

# Kororoit Creek Primary School



## 1:1 iPad Program Handbook

# CONTENTS

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Acceptable Use Agreement .....	p. 3
1:1 iPad Program Essential Agreement .....	p. 5
KCPS Damage, Loss and Theft Agreement .....	p. 6
SAMR Model .....	p. 7
KCPS iPad Application List .....	p. 8
Getting to Know your iPad .....	p. 11

# Acceptable Use Agreement 2017

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21<sup>st</sup> century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by both themselves and others online, even when no one is watching.

At Kororoit Creek Primary School (KCPS) we believe the teaching of cybersafe and responsible online behaviours are essential in the lives of students and are best taught in partnership between home and school.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce these behaviours at home.

For your information and your child's safety, we ask that you read through this document carefully and discuss it fully with your child and family. When you feel you understand and are happy with its contents we ask you and your child to sign it and return it to school so that your child can begin their responsible use of technologies at KCPS. It is an expectation that all students at KCPS participate in online and digital learning therefore it is essential that this agreement is returned to school. The signed agreement will be kept in your child's file for the duration of the year and you will be asked to sign an updated agreement at the commencement of each new school year.

## School support for the safe and responsible use of digital technologies

Kororoit Creek Primary School uses blogs, the Internet, web 2.0 tools and various digital technologies as teaching and learning tools. We see the Internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use blogs, the Internet, web 2.0 tools and digital technologies responsibly at school. Parents/carers should be aware of the nature of the Internet and be aware that full protection from inappropriate content can never be guaranteed.

At Kororoit Creek Primary School we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technologies and the Internet (referred to as Essential Agreements)
- provide a filtered Internet service
- provide access to and model appropriate use of devices within the Global 2 blogs - the Department of Education and Training's monitored and endorsed blogging site
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- are an eSmart accredited school and implement a rigorous cybersafety program which is reinforced across the school
- use mobile technologies for educational purposes (e.g. YouTube clips, podcasts or photos from excursions)
- provide support to parents/carers to understand this agreement (e.g. language support)
- provide support to parents/carers through information evenings and through the online information document for parents to keep at home
- work with students to outline and reinforce the expected behaviours when on the Internet and using blogs
- reinforce that cybersafe and responsible behaviours are expected in their school use of digital technology
- understand that some online activities are illegal and as such will be reported to police
- provide access and model appropriate use of mobile technologies such as iPads
- record breaches of responsible digital technology use and address these breaches with a zero tolerance approach

## Kororoit Creek Primary School Acceptable Use Agreement for Internet and digital technologies agreement

### Student Agreement

#### When I use digital technology I agree to:

- be a safe, responsible and ethical user whenever and wherever I use it
- support others by being respectful in how I communicate with them and never use written, or participate in, online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- talk to a teacher if I feel uncomfortable or unsafe online or if I see others participating in unsafe, inappropriate or hurtful online behavior
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- act appropriately and not deliberately search for anything that is rude, violent or inappropriate
- follow my classroom Cyber Safety Agreement (Essential Agreement for digital technologies)
- seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
- protect my privacy rights and those of other students by not giving out personal details including full names, birthday, telephone numbers, addresses and images or ask others for theirs
- use the Internet for educational purposes only
- ensure that the equipment is used appropriately at all times
- ensure I do not fraudulently subscribe or register to social networking sites that have strict age regulations such as Facebook, Instagram, YouTube and Snap Chat etc.
- only using social networking sites for educational purposes which must be approved by teachers
- only joining sites with permission
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think critically about other users' intellectual property and how I use content posted on the Internet.
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- not reveal my password to anyone except the system administrator, my parents or the teacher
- not bring or download unauthorised programs, including games, to the school or run them on school computers

#### When I use my iPad, iPod, computer, netbook, e-reader or other mobile or recording device I agree to:

- keep the device on silent or use headphones during class times– except when approved by the teacher
- protect the privacy of others and never post **or forward** private information about another person
- only take photos and record sound or video when it is part of an approved lesson
- seek permission from individuals involved before taking photos, recording sound or videoing them
- seek appropriate (written) permission from individuals involved 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 video I capture and never use these as a tool for bullying
- not engage in negative, derogatory or hurtful communication with my peers both during and after school hours; including Facetime, iMessaging, WhatsApp or any other messaging tool

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities. I acknowledge and agree to follow these rules. I understand that my access to the Internet and mobile technology at school will be renegotiated and may be suspended if I do not act responsibly.

