Chapter 1

Overview

In 2015, Year 3 & 4 Junior School Students will be able to research information, make movies and publish globally all from their desks when they join the College 1:1 iPad Program.
In 2011 Beaconhills College started investigating the iPad as a possible solution for technology across the school. Many schools had tried laptop or netbook programs as a way of bringing personal technology into the classroom. These were received with varying levels of success. These were either very expensive or were under-powered devices that caused many problems in the classroom. The desk became based around these devices. A screen and keyboard dominated student’s workspace and pushed all other tools, like exercise books and pencils aside.

With the advent of the iPad there was an opportunity to have a device that could fit on a students desk and still keep the exercise book and pencils as the centre of their learning space. A device that could be turned on and off instantly, be moved around the classroom/school to take photos or videos and seamlessly attach to the College network was something that was worth investigating.

At the start of 2012 the Years 5-11 students began their journey with the iPad, followed by the Year 12 students in 2013. This was not always a smooth journey, with different speed-humps along the way, but we have learnt a lot over the last three years so we are now be in a position where we have one of the country’s best technology programs. We have over 2000 students using their device daily across two campuses, connecting to our network and collaborating with each other and the world. Students can access their course material on ClassNet, a purpose built platform that allows teachers to upload resource materials and for students to download them to their iPad or their computer at home. This saves thousands of sheets of paper every year and means that students cannot lose information that is critical to their learning. Every day teachers update App4 with homework for their class. This allows students to stay on track and never mistakenly forget to write down their homework. App4 also stores the student’s timetable, daily bulletin, policies, College maps and more. It can also be accessed by parents on the internet to keep in touch with what is happening in the classroom. Students are also connected to each other through Google Apps for Education. This platform, used worldwide by other schools, universities and many workplaces, allows students to collaborate on documents, share files and store all their information online to allow access from any internet-enabled device in the world.

All these tools are brought together into BeaconNet. Our custom-built platform calls on the tools we use and organises them in a space that is personalised for all users. When a student, parent or staff member logs in, their own information is displayed. This starts from the basic information such as section news and timetables all the way through to parent/teacher
interview information and school reports. This secure platform is the backbone to all the information of the College.

With this back-end, anything can be possible in the classroom. In the past year we have seen students use their iPad to make short movies and enter them into competitions, present on stage, collaborate with students overseas, explain fractions using stop motion, organise their learning so it is easier to study, store their textbooks and have their novels read to them out loud. These are just a few examples of what I have witnessed and there are countless others, but it is not these stories that I celebrate. I enjoy walking from class to class seeing every student using it in small ways, watching students do personal research, sharing work with each other, emailing their teacher with questions, taking part in short quizzes to make sure that everyone has learnt the same topics, completing a worksheet on their iPad rather than paper and simply being in control of their learning environment. This is the success that we celebrate at Beaconhills.

In 2015 we are looking forward to bringing this into Year 3 and 4 allowing our students to embrace technology and having the opportunities that the rest of the College enjoys. This program will benefit from the experience of the last three years, but will be customised to the Junior School. There will be different rules in relation to the everyday use and how students manage their device. The teaching of skills related to the iPad will be much more explicit and there will be little assumption of prior knowledge. At the core will still be a strong understanding of becoming a good digital citizen and learning how to safely navigate the internet.

All Junior School students will require their own iPad. This does not have to be the latest and greatest, but can be any model from iPad 2 and at any capacity from 16GB and above. The most important thing that it requires is a good quality, solid protective case that will protect the iPad through little bumps and scratches.

Later in this booklet we provide outline tips and things to look out for when buying a case as well as information relating to an evening at the Apple Store, Fountain Gate where I will be there to assist any parents who need help in their purchasing decisions. There will also be afternoons and evenings where parents who need assistance in setting up the iPad can come along and get some help.

We are most looking forward to getting the iPad into the classroom and having it in the hands of every student. This will be a great opportunity for us to expand student learning from basic things like sharing spelling lists and distributing documents, to being able to explore a world outside their classroom and share their work with people around the world.

Shawn Taggart
eLearning Coordinator
Beaconhills College
Apple Distinguished Educator
Google Certified Teacher
Chapter 2

From the Junior School

Having all members of our community on board is a vital key to the success of the Junior School iPad Program. Throughout the whole process having the support and knowledge of Mr Peter Hockey, Head of Junior School, Pakenham has been indispensable.
Over the past few years students in the Junior School have had the opportunity to share small sets of iPads to assist with their learning from years Prep to Year 4. We have seen many learning benefits from the implementation of the iPad and are excited by the educational opportunities the implementation of a 1:1 iPad program presents.

