NHS iPad Program 2014
Parent and Student Information Booklet
Our focus is on building capacity and extending the skills, knowledge, attributes and dispositions of students to actively participate in the world beyond school. As you know, having a 1:1 device available does not of itself improve learning. Students already have a knowledge of computer operations at their finger tips, but it is important to teach students to use IT in innovative and creative ways that will enhance their learning and to engage in higher order thinking through the use of IT to potentially transform their learning.

In 2013, Northcote High School introduced its iPad Program at Year 7. Along with many other schools, we have found that the iPad is an engaging tool for learning and teaching. Subject specific apps (or programs) can be seamlessly integrated into each subject area, alongside more traditional learning approaches, leading to a deeper student understanding and engagement. In 2014, Northcote High School will expand its iPad program to all students in Years 7 & 8.

At the middle and senior school, laptops are utilised as a tool for teaching and learning. During 2013, we successfully introduced 1:1 laptops for all students in Year 9 & 10. The program has been expanded to include all students in Years 9 & 10 in 2014.

Both iPads and laptops will give students immediate access to technology and will help engage them in the learning process in new and different ways. It is an exciting opportunity for our students to become increasingly skilled at using a range of technology to access and present information, to problem solve and to work collaboratively.

This is an exciting time and we look forward to teachers and students engaging with the devices to enhance their knowledge, skill and ability to flourish in our world.

Mr Kevin Morris
Principal
GOALS OF THE PROGRAM

iPad Program

1.1 iPad Program: Why iPads?

The iPad has been embraced by the educational community and has been successfully implemented in Australia and overseas, so there is a great deal of knowledge and practice we can draw on and share by using this device. Students will use iPads in class and at home to support their learning. We believe that giving students immediate access to technology in a one-to-one program will help engage them in the learning process in new and creative ways. This is an exciting opportunity for our students who will become increasingly comfortable using technology to access and present information, to problem solve and work collaboratively.

Goals of the iPad Program

As a broad guide, the following are the goals for the initiative:

- iPads will be used to facilitate learning by allowing students to:
  - Access, use, create and publish digital and online information.
  - Develop knowledge, understanding and skills through creativity, critical thinking and problem solving.
  - Collaborate with others.
  - Communicate their knowledge and learning in a variety of ways.

- Students use the iPad as a tool to manage their work and learning.

- Students develop appropriate IT skills and understandings, including the responsibilities of online citizenship.

- Students accept responsibility for:
  - Their personal actions when using IT
  - The care and functionality of the iPad.

Why have we selected the iPad in the 1:1 option at Year 7 & 8?

The iPad is well suited to learning environments. It was chosen for the following benefits:

- Compact size, ease of transportability and design means it can be used in almost any learning situation.
- The long battery life will allow it to be used all day at school without recharging.
- A device that will replace existing resources such as textbooks.
- A common tool for each student that would meet most of their day-to-day technology needs and that would help engage students in learning.
- A device that would be easy to use.

In essence, the iPad is the ideal device for our junior students for anywhere anytime learning.
The Cost of iPads:

The device will be owned and maintained by the student/family. Northcote High School has formed a partnership with Netwerk Neighbourhood, to assist parents with the purchase of the device, accessories and service coverage.

The move to this type of technology will see us, in 2014, continue to move away from hardcopy textbooks to electronic texts, which will offset the initial cost of the iPad. Along with electronic textbooks students will also utilize a range of apps (software) on the iPad, which will further enhance their learning opportunities.

What if I already have one?

Some families will already have an iPad. Yes you can use this iPad at school provided it meets the minimum specifications. The minimum specification for an iPad at NHS is as follows:

- iPad 2
- iPad
- iPadMini

(*Please note that an iPad mini is not acceptable as the screen size is too small for students to use effectively.)

Recommended Accessories

It is strongly recommended that families purchase the following accessories to protect the device, minimize the chance of damage and provide ergonomic support for student use in the classroom:

- Zagg Folio case with keyboard
- Earphones
- Screen protector

Along with these accessories, students will also be provided with a comprehensive range of apps (software) for educational purposes.

Northcote High School acknowledges the importance of technology in enhancing learning opportunities and has made efforts to ensure that all students have access to the latest technology. This move to electronic texts and apps will not only benefit students but also reduce the cost of textbooks for families.
IT Access Levy

Network configuration and access will be provided for an annual $50 fee.

Northcote High School will provide:
- Network infrastructure and storage
- Technical support
- Curriculum planning to develop relevant core activities for students to develop key skills
- Staff collaborative planning and sharing to develop teachers and programs
- Access to specialist computer labs where appropriate

Digital Textbooks

There will be some cost offset to families with the movement to electronic texts at Years 7 & 8 (2014) and this is estimated to be approximately $200 per annum.

