

iPads@

Orrvale



Guide

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Welcome to the 1-to-1 program

Today's students think, connect and communicate differently from those who were at school even only a few years ago. The Victorian Department of Education and Early Childhood Development (DEECD) investigated this idea with a 1-to-1 iPad trial at selected schools throughout the state. The trial found that students with 1-to-1 iPad access are:

- More motivated and engaged in learning.
- Less likely to be disengaged in class.
- More likely to have improved Literacy and Numeracy outcomes.
- Better able to develop and meet their own learning goals.

Some of the benefits to our students with a program of this nature includes:

- Anywhere, anytime access to learning, including at home.
- Independent, self-initiated learning. For example, the promotion of problem solving skills and the ability to research questions and ideas.
- More family involvement in education through the sharing of work on the iPad at home.
- More time for teachers to teach students to use the Internet appropriately as a tool to learn.
- Greater access to real-time information, digital learning resources and educational apps.
- Working in online spaces where students can access varied content to support their level of understanding in a subject area.
- The ability to digitally capture any learning, such as videos or photographs to create things such as digital stories.
- Opportunities to discuss cyber bullying as a real issue and discuss impacts of this as a class.
- Enhancing the existing school curriculum by providing appropriate digital learning tools in balance with more traditional learning tools. This will not be the end of traditional learning such as bookwork, handwriting and reading novels and books.



Orrvale's eLearning Vision

We strive to embed eLearning within every aspect of our teaching and learning. We wish to create an eLearning environment that will empower students to become responsible, critical, intuitive, skilful and sophisticated lifelong learners to prepare them for a technology rich future.

Our Apps & Settings

This year, Orrvale will be providing educational Apps through a school management system called Apple Schools. Therefore, most of the Apps students will need are purchased and owned by the school. The Apps will appear on your iPad through the school's network. After completing their schooling at Orrvale, the App will return to the school automatically. Before the App returns you will have an option appear to purchase the App to save the work and own it forever.

Apps you will need to download at home -

Your new iPad comes with a set of free Apps provided by Apple.

Go to the App Store and search for Apple or **Keynote**, **Pages**, **Numbers** and **iMovie**. These Apps are essential to our school program and are not provided by the school. You will be able to download these **free** by pressing the cloud button.



Educational Apps

Orrvale will provide a variety of important Apps which will vary from grade to grade. Here are some examples of Apps the school may purchase for your child's iPad at school:

- Book Creator
- Epic! Reading App
- Mood Meter
- Mathletics
- OZ Phonics

Sufficient Storage

Because of the many educational apps your child will be using, the iPad will require a sufficient amount of storage to be used effectively at school. The school requires that you have at least **3-4GB** of storage available before the school year. You can check this in **settings – general – storage & icloud usage**. Once school apps have been installed, if there is insufficient space to do schoolwork, home apps, movies or music may need to be removed.

Remember if home apps are removed by the child, teacher or parent, they can be reinstalled later for free as you still own this apps under your iTunes account.

iPad Names

Your child's iPad will need to be named correctly to be identified and used properly in our school's network.

Go to settings – general – about – name. Make sure the name is your child's first and last name.

The name will only be displayed through the schools network and NEVER sent over the internet in any way or form.

Keep It Charged

Make sure your iPad is fully charged each night. Classrooms do not have chargers.

WIFI

The school uses a WIFI profile which will be installed on your child's iPad early in Term One. The profile filters all inappropriate material and protects your child's privacy online.

ICT Class Support

Each class will nominate ICT Leaders to help and support their classmates with their iPads. They will help to solve simple problems and learn strategies to improve the classroom iPad experience.

Setting up your iPad

Before you can use your iPad, there are some simple steps that need to be completed. You will require:

- A computer with Internet access.
- An iPad.

Before turning on your iPad, it is advisable that you install iTunes and set up your Apple ID.

Downloading and installing iTunes

For you to manage your iPad and download content such as your apps, music and podcasts, you will need a copy of iTunes installed on your computer.

Important: To install iTunes and to create an iTunes store account, you will need to agree to a number of terms and conditions. It is important that you read these terms and conditions carefully. One of the terms and conditions states that you need to be over the age of 13 to create an iTunes store account. It is therefore assumed that a parent or guardian, or a student under the supervision of a parent, guardian or teacher, will complete the iTunes download steps.

Question: I already have a copy of iTunes on my computer. Do I need to install it again?

Answer: No, if you already have a copy of iTunes on your computer please go straight to the section about *redeeming your school content*.

1. **Download the latest version of iTunes from <http://www.apple.com/itunes/>**
2. **Click the 'Free Download' icon.**
3. **On the next page, tick the boxes ONLY if you wish to receive updates and emails, enter your email address and ensure your location is selected as Australia. Click the 'Download Now' button.**
4. **Install the software by following the prompts that appear on your screen.**

Please see 'Resources for Parents' for links to video examples of this process.

