1: World (‘One to the World’)

Learning Programme Guide 2016

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1:World Learning Programme – 2016

Rationale

The 1:World ("One to the World") learning programme was introduced in 2012 with the aim of inspiring creative thinking and collaboration inside the classroom as well as extending learning beyond the classroom (National Educational Goals for Young Australians, 2008).

Information and Communications Technology (ICT) is a key capability addressed in the Australian Curriculum1. Students develop this capability as they learn to use ICT effectively and appropriately to access, create and communicate information and ideas, solve problems and work collaboratively in all learning areas at school, and in their lives beyond school. The capability involves students learning to make the most of the digital technologies available to them, adapting to new ways of doing things as technologies evolve and limiting the risks to themselves and others in a digital environment.

The Melbourne Declaration on the Educational Goals for Young Australians (MCEETYA 2008) recognises that in a digital age, and with rapid and continuing changes in the ways that people share, use, develop and communicate with ICT, young people need to be highly skilled in its use. To participate in a knowledge-based economy and to be empowered within a technologically sophisticated society now and into the future, students need the knowledge, skills and confidence to make ICT work for them at school, at home, at work and in their communities.

Information and communication technologies are fast and automated, interactive and multimodal, and they support the rapid communication and representation of knowledge to many audiences and its adaptation in different contexts. They transform the ways that students think and learn and give them greater control over how, where and when they learn.

The 1:World learning programme was a key component of the Mercedes College ICT Strategic Plan (2011-2014), which aimed to address the challenges and opportunities that new technologies were bringing to curriculum and learning. After extensive research, the College decided to base the programme on Apple technology with evidence of greater levels of reliability and lower levels of malware incidents. Other key drivers for the choice of technology included battery life, weight of device and accessibility to applications. Further, Apple’s reputation and commitment to innovation and intuitive use aligned with the College’s educational strategy.

The programme initially used Australian Government Digital Education Revolution (DER) funding to provide Apple iPads and Macbook Air laptops to selected year levels and expand the wireless infrastructure and support in the College.

Mercedes College considers the continuation of the 1:World learning programme to be a vital component in the delivery of our educational programme and believes the Apple platform to be ideally aligned with our educational strategy.

Preferred Devices

The Apple iPad or the smaller Apple iPad mini are the preferred devices for students in the Junior School. Smartphones and iPods are not acceptable devices.

The iPad will complement existing learning methods and will be used at school to supplement the curriculum in a variety of ways. iPads are neither a substitute nor a replacement for the techniques and processes we are already using; they are a tool that can be used when they allow for outcomes to be achieved in ways not previously possible.

- Ability to enhance students’ learning and engagement
- Quick start up
- Multi-media capabilities - camera, video and voice recorder - offer greater opportunities for creativity and sharing.
- Access to a range of apps and functions that can be leveraged in education
- Light and portable, easily carried in the school bag and to and from specialists lessons.
- Intuitive interface and ease of use
- 10 hour battery life means the iPad can be used throughout the entire school day
- Intuitive interface and ease of use
- Anywhere, anytime access to information that contains text, sound, images and interactivity.

The Apple MacBook Air (13.3”) is the preferred device in the Middle and Senior Schools.

For flexibility, students may also choose the smaller Apple MacBook Air (11.6”) or the more powerful Apple MacBook Pro (13”). Smartphones are not acceptable devices.

The MacBook enables students to record, edit and arrange music, communicate and collaborate with teachers and peers, video-conference and produce websites, photo-books, films and DVDs.


