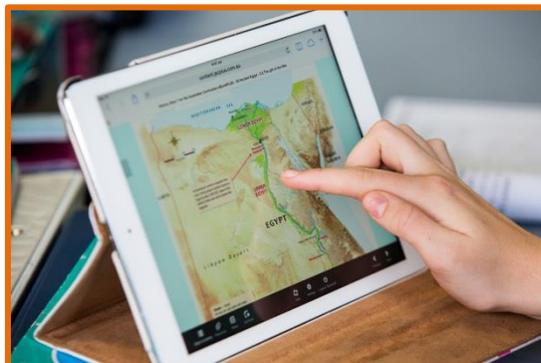




CATHOLIC LADIES' COLLEGE  
A YEAR 7 TO 12 GIRLS' SECONDARY COLLEGE

# Years 7 to 9 iPad Program

2018



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## Introduction

At Catholic Ladies' College we are committed to providing the best opportunities for our students to engage with up to date technologies in the 21<sup>st</sup> century.

A 21<sup>st</sup> Century education necessitates the facilitation of skill development including creativity, critical thinking, collaboration and communication. Mobile technology devices, such as the iPad, support this learning both in and out of the classroom, as well as encouraging students to become more independent and self-initiated learners.

## Why the iPad?

Recent studies and experiences in schools around the world have shown that mobile, personal devices, such as the iPad, can be powerful tools for learning. They support essential learning in an engaging way. They promote efficient use of time and enable spontaneous, flexible learning opportunities. The iPad offers a great range of features and applications (Apps) for education.

The personal nature of the device is also important. The iPad is able to support multiple learning and teaching styles. A broad variety of Apps are available so that students can select the ones most suitable to their learning needs, as well make choices in the way they demonstrate their understanding and construct knowledge. Mobile devices are part of today's world and learning with such devices makes learning more accessible and relevant.

### *Practical considerations*

In addition there are a number of compelling practical reasons for the College's implementation of iPads.

- The iPad is compact, light and portable.
- A 10 hour battery life means the iPad can be used throughout the school day.
- The instant start-up of the iPad means greater use of class time for learning.
- Heavy textbooks may be replaced by eBooks or Apps.

## How will the iPad be used during school time?

Self management will be a feature of students' interaction with the iPad. They will need to accept responsibility for the care and functionality of their iPad, as well as their personal actions when using it. Age appropriate ICT skills will be nurtured, as well as positive digital citizenship.

In general, the range of uses for the iPad for learning might be summarised as follows:

### Content

- Access, use, create and publish digital and online content.

### Communication

- Communicate knowledge and learning experiences in a variety of ways.
- Communicate with others within and beyond the school environment.

### Critical Thinking

- Develop the ability to think critically about information, opinions and experiences, in order to solve problems and build knowledge.

### Creativity

- Develop creative approaches to learning, presentation of knowledge and working with others.

### Collaboration

- Collaborate effectively with others to enhance learning opportunities.



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## General iPad Information - FAQs

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### What is needed?

The minimum requirements of the iPad required are:

- It must be a full sized iPad in good working order.
- A **32GB** is recommended to allow for school requirements and personal use.
- We strongly recommend the Wi-Fi only model to reduce the cost to parents and to ensure use of the internet at the College is filtered.

### iTunes on your computer

The iPad connects to a Mac or PC via the iTunes software which needs to be downloaded to your computer. See: <http://www.apple.com/au/itunes/>

This allows the iPad to backup and sync with the computer. With iOS 8 and later, the iPad can become a standalone device syncing to an iTunes account via iCloud online. However, cloud backup needs to be purchased and therefore backup to a computer is seen as most desirable at present.

### Can parents control the use of the iPad at home including which Apps are installed?

Yes, there are settings in iTunes which allow for parental control. However, restrictions can limit the use of the iPad at school. The College will encourage and promote responsible use of the iPad. The College sees itself in a collaborative partnership with parents and as such we would endorse parents setting boundaries for time and place for use of the iPad at home. We would also encourage parents to discuss their daughter's experience of the iPad of the learning that is happening at school.

### Do I need wireless Internet access at home?

The iPad is a wireless device and students will have full internet access at school. In order to access the Internet at home, wireless will need to be installed. Even so, much work can still be done on the iPad without wireless access.

