MERCEDES COLLEGE

COMPASSION LOYALTY JUSTICE INTEGRITY RESPONSIBILITY MUTUAL RESPECT

1 : WORLD ('One to the World')

Learning Programme Guide 2017

Revision 5.0 (2017) – updated November 15, 2016

Contents

1:World Learning Programme – 2017

Background

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). This 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 1:World 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.

The DER-funded model continued to 2014 after which the Australian government ceased this funding. Over these first three years of the programme, however, we witnessed:

- increased student engagement in individual and collaborative learning;
- development of innovative educational solutions within and beyond the classroom;
- continued growth in access to online content and support tools.

As the College considered the continuation of the **1:World** learning programme to be a vital component in the delivery of our educational programme, we moved to a **parent-funded** model.

Preferred Devices

Our experience since the introduction of the 1:World programme in 2012 has highlighted that **Apple** devices are ideally suited to our educational strategy and therefore our **preferred** platform. However, students may opt for alternative devices meeting the equivalent minimum specifications outlined below.

Junior School

The **Apple iPad Air** or the smaller **Apple iPad mini** are the **preferred devices** for students in the **Junior School**.

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

In **Years 3 to 5**, students will be required to bring their own iPads.

The **minimum device specifications** for a "bring your own iPad"(in Years 3 to 5) is that it must be at least an **iPad 2** with WiFi only (3G/4G access not recommended) and currently running **iOS 9** or later. A minimum of 32GB storage is recommended.

Other tablet devices may be suitable but smartphones and iPods are **not** acceptable devices.

Alternative tablets must meet the equivalent hardware specifications and be able to run the list of core and recommended applications for Years 3- 5 (see Appendix A).

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 2016 for further details.

New students in **Years 6 to 12** will be required to bring a parent-funded laptop which meets or exceeds the following **device specification**s:

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

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

However, non-Apple laptops meeting the specifications are acceptable.

Smartphones are **not** acceptable devices.

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

Purchasing a device - CompNow

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.

Arrangements for Continuing Students

The following table summarises the distributions and arrangements under different 1:World models implemented from 2012.

	2017	2018	2019 +
R-2	College supplied ipads for classroom use		
Year 3 - 5	Parent funded Ipad		
Years 6 - 10	Parent Funded Laptop		
Year 11 (*continuing* students)	New MacBook Air supplied by College	Parent funded laptop	Parent Funded Laptop
Year 11 (*new* students)	Parent funded laptop		
Year 12 (*continuing* students)	Retain College MacBook Air	Retain College MacBook Air	
Year 12 (*new* students)	Parent funded laptop	Parent funded laptop	

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.

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 Mac	http://www.apple.com/support/products/mac.html
AppleCare + for iPad	http://www.apple.com/support/products/ipad.html
Terms and Conditions - Mac	http://www.apple.com/legal/sales-support/applecare/appmacapacen.html
Terms and Conditions - iPad	http://www.apple.com/legal/sales-support/applecare/applecareplus/docs/applecareplus_au_tc.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

For devices purchased through CompNow, the ICT Help desk will facilitate repairs. 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.

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 (eg 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

- ACMA's Cyber Safety resources for parents, teachers and students. http://www.acma.gov.au/Citizen/Stay-protected/My-kids-and-media/Kids-online
- ACMA's Cyber Smart website http://www.cybersmart.gov.au/
- Facebook Family Safety Centre https://www.facebook.com/safety
- Australian Government Stay Smart Online www.staysmartonline.gov.au
- Bullying No Way! www.bullyingnoway.gov.au
- Kids Matter http://www.kidsmatter.edu.au
- Media reviews and age guidelines http://www.commonsensemedia.org/
- Department for Education and Child Development http://www.decd.sa.gov.au/speced2/pages/cybersafety
- Australia's Physical Activity and Sedentary Behaviour Guidelines http://www.health.gov.au/internet/main/publishing.nsf/content/health-pubhlth-strateg-phys-act-guidelines#apa512
- Opal - Health guidelines for screen time http://www.sahealth.sa.gov.au/wps/wcm/connect/bf5f3e0045d0b6eda24fae9f9859b7b1/OPALscreenfactsheet-sss-20110217.pdf?MOD=AJPERES&CACHEID=bf5f3e0045d0b6eda24fae9f9859b7b1
- Raising Children website - good video on parents and kids discussing screen time / access http://raisingchildren.net.au/articles/screen_time.html
- Computer Use and School Age Children http://raisingchildren.net.au/articles/computers_schoolage.html/context/481