The MacBook has built-in teaching and learning tools and reliable hardware suited to education:

- A built-in video camera and microphone are perfectly suited for podcasting and video conferencing.
- Built-in wireless technology that automatically finds an available Wi-Fi network.
- Preloaded applications that can improve teaching and learning. These include:
  - iPhoto, for organising, editing, and sharing digital photos.
  - iMovie, for creating digital movies.
  - GarageBand, for learning to play the piano and guitar and for creating music and podcasts.
  - Pages, for word processing
  - Numbers, a spreadsheet for calculations and data
  - Keynote, a presentation tool
- Easy integration with printers, cameras, science accessories, and other peripherals.
- Durable technologies including a unibody casing, magnetic latch, mag-safe power adapter and a sudden motion sensor that protects the hard drive if it is dropped.
- Secure OS-X Yosemite operating system that is easy to learn and keep updated.
- Built-in accessibility features to cater for different learning styles or disabilities.
- An extensive library of tutorials to quickly learn the basics of using a Mac.

Further information regarded pre-loaded applications can be found at http://www.apple.com/au/macbook-air/built-in-apps.html

With DER funding no longer available, the College moved to a parent-funded model from 2015 with the College supporting the use of preferred devices in the educational programme.
2016 Arrangements

Junior School

Students in Reception to Year 2 will share College-owned iPads within classroom environments.

In Years 3 and 4, students will be required to bring their own iPads.

In Year 5, students will access College-owned iPads within the classroom environment. Students may opt to bring their own iPads.

The minimum device specifications for a “bring your own iPad” is that it must be at least an iPad 2 with WiFi only (3G/4G access not recommended) and currently running iOS 7 or later. A minimum of 32GB storage is recommended.

A list of core and recommended iPad apps will be provided to meet the requirements for Years 3-5.

Middle and Senior School

Continuing students will use their existing devices under previous 1:World arrangements. Please refer to relevant 1:World guides from 2012 to 2015 for further details.

New students in Years 6 to 12 will be required to bring a parent-funded laptop with the following minimum device specifications:

- Intel Core i5 Processor
- 4GB RAM
- 128GB Hard Drive
- Wi-fi
- Minimum 7 hour battery life
- Minimum screen size 11"
- Operating system Windows 7 or MacOSX
- Devices should be under 2kg in weight

The College will provide students with access to the Internet through a purpose-built Wi-Fi network following completion of their ICT Acceptable Use agreement in their College Planner. A device enrolment process will occur at the start of the school year to set up devices for use at the College.

The College will also supply a copy of Microsoft Office (Microsoft Word, Powerpoint and Excel - all fully compatible with Windows versions) at no charge.

Purchasing a device

A parent portal has been established with CompNow to facilitate purchasing devices. This portal can be accessed at www.compnow.com.au/mercedes-college

CompNow provide a choice from a select number of College-preferred devices as well as an extended 3 year warranty on Macbooks.

A key advantage of using CompNow is the support facilitated by the Mercedes College ICT Help Desk. Devices requiring repair can be left with our Help Desk for CompNow to collect. Once repairs are complete, CompNow will deliver devices directly to the College.

Any purchase through CompNow is a transaction between CompNow and yourself, with ownership of the device residing with you. Please note that the College receives no financial benefit from this arrangement.

Parents are able to purchase devices from other retailers but will be responsible for arranging any required repairs and ensuring minimal disruption to learning. If you choose to source your own device, please ensure that the minimum device specifications are met.
Frequently Asked Questions – Purchasing a Device

Do we have to buy an Apple MacBook?

No you don’t. While the College has a series of recommended devices outlined in the 1:World guide, you can purchase either an Apple Mac or a PC laptop. The 1:World guide provides the recommended specification for both devices.

Do we have to buy through the school?

No you don’t. In fact the College doesn’t sell machines at all. The purchasing portal is provided by CompNow for the Mercedes College community, but parents can purchase devices from any reseller or vendor they prefer. Any purchase made on the portal is strictly between CompNow and the purchaser.

Is buying through the school (CompNow) cheaper?

Parents need to be clear that the College is not in any way involved in any purchases made via CompNow. CompNow will price its products based on its own commercial decisions, as will all vendors and resellers. Parents should shop around for the best deal.

Purchasing through CompNow does provide some advantages. If repairs are required, CompNow purchased devices can be dropped into the College’s ICT Help Desk. CompNow will collect the device and return it the same way. Please keep in mind that the repair is a commercial transaction between the family and CompNow and doesn’t involve the College.

