

# TEMPLESTOWE PARK PRIMARY SCHOOL

## E-LEARNING AND IPADS



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## **A: FREQUENTLY ASKED QUESTIONS**

### **1. What will iPads be used for?**

Technology is becoming increasingly personal and mobile. The world's largest technology companies (Apple, Google, Microsoft) are predicting that this trend will continue. Mobile computing is also largely touch based and students will increasingly need immediate access to the Internet to ensure they experience the very best learning opportunities.

The program will not support iPads being used as a gaming device. Our goal is for students to use iPads as a tool to support key processes in learning - accessing, organising, processing and publishing information, collaboration, creativity and communication. Many of these processes are supported by the standard tools and features of an iPad and in some cases, TPPS Teachers will also choose specific apps which have been designed for educational purposes.

### **2. Why do we need 1 to 1?**

The iPad trial program conducted at Templestowe Park over the past 3 terms indicates that personal mobile computing devices such as the iPad are not well suited to shared use. Unlike PC's where data and files can easily be transported through a USB or where there is larger storage capacity, iPads are better suited to a more personalized use.

Research has suggested that providing students with an individual device in a 1-to-1 wireless and networked environment provides an opportunity to enhance the learning experience, narrows the digital divide and enables students to learn independently, collaborate with peers and communicate their understandings.

### **3. Why the iPad?**

The iPad's compact design, long battery life, accessibility, ease of use and functionality make it an ideal tool to facilitate learning in an information-rich environment. Whilst other tablet devices were considered we have chosen iPads as our required device for all students for several reasons:

iPads are the current clear tablet market leader.

- The iPad operating system (iOS) is the most mature of competing mobile operating systems.
- There are more apps (in particular educational apps) available for iOS than any other mobile operating system enabling greater agility.
- iPads have already proven to be very successful in school settings.

**4. How often will the iPad be used in school time?**

The iPad will not replace the use of all the tools we currently use in class such as books, pen and paper. The iPad is a companion device. The advantage of the iPad is its mobility and ease of use. When students require specialist computing software notebooks and desktops will still be used.

**5. Will my students iPad be safe at school?**

It is important that students learn to manage their own technology and take responsibility for keeping their iPads in a safe and secure location at all times. When the device is not in use, Year 5 & 6 students will keep their iPads securely locked in their classroom. Parents should discuss with the students suitable storage location for iPads whilst at home.

**6. What are the minimum iPad requirements?**

Parents are encouraged to bring or purchase an iPad or iPad Mini - second Generation or later. It can be 16, 32 or 64 GB iPad. 16GB iPad will be sufficient for school, though if a student captures a lot of video, other content apps or music may need to be removed.

Students will need an iPad that is capable of running the latest version of iOS (operating system for iPads) and school-required apps.

**7. Should I get a 3G enabled iPad?**

We do not recommend purchasing a 3G enabled iPad. Students will have access to the Internet at school (which is filtered to block any inappropriate content). A 3G contract with a telecommunications company will add at least an extra \$30 per month to the cost of the unit. This money would be more wisely spent on a wireless network at home to support the students use of an iPad.

**8. Can I use an iPad mini?**

Yes. Students may choose to use an iPad mini. iPods however are unsuitable and will not be supported by teaching staff.

**9. Where do we purchase an iPad?**

You are free to purchase an iPad from any retailer you choose.

If you choose to purchase an iPad via an online vendor, please be aware that the item may be coming from overseas. As a result it may not be shipped with an Australian electrical adapter and you may need to purchase another adapter to charge your iPad. You may also need to pay for shipping costs.

Templestowe Park is investigating a preferred supplier agreement which will provide educational discounts and more information will be available in the coming weeks.

#### **10. Can we lease or rent an iPad?**

Whilst leasing or renting an iPad is not recommended due to the costs being more expensive, this may be the preferred option for some families, particularly for those students in Grade 6. The school is currently investigating lease options.