From our experience, the introduction of the iPad into the classroom has given students access to world at their fingertips. Regularly the iPad is used as a research tool to support classroom learning and has also enabled students to view many perspectives on a topic without having to leave their classroom. It is a highly efficient tool that has decreased the amount time which was once spent moving from classrooms to computer labs, booting up computers and then finally beginning a learning tasks.

Apart from the simple use of the iPad as a research tool it also offers students many individual learning opportunities. Students can engage with apps to record themselves in various learning situations, whether it be reading, oral presentations or performances. This is a highly powerful tool which allows students to replay their recording and assess/reflect on their own oral language skills. The iPad also offers endless presentation formats where students can explore their individual creativity and present learning in a way that suits individual learning styles.

Students have also been provided with the opportunity to bring their curriculum topics to life. For example, students have used this technology to experience what it would be like to be a pilot through flight simulation apps and explored various tools used in aviation, tasks which were once well out of the reach of a classroom. The iPad also allows for collaboration between students in a variety of forms and can support efficient team work.

From our experience the iPad is certainly an effective learning tool, it is not to take the place of our current teaching practices, merely a highly effective tool which enhances and supports our current curriculum in an engaging and effective manner and allows students to reach their full potential.

Peter Hockey
Head of Junior School, Pakenham Campus
Beaconhills College
A high quality education comes together when we have three key ingredients: an effective curriculum, excellence in teaching and skilled student learners.
At Beaconhills we have recently completed our Education BluePrint. This document contains the key pillars of our teaching and learning programs that we believe contribute to the quality education of our young people. These three key elements are:

- an effective curriculum that ensures our students develops a robust understanding, skills and knowledge in a sequential manner as they move through our College
- excellence in teaching practice and pedagogy that supports and maximise our students’ learning
- supporting our students develop themselves as skilled learners

How we teach - Teaching pedagogy and practice

At Beaconhills College we place our emphasis on identifying ways in which our use of technology supports the use of effective teaching practices.

Our three key pedagogies are listed below:

- supporting an inquiry-based approach in our students towards their learning
- providing teaching targeted towards achieving defined learning outcomes
- having a personalised approach to learning to support the individual needs of our students
The importance of an inquiry based approach – students asking questions as learners

At the heart of our teaching pedagogical is having an inquiry based approach. This can be described as the use of questions by our teachers and students as a way of engaging in learning activities leading towards the achievement of learning outcomes. This approach develops invaluable learning attitudes and approaches in our students that ultimately lead to them achieving quality learning outcomes. The first step in a student becoming a skilled independent learner is their capacity to engage in effective and critical questioning.

The importance of personalized learning – making learning personal

The learning by our students is, at its essence, a deeply personal activity that confronts our young people with a range of challenges and emotions. Their journey through schooling is essentially a shared but personal journey and the more our College can accommodate and support that individual approach the more our students will be able to flourish as learners. The choices our students make around learning is very important and to become effective learners our students need to become skilled and making those choices and decisions. An era of compliance based learning has been replaced by a far more effective model where our students are encouraged to manage, reflect and take responsibility for their learning for the simple reason that this generates far more effective educational outcomes.

The importance of explicit teaching – making the learning transparent

For our students to become engaged in their learning it is vital that they are in a position to understand not only the learning outcomes for a particular class or topic but also the purpose of learning activities and assessment tasks. Our students, no matter the age, need to be active agents and contributors to their learning and ensuring that these outcomes are clear and communicated to our students in the first step in making this possible.

These few pages reflect a small part of the work that we are undertaking at Beaconhills College. For further information please feel free to contact me.

I am looking forward to working with our students, teachers and parent community in working together to make our students the best learners they can be.

Stephen McGinley
Head of Education
Beaconhills College
@smcginley
Chapter 4

Choosing your iPad

There are many different models of iPad available. Which one is the best? What capacity do I need? Can I use the Mini? Where do I buy one?

Image sourced from Flickr - Antipodas - iPad stand tutorial
Every student needs their **own iPad**

*Any iPad* from *iPad 2* is appropriate for class.