CompNow also offers its own extended warranty program significantly cheaper than AppleCare. Warranties are described below.

If pricing is cheaper at Myer etc, will CompNow price match?

CompNow have offered the best prices they can. When parents compare portal prices with other vendor’s parents should compare not only the purchase price of the device, but should also consider the cost of any additional extended warranty purchase.

How do warranties work?

All MacBooks come with a 12 month factory warranty as standard. Apple offers an extended warranty program, called AppleCare, for $292. CompNow offers an alternative extended 3 year warranty for $66. This warranty is only available on purchases made from CompNow.

Both the AppleCare extended warranty and the CompNow warranty are entirely optional. If you choose not to purchase either one of these, the device’s full 12 month warranty is still valid.

Other warranty points to consider are:

- You can purchase the AppleCare anytime during the initial 12 month warranty period, so you don’t need commit to that on day one.
- AppleCare provides 3 years phone support. This means you can ring Apple and get assistance with a range of problems and questions. Both the standard warranty and the CompNow warranty only provide phone support for the first 3 months after purchase.

The following is a link to information about the CompNow Warranty.

Do we have to buy software?

Apple bundles most of the required software straight from the factory. Microsoft Office is additional software that students will require. The College provides this software to students as part of their tuition fees. Early in Term 1 2016, students will be assisted in installing Microsoft Office on their BYOD machines. This will occur at school.

Can we purchase higher specification machines?

The devices on the purchase portal are intended to meet the educational requirements of students at Mercedes College. Parents are free to source higher specification machines, but these will not be available via the purchase portal. Parents can still purchase higher specification machines from CompNow by contacting them directly. The College wishes to avoid appearing to endorse the necessity of purchasing more expensive higher specification machines that are beyond the requirements of the College.

I have a child who started the 2013 programme in Year 8 and is now due for a replacement laptop for Year 11. Can I keep the current laptop?

Under the arrangements for Year 8 students in 2013, laptops would be upgraded for their final two years. This assumed the older laptop would be returned to the College. The 2013 1:World guide, however, did provide for the option to retain the older laptop for $250. If you would like to take this option, please contact Mr Barry Roberts, Chief Operating Officer (details below).

Technical Support

Mercedes College ICT Help Desk

The ICT Help desk can be contacted between 8.00am and 4.30pm Monday to Friday on 8202 9432. Students can seek assistance from the Help Desk throughout the school day for advice on using their device within the College environment.

AppleCare Warranty

AppleCare may be purchased with Macbooks and iPads. AppleCare+ is also available for iPads. This provides all the benefits of AppleCare listed below plus up to two replacement devices in the event of accidental damage ($65 per replacement).

Parents/caregivers may call AppleCare on 1300 968 979 (operates 8.30am to 8.30pm CST Mon Fri, and 8.30am to 5.30pm CST Sat) to access technical, software and hardware support. While most issues can be resolved in a single call, parents/caregivers may call AppleCare as often as required over the warranty period.

Parents are advised to check the coverage of AppleCare Protection Plans on the Apple web site. The following links are provided for your convenience but may be updated.

AppleCare + for iPad http://www.apple.com/support/products/ipad.html

Insurance

While AppleCare Protection Plans provide extensive technical support and hardware coverage, it is not an insurance policy against theft, loss and accidental damage. Repairs not covered by AppleCare Protection Plans can be costly. Parents are therefore advised to check their Home and Contents Insurance to ensure devices are included.
Repairs

The ICT Help desk will facilitate repairs undertaken by CompNow, our certified Apple repairer. Please note, however, that parents will deal directly with CompNow.

Loan devices

Loan devices may be available from the ICT Help Desk in approved circumstances such as when a device is being repaired. A copy of repair job details should be provided to authenticate requests for a loan device. Short term loans will not be made in circumstances such as when a student does not bring their device to school or when the battery goes flat. Devices will only be available for short term loans. Loan fees may apply for extended periods.