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 Held 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 elsewhere, 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 (see section on Warranties on page 5 of this guide).

CompNow offers an alternative extended 3 year warranty. This warranty is only available on purchases made from CompNow. Please refer to http://www.compnow.com.au/solutions/compnow-care-plan/

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.*

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, students will be assisted in installing Microsoft Office on their BYOD machines. This will occur at school and arranged through home groups.

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 2014 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 2014, laptops would be upgraded for their final two years. This assumed the older laptop would be returned to the College. The 2014 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 (email bjroberts@mercedes.catholic.edu.au).

Other General Questions

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?

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?

Clearly students will benefit from Internet access to connect their devices. While tablets such as iPads use wireless connections, laptops usually provide both wired and wireless options. Wireless connections give students greater flexibility to choose appropriate study locations.

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

We will be recommending that students regularly back up their iPad on a home computer. The iPad will sync, backup and talk to either PC or Mac desktops or laptops using iTunes software. If a student forgets their passcode this can be reset from the computer with which it was last synchronised. Information about the restoring and backing up of iPads can be found at the Apple website http://support.apple.com/kb/HT1414

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 devices?

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 device.

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

If inappropriate apps or music are on the student device, parents will be contacted and asked to remove the inappropriate material. Educational applications will be considered the priority 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 offers occasional parent information sessions to assist in supporting your children with their devices at home.

Appendix - Year 3-5 Core Application List

Icon	Application Information	Cost	Alternative	Cost
	Pic Collage Kids Students can arrange images and photos into frames whilst annotating, allowing them to articulate pieces of work created.	Free	**Moldiv – Collage Photo Editor**	Free
	Adobe Photoshop PS Adobe's free image editing application. This app has many high quality features allowing students to alter their images and photos.	Free	**Pixlr Express – Photo editing**	Free
	WordWeb Dictionary British English dictionary and Thesaurus. Fast searching, spelling suggestions, definitions, usage examples, synonyms, related words and cross references. No advertisements.	Free	**Not Applicable**	
	Calculator for iPad Free A simple, large buttoned calculator that is easy for students to use.	Free	**My Script Calculator**	Free
	Mathletics Student Students can access their Mathletics accounts and participate in the many activities that Mathletics has to offer.	Free	**Not Applicable**	
	i-nigma QR Code reader Using this application students can scan QR codes, barcodes and printed URLs as well as create their own QR codes.	Free	**QR Reader** Scans QR codes and barcodes.	Free
	Google Drive Using their Google Apps for Education Accounts, students can create, share and collaborate on online documents.	Free	**Not Applicable**	
	iBooks * iBooks allows students to view, read and highlight and annotate texts that have been downloaded, created or shared with them.	Free	**Not Applicable**	
	Garageband * This application turns an iPad device into a collection of high quality touch instruments allowing for high quality music to be made, no	$7.99 Free	**Not Applicable**	

