



**NEWLANDS PRIMARY
SCHOOL**

1 to 1 iPad

**Program Implementation
Handbook**

**1:1 iPad Program
Implementation Information**

Attached is a handbook providing specific information about the implementation of the iPad Program at Newlands Primary School. I

The handbook addresses how the iPads will be used in the classrooms. This includes parameters for appropriate school-based internet access and an agreement to be signed by families and students and returned to the school. We ask that you go through this agreement with your child and ensure they understand what is required of them and why it is important.

Other sections of the handbook refer specifically to arrangements for families leasing an iPad from the school or bringing in their own from home. This includes the security of the devices during the day, technical support, care and maintenance of the iPad, and information on how to configure the iPad for home use if that is desired (it is not a requirement of the school).

Regards,

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Ross Dudgeon
Principal
25/03/2013

Managing your iPad school responsibilities

It is imperative that there is joint responsibility between the students, parents and the school in the iPad 1-1 program.

The program will commence with all students participating in our 'Linking to Thinking' unit. This will provide an induction into the program for all students. This unit will explain student responsibilities and set protocols for involvement. As part of this unit students will undertake lessons and activities that focus on e-safety and e-security.

e-security

- All iPads – regardless of ownership option – will be registered with the school. Registration will involve a record of:
 - Ø Student's name
 - Ø Student's grade
 - Ø iPad serial number
- Regular network (history searches) and remote desktop searches may occur to monitor internet use.
- Students do not have access to the iTunes store, YouTube or other social networking sites on personal devices at school.

Security

- Before school, students will leave their school bags in the classroom. Students will be allowed to enter the classroom and leave their bags at 8.50 am. At the start of the day students will put their iPads in a designated secure area.
- At recess and lunchtime all classrooms will be locked. The iPads will be placed in a secure cupboard during this time.
- At OSHC (before or after school care) the students will be directed to leave their bags inside the storeroom rather than outside the multi-purpose room.
- Students must not leave their school bag / iPad unattended after school.

Internet

- Use of the internet is governed by the school's 'Technology and Internet Use' policy and contract that students and parents agree to for use of ICT within the school. A copy is included in this package of materials.
- Appropriate use of the internet within the school network is closely monitored by a filtering system that allows for inappropriate content to be blocked.
- Remote desktop searches allow for the monitoring of web browser histories to ensure inappropriate use of the internet is detected. Random checks will occur.
- Any inappropriate use of the internet is unacceptable and is subject to disciplinary action, with possible exclusion from the program.

Resources and information for parents is available at:

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

www.amf.org.au/eSmart

www.netalert.gov.au

Web 2.0

- Students will have access to Web 2.0 applications where appropriate educational opportunities are available.
- Within Victoria the DEECD provides access to wikis and blogs that support students and their learning. These will only be used in the classroom.

Printing

- In many cases students will use other media for the display and presentation of their work.
- We anticipate that students will use very little printing at school.
- When necessary students will have access to black and white printing.

Insurance

- Insurance for leased iPads is included in the leasing and the school will be the central point for insurance claims.
- An insurance document will need to be sighted if the device is owned outright by the family, and families will be responsible for managing insurance claims.

Loan/Replacement

- If a student leaves their iPad at home they may be able to use a spare device in the classroom, this will be subject to availability at the time.

Technical Support

- The school employs IT technicians to support the 1 to 1 iPad program at school.
- Students will seek technical support through their classroom teacher.
- All warranty issues are to be addressed through the school for leased devices. BYOD's will need to be addressed by families to the individual device supplier.

APP Upload

The school will install and manage apps for all devices including those brought from home. This process will commence at the start of term one, 2014. Further apps will be loaded as the program develops over time and as new apps become available.