Arrangements for Continuing Students

The following table summarises the distributions and arrangements under different 1:World models implemented from 2012. (Note: these arrangements are for non-international students)

<table>
<thead>
<tr>
<th>Year</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019 +</th>
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</thead>
<tbody>
<tr>
<td>R-2</td>
<td>College supplied ipad for classroom use</td>
<td>College supplied ipad for classroom use</td>
<td>College supplied ipad for classroom use</td>
<td>College supplied ipad for classroom use</td>
</tr>
<tr>
<td>Year 3</td>
<td>Parent funded Ipad</td>
<td>Parent funded Ipad</td>
<td>Parent funded Ipad</td>
<td>Parent funded Ipad</td>
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<tr>
<td>Year 4</td>
<td>Parent funded Ipad</td>
<td>Parent funded Ipad</td>
<td>Parent funded Ipad</td>
<td>Parent funded Ipad</td>
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<tr>
<td>Year 5</td>
<td>College supplied ipad for classroom use, BYOD option</td>
<td>Parent funded Ipad</td>
<td>Parent funded Ipad</td>
<td>Parent funded Ipad</td>
</tr>
<tr>
<td>Year 6</td>
<td>Parent funded laptop</td>
<td>Parent funded laptop</td>
<td>Parent funded laptop</td>
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<tr>
<td>Year 7</td>
<td>Parent funded laptop</td>
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<tr>
<td>Year 8</td>
<td>Parent funded laptop</td>
<td>Parent funded laptop</td>
<td>Parent funded laptop</td>
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<tr>
<td>Year 9 (continuing students)</td>
<td>Parent funded laptop</td>
<td>Parent funded laptop</td>
<td>Parent funded laptop</td>
<td>Parent funded laptop</td>
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<tr>
<td>Year 9 (new students)</td>
<td>Parent funded laptop</td>
<td>Parent funded laptop</td>
<td>Parent funded laptop</td>
<td>Parent funded laptop</td>
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<tr>
<td>Year 10 (continuing students)</td>
<td>Retain MacBook Air</td>
<td>Parent funded laptop</td>
<td>Parent funded laptop</td>
<td>Parent funded laptop</td>
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<tr>
<td>Year 10 (new students)</td>
<td>Parent funded laptop</td>
<td>Parent funded laptop</td>
<td>Parent funded laptop</td>
<td>Parent funded laptop</td>
</tr>
<tr>
<td>Year 11 (continuing students)</td>
<td>New MacBook Air $0</td>
<td>New MacBook Air $0</td>
<td>Parent funded laptop</td>
<td>Parent funded laptop</td>
</tr>
<tr>
<td>Year 11 (new students)</td>
<td>Parent funded laptop</td>
<td>Parent funded laptop</td>
<td>Parent funded laptop</td>
<td>Parent funded laptop</td>
</tr>
<tr>
<td>Year 12 (continuing students)</td>
<td>Retain MacBook Air</td>
<td>Retain MacBook Air</td>
<td>Retain MacBook Air</td>
<td>Parent funded laptop</td>
</tr>
<tr>
<td>Year 12 (new students)</td>
<td>Parent funded laptop</td>
<td>Parent funded laptop</td>
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<td>Parent funded laptop</td>
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</table>
General College Expectations of digital devices

These general expectations should be read in conjunction with the ICT Acceptable Use Policy (available on the Mercedes College website or included in the College Handbook) and includes the obligations of students and the responsibilities of staff and parents/caregivers.

Acceptable Use

1. Students must take the device to all lessons unless the teacher has requested otherwise. Teaching and learning programs will make use of the device to benefit students’ learning: to assist in inquiry, collaboration and new ways of demonstrating knowledge. As such, while using the device during lessons students will be on-task as directed by their teacher.

2. Off-task behaviour will be deemed at the discretion of the teacher who will apply consequences in line with Mercedes College’s Policy on Personal Responsibility.

