ENGAGING MINDS

IGNITING HEARTS

SERVING OTHERS

MARY MACKILLOP CATHOLIC COLLEGE

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# iPad Handbook

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# College Credo and Rationale

## Vision
We are a Christ centered educational community – engaging minds, igniting hearts, and serving others.

## Mission
We form faith filled people of integrity who strive for excellence.

## Values
We value spirituality, wisdom, justice, respect and resilience.

## Motto
We celebrate God in all things.

## Rationale

Information and Communication Technology (ICT) forms a key component in 21st Century learning. College resources and technology programs provide students, teachers, and support staff with powerful digital tools that expand learning opportunities.

At Mary MacKillop Catholic College we are committed to supporting students in developing digital literacy skills and managing their own learning with the objective of becoming responsible and capable citizens. We seek to enhance student engagement and promote stimulating learning by harnessing new technologies in the classroom. This document outlines the guidelines, and responsibilities of all participants of the Bring Your Own Designated Device (BYODD) Program as well as anyone utilizing any ICT resources at Mary MacKillop Catholic College.

The iPad was chosen as the core technology for years 4 to 6 as it is light, mobile and provides access to anywhere, anytime learning. Contemporary learning environments offer flexibility and opportunities for collaboration, independence and connectivity to the wider world.  iPads 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.

## 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:

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- 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

iPads will be used to engage and enhance student outcomes. This does not mean that iPads will be used every day, all day, but when teachers decide that the device will be effective in enhancing learning opportunities. Skills such as Literacy (writing, spelling, grammar, handwriting) and Numeracy will continue to be taught according to recommended pedagogical practices. The iPad may be used as a tool to support the development of these skills but will not replace the teaching of these skills.

Students will be encouraged to use the iPad to manage their work and learning. They will be educated in caring for their iPad and in Digital Citizenship behaviours. Students will take responsibility for their device and behaviour when using ICT. (Information Communication Technologies)

# Bring Your Own Designated Device (BYODD) Programme 2019

At Mary MacKillop Catholic 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 2019 parents of students in **Years 4- 6** will supply an iPad as standard school equipment.

## IPad Requirements

- A full- sized iPad with a minimum operating system of **iOS 10**.
  (iOS 10 is required for connectivity to College wi-fi, network filter and required apps.)

- If purchasing a new iPad for 2019, the current model is the **iPad WI-FI 32GB**. (6th Generation)

- 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 install any required paid apps at the beginning of the 2019 College year.

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- **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 Life Proof cases are both highly effective.

# Student and Parent iPad Guidelines

## Education Purposes

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

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

## College Responsibilities

a. Explicitly teaching students about iPad maintenance, ethical online interaction, Cyber safety and digital technology, health and safety issues.

b. Providing a filtered internet service for approved digital devices logged into the College network and expecting all students, whilst at school, to only access the internet using this service.

c. Encouraging students to explore technology as a means of creating new ways of learning and becoming digitally enabled and responsible citizens.

d. Providing support to parents/guardians, caregivers through the College website and iPad Handbook.

## Student Responsibilities

a. IPads must be at school every day unless prior notification is provided that they will not be required. (For example, sports carnival day).

b. It is the student's responsibility to charge their iPad at home each evening to ensure it is charged for the next day.  No charging facilities are available at the College.

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

d. Students should be prepared for class by ensuring that all required apps (as specified on the Year Level App List) have been installed by the commencement of the school year.

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e.  All required paid apps will be installed by the College at the beginning of the school year.

f.  The iPad is used at school for educational purposes, as directed by the classroom teacher. Students are not to access personal music, games, apps or websites unrelated to educational use whilst at school.

g.  Use of Communication apps, including Messenger, are not permitted during school hours. (If a student urgently needs to contact their parent, this must be organised via Junior Reception Staff.)

h.  Each student should be responsible to keep their iPad secure. IPads should never be stored in an unlocked vehicle or unsecured place. IPads are stored in specific classroom shelves when not in use during the school day.

i.  Students should know their apple id and password.

j.  Students should keep all passwords secure.

k.  Students should not access other students' iPads.

l.  Sound should be muted at all times. Headphones are permitted.

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

n.  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.

o.  Students are responsible for backing up of all data as recommended by the College.

## 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. Free-for-home-use internet filtering software is readily available on the internet, but as no filtering solution is ever 100% perfect, parents need to be vigilant in this regard. (Please refer to **Note** below.)

c.  Be aware of the legal age requirement of iPad apps. Many apps are recommended for minimum age of 13 years and this should be taken into consideration if allowing students to install personal apps.

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

**Note**: The College is mandated by CSO to install the Casper Mobile Device Management (MDM) profile on all iPads accessed at College. This MDM allows the iPad to connect to the College Wi-Fi and ensures that all internet access (at College) is filtered. This supports student device accessibility and safety.

**As Apple devices can only run one MDM, the College requests that parents do not install other commercial MDM options.**
Alternative management options include:

- setting restrictions in iPad settings
- contacting your internet service provider to provide an additional SSID (Wi-Fi network) for student use at home
- accessing parent control information from internet service providers
- https://www.esafety.gov.au/education-resources/iparent/online-safeguards/parental-controls/internet-service-providers

## 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 procedures will be followed. However, students may be responsible for the total cost of fixing the device.

## 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.

## Loss, Theft and Repairs

a. All instances of loss, damage or theft (during school hours) 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.

## Insurance

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

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- 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

## Assessment and Homework

a. Students are encouraged to use their iPad for homework and assessment tasks, where appropriate. Homework requiring use of the iPad will not exceed College recommended time limits. Loss of data or hardware malfunction cannot be grounds for the appeal of any assessment task or homework.

## Classroom Usage

a. IPads are a tool to support learning and therefore are used at school to support specified curriculum activities, (such as research, collaboration and communication), as directed by the classroom teacher.  Students are not to access the internet or apps for non-educational purposes while at school.

b. 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.

c. No student is to access or use an iPad without the permission of the classroom teacher.

d. 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
- All liquids and food should be kept 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.  Take particular care when removing headphone jacks as these can become jammed in ports.

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## Screens

- Screens have a special oleophobic coating in order to protect them from fingerprints. The screens are 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 adjust 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:

- Refer to classroom 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

## Apple iPad Support

- 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 delivering 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! website 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/

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