*Full size* and *mini iPad* are all suitable.

Any capacity from **16GB is fine**, but school work will use up to 12GB.

You **do not need to buy a new iPad** if you have an appropriate one at home.

The best investment is a **good case**. Don’t just buy the pretty one.

You **do not need** to buy any **accessories** like keyboards or stylus.

There are several **insurance options**.

You do **not need to purchase** any other **accessories** like keyboards or stylus.

*AppleCare+ is a great investment* if you are buying a new iPad.
Section 2

Which iPad?

Why iPad?

There are many devices on the market that can be used in the classroom. From laptops to tablets to mobile phones there are many options on the market. Some schools have chosen a platform and others have chosen to let families make the decision. It is our belief that when you open up the classroom to every device the teacher becomes a technician and tries to solve lots of problems. Once they are all working, not being able to specify apps means that most of the student work needs to be basic and using web apps. This would be very limiting in the Junior School with many students needing assistance with the use of technology.

We have decided not to use personal laptops on the basis that they take over the student’s desk and become the centre to their learning. That leaves the choice to tablets and the biggest players on the market are Android and Apple. Android tablets, like those from Samsung, have improved in the last year, but the quality and safety around the Google Play Store are still not equal to the Apple iTunes Store. The hardware is not much cheaper and the support, from places like the Apple Store, is not readily available.

Models

Since the release of the iPad there have been many models:

• iPad (2010) - 9.7 inch screen
• iPad 2 (2011) - 9.7 inch screen
• iPad 3 (2012) - 9.7 inch screen
• iPad 4 - Also called iPad with Retina Display (2012) - 9.7 inch screen
• iPad Air (2013) - 9.7 inch screen (Current model)
• iPad Air 2 (2014) - 9.7 inch screen (Current model)
• iPad Mini (2012) - 7.9 inch screen (Current model)
• iPad Mini 2 (2013) - 7.9 inch screen (Current model)
• iPad Mini 3 (2014) - 7.9 inch screen (Current model)

All the different models are very similar. The main improvements over the years have been with speed and the quality of the camera. Due to this similarity we are happy for students to use any model, except the original iPad. This is due to the fact that it does not have a camera and cannot run the latest operating system.
New or used

If you have an existing iPad that you can use at home and it is an iPad 2 or later model, we are happy for you to use that at school. It does need to be your own iPad and not one you share with another member of your family.

Capacity

All iPad models have been released with 16, 32 & 64GB of storage. Any of these capacities are able to be used at Beaconhills College. This does come with some limitations though. For school use a student will need between 7-12GB of storage for their school-based apps, eBooks, iTunes U resources and work that they create. Once formatted a 16GB iPad will give a student around 12GB of usable storage space. This will mean that a student with a 16GB iPad will need to use it almost exclusively for school work. They will not have much storage space for personal data and will have to be very vigilant in making sure that they remove unnecessary information from their iPad.

Students are able to back up their iPad on a personal computer at home. They can transfer their photos and back up information. When they sign up to iCloud they are given 5GB of storage for free and then need to pay for more storage. We recommend that this storage is only used for backing up Apple documents, like those created in Pages, Keynote and Numbers. This allows them to seamlessly save their core material without any work on their behalf.

The College has also subscribed all students to Google Apps for Education (GAFE). This service gives students ‘limitless’ online storage that is available from any internet-enabled device in the world. It uses their secure Beaconhills email address and password. Students should not share their password with anyone except their parents/guardians and if they ever feel that anyone else knows their password, they should contact IT immediately to get it changed. This can be done at the Beacon Centre before school, lunch time or after school. You can also contact IT via the help desk, but due to security, passwords cannot be changed there.

Size

The choice of the physical size of the iPad is a personal choice. Many find the 9.7 inch full size iPad easier to use. Some find the convenience of the 7.9 inch iPad Mini a much better option. It is up to you. You can use either size iPad at Beaconhills.

We do recommend that you play with both sizes before you commit to either. Some people prefer one model over the other and once you have decided it can be difficult to return the device. If you do decide to purchase one from Apple, and it is not engraved, you have up to 14 days to return it for a refund or exchange. You need to keep the original packaging and return it in original order.
Purchasing a new iPad

The iPad is available at many retailers and you are getting the same item, no matter where you go. Different retailers offer different prices and levels of service. I categorise it into three groups: Service, Price, Online.