# 1:1 iPad Program Essential Agreement

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iPad's are the exclusive property of Kororoit Creek Primary School and are to be **returned to school every day. They must also be fully charged at the commencement of every day.** Chargers can remain at home until recalled to school. Students will always follow teacher's instructions regarding use of their device for classroom experiences and homework tasks. Students will be responsible for their own backup of critical data at all times. This may be on their individual share drive (Google Drive) or home computer.

## **Content on Personal Learning Devices**

Students agree to respect other students' intellectual property and use equipment appropriately. They will not share inappropriate files. Students will not interfere with iPads in the care of other students and will be held accountable for any damage incurred by them to others.

## **Physical Safety**

Students agree to; never leave technology on the floor or in unsafe areas and never to take technology outside of their classroom without the teacher's permission. Students are not permitted to lend technology to peers, even with the permission of their peers. Students cannot take photos of fellow students, unless a student gives written permission and the photo is relevant to the learning task. Students must take full responsibility for the safe keeping of all technology in their care, storing it safely within the classroom during recess and lunchtimes and, if taken home, in their bag before school. They must also report any damage or misuse immediately and keep all food and drink away from devices.

## **Apps/Software Licensing**

Apps and Software will be installed by the school and are subject to license conditions. Apps and Software must not be distributed or deleted. Students must not install iTunes or any other account on their school device.

## **Non - School Applications and Files**

No games, music or movies other than those installed by the school are permitted on the iPads at any time. Downloading music, games and videos from the Internet is prohibited except when directed by a school staff member. It is the student's responsibility to ensure that there is enough memory available to engage in all educational requirements. Students should regularly delete files that are no longer being used.

## **Social Networking**

Students agree not to use school devices to subscribe or register to social networking sites that have strict age regulations such as Facebook, Instagram, YouTube and Snap Chat etc.

## **Cyber-bullying or inappropriate use**

The iPad is not to be used in any way to send messages, take photos or take part in any form of cyber-bullying. We expect students to be aware of their social activities online and will teach students about appropriate online behaviour. If they use the iPad for cyber-bullying or inappropriate behaviour, follow up action will result in the confiscation of all iPad and other technology privileges.

## **Internet Usage**

Use of devices by students is governed by the Acceptable Use Agreement that students and parents agree to for use of ICT within the school. Parents and students should also familiarise themselves with the Acceptable Use Agreement to further support their adherence outside of the school environment. Any inappropriate use of the Internet is unacceptable and is subject to disciplinary action and exclusion from the school networks and resources. Appropriate use of the Internet service within the school network is closely monitored by a filtering system, which allows for inappropriate content blocking by a regularly updated list of categories and sites. Parents will be responsible for monitoring the appropriate use of iPads and Internet access outside of school hours.

Students agree to:

- Only access appropriate websites that have a positive impact on their learning.
- Communicate responsibly and respectfully in an online environment.
- Never access or use instant messaging apps or social media websites at school.
- Never access or use instant messaging apps or social media websites on the school iPad out of school.
- Respect the privacy of others in an online environment. It is not acceptable to publish images or videos of other students without their express permission.

## **Email: Appropriate Use**

Student email accounts are not to be used in any way to send personal email messages to anyone, including other students, teachers, family and friends. All email use is strictly for educational purposes as directed by teachers. Student email accounts are owned by the school and are accessible to teachers at any time. Inappropriate use can lead to confiscation of the device, removal of email access and/or suspension.

## **Passwords**

Students will not be permitted to place any passwords on iPads; doing so will lead to confiscation of device.

# KCPS Damage, Loss and Theft Agreement

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It is the sole responsibility of students and families to take particular care of the iPads at school and at home. With proper care accidents can be avoided. Kororoit Creek Primary School does not provide insurance for the iPad. By agreeing to take part in the KCPS 1:1 iPad Program parents/guardians and students accept the following:

1. Kororoit Creek Primary School maintains full ownership of all iPads, iTunes accounts and applications.
2. All students/parents/guardians who take part in the program will pay a \$50.00 bond. This sum will last until such time as the student leaves the school.
3. The bond will be held by Kororoit Creek Primary School, and will be returned to the payee when the iPad is returned in a well-maintained condition.
4. Any loss or damage of an iPad, either by accidental or negligent use will incur a replacement cost. This cost will be paid by the students' parents/guardians.
5. Any damage to one student's iPad by another student will be investigated by the Kororoit Creek Primary School staff. The parents/guardian of the student deemed to be negligent will be responsible for the repair or replacement cost of the iPad.
6. Any damage to iPads must be reported in writing to the school as soon as possible.
7. Students and parents/guardians will not attempt to privately repair a damaged iPad as this will void the warranty. All repairs must go through the school.
8. Any payment for repair or replacement must be made to the school within 14 days of an invoice being issued

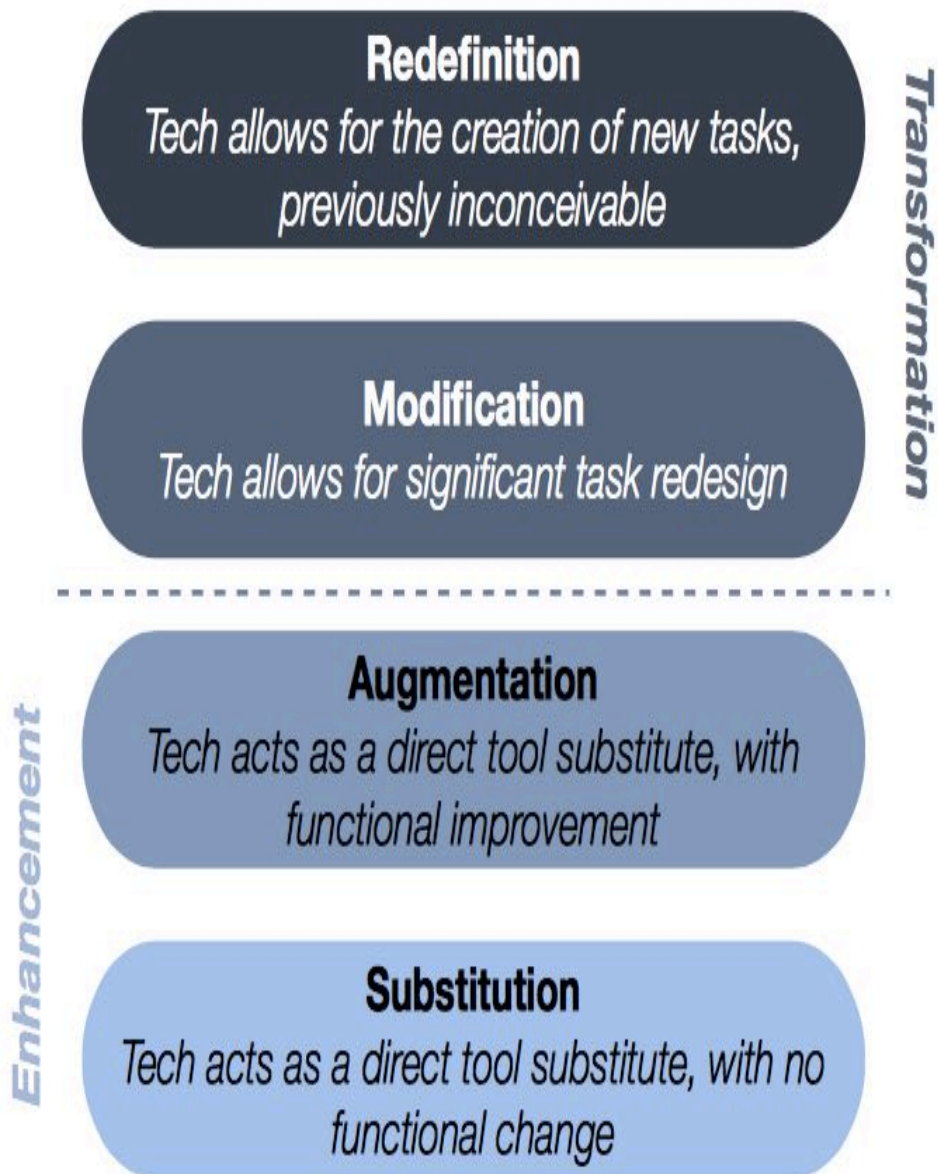
## WARANTY/FAULTS

1. With proper care the iPads will remain under the limited Apple warranty terms
2. Any claims for faulty iPads must be reported in writing to the school as soon as possible
3. The school will be responsible for reviewing and seeking any claims for warranty
4. iPads will be checked regularly for signs of misuse, including screen, external casing and content
5. iPads will be removed from a student's possession at any time at the discretion of KCPS school staff



# SAMR MODEL

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Ruben R. Puentedura, *As We May Teach: Educational Technology, From Theory into Practice*, (2009)

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# KCPS iPad Application List

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## Pages

Pages is a powerful word processor that helps you create well formatted , visually engaging reports, resumes, and documents in minutes. Pages has been designed exclusively for the iPad, iPhone, and iPod touch with support for Multi-Touch gestures and Smart Zoom.