From 2014, students at Year 7 & 8 level will access the majority of their textbook resource needs through the purchase of Jacaranda’s Digital Resource Suite for $100.

This will include the following titles:
- Maths Quest 7 for the Australian Curriculum (Mathematics)
- Science Quest 7 for the Australian Curriculum (Science)
- Quest for Good Health (Health & PE)
- MathsQuest 7 for the Australian Curriculum (Mathematics)
- Science Quest 7 for the Australian Curriculum (Science)
- Geography Alive 7 for the Australian Curriculum (Geography)
- History Alive 7 for the Australian Curriculum (History)
- My World Atlas (Humanities)
- My World History (Humanities)
- My World Atlas (Humanities)
- Artwise: Visual Arts for Australian Curriculum (Humanities)

Parents will be able to make the $100 payment for the Jacaranda Digital Resource Suite at the NHS 1:1 Portal. Northcote High School will forward this payment onto Jacaranda.

We will then be linking with Jacaranda to set up each student with a JacPlus account with the titles outlined above. In mid January, a Quick Start package will be sent to NHS which will include all necessary information for our management of these resources. Students will be given log on codes and instructed on how to access these resources at the iPad Boot Camp sessions run at the start of term 1, 2014.
Northcote High School place a high value on the development and maintenance of positive, healthy and respectful relationships and a supportive environment for all members of the school community.

The responsibility and expectation of digital citizenship

It is the expectation that students will be responsible digital citizens when participating in the iPad Program, using the school IT and their home or mobile devices. Students will be supported in developing digital citizenship through understanding the ethical, cultural and societal issues related to information and communication technologies.

Students will practice responsible use of ICT and develop positive attitudes towards ICT that foster lifelong learning, personal growth, collaboration and productivity. As part of their digital citizenship, students are required to read and agree to a Digital Technologies Acceptable Use Agreement (PDF) and the NSW Electronic Device Code of Conduct.

Acceptable Use Agreement (PDF) & NSW Electronic Device Code of Conduct

All Year 7 & 8 students are invited to be part of the iPad Program.

All students and a parent/guardian are required to read, understand and sign an Acceptable Use Agreement at the commencement of each school year. This governs the requirements and expectations under which students use the school computers and the school portal. This is a standard expectation, not only from Northcote High School but also the Department of Education and Early Childhood Development (DEECD).

Acceptable Use Agreements must be given close attention to the expectations within this agreement and the consequences arising from it and the NSW Electronic Device Code of Conduct.

The school will, of course, support students to understand how to care for their iPads and to understand how to be responsible digital citizens.

High Standards

Northcote High School believes that teaching digital safety and responsible online behavior is essential and is best facilitated through a partnership between home and school.

Students are spending increasing amounts of time online, learning and collaborating. It is vital that students and their parents take the opportunity to gain the greatest benefit from the opportunities provided through the digital environment. Students need to follow the 1:1 agreement for their device and use it responsibly. The school promotes the value of respect and responsibility, expecting students to behave appropriately online.

At home, it is essential that parents make time to set guidelines around use of ICT devices, access to all Internet activities and use of mobile phones.

For further support with online issues students can call the 1300 363 088 Parent/child support on 1300 365 370 or visit the NSW government website at http://www.cytel.com.au/.
FAQ

1. Why can I contact if I have further questions?
   Questions regarding the iPad Program can be emailed to: iphone@principal & given to IT (Innovation Leader) or
   School Data Officer/Head of IT, or in person through the Principal. Your inquiry will be responded to as quickly as possible.

2. Will a student be using their iPad in every subject every day?
   Students will not necessarily be required to use the iPad at all times. Use of iPads will take place alongside a range of
   learning activities. However, the iPad is an essential learning tool that must be available when required and taken to all classes
   unless specifically advised.

3. Where will a student store their iPad when it is not in use? e.g. Lunchtime?
   Students must store and secure their iPad in their protective case, in their locker during recess and lunchtimes. If students are
   unable to secure their iPad at these times they should report to the junior school office. Students will need to store their iPads
   in their lockers before Physical Education practical classes unless otherwise instructed by the class teacher.

4. What is an app?
   An app is the shorthand word for an application (program), especially designed for an iPad. The flexibility of the machine is
   dependent on the availability, cost and use of apps. The iPad comes with essential apps, such as web browsing, Mail, Notes,
   YouTube, Maps, Calendar, iPod and Photos. All of these are pre‐installed. Other apps must be obtained from the App Store, many
   are free while others have a cost.

5. What apps will I need and how will I buy them?
   The school will provide families with a list of required apps. Families will be responsible for downloading these onto the stu-
   dent’s iPad at home. We suggest the use of iTunes gift cards, which allows for prepaid purchase of apps. An account is opened
   and the account is re‐plenished by the purchase of a card.