1. Service

The best example of this is the Apple Store - Fountain Gate. This store has the entire range of iPads on show for you to use and play with. They have staff that will assist you with your purchase and stock all the colours and capacities. They will be able to help you set up the iPad and offer classes on how to use it.

The Apple Store will be the full retail price, but will provide great assistance all the way through. They also offer a 14 day return guarantee if you change your mind. This allows you to return your undamaged iPad for a full refund or exchange. You can find more information about that service [here](#).

2. Price

If you know what you want and you are not interested in having the option to return the device then you can find the best price at many large retailers. Places like JB HiFi, Big W and Target all sell the iPad and have varying discounted prices. Some by a couple of dollars, some by more.

3. Online

There are several retailers that sell the iPad online. Some people like Kogan sell the iPad at a discount - often below what the big retailers can do. They will usually add shipping costs to the total that will often negate any discounts on the price. Be cautious though, as lesser known retailers could be less than scrupulous in their dealings. If you are going to go online deal with a name you know.

The other main retailer is the Apple Store. They sell at the full retail price, but offer free shipping, 14 day return guarantee and **free engraving**. Some people like to get their iPad engraved for security purposes or to send a special message to their loved one. This is a great feature, but can reduce the resale value and will not be covered by the 14 day return guarantee.
In a world first, we are pioneering a program that will open the Apple store exclusively to Beaconhills College parents for one night only.

**Wednesday 19 November 2014**

4:00-7:00pm

**Reserve your space**

This will be a special evening where representatives of Beaconhills will be there to assist you along with the Apple retail and education team.

There will be:

- A special presentation about the iPad in education
- Hands on with all Apple iPads, iPhones and computers
- Kids’ zone where children can be hands on with the Apple devices and accessories
- How to get the best out of AppleCare+
- Information about the recycle program where you can trade in your old iPad or Apple device and put the money towards a new iPad
- Information about the purchasing program where you can pay off your iPad over time
- Special pricing for Beaconhills families

To get all the updates and information you will need to register via Apple Fountain Gate.

For those parents who cannot make it on the day, some of the special offers will be available via an online store after the date.

There will be a presentation from the Apple Education Team between 6-7pm. If you wish to attend this session please register here to let us know a rough idea of numbers who may be interested.
Accessories

Get a Case! Please! Before you use it!

The first thing you should get for an iPad is a case. Not just any case, but a good quality, solid case. There is no better insurance policy than a good secure case that is designed for your specific iPad that will protect it through any accidental bumps and scratches.

The choice of case can be difficult. They come in all styles and colours and vary in price from $5 into the hundreds of dollars and a higher price does not always mean extra protection.

There are a few things that I look out for when choosing a case.

**Corner Protection**

How much protection can the case offer? You need to look for a case that protects the corners of the iPad from small drops and bumps. You want a buffer between the case and the iPad. The bigger the buffer, the safer the iPad. Cases that have a plastic corner as the only protection do not offer much.

**Stand**

When you use an iPad you often want it at a slight angle to type on. Laying it flat makes it more difficult to use. You need a case with a stand design that allows the iPad to be raised up from the desk.

**Screen protection**

A cover over the screen can offer protection from blows to the centre of the screen. Some cases have a solid cover that closes over the screen. These can be very protective for small blows. Other cases only have a thin film over the screen. These only really protect the iPad screen from scratches. There are also films that go over an iPad that provide a stronger level of protection - screens like the Xtreme Guard and Invisible Shield. These can offer another level of protection.

The best advice we can give you about case choice is do not just choose the first one that you see. Look at how it works for you and see how much protection it can offer. The looks of the case should not be your first priority.
Examples of protective cases

This list is in no way definitive. It is just a few examples of cases that we have found to be protective in the school environment.

**Military grade cases**

The Griffin Survivor Case is a very popular case in schools due to the promotion that they are drop-proof to concrete from 6ft and splash-proof. Although these cases are very protective, they are often seen as a total insurance policy to allow the iPad to be treated poorly. Yes, they will help with small drops and splashes when used properly but they do have a few weaknesses. There is no solid screen protection. There is only a thin film over the screen. The ports all have rubber covers to protect them. These get in the way when using the iPad and can be a problem. If you don’t put these covers back over the ports correctly then the iPad is less protected.

All that said, it is a very protective case that has saved many an iPad from a smashed screen. They retail for around $95 depending on the model of iPad that you are protecting.

