iPad Program

Rationale

Teaching and learning has changed dramatically in the 21st Century. Students are surrounded by information and the provision of an iPad will give them the tools and resources necessary to truly engage in their learning. Students use personal mobile devices every day for communication, creation and collaboration. Our goal in providing the iPad to our Year 8 students in 2016 is to continue to promote excellence in education by facilitating resource sharing, innovation, creativity, communication and mobile learning. Providing these opportunities at school will not only engage students, but will also allow them to understand how to use these devices effectively and understand the impact of their digital footprint.

Effective teaching and learning, the use of our Learning Management System, SEQTA, along with the use of the iPad across the curriculum, will allow students to access their learning “anytime and anywhere” and develop a range of skills that research has indicated are critical for future global citizens. The ability to collaborate, work in a team, problem solve, learn, unlearn and relearn, and create new solutions to old problems are all essential 21st Century skills that are enhanced by the integration of technology across the curriculum.

iPads are easy to use, light and have a long battery life. They are an intuitive device and minimal technical support is needed for their continued use. iPads will allow students to choose the best product to demonstrate their learning, thereby accommodating a variety of learning styles. Students will have immediate access for referencing and researching while the use of e text books will not only reduce the need to carry many textbooks, but will also enhance the reading experience as students can annotate, share, highlight and comment, all on their readings. The personal ownership of the iPad will allow our students to truly customise their learning experience.

The information, policies and procedures within this document apply to all iPads issued by Mary MacKillop College in 2016. Students and families will be expected to follow these procedures to ensure the optimal use of the iPad as a teaching and learning tool. Individual teachers may set additional requirements for the use of the iPad in their classroom.

A Student Pledge for the safe use and care of the iPad is outlined in this document. A separate copy of this agreement will be available for students and families to sign when iPads are distributed in 2016. Along with the College’s “IT Acceptable Use” policy these terms describe the expectations of the student while using the iPad as a member of the Mary MacKillop College community.
Ownership:
The iPad will be given to each student in Year 8 (and new Year 9 & 10 students) in 2016 as part of the provision of resources for teaching and learning at the College. While the iPads will be catalogued for identification purposes they are considered a personal device to be used by the students. However, if a student leaves the College within 6 full terms of admission, they will be required to return the iPad.

Insurance/Repairs:
As the iPad is a personal device, it will be the responsibility of families to organise insurance if required. Most home and contents policies will cover items such as this under an additional items clause. The cost of any form of repair or loss will be the responsibility of the family. The College will facilitate repairs and may organise a replacement iPad during this time, if required.

Care of the iPad:
All students are required to purchase a protective case to protect the iPad from minor bumps and it is compulsory that the iPad be carried and used in this case at all times. It is also recommended that a screen protector be used as this reduces scratches and may protect the screen from minor cracks. The screen should only be cleaned with the supplied cloth or one recommended for use with iPads or computers. Never use abrasive chemicals or cloths as this will damage the screen.

Avoid eating and drinking when using the iPad and keep it away from dirt and all liquids. Ensure that the iPad is always placed securely on a surface and cannot easily be knocked or slip off. iPad screens are made of glass and do crack or break relatively easily if the iPad is dropped or bumped too often, so carry it safely, either with two hands or securely in a bag. Avoid putting other books on top of the iPad in bags and lockers. Students should set a passcode lock on their iPad and keep this code confidential to avoid interference. Cords and attachments should be inserted carefully to avoid damage.
Use of the iPad:

Students must bring their iPad to school every day and arrive with it fully charged. There will be no opportunity to charge iPads at school during the day. A fully charged iPad has a life of about 10 hours and will last all day with normal school use. The iPad must be taken home each afternoon and not left in lockers overnight or on the weekends. The iPad should not be left unattended in vehicles or in school bags.

The iPad will be used every day at school. School messages, announcements, calendar use, timetables and lessons will be delivered through SEQTA, via the iPad and students must bring their iPad every day and to every lesson. Along with these general guidelines, individual teachers will have expectations about their use in class depending on the subject and the topic. Students may have ear buds at school for media use when advised by their teachers.