3. The use of the device is on the understanding that students will follow teacher instructions and access applications and files in safe and ethical ways. Students must not disrupt the smooth running of any College ICT systems nor attempt to hack or gain unauthorised access to any system. Students need to be aware that the College’s wellbeing and behaviour management processes extend outside of College hours or off site.

4. Any images or material on privately owned equipment/devices, such as a mobile phone or USB/portable drive must be appropriate to the College environment.

5. Consequences for inappropriate use will be in accordance with Mercedes College’s Policy on Personal Responsibility and may include confiscation of the device for a period of time or managed privileges, at the discretion of Heads of Schools who will store the device and be responsible for all communication with regard to return of the device. Where a student is suspected of an electronic crime, this will be reported to the South Australia Police.

6. At the discretion of the College, student device screens may be displayed at any time to visitors in the College. Students’ screens may be shared on any of the large display screens in the College.

Charging

Students are expected to charge their device at home and bring it to school every day ready for use.

Students must not bring their charger (power adapter) to school as it may be easily damaged or lost and may cause a safety hazard when plugged in to the wall socket.

Internet Usage at School

According to Mercedes College ICT Acceptable Use Policy, students may use the Internet only for learning related activities that are approved by a teacher. They must not cause interference or disruption to other people or equipment, and students may not access or distribute inappropriate material. This includes:

- distributing spam messages or chain letters
- accessing or distributing malicious, offensive or harassing material, including jokes and images
- bullying, harassing, defaming or giving offence to other people
- spreading any form of malicious software (e.g. viruses, worms)
- accessing files, information systems, communications, devices or resources without permission
- use for personal financial gain
- using non-approved file sharing technologies (e.g. Torrent)
- using for non-educational related streaming audio or video
- using for religious or political lobbying
- downloading or sharing non-educational material

While Mercedes College will make every reasonable effort to provide a safe and secure online learning experience for students, Internet filtering is not 100 per cent effective and it is not possible to guarantee that students will not be exposed to inappropriate material.
The cost to access the Internet at school is currently included in the school fee and allows for students to make reasonable use of the Internet for the purpose of learning. Internet traffic is monitored and students making unreasonable downloads will incur an additional fee.

Students are referred to the Responsible Digital Citizenship section below to use the Internet in a safe and ethical manner.

**Social Networking**

Under certain circumstances social networking sites may be beneficial for learning. However, in many instances social networking sites can be a distraction and potentially unsafe. Therefore students must seek permission from their teacher or parent/caregiver before accessing social networking sites.

School Internet filters are configured to block most social networking sites. However, students may have access to these sites through their own 3G/4G enabled devices. Students should note that using social networking sites without permission during lessons will be deemed by their teacher to be off-task and will be subject to consequences according to the ICT Acceptable Use Policy and the Policy on Personal Responsibility.

**Responsible Digital Citizenship**

Digital Citizenship is a concept of educating students about how to use technology appropriately. This consists of several themes including

- appropriate online etiquette
- literacy in how digital technology works and how to use it
- an understanding of ethics and the law as it relates to technology
- knowing how to stay safe online (cyber safety) and
- advice on health issues relating to the use of technology.

Key expectations include:

- students must not give out identifying information online, use only their first name, and not share their home address, telephone number or any other personal information such as financial details (e.g., credit card), telephone numbers or images (video or photographic) of themselves or others
- students must not use their school e-mail address in school online communications as this e-mail address contains their personal name and College details
- students must use the Internet, e-mail, mobile phones or any ICT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the College itself, even if it is meant as a joke
- students must not forward inappropriate material to others
- students should never respond to message or bulletin board items that are suggestive, obscene, belligerent, threatening or make them feel uncomfortable - these messages should be reported to a teacher
- students must inform their teacher immediately if they see anything on a website that is inappropriate, unpleasant or makes them uncomfortable
- parents/caregivers and teachers should actively monitor online behaviour and encourage their child/student to follow cyber-safe strategies

**Software installation, apps, games and music**

Students will be able to install software or applications provided they have acquired a legitimate license and are educational in nature or have a direct relationship to student learning. Under no circumstances may software and files be installed without the appropriate license. Students doing so will be liable to prosecution.