App we currently use include:

Educreations
Explain Everything
Book Creator
iMovie
Garage Band
Singing Fingers
Wishball
Yahzy
Times Tables
Pages
Doodle Buddy
Counting Board
Tools 4 Students
Read n Respond
Edmodo

Managing your iPad family responsibilities

- It is important that there is joint responsibility between the student, parents and the school in the iPad 1 to 1 program.

e-security

- All parents will be required to agree in writing to the school's e-smart policies and internet agreements. (These documents are included in this package of materials)
- No media held on the iPad is to contain explicit language or inappropriate themes.
- At this stage students will not have their iPads set up for email. When all security issues have been considered and resolved email access may be considered.

iTunes accounts for non-school Use (optional)

- It is a requirement of Apple that a person must be over 13 years of age to have an iTunes account.
- It is recommended that parents purchase an iTunes card to set up the iTunes account to avoid using a credit card.
- It is recommended that parents set up the iTunes account to their email, so they will be aware of any purchases made through the iTunes store.
- Students will not be required to access the family's iTunes account at school. Parents can determine if children have access to the iTunes account password at home.
- It is recommended that students back up their iPad through iTunes a minimum of once a week to avoid the loss of content.

Apps

- All iPads must contain the school required apps detailed earlier.
- Personal/family apps must allow enough space for school requirements – 16G
- Any software added at home must be licenced and G rated.
- The school takes no responsibility for personal files or apps that may be lost during school use. In such cases the data may be able to be restored at home.
- Pirated software or media will be seen as a breach of the agreement with the school and the device may be reimaged as a result.

Care & maintenance

- The student must maintain and care for the iPad (see later section)
- If the iPad is being taken home it must come to school each day in full working order:
 - Ø Fully charged – students will not have access to charging facilities at school
 - Ø Cover on
 - Ø School required apps installed
 - Ø System software – correct version – installed

Personalisation

- Guidelines for the personalisation of the iPad will be provided by the classroom teacher.

Internet

- At home families may decide to provide broadband internet connection. This is a family responsibility.
- The school will not provide home set up assistance.

Caring for your iPad

<http://www.tcgeeks.com/how-to-care-for-your-ipad-a-guide-for-everyone>

Caring for the iPad screen

The screen is made out of glass but it has a special **oleophobic coating** in order to protect it from fingerprints. Officially, it means that it's oil resistant. It is important to take good care of the screen to get the most out of the coating. Here are some ways to protect your iPad screen.

- Don't drop it hard on surfaces. It is glass and it can break.
- Clean the screen with a soft, slightly damp, lint-free cloth.
- Do not clean it with window cleaners, glass cleaners, aerosol sprays, abrasives, or alcohol.

You can also use a screen protector. These are not for everyone but they do work for the care of the iPad screen.

Caring For Your Batteries

Part of caring for your iPad means caring for the batteries. The batteries in your iPad are lithium polymer (rechargeable) and they will eventually wear out. It will take a long time before that happens, but there are some things you can do to care for your batteries and get the most out of them.

- Make sure you keep up on the latest iPad updates. This sounds odd but Apple will sometimes make adjustments to software which helps with drain on resources and battery life.
- Go through one charge cycle per month. To do this all you have to do is charge the iPad to 100% and then run it completely out.

Caring For Your iPad: Environmental

There are also a few environmental ways to care for your iPad. Some of these are obvious while a few are not so obvious.

- Keep the iPad out of heat for an extended length of time
- Keep the iPad out of cold for an extended period of time
- Keep it out of water or extremely humid locations
- Do not dry it with an external heat source, hair dryer

It should go without saying that part of caring for your iPad is to make sure you do not insert anything into the port connections other than the intended peripherals. Jamming things into the port connectors could render it unusable and void the warranty.

External Protection

Protecting the outside of the iPad is part of caring for your device. We recommend you keep the iPad in its case at all times, but especially when the device is in transit. .

Technology & Internet use grade 1 - 6

During the classroom activities students will have access to their own iPad and the opportunity to use a range of the school's technologies some of which include; digital camera, flip camera, web cam, lap top, desktop, iPad, iPod. They will also have access to the internet.

When I use my iPad, technologies and the internet, I have responsibilities and rules to follow.