### Can the iPad open Microsoft Office documents?

Yes. The iPad is compatible across multiple platforms. The required iWorks Apps – Pages, Keynote – can open Microsoft Office documents and also edit them. Also another required App, Notability, can open and annotate pdf files. Therefore, work located on the CLC Intranet (SIMON) as a Microsoft Office document, as well as from other locations, can be accessed and edited as required. It is a valuable and necessary skill for students to work with more than one platform as this reflects our dynamic and complex world of technology and communications.

### Which Apps need to be downloaded?

See the list of [Required KLA specific Apps and Required General Apps](#). These Apps need to be purchased with iTunes credit through purchased iTunes cards or a credit card linked with the Apple ID / iTunes Store account.

### What if I don't have access to a computer or Internet access?

For assistance, please email [ipadfaq@clc.vic.edu.au](mailto:ipadfaq@clc.vic.edu.au)

### What will happen if a student's iPad is damaged or lost?

The iPad comes with a one year warranty. There are options available to extend the warranty, which you can discuss with the retailer. There is no cover with the iPad for loss or theft, so it is strongly suggested that parents contact their own insurance provider for issues relating to loss. We also strongly recommend the purchase of a robust cover to minimise potential damage.

### What level of support will the College provide?

The IT Department will provide assistance for technical issues and ensure wireless connectivity. Support will also be provided by specialist staff for issues relating to using the iPad for learning. Documentation will also be placed on the CLC Intranet.

### Will students get another iPad to use if theirs is left at home or is flat?

No. It is the student's responsibility to fully charge the iPad overnight and bring it to school as their principle computing device. iPad chargers will not be available at school.

### Will the students receive support in setting up the iPad and using it for educational purposes?

Yes. There will be support to learn about the operation of the iPad and its many uses for learning. The iPad Program is an opportunity for all students to have improved access to learning technologies and online learning. The program aims to improve student engagement in regular classes and provide enhanced teaching and learning practices for both students and teachers.



## General iPad Information – FAQs (continued)

### How will the students back up work and transfer files?

The iPads do have a large capacity for file storage. However, it is important that students be able to back up their work and transfer files. **G Suite (Google)** is our school's private cloud platform for saving and sharing files. There is no storage limit and most file types can be stores and shared from any internet connected device 24/7.

### Can the student print from the iPad?

Yes, the College is planning to provide printing directly from the iPads. Instructions are on the *eLearning for students* accessed on the Intranet homepage.

### Can the iPad be used for personal use?

The iPad's main purpose is as a tool for learning. However, we support parental decisions about its use out of school. Any content loaded onto the iPad must comply with the CLC Digital Citizenship Policy. It is also essential that memory is available for all school related Apps and activities as a priority.

### Is there a secure area where students can leave their iPad during sport, recess/lunch or assembly?

Yes, the student should leave the iPad locked in her personal locker when not in use. Any issues about security need to be discussed with the student's Homeroom teacher.

### Can the student personalise her cover?

Yes. The student can add something to personalise her cover for easy identification as long as it is school appropriate. The locked screen should have an image with the student's name and/or a photo that readily identifies her. This can be created with one of the required Apps.

### Can the iPad be used whilst travelling to and from school?

Students should carry the iPad in their school bags whilst travelling to and from school. For safety and security reasons, it is advisable that they do not have it out of their bags

### How should the screen be cleaned?

The screen is made from glass but it has a special coating in order to protect it from fingerprints. It is important to take care of the screen. It is a good idea to clean your screen regularly. It is important to keep liquids away from the product.

### What if I have a further question or query about the iPad program at CLC?

The iPad provides an exciting approach to learning. We welcome your questions and constructive suggestions. If you have any further thoughts or concerns about the iPad program, please contact the College via email at: [ipadfaq@clc.vic.edu.au](mailto:ipadfaq@clc.vic.edu.au).

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## Setting up the iPad

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### The iPad setup process

The iPad can be set up through iTunes on your computer or straight out of the box on the iPad itself.