Non-educational software, apps, games and music are not recommended on personal devices used for education as they will unnecessarily use space on the device and therefore impede its use for learning.
Students must realise their responsibilities associated to intellectual property and copyright law and ethics, including acknowledging the author or source of information that is used. To ensure compliance with copyright laws, students must only download or copy files such as music, videos, or programs with the permission of the owner of the original material. If students infringe the Copyright Act 1968, they may be personally liable under this law. Installation of software and files without appropriate licences may lead to police prosecution.

Students using non-educational software and files during lessons will be deemed by their teacher to be off-task and will be subject to consequences according to the ICT Acceptable Use Policy and the Policy on Personal Responsibility.

**Transporting devices**

Care must be taken when transporting devices to and from school and between lessons.

- The device should be placed in its protective shell and transported to and from home in students’ schoolbags.
- The device should never be left in any unsupervised area. When the device is not in use it should be locked in students’ lockers.
- Drink bottles should not be transported in the same bag as the device.
- Do not bring attention to yourselves by displaying the device in public. It should be concealed in the school bag at all times between school and home.
- When moving around the school students should carry the device in its protective shell and/or a carry case at all times.
- Students are advised to not carry their device with the screen open.

**Consequences for breach of conditions of use**

Students who attend school without a device ready to learn will be subject to consequences as per the school’s Policy on Personal Responsibility.

The Head of School will investigate any breach of the ICT Acceptable Use Policy and other conditions of use outlined in this document.

Parents will be notified of investigations and involved in the determination of appropriate consequences.
Advice for Students - Laptops

Software updates

Students are encouraged to perform software updates on the devices at least once per month in order to install the latest virus definitions and security items.

Printing

Staff and students are encouraged to transmit work electronically and lessen the need to print documents.

It is intended that students will be able to print to a number of printers through the wireless network. Printing restrictions and charges may apply.

Data storage and Backups

Students are recommended to use an external hard drive and backup files regularly. The hard drive must not be brought to school as it may be easily lost or damaged.

DropBox is a cloud-based storage system that can be effective for sharing and backing up files. External hard drives can also be attached to wireless routers in the home to enable ‘cloud’ style sharing and storing of files.

Laptop Care, Storage and Appearance

Students are encouraged to protect devices from damage as much as possible. Clip-on shells are useful not only to protect the device from impact damage, but enables personalisation of devices.

The following general principles of care should be considered:

- Food or drink must not be next to the device when in use.
- Cords, cables, and removable storage must be inserted into, and removed from the device carefully.
- Do not lean on the top of the device and place anything in the case that will press against the screen.
- Avoid poking the screen.
- The screen may be cleaned with a soft, dry cloth or anti-static cloth.
- Do not place anything on the MacBook keyboard before closing the lid (e.g. pens, pencils, headphones or disks).
- Close the lid with two hands, one on either side of the lid.
Advice for Students - iPads

Accessories

Students are required to have a labelled set of **headphones** with them at school. Headphones are included on the student booklist and we encourage you to retain the headphones from the previous year, rather than purchase new ones. These headphones will mainly remain at school but may go home if an activity requires the use of headphones. Consideration may be given to keeping a spare set at home to use.

Students may use a **Bluetooth keyboard** with their iPad at school. Students who take this option must take responsibility for charging and securely storing the keyboard.

Cleanliness

Handle your iPad with care to maintain its appearance. If you are concerned about scratching or abrasion, you can use one of the many cases sold separately. To clean iPad, unplug all cables and turn off iPad (press and hold the Sleep/Wake button, and then slide the onscreen slider). Use a soft, slightly damp, lint-free cloth. Avoid getting moisture in openings. Don't use window cleaners, household cleaners, aerosol sprays, solvents, ammonia, abrasives, or cleaners containing hydrogen peroxide to clean iPad. iPad has an oleophobic coating on the screen; simply wipe iPad’s screen with a soft, lint-free cloth to remove oil left by your hands. The ability of this coating to repel oil will diminish over time with normal usage, and rubbing the screen with an abrasive material will further diminish its effect and may scratch your screen.

http://support.apple.com/kb/ht3226#ipads

Free Memory

Students are encouraged to delete data no longer required on the iPad in order to keep the memory as free as possible.

