2017

iPad Handbook

iPad Handbook

- All students participating in the iPad program and their parents will be required to review this document as well as sign an [Mobile Device, Computer & Internet Agreement](#), with the school.

Introduction

As educators, we aim to improve young people's ability to thrive and think critically in an information rich world. This requires that technology be seamlessly accessible and integrated throughout the curriculum. Our programs are constantly being reviewed and refined to meet the opportunities that new technologies will provide for your child.

Why the iPad?

The iPad provides access to "anywhere, anytime" learning. It allows students to access the Internet, email, and a large number of tools and resources whilst being mobile. The range of tools and Apps mean that students can create displays and presentations including:

- movies
- podcasts
- comic strips
- animations and more

They can also:

- take notes
- plan/brainstorm
- problem solve
- collaborate/share
- word process
- reflect/expand on their learning and passions

The iPad is compact, lightweight, and its battery life of 10 hours will last the entire school day without charging. It is a simple, reliable and instantaneous device that engages the user, enhancing/supporting both learning and creativity.

Goals of Students Use

The iPad Program will further our commitment to personalised learning and complements the curriculum that has already been developed around Information and Communication Technologies (ICT) at the college. Our goals are:

- to increase students' participation, engagement and productivity in completing projects, tasks and other academic activities
- to promote ownership and leadership in one's own learning by providing improved access to resources and tools that support curricular and cross-curricular areas
- to strengthen connections across areas of learning and beyond the school environment for improved lifelong learning abilities
- to strengthen our sense of community by expanding the way students, teachers and parents can interact with each other and with the world-at-large
- to take advantage of the convergence of educational eTexts, Apps, and other resources in academic areas such as iTunes U

Acceptable Use/Digital Safety and Citizenship

A good citizen is someone who upholds and respects the laws of their country and acts in an appropriate way. Good citizens respect moral and ethical guidelines and behaviours. They show care and concern for themselves, their neighbours and other members of their communities. A good citizen respects other people's property, and expects others to do the same for them.

A good digital citizen applies the same rules to the cyber-world. A digital citizen is a person who obeys the legal rules about using digital technologies, and acts with respect and care for themselves, others and property. In return, they expect the same respect to be shown to them.

There are three key parts to digital citizenship. They are looking after yourself, other people and property.

1. Looking after yourself

- Choosing online names that are suitable and respectful.
- Only inviting people you actually know in the real world to be your friends in the online world.
- Only visiting sites that are appropriate and respecting the rules that websites have about age. Some sites are only for adults. If you wouldn't feel comfortable showing the website to your parents or grandparents then it is inappropriate.

- Setting your privacy settings so that only the people you know can see you and your personal information.
- Using passwords that are hard to guess and keeping these secret.
- Only putting information online that is appropriate and posting pictures that are suitable. Not everyone seeing your profile or pictures will be friendly.
- Always reporting anything that happens online that makes you feel uncomfortable or unhappy.
- Talking to trusted adults, like your parents and teachers, about your online experiences. This includes both the good and the bad experiences.

2. Looking after others

- Show you care by not sending hurtful or nasty messages to other people, or forwarding messages that are unkind or inappropriate.
- By not getting involved in conversations that are unkind, mean or bullying.
- By reporting any conversations you see that are unkind, mean or bullying. Imagine if the things being written were about you. If you would find them offensive then they are inappropriate.
- Some websites are disrespectful because they show people behaving inappropriately or illegally – or are racist, bigoted or unkind. Show your respect for others by avoiding these sites. If you visit one by accident, close it and tell your teacher or an adult.
- Show respect for other's privacy by not trying to get into their online spaces without invitation, by not stalking them or copying their pictures.

3. Looking after property

- By not stealing other people's property. It's easy to download music, games and movies, but piracy (downloading media that you have not bought) is just the name given to stealing online.
- By not sharing the music, movies, games and other software that you own with other people.
- By checking that the information you are using is correct. Anyone can say anything on the web, so you need to check that the research is correct by using reliable sites. When in doubt ask your teacher or your parents.
- By looking after other people's websites, acting appropriately when visiting them, not making changes or vandalising them, and reporting any damage that you find.

Dealing With Inappropriate Communications or Abuse Online

- Tell someone you trust, like a parent or other adult
- Avoid responding to the online behaviour; leave the site or conversation
- Block the contact or remove them from your list
- Check that your profile settings are private
- Avoid opening messages from people you don't know

You can also report any unwanted contact by using the **Cybersafety Help** button displayed on the top right hand side of the Vermont Secondary College Moodle page http://moodle.vermontsc.vic.edu.au/ or the bottom tool bar on the Vermont Secondary College Internet site: http://www.vermontsc.vic.edu.au/

Parents can report incidents via the e Safety Incident Report Form located in the Parent Portal

[Cybersafety Help Button](#)

Websites for further information

https://www.esafety.gov.au/

http://www.staysmartonline.gov.au

http://www.acorn.gov.au/

Further Student expectations

- Students are to bring their iPads to school every day apart from sports days
- iPads are to be charged nightly so they are ready for a full school day. **IT IS HIGHLY DANGEROUS for students to plug in any electronic devices to the school network therefore they CAN NOT charge electronic devices at the College**
- **Earphones or earbuds are required** for listening to audio/visual materials
- Downloads and instalments as required are to be completed prior to class
- **Regularly sync** to iCloud/home computer and iTunes for backup purposes
- `unsupervised place. This includes PE lessons, instrument sessions etc
- iPads should remain in school bags when travelling on public transport
- Students can access information on using social networking sites and working online from the following e book "Own your space" by Linda McCarthy available free from this site: http://www.microsoft.com/en-us/download/details.aspx?id=1522