If students do leave their iPad at home they will be responsible for completing their course work as if their iPad was at school.

Student iPads must remain locked in their lockers during break times and when they are in the school yard unless under instruction from their teacher.

Applications (Apps) and Copyright:

The iPad comes with some preloaded apps that will be essential for your daughter’s learning. All textbooks will be required to be purchased by families through Jacaranda. Details about purchasing textbooks will be distributed with booklists. Other apps and e-books required by the school curriculum for all students will be purchased in bulk through Apple’s Volume Purchasing Program the by relevant Learning Area.

Students will receive a code via the school email account to download the required app from the App store directly to the iPad. All students or families will need an Apple ID obtained from establishing an iTunes account to facilitate the downloading of apps. If you do not have an iTunes account, one will be created during the initial set up of the iPad.

For personal purchases of apps, books or other electronic media, the most economical option for students is via an iTunes gift card which is redeemable and allows for debits from the iTunes account. These can often be purchased on special from various retail outlets.

Students are likely to download personal applications and games or store files on their iPad. While Mary MacKillop College does not object to this, all downloads should be appropriately licensed and must be morally and ethically acceptable.
Extra files and applications **must not**:

- affect the efficient functioning of the device as a learning tool
- impact on the College’s wireless network
- be used in the classroom unless under teacher direction
- reduce the storage of the device such that the student can no longer complete or store the required school work on the device. (Academic material will take precedence over personal collections and students will be asked to remove private material if storage becomes limited).

**Internet and Acceptable Use:**

The iPads provided are wireless compatible and will connect to the College’s wireless network for access to the internet when the students are on site. Access to the Internet at school will be filtered as for internet access on any of the other devices in the school. Students may access the internet at home through their home Internet Service Provider via a wireless router or modem.

As part of the use of iPads in the classroom, topics regarding safe internet use, personal information security, cyber bullying, copyright and referencing will inform the curriculum and the Pastoral Care programme.

All internet use with the iPad will be governed by the College’s Information Technology policy which can be found in the student diary.

Parents can set parental controls on the iPad to restrict access to certain websites, to the use of the camera, to purchases in iTunes and in-app purchases via the restrictions setting under **General** in Settings on the iPad. It is important that parents talk to their daughters about acceptable use in relation to their family values regarding internet, social media and use of mobile phones.
Setting up Your iPad:

When the iPad is turned on for the first time, the operating system (iOS) will lead you through the setup of the device. Just follow the prompts carefully and press “next” to move onto the next screen. During this process you will be asked for your Apple ID. If you already have an iTunes account you will need to sign in with your log in details. If you do not have an iTunes account, this is the point where you will be required to set one up.

You will also be asked to set up “iCloud”. This is the cloud storage system Apple provides to back up photos on the camera roll, accounts, documents and settings whenever the iPad is plugged in to charge, locked and connected to a wifi network. Although data can be stored on the device, we recommend critical student work be backed up either via iCloud each night or to the home computer using the USB cable provided with the charger. Other options for backing up student work include Drop box and Google Drive. With the use of the student portal via SEQTA, students will be able to access, upload and store their school work.

Following this, you will be asked to set up “Find My iPad”. It is essential that this is set up. Once students have set up this application, if the iPad is lost, they can log into the iCloud site and using GPS technology the iPad can be located.

Setting up School Email:

The mail application on the iPad can be used to send and receive emails via the Mail app.

Follow these steps to set up your mail application:

1. Open the settings app on the home screen on your iPad.
2. From the left hand menu, select “Mail, Contacts, Calendars”
3. Click “Add Account” to add a new email account to the iPad
4. Select “Microsoft Exchange” to set up the account.
5. Type in the necessary information as outlined below:
   a. Enter school email address and password ie. username@marymackillop.sa.edu.au
   b. Description is optional – you may call this your own name
   c. Server is web.marymackillop.sa.edu.au
   d. Domain is local
   e. You will then need to enter your school user name again
   f. Click next and that should then connect to your school’s email account.