Back Up

The iPad should be synced regularly with iTunes on a home computer.

Labelling

Please ensure the iPad and all accessories are clearly labelled with your child’s name and class.

Protective Cover

Students are required to have a protective cover. Not all covers are the same. Please ensure that the cover protects the screen, each of the corners and the back of the iPad.

Pass Code

A passcode should be set for the students to secure their iPad when not in use.
Promoting a Healthy Approach to Using Technology

Dr Michael Carr-Gregg, a respected psychologist, supports the importance of parental controls of technology. However, he does not intend this as a punitive approach but more an opportunity to protect children from inappropriate material and help children understand the impact of technology. He believes that, while children today may be “tech savvy”, they still need parental guidance to be “life savvy”.

We therefore recommend parents/guardians regularly discuss appropriate use of technology at home with their children. This should be an opportunity to engage in positive, constructive discussions that encourage responsible and ethical use of technology as part of the growing awareness of a growing digital world.

Internet access

The learning programme at Mercedes College is increasingly requiring students accessing the Internet to obtain resources or complete learning tasks. Your children should be able to show you the task to assist in validating the sites. The College uses ManageBac as the main curriculum and learning management tool. Parents can arrange access to their children’s learning programme on ManageBac to further assist in discussing whether the use of technology and the Internet is appropriate to the learning expectations.

Michael Carr-Gregg recommends limitations on Facebook for children under 13 years of age as they are not able to manage their digital footprint. For other children, he advises a simple message regarding to posting content on Facebook and other social media: Don’t post anything that you don’t want the 4Ps to see—parents, police, predators and your principal!

Some discussion points might include:

- Homework plans clarifying tasks which require Internet access
- Alert processes should inappropriate content be accessed
- What social media will be acceptable? (at what ages?)
- What are the dangers of social media?
- How to deal with cyber bullying

Time limits

Michael Carr-Gregg is also a strong supporter of balanced time. Limits on technology use are more about opening opportunities for physical activity or discussions with the family. Higher amounts of technology use may be justified in some circumstances depending on the learning being undertaken by the student. Rather than impose specific time limits, therefore, it is important to use these opportunities to remind students of the need to balance technology with physical activities. Michael Carr-Gregg suggests for every hour of technology use, children should engage in two hours of physical play.

To support a positive approach to limited late night use of technology, Michael Carr-Gregg suggests establishing a common location where all family devices are placed for charging overnight. This removes the temptation to have devices next to the bed overnight and encourages a routine that ensures devices are ready for use the following day.

Discussion points might include:

- Is technology always needed for homework?
- How is the technology being used for general organisation?
- Are there times of day that technology should be put aside? (e.g. dinner time, after 10pm, etc)
- When can your child use the technology for personal use?
- What special considerations are made for weekends and holidays?
**Privacy and Supervision of technology**

All students will use technology in different ways and in different locations. As part of family discussions, it is useful to include the topic of personal privacy. We want students to take responsibility for their technology use and feel it is important to respect their privacy. However, these needs should be balanced with parental rights and obligations to ensure their children are safe.

Parents are encouraged to monitor their child’s iPad and/or Macbook and provide their child with feedback about its cleanliness, appropriateness of data stored on it and general condition.

Restrictions can be set on devices to help manage content accessibility.

Discussion points might include

- Development of appropriate digital citizenship responsibilities
- How to manage passwords
- What restrictions are appropriate?
- Should devices only be used in common areas?
- What are the conditions in which children might study in their bedroom?
- What level of privacy is expected? Should parents have access to passwords? Should parents be Facebook “friends”? What happens when friends come over?
- What parental controls should be implemented?

**Health and Safety Tips**

As with any activity, staying in one position for extended periods is not ideal.