Parent expectations

- Attend iPad orientation/cybersafety sessions
- Be familiar with issues that may affect online activity
- Maintain an open, honest dialogue with child/ren about online activities both academic and social. Discuss things such as standards, values, expectations and consequences both for themselves and others
- Become familiar with current technologies used by your child/ren
- Take an interest in your child/ren's online lives
- Assist to protect personal information
- It is recommended by cybersafety experts that devices connected to the internet be used in a family common room where parents can keep tabs on online activity
- It is advisable to engrave/use a UV marker to put a Vic Driver's License number on the iPad and this makes it easy for police to identify the owner of property handed in without security risk to the owner
- Attach a label on the iPad identifying your child's name
- Ensure that no inappropriate material is loaded onto the iPad and brought to school
- Become familiar with issues involved with social networking www.**thinkuknow**.org.au/
- Become familiar with basic Cyber safety https://www.esafety.gov.au/

The Mobile Device, Computer and Internet Agreement commonly known as the "Acceptable Use Agreement"

The Mobile Device, Computer & Internet Agreement is an agreement between the school, each student and their family. It is to establish suitable behaviours and practices when using technology in all its forms. Students and their parents must agree to and honour the school's policies in order to access and use the network and Internet.

Vermont Secondary College's policies can be accessed on the following link:

> http://www.vermontsc.vic.edu.au/policies

Using the iPad

Connecting, Syncing, Backing-up

The iPad connects to either a Mac or a PC, it doesn't matter what you have at home. The iPad can sync, back-up and 'talk' to desktops, notebooks, netbooks, laptops & ultrabooks. The recent upgrade to iPad's operating system (iOS) means that the iPad can sync to an iTunes account via iCloud online. We highly recommend students **regularly back-up** on either a home computer or using iCloud in case of damage or theft. Information about restoring and backing-up your iPad can be found on the Apple website --http://support.apple.com/kb/HT1414

- **Record your iPad Serial number**
- **Set a PIN code to protect unauthorised access to your iPad**
- **Record and keep this information in a safe place at home**

iTunes Accounts

Students need to create an iTunes account along with a strong password for that account. A security question/answer that they will remember will also be required. For improved security, it is recommended that parents discuss these with their child beforehand. Choose a password with eight characters or more and a mix of different character types.

- Don't use names, words found in a dictionary, phone numbers, dates, or simple combinations of these.
- Avoid using a pattern of keyboard characters, such as diagonal lines of keyboard keys (for example, njimko).
- Use a sequence of random characters. Include a mix of upper- and lowercase letters, numbers, punctuation marks, and (if the site or item allows it) characters typed while holding down the Option key.

- While defining a password, use the Password Assistant to see how secure your password is. To open the Password Assistant, click the Key button next to the Password field or the New Password field.

Create easy-to-remember passwords

Start with a phrase, verse, or line from a song. Omit some letters, and transform others into numbers or punctuation marks that resemble the original character. You might want to insert additional punctuation and numbers too.

For example, the phrase "You will be welcomed" could be turned into "UW1llBvv3lc0meD;".

And, of course, don't use this password—everyone who reads this example will know it!

http://support.apple.com/kb/PH10624?viewlocale=en_US

It is CRITICAL that parents DO NOT give their children access to their credit card details via their iTunes accounts

Apps (Applications) for iPads

A list of required apps and e texts can be found on the College website under curriculum > iPads:

http://www.vermontsc.vic.edu.au/curriculum/ipad

If you have internet access at home you will need to set up an iTunes account on your home computer. The college strongly suggests that you do not give access to your credit card details, and instead purchase an iTunes gift card. This will give you credit to purchase the required Apps. iTunes gift cards are often on special from the big department stores. iTunes vouchers can be purchased from Apple stores, Woolworths, JB HiFi and other outlets. These vouchers are redeemable in the Apps Store on iTunes.

Many of the Apps students will need to download are free. It is essential that students **do not** spend the remaining funds as during the course of the year they may be required to purchase and download subject or topic specific apps.

Please note the Papercut Printing app should be downloaded from the college apps list not via iTunes. Using the college Moodle or VEWS sites, students can access files supplied by their classroom teachers as needed.

Caring for iPads

General Care

- 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 jamming things in as you could render it unusable
- Keep the protective cover on the iPad at all times

  Source: http://www.tcgeeks.com

Screen

iPad screens have a special oleophobic coating in order to protect them from fingerprints. The screens are somewhat flexible but can be damaged. Here are some ways to protect your iPad screen.

- Avoid knocking or dropping on hard surfaces
- 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 iKlenz solution to clean every couple of weeks
- Optional: use a screen protector

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.

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
- Have in writing from your insurer that the iPad is covered in your existing policy
    - JB HI FI VSC site offers an insurance option: see below

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Support with iPad issues

If students have an issue with their iPad they can:

- Ask other students in the class or our iPad class assistants
- Ask teacher for assistance
- If there is a hardware issue or the help information does not resolve the issue then seek technical support from the ICT office in Room C22
- If the issue is not technical then students should see their Student Manager

Purchasing Information

- Families can purchase devices from any reliable source however for convenience Vermont Secondary College has entered into a partnership with JB Hi-Fi Educational Solutions. Once a product has been selected, students will be able to add accessories to best suit the device.
- An insurance cover option has also been provided as an optional addition, which protects the student's device from accidental damage. There are also various Finance Options to families. This includes a one-off upfront payment via Eftpos/BPAY/CreditCard or the option to enter into a rental agreement or 12 month interest free Credit Card Payment Plan.
    - https://www.jbeducation.com.au/byod/
    - ACCESS CODE: VSC2017

Further Information

iPad Academy: Get Schooled & Skilled On the iPad | Training ▪ Tips ▪ Tutorials

http://www.educatorstechnology.com/