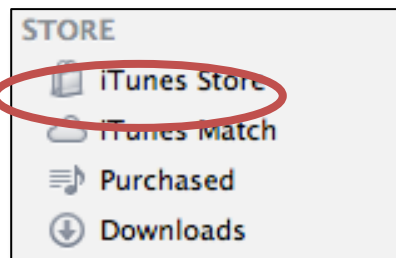
Setting up an Apple ID

An Apple ID is the user name for a free account that lets you access Apple services, such as the iTunes Store, the App Store, home email and iCloud (The last two are not essential). You need only one Apple ID for everything you do with Apple. There may be charges for services and products that you use, purchase, or rent.

The school recommends that parents DO NOT share the iTunes password with their children. This is just a precautionary measure to ensure students don't inadvertently make "in app" purchases. Examples of "in app" purchases are extra levels, new characters and backgrounds in games and additional "extras" found in some apps. Parents need to take this measure ESPECIALLY if they are using a credit card with iTunes. All purchases made in iTunes are final and cannot be cancelled or refunded.

Once iTunes has been installed on the computer, you will need to set up an Apple ID. The steps below outline how to set up an iTunes account **WITHOUT** using a credit card.

1. Open iTunes on your computer.
2. In the window, click on the "iTunes Store" label on the left hand side in the iTunes menu side bar.



Important: Before proceeding to the next step, you must download and install a free application. To find a free application, navigate to the Top Charts column on the right side of the App Store window. Scroll down until you see the list of Free Apps. Select any application by clicking on it. Then, click Free App underneath the application icon.

3. In the pop up window that appears, click "Create Apple ID".
4. You will be directed to the "Welcome to the iTunes Store" screen. Click Continue.
5. You'll need to read and agree to the iTunes Store Terms & Conditions. Make sure you select the checkbox next to "I have read and agree to these terms and conditions."
6. Click Continue.
7. Enter your email address, create your password, continue to create and answer your security questions, and then enter your birthday.
8. You can also enter an optional rescue email address. If you frequently change email addresses, this is recommended.
9. Once you are satisfied with the information entered, click Continue.



10. On the next screen regarding your payment method, click "None".
11. Continue to fill out the required name and address fields.
12. You'll then see a "Verify your Account" screen. Click Done, and then check your email for a verification email from iTunes Store.
13. Open the email, and click the link enclosed in the email to activate your account.
14. Once you click on the link, the Apple ID website should ask you to sign in with your account name and password.
15. After signing in, you should see that your email address is associated with your Apple ID. A button labeled "Return to the Store" should appear.
16. Once you sign in, you'll then see a "Congratulations" screen. Click "Start Shopping" to be taken to the App Store home page.

Please see 'Resources for Parents' for links to video examples of this process.

Turning on your iPad

To set up iPad, turn it on and follow the Setup Assistant. The onscreen directions in Setup Assistant step you through the setup process, including:

- Connecting to a Wi-Fi or 3G/4G network. You will need your home WiFi password to connect to home internet.
- Signing in with your Apple ID (You should already have your Apple ID).
- Turning on recommended features, such as Location Services and Find My iPad.

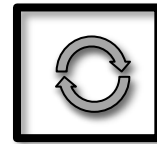
Connecting the iPad to a computer

Sharing information from the computer can be done in two ways; either with the USB cord provided with the iPad or wirelessly using your home WiFi.

To connect the iPad to your computer with a USB.

You will need to use the included USB cable to connect iPad to your computer.

1. **Open iTunes.**
2. **Unless the iPad is syncing with your computer, you can disconnect it at any time. The iPad and iTunes will both display “Progress” and a round turning circle if syncing.**



“Sync in

If you disconnect while sync is in progress, some data may not get synced until the next time you connect iPad to your computer.

To Set up wireless iTunes syncing.

1. **Connect iPad to your computer using the included USB cable.**
2. **In iTunes on your computer, select iPad (under Devices), click Summary, and then turn on “Sync over Wi-Fi connection.”**

When Wi-Fi syncing is turned on, your iPad will automatically sync every day. The iPad must be connected to a power source, both iPad and your computer must be on the same wireless network, and iTunes must be open on the computer.

You can purchase apps and other content on your computer through iTunes or on the iPad using the iTunes or Apps store icons. When you sync, purchases made on the computer will be transferred to your iPad.

If you make purchases on your iPad, you can transfer them to your computer by:

1. **Connecting the iPad to the computer and opening iTunes.**
2. **Click “File” and select “Transfer purchases for xxx’s iPad”.**
3. **Your sync should begin automatically.**

iPad Rules at school

To ensure your iPad is well cared for at school and that all our students are safe on and off line, we have developed some clear guidelines and rules for using the iPad at school. These guidelines are **NON-NEGOTIABLE** and any breach of these rules will be dealt with according to the Orrvale Primary School User Agreement. **Students must understand that the consequences of their actions may include having their access to iPads limited or removed.**

The following guidelines apply to all iPads being used at school.