Griffin also has a case called the **Griffin Survivor Crossgrip** that provides much of the protection of the full survivor, but much lighter and cheaper at $60.

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**Gallery 4.1 Folio Style Cases**

The Belkin Stripe Cover for iPad places the iPad in a protective plastic cradle and then has the stiff fabric cover to protect the iPad.
There are other manufacturers of cases like this. **Lifeproof** and **Logitech** make similar cases, as well as many versions that are available on eBay.

### Folio type cases

If you do not want to go for the full protection, the next option is a folio style case. There are many types of these cases that are protective due to the fact that the corners of the case are well removed from the iPad. They also provide a hard cover for the screen and various viewing and typing angles. Some examples of these are the **Belkin Stripe**, **Targus Kickstand** and **Gecko Grip Folio**. There are many other options available in this class, but the things to make sure of are that they hold the iPad securely, that the corners of the iPad are well removed from the edge of the case and that it allows the iPad to be used at different angles.

The main downside to these cases is that they are bulky, but this is the protection that you need for an iPad being used by someone who may not take the best care of it.

### Compact cases

The majority of adult users of iPads have a very compact case. Ones like the **Apple Smart Case**, **STM Grip Case** and the **Logitech Hinge** are very compact, but also offer minimal protection. If dropped, there is minimal edge protection and it is very likely that the iPad will get damaged. Please avoid these lightweight cases.

### Safety cases

A number of families have expressed possible health concerns with the use of the iPad with younger children. The College continues to research the issues relating to WiFi use in the School environment.

At this stage no conclusive evidence of any health concerns has been established regarding the use of iPads. We will continue to review any updates from relevant government authorities and will respond to any advice provided to the College.

A number of companies produce cases that are reported to have additional safety features, examples being **Cell Safe Heavy Duty Case**. If you have concerns you may consider a case of this description.

**Gallery 4.2 Safety Cases**

[Cellsafe High Impact Heavy Duty Case for iPad Air - $69.99](http://goo.gl/Z1uoGB)
Protective Sleeves - Highly Recommended

Once you have chosen your case then a piece of added protection that we highly recommend is a protective sleeve. These are padded or solid sleeves that the iPad, in its case, is placed inside for transportation. Officeworks sells tablet sleeves for $25 and Kmart have some for $10. These come in a variety of sizes, but are best if they have a decent level of padding.

Keyboards

Many parents purchase keyboards for students, thinking that the iPad is too small to type on or they need to have some assistance to make it easy for them. We have found that most students stop using the external keyboard after the first week. They find it too bulky if it is built into the case, not quick enough to recognise that the keyboard is there and slows down their workflow. They quickly realise that the on-screen keyboard is easy to work with and stop using the physical one.

We recommend that you wait for a few weeks of use to see if an external keyboard is needed. Any Bluetooth keyboard can be used. It does not need to be attached to a case.

This is the 3Sixt Classic Sleeve from Officeworks for $25. It has a zip pocket in the front, and lots of padding on the inside. http://goo.gl/6O6ZNx
Stylus

The other popular accessory is a stylus. This is a case of you get what you pay for. The cheap (Under $10) stylus are generally poor. The medium range ($10-$40) are fairly good and will hold up to the daily life of a student and the above $50 ones are for high end use only.

A stylus is not required, but some students find it easier to use than writing on the screen with their finger.

Screen protectors

You can purchase clear film to be applied to the front of an iPad to stop scratches on the screen. These can be an added level of protection, but the cheap ones are poor quality. There are some that will only protect from scratches and others that will give the iPad a little more strength like the Xtreme Guard and the Invisible Shield.

Screen protectors can be very good, but please take time to correctly apply them. Follow the instructions very closely, watch a YouTube video and take your time. Clean the screen perfectly and line it up with no bumps or dust. Be happy to remove it and apply it again if needed. Once it is in place it is a pain to remove and bubbles are impossible to remove.
Section 6

Insurance and warranty

Beaconhills College will not be offering an insurance policy that is managed by the College. Good options can be found on a personal basis. That being said there are many options available.

Apple Care+

This is a new offer from Apple that needs to be purchased within 60 days of purchasing a new iPad. You can purchase the iPad from any retailer, it does not need to be with Apple, but the warranty and place of return is Apple.