I agree to:

- § Use the internet at school to help me learn
- § Use the technology at school for learning, use equipment properly and not interfere with the work or data of another student
- § Keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses, images and protect my password
- § Not bring or download unauthorised programs including games, to the school or run them on school computers
- § Only use websites as directed by my teacher
- § Remember that content on the web is someone's property and ask my teacher to help me get permission if I want to use information or pictures.
- § Think carefully about what I read on the internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer)
- § Talk to my teacher or another adult if:
 - I need help online
 - I am not sure what I should be doing on the internet
 - I come across sites that are not suitable for our school
 - Someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private
 - I feel that the welfare of the students at the school is being threatened by online activities
- § Be respectful in how I talk to and work with others online , never write or participate in online bullying
- § Be respectful in the photos I take or videos I capture and never use these as a tool for bullying
- § Abide by the guidelines and conditions in the 1 to 1 iPad program implementation handbook

I acknowledge and agree to follow these rules. I understand that I may not be able to access the internet at school, use my iPad or the school's technologies if I do not act responsibly.

To be completed by Parent/Guardian of children in Grade 3&4

Parent Permission

(This document should be read and discussed prior to signing)

I agree to allow my child to use the internet at school. I have discussed the responsible use of the internet and related technologies with him/her as outlined above.

I will contact the school if there is anything here that I do not understand or if anything concerns me.

Student Name: Grade:

Student Signature:

Parent/Guardian Name:

Parent/Guardian Signature: Date:

To be completed by Parent/Guardian of children in Grade 1&2

Parent Permission

(This document should be read and discussed prior to signing)

I agree to allow my child to use the internet at school. I have discussed the responsible use of the internet and related technologies with him/her as outlined above.

I will contact the school if there is anything here that I do not understand or if anything concerns me.

Student Name: Grade:

Parent/Guardian Name:

Parent/Guardian Signature: Date:

**** We do not require students in grades 1 & 2 to sign this document.**

Option	Device	At the families cost	At the schools cost 2014 only	Included in the school lease agreement	Cost
Option 1 LATEST GENERATION Family purchase an ipad32GB, Retina with WiFi not 3G device independent of the school from their own supplier.	Ipad 32GB with Retina	Property theft, loss and damage insurance	School based apps	N/A	N/A
<i>For option1 the school would need proof of insurance. A case would need to be purchased by the family, would also advise having a screen protector be also purchased and fitted.</i>					
Option 2 Our family already have an iPad @ wifi enabled not 3G device which will be available for school use.	Ipad2 32GB Must be 3 rd generation or later.	Property theft, loss and damage insurance. Case	School based apps	N/A	N/A
<i>For option 2 the school would need proof of insurance. A case and screen protector would need to be purchased.</i>					
Option 3 LATEST GENERATION Our family will purchase an iPad wifi enabled 32GB not 3G device from the school supplier at a cost of approximately \$638 which includes an extended apple care warranty .	Ipad 32GB with Retina	Property theft, loss and damage insurance. Case	School based apps		\$638
<i>Option 4 this is the school's preferred option. It includes; Applecare (1 year extended warranty), a case and insurance for the three years of the lease. This option would carry an end-of –lease pay out that would not exceed \$100. This option is the preferred school option as stock is available and it is the latest device with the latest operating system installed.</i>					
Option 4 Our family will lease an iPad wifi enabled 32 GB device from Newlands Primary inclusive of insurance at a total cost of \$61 per term over 3 years. With an initial deposit of \$170 which will be due by Thursday 12 th December.	Ipad latest model, 16GB with case	\$61 per term over 3 years. With an initial deposit of \$170 which will be due by Thursday 12 th December.	School based apps		
Option 5 N/A A family could choose not to participate in the 1-to-1 program and instead their child would use a shared ipad in the classroom which would not be available for home use.	Ipad 2, 16GB with case	N/A	School based apps	N/A	N/A

Ipad Expression of Interest Notice
Return to the school office by Friday, 8/11/2013

I/We have read the information provided and we have indicated with a tick which of the five options is our preferred position for 2014.

Option 1 Option 2 Option 3 Option 4 Option 5

Child's name:

Year Level:

Child's name:

Year Level:

Child's name:

Year Level:

Parent's Name:

Parent's Signature:

Date:

Comments optional