- Take breaks often. Look around the room, stand up and move a bit.
- Do a variety of stretches to keep you limber - particularly for your neck and shoulders.
- Switch positions. With portable devices, you are able to switch positions from sitting at a desk, laying down, sitting up, leaning back or even standing. Be aware of your posture and change it up a little.
- Work in an environment free from glare
- Don’t use the device while walking
- Adjust brightness as required

**Useful Resources for Parents**

- Facebook Family Safety Centre [https://www.facebook.com/safety](https://www.facebook.com/safety)
- Media reviews and age guidelines [http://www.commonsensemedia.org/](http://www.commonsensemedia.org/)
Frequently Asked Questions - General

Do I need an Apple ID?

Apple does not currently permit students in Australia under the age of 13 to create an Apple ID. Parents are advised to establish a family Apple ID. Using an iTunes card avoids the need to use credit card details to establish the account. See https://www.apple.com/au/icloud/family-sharing/ for more information.

How often will the device be used during school time?

The devices are simply tools for learning that will be used with all the other tools at school.

How often will the device be used at home?

As the device is a learning tool, parents can refer to the homework guidelines in the College Handbook for an estimate of time. The device will be used for some homework tasks, but not always.

Will the students be using their devices during recess and lunch?

Students will be encouraged to be active and socialise during break times. Devices will remain in secure storage (locker/classroom) during breaks. Occasionally, teachers will give permission in special circumstances to use the device under supervision. The importance of students' play and rest time between learning is recognised and valued.

Will my son/daughter stop handwriting?

No - the development of fine motor and handwriting skills are still essential to our students.

Can I charge my device at school?

As part of the general expectations of use, students are asked to bring their devices to school fully charged. Due to Workplace Health and Safety concerns, students should not bring their chargers to school.

Will my child in the Junior School only use their iPad? What about classroom computers?

iPads are only one of the devices students will use during class time. Students will have opportunities to be familiar with a range of devices. Students will continue to have access to desktop and laptop machines at school.

Do I need to buy a case/cover to protect my device?

Yes. The College strongly encourages you to buy a protective case for your child’s iPad or laptop in order to protect the device from damage. In our experience, most damage occurs during use. A clip-on shell has been shown to provide the best protection during use. A soft bag or cover provides good protection in transit.

Do I need wireless internet at home to use my device?

As the iPad is a wireless device it is most effective when connected to the internet, however, you do not necessarily require wireless internet. A number of applications that iPads run do not require an internet connection, however it does help and can enhance what an application can do.

I have a PC at home, not a Mac. Will the iPad work with my PC?

The iPad connects to either a Mac or a PC via the iTunes software. It doesn’t matter what you have at home. The iPad will sync, backup and talk to either PC or Mac desktops or laptops. We will be recommending that students regularly back up their iPad on a home computer. If a student forgets their passcode this can be reset.
Can the iPad open Microsoft Office documents such as Word, Excel or PowerPoint?

With specific applications installed on the device almost any document type containing images and text can be viewed. The Pages, Numbers and Keynote apps can edit and save these types of documents. There are minor limitations with heavily formatted documentations and presentations but with a new device comes a new way of working and students will learn how best to work across both Windows and iPad platforms.

Will my child be able to install other apps and games on their iPad?

Yes, however the purchase of all apps, games and music must be made with an Apple ID which requires a password. The owner of the Apple ID must be at least 13 years of age and it is strongly recommended that this is a parent. Hence parents have control over the Apple ID password and what is installed on the iPad.

What happens if inappropriate apps or music are on the iPad?

If inappropriate apps or music are on the iPad parents will be contacted and asked to remove the inappropriate material. Educational applications will be considered the priority on the iPad and the College reserves the right to request that information which does not support educational outcomes be removed if it impedes the tool’s intended purpose.

How can I learn more about these devices?

There are a number of on-line tutorials provided by Apple as well as free workshops at Apple stores. The College is planning parent information sessions to assist in supporting your children with their devices at home.