For a new iPad it can be purchased for $129. This will extend your manufacture warranty to two years, rather than the one year that Apple offer. This also provides phone support for the iPad and any Apple accessories that you may be having trouble with.

The best part of this coverage is that you can have up to two accidental damages and Apple will replace the screen for $65 each time. This is a very good option. Since Apple are the provider of this repair it means that you keep your warranty and you know the device will be repaired properly, by qualified service technicians. This policy does not include loss or theft of the iPad.

Home insurance company

Many home insurance policies will extend to an iPad being used by a member of your household. Many insurance companies will cover accidental breakages and loss or theft for a small premium. Every insurance company is different and we recommend that you contact your insurance company if you are interested in this option.

Computers Now option

Computers Now, a reseller that we work with, has offered our parents the option of iPad insurance. This covers theft, loss and accidental damage for up to two years. More information will be supplied in the coming months.

Self-insure

Some people may decide not to have any insurance on their iPad. That is a decision that needs to be taken by the family. If a breakage does occur you have several options. The first is to go back to Apple and get them to repair the iPad. This will be the safest option with qualified technicians working on your device and you will retain any warranty that you may have. The only down side is that this is a fairly expensive option.
The next option is to get it repaired by an independent repairer. These are usually located in the middle of shopping centers. These stores usually do a good job and are much cheaper than Apple. The downside is that it will void your warranty on the iPad. If you do get it repaired at one of these stalls, I recommend that you check the iPad before leaving the stall. Start up a few apps, check the buttons, make sure the touch screen works at all parts and make sure it plays sound.
Setting up the iPad

If you are working from an existing iPad or if you have ever set up an iPhone or iPod touch, then you can skip over this part. If you are new to the world of Apple touch-based devices then there are a few tips that we need to start with.

iTunes account

You need an iTunes account to download apps, even free ones. This is an easy process, but there are a few things to look out for. You are always better off not initially putting a credit card on an iTunes account. This means that you cannot over-spend on the app store and if anyone else ever accesses your account, they can only spend any iTunes credit that you have pre-purchased.

By default you need to put a credit card on an iTunes account unless you use this tutorial by Apple to start an account without a credit card.

iTunes cards

iTunes cards are the credit that you need to purchase without using a credit card. These are available from most retailers and you can redeem these using your iPad. These are available at full price, but a service called ‘Gift Cards on Sale’ summarises the discounts available and where to buy them. These can often be 20-30 per cent off the full price.

Downloading apps

To download an app, visit the app store on the iPad and find the app that you are looking for. Then click the price or the word Free. Then click buy and when prompted type in your iTunes Account username and password. This will then get downloaded to your iPad. You can download multiple apps at once. You do not have to wait for the previous app to download.

Once you have downloaded your apps you can place them in folders and organise them on the screen by holding the app icon for three seconds and then it will start to wiggle. This allows you to change their order and to place them on top of each other to create a folder.
The College has many support sessions planned before the start of school for students and parents.

**2014**

**Apple Store Fountain Gate Parent Night**  
Wednesday 19 November 4:00-7:00pm  
Apple Store, Fountain Gate

A chance for parents and students to come along and see the range of iPads available and take advantage of any special pricing available.

**Getting started - Drop in Desk - Berwick**  
Monday 24 November 2:30-4:30pm  
Junior School Multi-Purpose Room  
Berwick Campus

A chance for parents to discuss with Shawn Taggart, eLearning Coordinator, any decisions around iPads, cases and accessories and help setting up the iPad. Parents from both campuses are welcome.

**Getting started - Drop in Desk - Pakenham**  
Tuesday 25 November 2:30-4:30pm  
Rainbow Room Junior School  
Pakenham Campus

A chance for parents to discuss with Shawn Taggart, eLearning Coordinator, any decisions around iPads, cases and accessories and help setting up the iPad. Parents from both campuses are welcome.
2015

**Booklist collection Day**
Wednesday 21 January 9:00am-12:00pm
Lois Maghanoy Centre for the Performing Arts
Pakenham Campus

During this day parents and students have the opportunity to pick up their booklist from the Pakenham Campus. We will have a help desk staffed by the College IT team to support any students or parent in setting up their iPad or any technology. We will be able to provide students with their usernames and passwords on this day. This session is open to students and parents of both campuses.