#### 1. To set up an iPad out of the box:

Turn it on and follow the Setup Assistant. The onscreen directions in Setup Assistant step you through the setup process, including:

- Connecting to a Wi-Fi network
- Signing in through iTunes with or creating a free **Apple ID**
- Setting up iCloud
- Turning on recommended features, such as Location Services and Find My iPad
- Instructions:  
<http://www.apple.com/support/ipad/essentials/>

#### The student Apple ID:

- An Apple ID is a special user account (email address and password) used to purchase and manage Apps and to configure settings on the iPad.
- Each iPad must be configured with an Apple ID.
- Where students are under 13, the College asks parents to create and manage an Apple ID on behalf of their daughter.
- Our recommendation is that the Apple ID is not shared/re-used on iPads and iPhones of parents or siblings.
- The best resource to learn about Apple IDs is the Apple ID support website:  
<http://www.apple.com/support/appleid>



## Setting up the iPad (continued)

### Important things to know about an Apple ID:

- We strongly recommend that each student has her own Apple ID. Although a single Apple ID can be used across many devices, Apps, music, files and settings can never be separated from an account or shared with / moved to another account. For this reason we recommend that families not try to share Apple IDs between devices.
- You must be 13 years of age to create an Apple ID.
- The email address and password on an Apple ID can be changed at a future time. For girls aged 12 and under this would allow parents to manage an account for now and later hand control over to their daughter. However, a separate email account not connected with an existing Apple ID would be needed if the student then wished to change to her CLC email address.
- If a new student wishes to use her school email for her Apple ID then this would need to be done at the beginning of the school year or on enrolment when the email account is set up.
- If creating an Apple ID to be managed on behalf of a student less than 13 years, you must enter a suitable date of birth. We suggest using that of the parent to ensure it is easily remembered but still passes Apple's test.
- When creating an Apple ID each user is asked to provide a password and security questions that must be remembered when re-setting or changing settings on the account.
- Forgetting the password or security questions can cause big issues – it is usually not possible to recover access and the iPad would need to reset to default factory settings. If a password is set please ensure that you can remember it at a future time.

### 2. To set up your iPad via iTunes on a computer:

**iTunes** is an application that is used to back-up, sync and transfer files from your computer to your iPad. It is also a storage area for all your content, giving you an easy and intuitive way to browse, search, and organise your audio and video content. It is advisable to back up the iPad to a computer.

It includes the iTunes Store, which is a place to find educational content that can be downloaded to a computer or the iPad. iTunes is free for both Mac and PC.

You will need to download iTunes - <http://www.apple.com.au/itunes/>

- You can set up your **Apple ID / iTunes Store account** on the computer
  - The following address provides information on creating an Apple ID, and links to an iPad user manual and other FAQs:- [www.apple.com/support/ipad/essentials/](http://www.apple.com/support/ipad/essentials/)
- Once you have a computer that has a copy of iTunes and you have redeemed your iTunes gift card or linked the account to a credit card, you are ready to connect your iPad for the first time.

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## iCloud

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Internet link: <http://www.apple.com/au/icloud/>

**iCloud** is a service from Apple with that keeps your devices in sync. The “Cloud” in tech terms is basically referring to keeping your data on a remote server that is available anywhere.

iOS 8 is now capable of being used PC free. The College requires, however, that students back up their device to their computer and not to iCloud (turn to OFF), as the free iCloud backup has a limit of 5GB which would be insufficient for the iPad data backup. A full backup would also not be possible due to data limitations at the College. A full backup should be done at home.





## REQUIRED GENERAL APP LIST YEARS 7 to 9 2018

The following Apps should be purchased through the iTunes Store with the iTunes cards or iTunes credit.