		matter the skill of the students.			
		iMovie *	$7.99	**Splice – Video Editor (Free)**	Free
		An outstanding application for students to be able to take their filmed footage and create high quality film productions.	Free		
		Explain Everything Classic	$9.99	**Not Applicable**	
		This is an easy to use screen-casting tool that allows students to showcase their learning and understanding through film.			
		Popplet Lite			
		An excellent mind mapping tool allowing students to plan and develop their work as well as demonstrate their learning.	Free		
		Book Creator for iPad	$7.99	**Not Applicable**	
		A wonderful book creation tool. Students can create their own multi touch, media rich texts which can be immediately shared.			
		Drawing Pad	$2.99	**Draw Free**	Free
		A fun and easy to use art app that has visual menus to access a range of useful art tools**.**		**Doodle Buddy**	Free
		Time Motion	Free	**Not Applicable**	
		This app allows students to record the time spent on different activities, particularly useful in PE. (iPhone app)			
		Klikaklu – Scavenger & Treasure Hunts	Free	**Not Applicable**	
		This app allows teachers to create a photo hunt and treasure hunts for students to complete.			
		Spellosaur	Free	**Not Applicable**	
		This app makes practising spelling words fun with a set of games to help progressively learn each spelling.			
		Bible Gateway	Free	**Not Applicable**	
		This App offers many wonderful ways to experience Bible reading and Bible study.			

		Free	Stop Motion Studio	Free
	iMotion Students can create their own time-lapse and stop-motion videos	Free	Stop Motion Studio	Free
	Socrative Student Following a created quiz and questionnaire by the teacher, students can use this application to answer the questions the teacher has asked electronically, giving them real time assessment and feedback.	Free	**Not Applicable**	
	Seesaw: The Learning Journal Seesaw is a student-driven digital portfolio that empowers students of any age to independently document what they are learning at school and share it with their teachers, parents & classmates.	Free	**Not Applicable**	
	Pearson Primary eBook This provides students and teachers with easy access to eBooks purchased from Pearson Australia.	Free	**Not Applicable**	
	Duolingo Learn a language with this free app.	Free	**Not Applicable**	
	Google Docs Create, edit and collaborate with others on documents.	Free	**Not Applicable**	
	Google Sheets Create, edit and collaborate with others on spreadsheets.	Free	**Not Applicable**	
	Google Slides Create, edit and collaborate with others on presentations.	Free	**Not Applicable**	
	Google Classroom Classroom helps students organise their work in Google Drive, complete and turn it in, and communicate directly with their teachers and peers.	Free	**Not Applicable**	

		Price		
	Smiling Mind Smiling Mind is modern meditation, a unique web and app-based program developed by psychologists and educators to help bring balance to people's lives.	Free		
	Inkflow Visual Notebook This app works like a word-processor for visual thinking. Capture ideas as easily as with pen and paper, then arrange and reorganize them.	Free	**Bamboo Paper**	Free
	Hopscotch: Coding for kids. A visual programming language Hopscotch teaches kids to code using simple, intuitive building blocks. Kids can create games, animations and other programs in this colourful, interactive environment.	Free	**Not Applicable**	
	Green Screen by Do Ink The #1 Green Screen app for the iPad in Education, now available for the iPhone too! Green Screen by Do Ink makes it easy to create incredible green screen videos and photos.	$4.49		
	Padlet Post & view online collaborative canvases, which are also available from PC browsers.	Free	**Not Applicable**	
	Reading Eggs Student Reading Eggs Student is available as a free app to subscribers of the popular educational websites Reading Eggs, Reading Eggspress and Mathseeds.	Free	**Not Applicable**	
	Scootle Thousands of digital curriculum resources, supported by powerful search and browse. Aligned to the Australian Curriculum	Free	**Not Applicable**	
	Puffin Academy A fast Mobile Flash Browser for K-12 students, parents, & teachers. Puffin Academy enables Adobe Flash based educational websites on the iOS platform.	Free	**Not Applicable**	
	Quick Maths – Arithmetic & Times Table Game Practice mental addition, subtraction, multiplication and division while racing the clock.	$2.99	**Not Applicable**	

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	Staff Wars Designed to help beginning and intermediate musicians learn, practice and woodshed the note names of the treble, alto and bass clefs.	$1.49	**Not Applicable**	
	BOM Weather BOM Weather is the Bureau of Meteorology's weather app, giving you the most accurate weather information as you move around.	Free	**Not Applicable**	
	Monsuta Fitness **A** Fitness Game for	Free	**Not Applicable**	