## iMotion HD

iMotion HD is an intuitive and powerful time-lapse and stop-motion app for iOS. Take pictures, edit your movie and export HD 1080p & 720p videos to your device or directly to Youtube.



## Keynote

Keynote is a powerful presentation app designed for a mobile device. Built from the ground up for iPad, iPhone, and iPod touch, it makes creating a world-class presentation — complete with animated charts and transitions — as simple as touching and tapping.



## Prezi

Create, edit, present, and share your prezis anywhere with simple, intuitive multi touch gestures. Prezi is perfect for the iPad's touchscreen.



## Numbers

Numbers is an innovative spreadsheet app designed for a mobile device. Created exclusively for iPad, iPhone, and iPod touch, Numbers includes support for Multi-Touch gestures and Smart Zoom so you can create powerful spreadsheets using just your fingers.



## Simple Mind

SimpleMind for iPad and iPhone is a Mind Mapping tool that turns your iPad, iPhone or iPod touch into a brainstorming, idea collection and thought structuring device.



## iMovie

Movie puts everything you need to tell your story at your fingertips, with streamlined interface and Multi-Touch gestures that let you enjoy your videos.



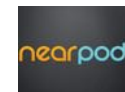
## Vittle Free

Import a PDF from Keynote, PowerPoint, or elsewhere into Vittle. Drop in photos from your camera roll. Hit record, and start talking.



## Doodle Buddy

Doodle Buddy enables you to finger paint with your favorite colors and drop in playful stamps. Connect with a friend to draw together over the Internet.



## Nearpod

The Nearpod platform enables teachers to use their iPads to manage content on students' iPads, iPhones or iPods. It combines presentation, collaboration, and real-time assessment tools into one integrated solution.





### Google Earth

Fly around the planet with a swipe of your finger. Explore distant lands or reacquaint yourself with your childhood home. Search for cities, places, and businesses. Browse layers including roads, borders, places, photos and more.



### Show Me

Turn your iPad into your personal interactive whiteboard! ShowMe allows you to record voice-over whiteboard tutorials and share them online. It's an amazingly simple app that anyone can use, no matter how young or old!



### Toontastic

Toontastic is a creative storytelling app that enables children to draw, animate, and share their own cartoons with friends and family around the world.



### Quick Voice

NEWS! Now with super-useful VOICE REMINDERS!!! QuickVoice is the most popular, full-featured iPhone/iPad/iPod voice recorder available. Record ideas, voice memos, voice email, dictation, lists, meetings, classes, or entire lectures!



### iTunes U

The iTunes U app gives you access to complete courses from leading universities and other institutions — plus the world's largest digital catalogue of free education content



### Google Drive

Get started with Google Drive and have all your files within reach from any smartphone, tablet or computer. All your files in Drive – like your videos, photos and documents – are backed up safely so that you can't lose them. Easily invite others to view, edit or leave comments on any of your files or folders.



### iBooks

iBooks enables you to download and read books. iBooks includes the iBooks Store, where you can download the latest bestselling books or your favorite classics. Browse your library on a bookshelf, tap a book to open it, flip through pages with a swipe or a tap, and bookmark or add notes to your favorite passages



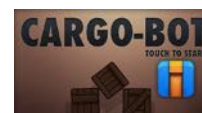
### Mathletics

Mathletics Student is available to all mathletics.com subscribers and requires login credentials to access.



### Puppet Pals

Create your own unique shows with animation and audio in real time! Simply pick out your actors and backdrops, drag them on to the stage, and tap record. Your movements and audio will be recorded in real time for playback later.



### Cargot-Bot

Students will learn the logical thinking required to eventually do "real" text-based programming using Lua -- but Lua is not for young learners.