Name	Function	Cost
Creative Book Builder	Create books and resource collections	\$5.99
Explain Everything	Screen casting and presentations	\$9.99
Notability	PDF annotation, organisation and note taking	\$12.99
Green Screen (by Do Ink)	Green screen for videos	\$4.49
Adobe Reader	Read and annotate Health digital workbook - Years 7 and 8	Free
Adobe Spark Page	Web page creation	Free
Adobe Spark Video	Video creation	Free
Aurasma	Augmented reality	Free
Calculator for iPad free	Basic calculator	Free
Canva	Graphic Design and Infographics	Free
ClickView	Video viewing	Free
EasyBib	Bibliography creator	Free
ePlatform by Wheelers	eBook borrowing system	Free
Garage Band	Sound and music editing and creation	Free
Google Chrome	Internet browser	Free
Google Classroom	Google learning platform	Free
Google Docs	Google documents	Free
Google Drive	Cloud storage	Free
Google Earth	Maps and virtual tours	Free
Google Sheets	Google spreadsheets	Free
Google Slides	Google presentations	Free
iBooks	Book reader	Free
iMotion HD	Time lapse and stop-motion	Free
iMovie	Video editor and movie making	Free
Keynote	Presentations	Free
Make Dice Lite	Creative dice maker	Free
Nearpod	Interactive presentations; student response system	Free
Numbers	Spreadsheets	Free
Opinion	Audio and podcasting	Free
OverDrive library eBooks	eBook borrowing system	Free
Pages	Word processing	Free
Parrot teleprompter	Autocue / Teleprompter	Free
Popplet lite	brainstorming	Free
Prezi	Present on the go	Free
Qrafter	QR code creator and scanner	Free
Quizlet	Flashcards and study tools	Free
Show Me	A personal interactive white board	Free
Skitch	Image editor	Free
Student Clicker – Socrative	Quizzes, student response system	Free
ThingLink	Interactive images	Free



## KEY LEARNING AREA (KLA) REQUIRED APPS YEARS 7 to 9 2018

### YEAR 7

#### RELIGIOUS EDUCATION

Good News Bible Lite (**\$0.99**)

To Know Worship and Love (**FREE**)

#### GERMAN

German-English Dictionary & Translator - Ascendo Inc  
(**FREE**)

Education Perfect (**FREE**)

#### INDONESIAN

PaperPort Notes (**FREE**)

Education Perfect (**FREE**)

#### ITALIAN

Italian English Dictionary - Ascendo Inc. (**FREE**)

Education Perfect (**FREE**)

#### SCIENCE

A Solar System Journey (**FREE**)

### YEAR 8

#### GERMAN

Education Perfect (**FREE**)

#### INDONESIAN

Education Perfect (**FREE**)

#### ITALIAN

Education Perfect (**FREE**)

#### RELIGIOUS EDUCATION

Good News Bible Lite(**\$0.99**) / retain Good News Bible

To Know Worship and Love (**FREE**)

#### SCIENCE

Merck PTE HD (Periodic Table) (**FREE**)

Build a Body (**FREE**)

Decibel 10th (**FREE**)

### YEAR 9

#### GERMAN

Education Perfect (**FREE**)

Collins German Dictionary - by Mobile Systems (**\$14.99**)  
[or retain from Year 8]

#### INDONESIAN

Education Perfect (**FREE**)

#### ITALIAN

Education Perfect (**FREE**)

Collins Italian Dictionary - by Mobile Systems (**\$14.99**)  
[or retain from Year 8]

#### RELIGIOUS EDUCATION

Good News Bible Lite(**\$0.99**) / retain Good News Bible

To Know Worship and Love (**FREE**)

#### SCIENCE

3D Brain (**FREE**)

Merck PTE HD (Periodic Table) (**FREE**)

#### Please note:

On occasions, students may be asked to download a free App for related school work. Such Apps can be deleted when no longer required.



## Understanding the Student Digital Citizenship Policy

At home digital devices and the Internet are often used differently to the school environment. Not only are they a study resource for students, but are increasingly being used as a means to interact socially. It is essential that students make the distinction between work and play.

### *About the Acceptable Use Agreement*

In signing the Agreement that is in the Student Planner, students will be agreeing to behave in a certain way online and to take appropriate action when and as required. Elements of the agreement are explained below. Please contact the College if you have any queries.

**1. Be a safe, responsible and ethical user whenever and wherever I use it.**

The Student Digital Citizenship Policy outlines the values of the College and expected behaviours when students use the Portal, the Internet and digital technologies at school.

**2. Only use the Internet for learning and educational purposes.**

It is important to realise that there is a time for fun and a time for work even on the Internet. Students may often see the Internet as 'free' however even just looking at a page on the Internet incurs a download cost. Staying on task will reduce the risk of inappropriate access and teach students strategies to use the Internet or mobile technologies for their learning.

The Portal is designed as a learning space and the tasks set within it are clearly educational. In homes with the Internet, students will be able to access their Portal learning space. They will also have access to the rest of the Internet. If students are spending hours online doing homework, it may be that they are multitasking in many other applications, some of it study related and other interaction may be social.