Most of this set up will be completed at the iPad distribution night in January, 2016.
Keeping the iPad up to date:

Apple regularly creates upgrades to their iOS and students will need to make sure that these updates are regularly installed. Apps also often release updates and this may alter the functioning of apps, so students are advised to complete these updates at home.

iPad at MMC 2016 – FAQ

Please find below some answers to commonly asked questions.

1. How will the iPad assist my daughter's learning?

   With the iPad in every class, students will have access to a variety of tools ready for instant learning. They can research immediately, communicate with others effectively and create responses to their learning in a variety of methods that will individualise their learning. Staff and students will have access to the growing number of educational apps and all textbooks that can only add to and enhance the curriculum.

2. Will the iPad be used often?

   As staff and students become more familiar with the capacity of the iPad as a teaching and learning tool it is expected its use will increase in the classroom. It will be used in all subject areas but in many different ways. We are also aware that there are times when it may not be appropriate to use the iPad and students may complete their school work in more traditional ways. Use will always be at the teacher’s discretion. Appropriate use, as outlined in this handbook and in accordance with the College’s “IT Acceptable Use” policy, is expected.

3. Can the iPad be used with a printer?

   In many cases, electronic distribution and submission of work will be encouraged but iPads can print wirelessly to the school printers. Students will be able to print to many home printers if they are compatible.
4. Can the iPad be used for word processing?

The app *Pages* is Apple’s word processing tool and all student iPads will have this installed. *Pages* is a powerful word processing tool with a lot of capacity which will allow students to create documents in a variety of forms. There are also many different note taking apps (many are free) that students can decide to use.

The soft keyboard built into the iPad is different to use but has some remarkable capacity, including a “learn” facility where it gets used to the user and the mistakes regularly made. It takes some time to get used to but it is a learning process much like any new technology.

Some people may prefer a traditional keyboard and there are many wireless keyboards, or even keyboard cases available for the iPad. For larger assignments requiring lots of word processing students may still use the College’s computer facilities.

5. What about textbooks and eBooks?

In 2016, all e-textbooks for Year 8, 9 & 10 will be purchased via the Jacaranda portal. For a small fee, students will access all required textbooks via a user name and password that will be distributed early in 2016. Information is provided with the school booklist.

6. How can I find out more about the iPad?

[www.apple.com/ipad](http://www.apple.com/ipad) is an excellent source of information about the iPad and the many applications available for its use. In the iTunes Book Store there are free iPad user guides to download.

Please do not hesitate to contact the school directly with any queries via the iPad email help:

[ipad@marymackillop.sa.edu.au](mailto:ipad@marymackillop.sa.edu.au)
Student Pledge for Use of the iPad at Mary MacKillop College

This pledge will be signed before distribution of iPads in January 2016.

I agree that I will:
- Charge my iPad each evening.
- Bring my iPad to school each day fully charged.
- Have my iPad password protected.
- Leave my iPad locked in my locker at recess, lunch times and other times when it is not used.
- Download and update the required apps from iTunes as requested.
- Always use my iPad in ways that are appropriate.
- Follow teacher direction about using the iPad and understand there may be times when I am asked to close the cover.

I will take care of my iPad by:
- Always keeping it in a protective case.
- Using a screen protector.
- Cleaning the screen with an appropriate soft cloth or approved laptop screen cleaning solution.
- Never leaving my iPad unattended.
- Not lending my iPad to others.
- Knowing where my iPad is at all times.
- Keeping food and drinks away from my iPad since they may cause damage to the device.
- Not disassembling any part of my iPad or attempting any repairs.

I understand that:
- My iPad may be subject to inspection at any time without notice.
- I will be responsible for any repairs for any damage should it occur.
- Academic content takes precedence over personal files and apps.
- I will only photograph or video people with their permission.
- I will only use the camera, recorder device, music player or the microphone under teacher direction.
- I will never share any images or movies of people in a public space on the Internet, unless I have permission or I am asked to do so by my Teacher.
- If I leave my iPad at home or it is not charged, I will still be responsible for completing all school work.
- Malfunctions or technical issues are not acceptable excuses for failing to complete school work, unless there is no other means of completion.
- If I leave the College within 6 full terms of admission, the iPad must be returned.