#### **11. Can I insure my iPad?**

Like any piece of technology it may be wise to include the student's iPad as a nominated item on your house and contents insurance policy. Please discuss with your insurer.

#### **12. Should we purchase AppleCare?**

Every iPad comes with complimentary telephone technical support for 90 days from Apple. You may also purchase an additional one year warranty.

AppleCare is an extended warranty program from Apple. With the AppleCare Protection Plan, you can extend your service coverage to two years from the iPad purchase date. We have found that if there is going to be a manufacturing fault with an iPad, it will undoubtedly rear its head within the first year and as such do not recommend purchasing AppleCare. This is merely a recommendation and families are welcome to purchase AppleCare if they would like to do so.

#### **13. What do I do if my iPad breaks?**

iPads have no moving parts and as a result they are very durable devices. That said they can break and the most common issue is a broken screen due to being mistreated.

All iPads are covered by a one year manufacturer's warranty. If your iPad experiences a genuine hardware fault, please visit your local Apple store. Doncaster Shoppingtown, Southland and Chadstone are recommended and it is very likely that they will replace your iPad free of charge.

If the iPad screen breaks due to being dropped or mistreated you will need to organise to have it repaired. Again please visit your local Apple store to explore repair options.

#### **14. What if my student is using their iPad inappropriately?**

All use of technology by students at Templestowe Park Primary is bound by the 'Student iPad Code of Conduct' and 'TPPS Internet and Email Access Agreement'. The use of iPads in class will be actively monitored by teachers. Misuse of an iPad will be treated the same as any other distracting activity and normal classroom discipline rules will apply. The Internet at Templestowe Park is also filtered to block any inappropriate content.

Provision of internet security and appropriate use at home will be the responsibility of families. We encourage parents to discuss expectations with their child regarding appropriate use of the device. Parents are encouraged to restrict the use of technology at home to shared rooms, for example the living room or dining room (not bedrooms). Another option for concerned parents is to enable restrictions on their students iPad. You can enable and adjust Restrictions on your device to prevent access to specific features or content on the device. Locate these settings by tapping **Settings > General > Restrictions**. More information can be found on the APPLE website.

#### **15. Will an iTunes account be needed for use with iPad?**

Yes. An iTunes account is required to add or sync apps. Each student may use his or her current account if he or she has one.

Using an iTunes gift card is a safer and 'easier to regulate' method of crediting your iTunes account.

#### **16. Can students use a family iTunes account?**

Many families will already have an iTunes Account. However, it is important that students create their own iTunes Account! The iPad is a personal computing device and it is important that students learn to manage their own technology.

Students should create a new Apple ID using their school email address. This is important for using individual based tools like iCloud which can backup student work to the cloud.

It is also extremely important that parents **DO NOT GIVE STUDENTS THEIR CREDIT CARD DETAILS** to set up the iTunes account. Students should use an iTunes gift card to set up their account. Information on setting up an iTunes account without a credit card can be found on the Apple website.

Apple requires a parent or guardian to set up the students account for them, when they are under the age of 13. Parents please do so using a parent date of birth, the student's school email address and an iTunes gift card.

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**17. Can apps purchased from another iTunes account onto a student iPad?**

It is possible to use an iPad with two different iTunes accounts however it is not recommended as it increases the difficulty of updating apps and may cause issues with data syncing. If you choose to do this you need to log into one account in the 'App Store' app to download previously purchased apps. These apps will remain on the iPad and you can then login to another account to buy new apps. It will not be possible to update any apps unless access to the iTunes account that purchased it is provided via username and password. More information can be found on the Apple Website.

**18. Do I need wireless Internet at home?**

The iPad is a wireless device that is most effective when connected to the internet. We have wireless access for all students at Templestowe Park. If you already have wireless internet at home, the iPad will easily connect to this. If you do not have wireless, you can still access essential apps (word processing etc.) on the iPad. You can also access iTunes from your PC (assuming you have a hardware connection), and then download apps to the iPad.

