responsibility to charge their iPad at home each evening to ensure it is charged for the next day.

j. While travelling to and from school iPads are to be carried in iPad cases and their school bags.

k. iPads are not to be used during recess and lunch. They should be kept inside the classroom during school hours unless completing assignments in the library or participating in an activity directed by the classroom teacher. NO iPads are taken to the eating area.

3. Parent Responsibilities

a. Ensure students fulfil their responsibilities as outlined above.

b. Supervise student use of the iPads when at home including their Internet use. Parents are to be aware of the legal age required to use the applications.

c. Ensure the student has their iPad at school each day in a condition that will enable it to be usable for any educational purpose.

4. Data Backup and Application Upgrading

a. Students are responsible for the backup of all data as recommended by the school.

b. Students are responsible to ensure that all applications are kept up to date.

5. Technical Support

a. Students will be trained on how to support and maintain their iPad.

b. In the event of an application malfunction students will need to inform their teacher so that the appropriate procedure will be followed. However, students may be responsible for the total cost of fixing the device.

6. Use of the School Wireless Network and Internet Access

a. The use of the School Wireless Network and all associated infrastructure are available for educational use with student iPads.

b. The internet is only to be accessed through the School Wireless Network.

c. The downloading of large files is not permitted due to bandwidth restrictions.

7. Loss, Theft and Repairs

a. All instances of loss, damage or theft must be reported to the School Principal or delegate as soon as possible.

b. All instances of loss, damage or theft are the responsibility of the student.

8. Insurance

iPads do not come with insurance for loss, theft or non-warranty repairs so it is strongly suggested you either:

• Add accidental damage cover to your home insurance (Check your existing policy with your Insurer.)

• Have in writing from your insurer that the iPad is covered in your existing policy

• Access AppleCare+ through the Apple Store

• Record the serial number of your iPad

9. Assessment and Homework

a. Students are encouraged to use their iPad for homework and assessment tasks. However, the loss of data or hardware malfunction cannot be grounds for the appeal of any assessment task or homework.

10. Classroom Usage

a. Student iPads are to be brought to school each day, however the classroom teacher will manage the use and storage of the iPads in the classroom.

b. No student is to take out or use an iPad without the permission of the classroom teacher.

c. When in use, the iPad should be placed on a table or desk, not on laps.

Caring for iPads

General Care

• iPads should not be stored in direct sunlight or very hot environments e.g. car

• Keep liquids away from the iPad

• Avoid having iPads in above 35 degrees for extended periods of time

• Avoid having iPads in cold below 0 degrees for extended periods of time

• Avoid water or extremely humid conditions

• Do not attempt to dry iPads with an external heat source such as a hairdryer or hand dryer

• Avoid putting anything into port connections apart from intended peripherals. Check you have the connector the right way up when inserting. Avoid using force when inserting or removing peripherals as you could render the iPad unusable.

Screens
Screens have a special oleophobic coating in order to protect them from fingerprints. The screens are somewhat flexible but can be damaged.

Ways to protect your iPad screen:

• Avoid knocking or dropping on hard surfaces

• Do not lean on the iPad when it is closed

• Always keep the iPad in a protective case

• Clean often with a soft, slightly damp, lint-free cloth so long-term smudges don't affect the coating

• Avoid window cleaners, glass cleaners, aerosol sprays, abrasives, or alcohol

• Optional: use a screen protector

• Inappropriate images may not be used as a screensavers or background photos.

Batteries iPad batteries are rechargeable, but they will eventually wear out. They will last longer if you follow a few simple tips.

• Update to latest iPad software (iOS). Apple will sometimes make adjustments to software which help with drain on resources and battery life

• Go through one charge cycle per month. To do this fully charge the iPad then completely run it out before recharging.

• Charge your iPad each night

Support with iPad issues
If students have an issue with their iPad they will need to:

• Ask your class teacher

• Refer to College IT Support Personnel

• If there is a hardware issue or the help information does not resolve the issue then seek technical support from an authorised Apple Service Centre.

• If technical difficulties occur the iPad should be restored from a backup.

• If students are unable to access the wireless network they should seek advice from their teacher.

Online Resources

- For the latest iPads manuals, troubleshooting guides, help files and other resources click on the following link.
  http://www.apple.com/au/support/ipad/

- **Creating Family Sharing** IDs across multiple device types
  https://support.apple.com/en-au/HT201084

- **Setting Restrictions** on (Parental Controls) on iPads
  https://support.apple.com/en-us/HT201304

- **Use Restrictions** to prevent purchasing on your iPhone, iPad, or iPod touch
  https://support.apple.com/en-us/HT204396

Online Safety Resources

- **The Office of the Children's eSafety Commissioners Enhancing online safety for children** site, leads online safety education for the Australian Government and protects Australian children when they experience cyberbullying by administering a complaints scheme.
  https://www.esafety.gov.au/

- **The Department of Communications, Stay Smart Online** is the Australian Government's online safety and security website, designed to help everyone understand the risks and simple steps we can take to protect our personal and financial information online.
  https://www.communications.gov.au/what-we-do/internet/stay-smart-online

- **The Australian Federal Police ThinkUKnow** website, is an Internet safety program elivering interactive training to parents, carers and teachers through schools and organisations across Australia.
  http://www.thinkuknow.org.au/

- **The Common Sense Media** site rate, educate, and advocate for kids, families, and schools.
  https://www.commonsensemedia.org/

- The Department of Communications, **Stay Smart Online** is the Australian Government's online safety and security website, designed to help everyone understand the risks and simple steps we can take to protect our personal and financial information online.
  https://www.communications.gov.au/what-we-do/internet/stay-smart-online

- **The Bullying. No Way!** site has been created to promote positive learning environments where every student and school community member is safe, supported, respected and valued.
  http://bullyingnoway.gov.au/