**3. Use social networking sites for educational purposes and only with the permission and direction of the teacher.**

Web 2.0 tools and social networking spaces allow students to be contributors to the web and to work collaboratively online with other students. Creating or contributing to blogs, wikis, digital stories and podcasts can all be legitimate educational activities which allow students to publish, share and inform others and be active contributors to the web. It is important for students to understand that working in a collaborative space as part of a learning task has a very different purpose to that of using a social networking space to link up with friends in their own time.

**4. Communicate respectfully with others and never write or participate in online bullying. I agree to not write emails that are offensive, harmful or hurtful.**

Being online can make students feel that they are anonymous and sometimes students may say things online that they would never say to someone's face. The online environment that they use in leisure time might also have explicit language and they may feel they have to be part of it. Bullying online can take a number of forms from repeated messages to exclusion from social spaces. Students who forward on messages or participate in the exclusion may not see themselves as bullying. These actions also contribute to the hurt and distress of others.

**5. Speak to a teacher if I feel uncomfortable or unsafe online or I see others using digital technologies inappropriately.**

Incidents online often go unreported. Students have said that their reasons for not saying anything include – embarrassment, a belief that online issues are theirs to solve as adults don't understand, a feeling that reporting it will make the issue worse and the most common fear is that they will lose access to their technology.

Students are advised to report an incident if:

- they feel that the welfare of other students at the school is being threatened
- they come across sites which are not suitable for their school
- someone writes something they don't like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private
- they accidentally do something which is against the rules and responsibilities they have agreed to.



## Understanding the Student Digital Citizenship Policy (continued)

### 6. Safeguard my privacy by keeping my password private and by not giving out any personal details online (name, address, phone number), both my own and others.

Students are responsible for everything done using their accounts, and everything in their home directories. To this end, students need to keep their password secret and not gain access to other students' login details.

Students like to publish information about themselves and their friends in spaces like Facebook, Twitter and blogs. This can put them at risk of being approached, groomed or bullied online.

- To avoid this we recommend they:
  - Don't use their own name, but develop an online name and use avatars
  - Don't share personal details, including images of themselves or their friends online
  - Password protect any spaces or accounts they have
  - Don't allow anyone they don't know to join their chat or collaborative space
  - Are reminded that any image or comment they put on the Internet is now public (anyone can see, change or use it) so no full names should appear in reference to individuals in any image, movie or sound recording
  - ALWAYS make the space private so that they can control who sees their space and can communicate with them
  - Understand the terms and conditions of any website or online community that they might join.

The College Portal is controlled so that only the school community is able to see the information. Teachers will outline expected processes with students in these spaces.

### 7. Abide by copyright procedures and ask permission to use digital content when necessary.

Music, information, images and games on the Internet are owned by someone. The term copyright is a legal one and there are laws to enforce it. Not only is breaking copyright morally, ethically and legally wrong, it can introduce potential risks. By downloading a 'freebie' you can risk bringing a virus or spyware to the computer or network. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Peer to peer sharing software can sometimes share music and files illegally and make computers vulnerable.

Students will be taught the skills to locate, evaluate and use information effectively and to respect the Intellectual Property of people who contribute resources online. It is important that permission is sort from the copyright owner and that they are acknowledged within any student work. Students should use their own thoughts and language to express what they have learnt, and avoid simply copying and pasting information from the Internet.

### 8. Adhere to Internet access as determined by the College Internet filtering system.

The College has set up a filtering system to block out inappropriate content, but these filters are not always fool proof. Students, who deliberately seek out inappropriate content or use technologies which bypass filters, will have their Internet access reviewed and parents will be immediately informed.

### 9. When using digital devices as a camera:

- Only take photos and record sound or video when it is part of a class or lesson.
- Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers).
- Seek appropriate (written) permission from individuals before publishing or sending photos, recorded sound or video to anyone else or to any online space.
- Be respectful in the photos I take or videos I capture and never use these as a tool for bullying.
- The recording of images and sounds can breach students' rights under the Privacy Act. Sometimes students are reluctant to tell their peers that they don't want their image or voice recorded. The Privacy Act says that the posting and sharing of information online or in any other way requires consent. This consent must be fully informed, freely given, current and specific in how the information will be presented and who it will be presented to. Schools are required to obtain signed authority for any work, images or information posted online.