**19. Can Parents control the use of the iPad at home, including which apps are installed?**

Yes. It is essential that students use their iPads responsibly, and we will be working with parents to promote effective, appropriate use.

Parents may choose to manage the iTunes account with a password. They will also be informed about the various controls they can set on their child's iPad. See the sections titled, 'Practical Tips for Parents' and 'Further Parental Controls on the iPad' for further information.

**20. What Apps will be required?**

The iPad comes preloaded with a range of useful apps, and there are literally thousands of useful apps suitable for educational purposes, which are free to download from the app store. In Section D, a list of required apps for level 4 has been included. These apps can be purchased using your iTunes voucher.

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**21. Can my child put their own Apps/songs/media on their iPad?**

Yes, as long as space remains to ensure the educational needs of the iPad can still be met. Please note that all of TPPS apps must be installed on student devices to ensure learning activities can occur appropriately. It is also important that parents actively monitor the apps (and other media) that students are putting on their iPad.

**22. How often should an iPad be charged?**

It is expected that students will bring an iPad to school fully charged to see them through the day. As such it is recommended that iPads are charged overnight prior to each school day as iPads will not be able to be charged at school.

**23. How do I backup my data on my iPad?**

You can back up your iPad to iCloud (the first 5GB of online storage is free) or by plugging your iPad into a computer running iTunes. Apple's Support site is very useful in this regard.

**24. How will students know which iPad belongs to them?**

The desktop background picture is to be a picture of the student to assist with security and enable easy identification of each iPad used at school. Parents are encouraged to also affix a label or write the student name with a permanent marker on the iPad cover or on the back of the iPad itself. It is possible to have iPads engraved. This is an option that some families may choose to pursue.

Students are also encouraged to set a passcode lock to their iPad so that only they can access it. Please note that if the passcode lock is forgotten then the iPad needs to be erased. Parents are encouraged to keep a copy of their child's password for safe keeping. Teachers have the right to check a student's iPad at any time and your child may be asked to unlock the device.

**25. Do iPads require a cover?**

It is essential that student iPads are brought to school in a cover for protection. Please ensure that the cover protects both the front and back of the iPad.

**26. Who do I contact if I have more questions?**

For information about Templestowe Park Primary's iPad program contact Nick Cox on 0417114955 or [nicholas.cox50@gmail.com](mailto:nicholas.cox50@gmail.com)

For technical and educational information about your iPad requirements contact Brian Cleary on 9846 2700 or [cleary.brian.c@edumail.vic.gov.au](mailto:cleary.brian.c@edumail.vic.gov.au)

## **B: Practical Tips for Parents**

*The following information was taken from Redlands College*

The following guidance is to provide you with some information that will allow you as a parent to share in this experience with your child and also help you create a managed and safe environment so your child can enjoy and learn from the Internet safely and securely.

### **Share the Experience**

- Ask your children to demonstrate the way they use their iPad for school. This will also give you a better understanding of when the child is using the iPad for learning activities vs. entertainment.
- Ask your child to teach you how to use the iPad.
- Have a play with the iPad and apps by yourself to better understand how they work.
- Focus on the positive aspects of the Internet when you are sharing the experience with your child. Spend time looking together at sites that are fun, interesting or educational.
- Encourage your child to question things on the Internet, e.g. "Who is in charge of this site?", "Have I found information, or is it just opinion?" or "Is this site trying to influence me or sell me something?"

### **Set Boundaries**

- Students don't need to use the iPad all the time at home.
- To better control the use of the iPad at home, you could specify:
  - Where in the house the iPad can be used.
  - Where it is to be stored when not in use.
- Charge the iPad in a space away from the bedrooms.

### **Monitor**

- Talk about Internet activities openly and freely.
- Have your child use the iPad in a shared family area where you can monitor how long your child is online as well as the websites your child is visiting.
- Mobile phones and other digital devices have access the Internet, so these devices need to be monitored also.