**Getting started - Drop in Morning**
Thursday 29 January 9:00am-12:00pm
Beacon Centre
Berwick Campus

This is an opportunity for parents and students to drop in and get set up before the pressures of the school year kicks off. This session is open to students and parents of both campuses.

**Throughout the year**

- There will be support for the students from the College IT and eLearning teams.

- We will hold information sessions to support parents on topics like parental controls, essential apps and online safety.

- In class, students will receive instruction on management of the iPad, safe internet use, safety of passwords, use of applications and other topics throughout the year.

If you have any questions or problems, not just now, but during 2015, always feel free to contact us via the Online Support Desk.
All students need to observe the rules and regulations of Beaconhills College. The Junior School iPad Program has a few specific rules, but most of them are just common sense.
Section 1

General overview

An iPad is a personal device and may not be used by anyone except the student.

Students will have their own username and password to securely access the network.

While at school, an iPad will only be used during class time. It cannot be used before school, recess, lunch or after school.

Students are to only have applications, including games, that are rated 12+ or below installed on their iPad.

Students are to make sure that there is no inappropriate material on their iPad for school.

Students are only to use their iPad when told so by a teacher and only for the reason that the teacher outlines.

At home the parents’ decision is final.
At home

At home the parent is always the boss. In class we teach the students that when it comes to the iPad, their parent/guardian is always in charge. This means that if a parent would prefer their child not to use the iPad at a particular time, then that is fine. The school and teachers will support this decision. This may mean that the child has to demonstrate their learning in a different way, like hand writing their presentation or drawing the illustration, rather than photographing it.

Parents will also be able to lock the iPad to a particular application (see Restrictions), turn off wifi and lock the iPad.

Home parental agreement

At school we have an agreement that all students need to understand and agree to. A good option is to set up a similar process at home. We recommend that parents sit down and share with their child their own iPad use agreement, outlining the rules and consequences of using the iPad at home.

We have adapted an agreement from one that was created by a parent in the USA. Click here to get a copy of the Word document that you can alter and use to suit your circumstances.

iTunes App Store

We also recommend that students do not have access to their own iTunes account password. If any additional apps are required by the College, a message will be sent home with ample time to load the app. No students will be required to load their own apps while at school. Of course parents are welcome to load apps on their child’s iPad on College grounds using the College wifi. This will ensure that families with limited or slow internet connection will not be disadvantaged in any way.

Charging the iPad

All iPads need to be charged overnight and returned to school the next day. We strongly recommend that at an agreed time the iPad is turned off and placed on charge in a public part of the house. This should be the responsibility of the student, not the parents. The iPad should never be charged in the student’s bedroom. During the night the iPad can make noise or light up and interrupt a solid night’s sleep. There is a function on the iPad called Do Not Disturb that can be set to make sure the iPad does not get alerts during particular times of the night. This is very good to set, but should never be a replacement for storage in a public space. If the iPad cannot be stored in a public space due to issues like security or children accessing it during
the night, the iPad should be turned off fully before being charged in a secure space, such as a parent’s bedroom.

Filters at home

While at school all students and staff internet traffic passes through our internet filter, Netbox Blue. This is an industry level product that filters internet data that enters into the College to allow certain websites and disallow certain words and phrases. Unfortunately this only works at school.

At home there are many options that are available to you. Some can be done via your internet service provider (ISP). Some can be installed on your modem. Information about filters are usually available from your ISP.

A filter that is specifically built for the iPad and fits in with the school network is Curbi. This is a paid service ($6.99/month) for up to five devices. Once you have enrolled the device you will be able to see which apps are installed, block websites and terms, place the iPad in blackout to stop internet access and find out which websites the iPad accesses. There is a free 14 day trial to see if the service suits you. This service works on the idea that a profile or app is loaded on the device and can always be removed by the user, but this is something that you should build into your agreement.
At school the students are to follow the User Agreements of the College. We have a current policy in place for all students. It looks at the big picture covering the ethical use of technology and becoming a good cyber citizen, as well as the basic rules in the classroom.

In class, at the start of 2015, the students will learn about this policy and be introduced to the more specific rules surrounding the Junior School iPad Program. We are still working on this document and will release it on the BeLearning Lounge to allow parents to view it before the students will learn about it in class.

Consequences

When the rules are outlined to students we will also be discussing the consequences. At some schools removal of the iPad is a consequence for poor choices. We do not believe in this as a consequence as it removes the ability to learn with this technology. Instead we will use other restrictions such as having the iPad locked to a single app, removal of all non-school based applications and limited access to the internet or mail. Of course if the infraction is a major one, more serious ramifications will occur in consultation with the Head of Junior School and the parents involved.

