1 to 1 iPad program implementation handbook

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Apollo Parkways Primary School
Families have now elected their participation option:

**Option 1**

Our family will purchasing an iPad 2 wifi enabled not 3G device from our own supplier.

**Option 2**

Our family already have an iPad 2 wifi enabled not 3G device which will be available for school use.

**Option 3**

Our family will purchase an iPad 2 wifi enabled 16 GB not 3G device from the school supplier at a cost of approximately $638 which includes an extended apple care warranty.

**Option 4**

Our family will rent/lease an iPad 2 wifi enabled 16 GB not 3G device from ‘flexi rent’ at a cost of approximately $26.33 per month over 24 months.

**Option 5**

Our child will not be participating in the 1-1 iPad program and will use a shared iPad in the classroom which will not be available for home use.
It is imperative that there is joint responsibility between the students, parents and the school in the iPad 1 to 1 program.

The school year 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:
  - Student’s name
  - Student’s grade
  - 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 stadium. Students will be allowed to enter the stadium and leave their bags in designated areas. At the start of the day students will meet their teachers outside the stadium and will then collect their bags before moving to the classrooms.
- At recess and lunchtimes all classrooms will be locked.
- At OSHC (before or after school) the students will be directed to leave their bags inside the storeroom rather than outside the community centre.
- Students must not leave their school bag / iPad unattended after school.

- A pass code lock for your iPad will be set up in the first weeks of school as part of the ‘Linking to Thinking’ unit.

**Internet**

- Use of the internet is governed by the school’s ‘Technology & 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.
- If a student is downloading excessive amounts of data parents will be informed; restrictions will be put in place and charges may be forwarded.

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 is the responsibility of the owner.

Loan / Replacement

- If a student leaves their iPad at home they may be able to use a spare device in the classroom.
- Those families electing the rental option may have loan and replacement arrangements included in their agreements. (Parents will need to check contracts carefully.)

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

**e-security**

- At the parent information evening many aspects of e-safety and e-security will be detailed.
- 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**

- 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. (see later section)
- A minimum of 6G of space must remain available for school use.
- Personal / family apps must allow enough space for school requirements – 6G.
- Any software added at home must be licensed and G Rated.
- If the iPad needs to be synced or updated the school takes no responsibility for lost files or software. These will need 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 re-imaged as a result.
- Jail broken iPads will not be supported by the school.

**School required apps**

- See later section for listing.
Care & maintenance

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

Personalisation

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

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.
Setting Up iPad 2 WiFi

Maybe you don’t know exactly what to do with your new iPad 2. Here is a step by step guide to set up new iPad 2 to make it ready for use. This guide will explain how you can setup your iPad 2 from its unpacking, what options to select on iTunes and what settings you need to do on iPad 2 itself. We’ve tried to cover all necessary steps which you need to perform in order to get your iPad 2 running.

Download iTunes or Update Your iTunes to the Latest Version

From there, connect your iPad device to your computer using the cable that came with the device. In a matter of seconds, the iPad will sync to the iTunes program, introducing you to your tablet and helping you register your device and get set up further. The iPad will also be updated to the latest software edition, should it be an older model.

If this sync option isn’t a prompt don’t panic. You probably just don’t have the latest version of iTunes installed. If you haven’t updated, your iPad will charge but it won’t show up in iTunes.

Press continue to get to the setting up, and click through the license agreement. Sign in with your iTunes account, or set one up if you don’t have one already. You might get a message that says an iPad has previously been synced with your computer.

If this prompt comes up Select “Set up as a new iPad” and continue.
One thing you’ll learn about your iPad is that you run out of space a lot quicker than you think.

DON’T SYNC ANY MEDIA AUTOMATICALLY. Apollo Parkways recommend that you place limited media on this device as school projects will take most of the available space.

Get In Sync

Don’t bother syncing any iPhone apps, as these will have no use in the classroom and they often are in a different format and are unusable.

Once your iPad is successfully synched through the iPad, all you need to do is start clicking and dragging. Considering your space availability, however, it is best practice to stick with manual uploading.

Disconnect your device and move over to the Settings menu, where you can set up wallpaper options. This usually includes uploading photos through Photos.

Below is a list of sites where you can find useful tutorial guides on how to get started using your iPad.

iPad Tutorial:

How to load apps:
http://www.apple.com/ipad/videos/#video-app-store

iTunes:

Photos:

Internet / Safari:

iBooks: (books/ PDF’s)

All Tutorials:

Email

- 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.
The school asks that the following apps be installed on your child’s iPad for the start of the school year.

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<thead>
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<th>Icon</th>
<th>Cost</th>
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<tr>
<td>Pages</td>
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<td>$10.49</td>
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<tr>
<td>Numbers</td>
<td><img src="image" alt="Numbers Icon" /></td>
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<td>Popplet</td>
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<td>$5.49</td>
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<tr>
<td>Dictionary.com</td>
<td><img src="image" alt="Dictionary Icon" /></td>
<td>Free</td>
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<td>(APPS only requires the FREE version)</td>
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<td>$1.99</td>
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<tr>
<td>iMovie</td>
<td><img src="image" alt="iMovie Icon" /></td>
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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 on hard 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 also 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. You will want to get a case in order to keep it safe while travelling or just for everyday use.
During 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 to learn
- use the technology at school for learning, use the 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 and images and protecting 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 the 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 which 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.
- be respectful in how I talk to and work with others online and never write or participate in online bullying
- be respectful in the photos I take or video I capture and never use these as a tool for bullying
- abide by the guidelines and conditions in the 1 to1 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 5

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 Signature: ........................................... Student Signature: ...............................