### **Protect**

- Explain to your child that not all information on the Internet is good, true or helpful, and that some areas are not intended for children to see.
- Help your child identify unsuitable material by naming some things to look out for, such as sites that have scary or rude pictures, swearing or angry words.
- Empower your child to use the Internet safely by showing your child safe sites and explaining why they are safe. It's also important to educate your child on why it's not safe to give out any personal details online.

### **Parental Controls**

- Parental controls are available on the iPad. However, please be very careful when using this feature as excessive controls can block essential iPad features that will be needed at school.
- Parents will be given the option to have restrictions placed on the iPad. Our school technician will set, where appropriate restrictions to 12 or 15+ on music, podcasts, movies, TV shows, books and apps. These restrictions are to prevent accidentally downloading inappropriate content from the iTunes store.
- See the pages entitled 'Parental Controls on the iPad' for further information.
- We encourage a policy of educating vs. controlling. It is much better for the child to learn what is appropriate and about safe Internet usage.

### **Report**

- If you have found any material online that you believe is prohibited or inappropriate you should contact the ACMA. For further information go to ACMA's (Australian Communications and Media Authority's) website <[www.acma.gov.au](http://www.acma.gov.au)>, where a range of resources are available for parents and caregivers.
- Thinkuknow.org provides information and facilities to help you report inappropriate, harmful or criminal activities that occur online or via a mobile device. For further information, go to their website <<http://www.thinkuknow.org.au/site/report.asp>>.

## **C: Further Parental Controls on the iPad**

*The following information has been adapted from East Doncaster Secondary College guidelines.*

### **Controlling the apps downloaded onto the iPad through parental control of Apple password**

We recommended that parents take control of the installation and deletion of all apps on the iPad to enable them to respond to problems that may occur (e.g. playing games on iPad at home excessively). If a student is unable to balance their game playing with learning, then parents can have the option of either deleting all games from the iPads or limiting the number of games available to students. These can be reinstalled when/if you wish to at no extra cost (see below for instructions).

#### **Changing the Apple password for complete control of apps:**

- Change the password for iTunes and the App Store by opening the App Store app.
- Click on the "Featured" button on the bottom left side of the screen.
- Scroll down the page until you reach, "Apple ID: \_\_\_\_\_". Press this button.
- Click on "View App ID". Type in current password.
- Select "Apple ID" Under "Edit". Type in a new password that only you know.
- Click "Save" or "Done"
- Touch the screen outside of the small window to close it.
- You now have control of the password and apps on the iPad.

#### **Deleting Apps or Games from the iPad:**

- Hold your finger down on the icon of the app that you want to delete for more than two seconds. An "x" will appear. Click on the "x" and the app will be deleted from the iPad. If the student has paid for the app, it can be downloaded at any time in the future for free from the Apple App Store.
- When you have deleted all apps needing deletion, click once on the button at the bottom of the screen and the crosses will disappear.

### Restricting student use of the iPad:

- This is a separate security process from the App Store password process. Click on the “Settings” icon.
- Select “General” on the left side of the screen.
- Scroll down to “Restrictions” and select this button.
- Enter a four digit number twice and keep this to yourself. This will give you control of all restrictions.
- Look down the list under “Allow” and turn on or off those programs that you want or don’t want your son/daughter to have access to. We will briefly outline the advantages of disallowing some of these programs below:
- **Safari** gives open access to the Internet. If you don’t want open access for your son/daughter, select “off”. You will then need to go into the App Store and download the “K9 Web Protection Browser” that will limit student access to all appropriate material for under 15 years olds. It also controls Google searches for the same age group
- **YouTube** is blocked at school and includes a wealth of useful videos for student learning. However, it also includes some inappropriate material. Select “no” if you want to turn this off.
- We recommend you leave the **Camera** on. The iPad is a useful multimedia device for movie making.
- **FaceTime** is for video based communication between computers. We don’t use it in class yet, but if it is used inappropriately by students, it could be a security issue for you.
- **iTunes** is a store where music, TV shows and films can be bought and downloaded. Other than spending money, there is no security issue here.
- **Installing and Deleting Apps** could be a way of controlling apps without controlling the App Store password.
- **Location** allows the apps to determine where the user is at the time of use. If you do not want this information to be out there, turn it off.
- **Music & Podcasts** – select “on” to lock out explicit content (usually in the form of words)
- **Films, TV Programs, Apps** – select the age level that you want to give your son/daughter access to
- If you want to lock out **In-App Purchases** turn it off. This will avoid you receiving any unwanted bills.
- **Multiplayer Games** being blocked can prevent your son/daughter from playing against other online participants.