Safety

There are many ways to protect your iPad at school.

- Students are not allowed to use their iPad before school, recess, lunch or after school.
- Place the iPad in a secure case that should never be removed.
- Write your name on the back of the iPad
- Always store the iPad in its protective case when it is being transported from home to school.
- Do not loan your iPad to anyone.
- When you are not using your iPad place it in your assigned storage area.
Section 4

Transportation home

Traveling to and from school with your iPad is a big responsibility

Gallery 5.1 Protective Sleeves - Highly recommended

When you transport your iPad from home to school and back again, you must take very good care of it. The iPad can get damaged if you treat your bag poorly so there are a few rules that you need to follow.

1. Your iPad must always remain in your school bag. You are not allowed to use your iPad before school or after school. This includes walking to and from your car/bus/bike and while standing around waiting for class to begin or your parents to arrive at the end of the day.

2. You are not allowed to use your iPad in before and after school care.

3. If you have a protective sleeve, which we strongly recommend, the iPad must be inside this sleeve for travel to and from school.

4. If you are going to another location, other than home (activity training/friends house) you should not use your iPad there or on the way to/from there. You should only take your iPad out of your school bag once you get home.

The College will provide the ability for parents to elect to leave the iPad at school during the first Semester with a review to be done during the second term. If an iPad is left at school as part of this formal process or by accident it will not be covered by the College insurance policy.

This is the 3Sixt Classic Sleeve from Officeworks for $25. It has a zip pocket in the front, and lots of padding on the inside. [http://goo.gl/6O6ZNx](http://goo.gl/6O6ZNx)
Chapter 6

Parental Controls

Many people think the iPad is a device that cannot be controlled. This is not true. There are many parental controls that are available to families that may make them more comfortable with a personal device at home.
Section 1

Working with Restrictions on the iPad

There are many Restrictions (parental controls) available on the iPad and they improve every time there is an update to the operating system. Below are a few of the main ones and what they can do. They are all controlled via a passcode that is different to the passcode that turns on and off the iPad. If you do set Restrictions on the iPad do not forget this passcode. It cannot be removed by the College or any administrator.

All these items can be found by going into Settings > General and then click on Restrictions. To Enable Restrictions you will need to choose a passcode. DO NOT FORGET THIS PASSCODE. There is no way to reset it if you do not remember the passcode.

**TURN OFF ITEMS**

The first section, titled Allow gives you the option of turning off certain parts of the iPad. It is generally only recommended turning off the In-App Purchases button.

**ALLOWED CONTENT**

This section looks at material available from the different stores that Apple controls and allows you to filter material. Here it may be a good idea to choose the Ratings for Australia and apps at a 12+ age rating. A word of advice here is that any app that accesses the internet freely is considered a 17+ app. This would make a vital tool like Safari a blocked app.

I would also caution you in turning on the Websites restriction. It does do a good job at blocking websites, but you have no idea of which websites are blocked. Apple does not provide a list of sites that are blocked. Tools like Curbi are a far more effective way to block the internet.

The final option of Require Password should be set to Immediately. This means that every time you wish to purchase an app/song/movie you need to type in your password.

**PRIVACY**

This section stops the iPad accessing certain data and if the user is allowed to change this setting. Have a look through each of these and see if you want to restrict any of these. The ones that I recommend that you do not touch are Photos and Microphone. These are used in class often.

**ALLOW CHANGES & GAME CENTRE**

Neither of these sections really apply to schoolwork, but may be something that you wish to monitor.
Do not disturb.

In the Settings app there is a section titled Do Not Disturb. This section can allow for the iPad to be silenced during certain period of time. Being able to choose Scheduled and assign a From and To time means that the iPad will not make noise during that time. This can be a great assistance at night if there are too many beeps happening on the screen.

Notifications

Every time a sound alert happens or a pop up message appears on the screen, this is a Notification. Come into this setting to turn on and off these settings so that you do not get annoyed so much that you ignore all notifications.

How to turn off the iPad

By pressing the power button the iPad is only set to sleep and can be awaken by alerts and notifications.

Privacy

This section allows you to see which apps are accessing which settings in the iPad and allows you to turn them off.