### Scratch

Students use a visual programming language made up of bricks that they drag to the workspace to animate sprites. Various types of bricks trigger loops, create variables, initiate interactivity, play sounds, and more. Teaching guides, communities and other resources available on the website will help instructors get started.



### Reading Eggs

You can now learn on the go with all 120 Reading Eggs lessons plus many other great features on iPad and Android!



### Relative Pitch (Music)

RelativePitch helps musicians improve their listening skills



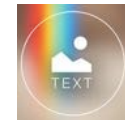
### Ubersense (PE)

Ubersense is an app where students can use video analysis to improve their skills.



### Tynker

Tynker was built to teach programming. The app features starter lesson plans, classroom management tools, and an online showcase of student-created programs. Lessons are self-paced and simple for students to follow without assistance



### Text on Photo (PE)

TextonPhotoSquare™ Turn your thoughts, captions or quotes into stylish photo text designs. TextonPhotoSquare™ is the quickest way to generate outstanding quote photos or even a poster in a few seconds on your device to share on Instagram, Facebook, Twitter and other social networks.



### Garage Band (Music)

GarageBand turns your iPad touch into a collection of Touch Instruments and a full-featured recording studio — so you can make music anywhere you go.

# Getting to know your iPad

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**The Home screen:** When you first turn on your device, you are brought to the home screen. Here, you will see an assortment of icons grouped into rows, and several more icons grouped in the silver dock along the bottom of the screen. The dock will allow you to place your favourite applications, which will follow you whilst flicking through the application pages.

**Tap:** As clicking is to a desktop computer, so is tapping on any iOS device, tapping is the most common gesture used.

**Double-tap:** Tap an object twice in succession for a double-tap. Double-tap is most commonly used for zooming in or out of text and is not always available.

**Tap and hold:** For some options such as highlighting, copying, pasting and deleting, when you do this on a piece of text, it will highlight in blue, and editing handles (vertical lines with blue dots) will appear on either side of the highlighted area.

Tapping and holding on applications will cause a “wobble effect” this will allow you to move your applications around to order then to how you want.

**Flick and swipe:** Swiping is your primary navigation tool alongside tapping. It will allow you to navigate through your iPad, by the flick of a finger.

**Pinch:** By pressing with two fingers you will be given a more controlled zoom. By pinching and moving your fingers closer and further away, you will be able to zoom in and out to fit your need.

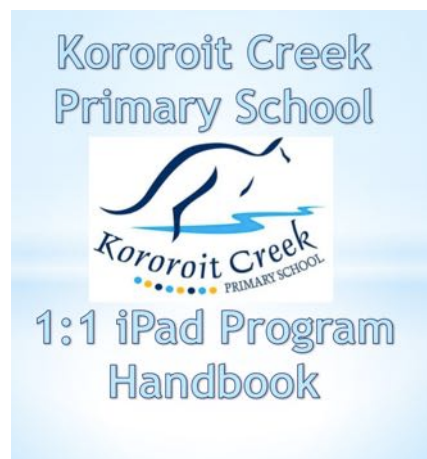
**Search:** By swiping down from the top of the home screen you will bring up “spotlight search” which will allow you to search for every email, webpage and app on your device, or search through Bing and Wikipedia.

**Shutting down applications:** Opening and closing an app is easy: Tap the app to open it, and then press the home button to close it. But when you exit, you’re not actually shutting down the app. You are freezing it in place, or sending it to run in the background. This means you can have multiple active apps running at any one time, and you can even switch between active apps without returning to the home screen.

**Frozen apps versus background apps:** Sometimes you need an app to keep doing something when it is not in the foreground. For that reason, Apple allows apps to perform tasks in the background using several tools. One of these tools is the push-notification system; another allows music apps to keep playing while the user switches to another app; yet another allows tasks, such as photo uploads, to continue running in the background even if you switch out of the program performing the upload. If your third-party app doesn’t incorporate one of these background features, it will “freeze”, which is to say it will remember whatever you were just doing when you re-open it, but will not process any data in the background.

You can then also close applications to reserve battery. To do this, you double tap on the home button then swipe upwards on the app window it will close the application completely, saving your battery.

**Google drive:** Google Drive is a personal cloud storage service from Google that lets users store and synchronise digital content across computers, laptops and mobile devices, including all Apple devices. Everyone already has a Google Drive account made; it is linked directly to the students email account.



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