### **Changing Desktop Pictures**

The desktop background picture is to be a picture of the student to assist with security and enable easy identification of each iPad used at school.

### **“Find My iPad”**

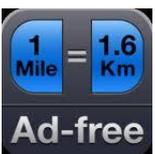
It is worth turning this on in iCloud. If an iPad is left somewhere, this program can be accessed through a PC, Mac or other iPad to track it down. It is marvellous and it works, but only if “Location” is turned on and the iPad is connected to the net. It will allow you to find the iPad, send a message to the iPad screen, or remote delete the iPad’s data.

### **Messages**

This program comes standard on every iPad. It is currently not going to be used at school. If you are concerned about misuse of this program at home, sign out of the program and ask your son/daughter not to use it. It is like a text messaging program on a phone, with the ability to share text, photos and movies from one Apple device to another. Alternatively, you could occasionally check through the texts and see if they are appropriate. This is a useful program for communication but needs to be used with respect. The same choices may also apply if the “Skype” app is installed on the iPad.

## D: TPPS Recommended Apps

The following list contains the required iPad apps for students in Year 5 and 6.

<b>LITERACY</b>		
 Notability \$1.99	 Dictionary.com Free	 iBooks Free
<b>NUMERACY</b>		
 Mathletics Free	 Calculator (or similar) Free	 Ad-free Unit Convertor Free
<b>PRESENTING</b>		
 iMovie \$5.49	 Keynote \$10.49	 eBook Magic \$5.49
<b>OTHER</b>		
 Dropbox Free	 Qrafter \$2.99	 Google Earth Free

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## **E: Student BYOD (iPad) Code of Conduct**

In bringing your iPad to Templestowe Park Primary School to assist with your learning, you agree to:

1. Follow all teacher directions including when to use your iPad.
2. Access only the information related to the learning task.
3. Only use 'apps' related to learning while at school. Using apps that are not related to learning (eg games that you play while at home) may result in a teacher asking you to delete it.
4. Have your iPad fully charged at the start of every school day.
5. Have the volume of your iPad muted at the beginning of each lesson.
6. Inform the teacher or others when using the camera and audio recording functions. You may only photograph or record others who have given their permission.
7. Ensure that your device is password locked. Do not share your password lock with any other students. When asked, you must unlock your iPad for a teacher who would like to check your iPad.
8. Seek your teacher's permission before sending any form of electronic messaging in class.
9. Ensure that audio, photos and video recorded at school are not uploaded or broadcast without a teacher's permission.
10. Only use your personal device yourself. Do not loan your device to another student.
11. Transport and store your device in a safe and secure manner. When not using your iPad, make sure it is in a sturdy and robust cover and kept in your tub at all times.
12. Only use your iPad during class time. Your iPad must remain in your school bag before and after school (it may be taken out of your bag when you get home) and is to not go outside during recess and lunch time breaks. iPads are not to be used during wet weather timetables.
13. Understand that your device may be removed by teachers until the end of the lesson. For more serious breaches; the iPad will be held for longer and your parents will be contacted.
14. Follow this agreement and the Grade 3-6 Internet and Email Access Student Agreement.

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_