- The iPad will not be used before or after school unless under direct teacher supervision.
- Students will not use the iPads during wet/hot weather inside timetables.
- The iPad will not be used outside the classroom unless under direct teacher supervision.
- Apps NOT permitted to be used at school include;
 - ⇒ **Social Networking** – Facebook, Instagram, Snapchat, Musical.ly, Instagram (Note: You should always have supervision of your child's social media accounts at if used at home)
 - ⇒ Any apps that depict violence, adult themes and inappropriate language and images.

Parents are able to check the ratings of apps before purchasing or downloading. Please see Resources for more information.

- Students are encouraged to keep their own apps in a separate folder for home use only. Students found accessing inappropriate content during school hours will have it deleted immediately. Your iTunes account will still own deleted content and it can be reinstalled for home use only.

Caring for the iPad

Update to the latest software

While connected to the internet, go to settings – general – software update.

Always make sure your iPad has the latest software.

Ensure you have a strong cover

iPad covers are very important in protecting the iPad. We recommend the Survivor brand or similar as they have proven to prevent cracks from falls or impacts.

Passcode

We recommend **not** using a passcode on the iPad as often the children have forgotten or changed their passcodes which can lock them out. Locked iPads sometimes need to be reset.

Optimize your settings for extended battery life


There are a number of iPad settings you can adjust to minimize power consumption and extend battery life, including screen brightness. These tips may help extend your battery life.

- 1. Adjust brightness:** Managing the screen brightness is the best way to extend iPad battery life. By default, your iPad has Auto-Brightness turned 'On'. Auto-Brightness adjusts iPad screen brightness based on lighting conditions; lowering brightness in low light conditions helps to extend battery life.
You can adjust brightness yourself; go to Settings > Brightness & Wallpaper and drag the slider to the left to lower the default screen brightness.
- 2. Lock your iPad:** It may seem obvious, but you should lock your iPad when you aren't using it. To lock the iPad, press the Sleep/Wake button. You can also set the Auto-Lock interval so your iPad will turn off more quickly after a period of inactivity.
To set Auto-Lock, go to Settings > General > Auto-Lock and set the interval to a short time, such as 1 minute.
- 3. Turn off Wi-Fi:** If you know you're not going to be using Wi-Fi, you can turn it off to save power.
Go to Settings > Wi-Fi and set Wi-Fi to Off.

Note that if you have an iPad with 3G and use it to browse the web, battery life may be improved by using Wi-Fi instead of 3G data networks.

- 4. Turn off 3G/4G data (for 3G/4G models):** Using 3G networks when you're out of range of Wi-Fi connectivity allows you to stay in touch but may also decrease battery life, especially in areas with limited coverage.
To disable 3G data networks, from the Home screen choose Settings > Cellular and set Cellular Data to Off. You will no longer be able to send or receive data via a 3G data network.
- 5. Minimize use of location services:** Applications that actively use location services, such as Maps, may reduce battery life.
To disable location services, go to Settings > General > Location Services or use location services only when needed.
- 6. Turn off push notifications:** Some applications from the App Store use the Apple Push Notification service to alert you of new data. Applications that rely extensively on push notifications (such as instant messaging applications) may decrease battery life.
To disable push notifications, go to Settings > Notifications and set Notifications to Off.
- 7. Fetch new data less frequently:** Applications such as Mail can be set to fetch data wirelessly at specific intervals. The more frequently email or other data is fetched, the quicker your battery may drain. To fetch new data manually, from the Home screen choose **Settings > Mail, Contacts, Calendars > Fetch New Data and tap Manually.**
To increase the fetch interval, go to Settings > Mail, Contacts, Calendars > Fetch New Data and tap Hourly.

eSmart = eSafe

eSmart aims to make cybersafety a normal part of everybody's life by equipping them to use technologies in ways that are positive and that protect them from potential risks. The first major focus of eSmart is to help schools create a cultural norm of smart, safe and responsible use of digital technologies. eSmart is an initiative of  The Alannah and Madeline Foundation.

Orrvale Primary School is an accredited member of the eSmart program. Teachers are taught how to most effectively teach cybersafety strategies with all students from Prep to six. Content or skills that is covered by classroom eSmart programs include:

- Rights and responsibilities when using ICT tools.
- Cybersafety
- Smart technology use
- Values and agreed protocols
- Expectations for all.
- Incident reporting.
- Cross age interaction
- Students being 'tech smart'.

The underlying values of the eSmart program are Responsibility, Resourcefulness, Relationships and Respect.

The eSmart program encourages schools to teach cybersafety strategies on a weekly basis with strong communication between home and school. Information regarding cybersafety will be shared in the school newsletter regularly for parents to discuss cybersafety issues at home with their child.

See the link in Resources for more information.

User agreement

A copy of this agreement will be sent home at the start of each year.



Orrvale Primary School Acceptable Use Agreement for Digital Technologies

Orrvale Primary School recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

Student Declaration

When I use digital technologies I agree to be a safe, responsible and ethical user at all times, by:

1. Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).
2. Protecting my privacy: not giving out personal details, including my full name, telephone number, address, passwords and images.
3. Protecting the privacy of others: never posting or forwarding their personal details or images without their consent.
4. Talking to a teacher if I feel uncomfortable or unsafe online while at school.
5. Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am.
6. Handling ICT devices with care and notifying a teacher if something is damaged or requires attention.
7. Abiding by copyright rules. I will use references for pictures and information I use.
8. Not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student.
9. Not bringing to school or downloading unauthorised programs, including games
10. Following the rules and guidelines of safe iPad use whilst at school. (See attached document)

Student Commitment

Definition of Digital Technologies

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our school or accessed using school/student/family owned networks, computers, iPads and tools including (although are not limited to):

- School owned ICT devices (e.g. desktops, laptops, printers, scanners, cameras and iPods/iPads)
- Student/family owned iPads.
- Internet
- Blogs, including corporate blogs and personal blogs
- Wikis (e.g. Wikipedia)
- Vodcasts and podcasts

This Acceptable Use Agreement applies when I am using any of the above digital technologies at school, during school excursions, camps and extra-curricula activities.

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. **I understand that the consequences of my actions may include having my access to eLearning tools limited or removed.**

Date: / /

Student Name:

Name of School Contact:

Phone Number of School Contact:

Parent / Guardian A Signature:

Name of Parent / Guardian A:

Contact Telephone Number:



For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers call Parentline 132289 or visit <http://www.cybersmart.gov.au/report.aspx>

The Troubleshooting Process

Step 1

The student/parent discovers there is a problem with the iPad. This may be to do with the workings of the iPad or could be damage to the screen.

Step 2

The school technician/eLearning coordinator looks at the iPad and makes a decision in regards to the next course of action.

Tip

Try a factory reset –

If your iPad does not turn on, you can hold down the home and power button at the same time. Try this with the iPad plugged into a computer.

Step 3

If the iPad requires work unable to be completed without additional charges/warranty claims, the technician/eLearning coordinator will contact a parent and discuss the next course of action.

If the work is minor and requires no additional costs/warranty claims, the technician will complete the repair and return the iPad to the office for collection by the student/parent. A school iPad will be provided for the student AT SCHOOL while repairs are being completed.

Step 4

Process Completed

If the damage is extreme, technician will recommend the iPad needs replacing. If the damage was done at school the iPad will be covered under the iPad insurance scheme. A \$150.00 excess payment will apply.

If the damage is screen related, the technician will recommend a replacement. This will be need to be PAID for by parents. The approximate cost of a new screen is \$100. The school will **ONLY** pay for **accidental** damage incurred at school. The decision to pay for damage will be that of the iPad coordinator.

For other repairs:
Roly's Mobiles
5831 6789

If applicable, the technician will direct the parent(s) to contact Apple to claim repairs under warranty. Parent(s) are responsible for all correspondence with Apple. Apple can be contact on **1300 321 456**.

iPad Leasing requirements :

PARENTS PLEASE NOTE

that ALL Leased iPad payments must be made on time.

Please refer to payment schedule below:

First instalment was required on collection of iPad.

TERM 1: Second instalment of \$165.00 due by FRIDAY 17TH MARCH 2017

TERM 2: Third instalment of \$165.00 due by FRIDAY 16TH JUNE 2017

TERM 3: Final payment of \$165.00 due by FRIDAY 8TH SEPT 2017

Parents please note that failure to meet your payment will result in the iPad remaining at the school until payment is fully received.

Resources:

Apple iPad user manual

http://manuals.info.apple.com/en/ipad_user_guide.pdf

Online video tutorials

A step-by-step YouTube video for installing iTunes on WINDOWS can be found here; <http://www.youtube.com/watch?v=wtKiEwXTolI>

A step-by-step YouTube video for installing iTunes on a MAC can be found here; <http://www.youtube.com/watch?v=IAV0f5F4iEI>

A step-by-step YouTube video creating an iTunes account without a credit card can be found here; <http://www.youtube.com/watch?v=nuNppwofEJk>

iPads in education

<http://www.apple.com/au/education/ipad/>

<http://www.apple.com/au/education/apps/>

<http://itunes.apple.com/WebObjects/MZStore.woa/wa/gameRatings>

Cybersafety

<https://www.esmartschools.org.au/Pages/eSmartPortal.aspx>

<http://www.cybersmart.gov.au/parents.aspx>