6. Is my child expected to take their iPad home every day?
   Yes, students are expected to take the iPad to and from school each day. This will enable them to fully utilise the device at
   home and at school. It is expected that the iPad will be charged overnight ready for a full day use at school. iPads must be
   transported within these protective cases under the student’s supervision to and from school.

7. Can I recharge my iPad at school?
   No, it is expected that the iPad’s battery will be fully recharged upon arrival at school and will not need recharging during the day. Student batteries
   chargers are to remain at home and not be brought to school. Student’s iPads must be charged for all classes.
8. What is the difference between WiFi and 3G?
A WiFi device needs an available network with access permissions for a user to join. At school this is the school’s network, at your house it is the wireless router/route. A 3G device has its SIM card and accesses the internet directly, like a mobile phone, when there is no WiFi network available.

9. Isn’t 3G better then?
A 3G device costs more to buy, has ongoing costs for the SIM card and allows a student to access anything they want. Some people may prefer this but most schools have not selected 3G devices preferring to recommend WiFi only.

It is true that many students have 3G enabled phones that could be used to bypass the school’s filters but we believe it is too risky in our process to mandate a 3G device for our students.

10. Can my child access games on their iPad?
Games are not to be accessed through the school network or was or downloaded on the iPad at school. Inappropriate, violent and other unacceptable material not in keeping with the ethos of the school must not be accessed or used under any circumstances.

11. Will the student files on the iPad be private?
Students can expect their iPad to be periodically inspected and monitored for inappropriate usage. Students and parents need to be aware that files shared locally on the iPad or on school servers are not private.

12. What happens if my child loses their iPad at home?
Students will be significantly disadvantaged as they will not be able to access their digital textbooks, apps and school network. Continued failure will lead to intervention and consequences outlined in the NHS Electronic Device Code of Conduct.

13. What will I need at home?
You will get the most out of the iPad with a wireless connection and a computer with iTunes. If you are not able to back up and sync the iPad as well as download apps, iTunes is able to be installed on PC and Apple computers.

14. Does my home need Internet access?
No. Students will be able to access the information they need when they are at school, and use textbooks and some of the apps loaded on the iPad at home. Even when not connected to the Internet, iPads are still very useful for learning.
SAFETY & SECURITY
iPad Program

At School
Make sure that your iPad is either in your procession or locked away in a secure area at all times during recess and lunchtime. Your locker must be secured with a sturdy lock.

Do Not
- Leave your iPad unattended for even a short period of time.
- Share your password with anyone.
- Leave your iPad logged on when not in use.
- Place it near an external window. Exposure to view from outside may tempt would-be thieves.
- Leave your iPad in a vehicle, even if the iPad is out of sight and the vehicle is locked.

At Home
- Find a safe place to store your iPad so that it is inaccessible by small children and difficult to locate in the event of a burglary.
- Ensure basic household security measures are followed at all times, such as locking doors and windows.

Do Not
- Leave your iPad in view of outsiders even while using it.
- Leave your iPad accessories lying around. They advertise the presence of a computer device.

Transit
When travelling in the car or on public transport:
- Avoid leaving open when putting your iPad into the car or taking it out. Lock your iPad in the boot and camouflage it.
- Ensure the iPad is placed inside its protective case.
- On public transport keep your iPad in its protective case, inside your school bag and keep the school bag with you at all times.
Caring for iPads

General Care

- Avoid keeping your iPad in above 35 degrees for extended periods of time.
- Avoid keeping your iPad in cold below 0 degrees for extended periods of time.
- Avoid water or extremely humid conditions.
- Do not attempt to dry your iPad with an external heat source such as a hair dryer.
- Avoid putting anything into ports except intended peripherals. Check you have the connector the right way up before inserting. Avoid pressing things in as you could render it unusable.
- Keep the protective cover on the iPad at all times.

Source: http://www.techgeeks.com

Screens

iPad screens have a special coating in order to protect them from fingerprints. The screens are somewhat flexible but can be damaged. Here are some ways to protect your iPad screen:

- Avoid knocking or dropping on hard surfaces.
- Always keep the iPad in a protective case.
- Clean often with a soft, slightly damp, lint-free cloth so long-term smudges don’t affect the coating.
- Avoid window cleaners, glass cleaners, aerosol sprays, abrasives, or alcohol.
- Optionally use iKlenz solution to clean every couple of weeks.
- Optionally use a screen protector.

Batteries

iPad batteries are rechargeable, but they will eventually wear out. They will last longer if you follow a few simple tips:

- Update to latest iPad software (iOS). Apple will sometimes make adjustments to software which help with drain on resources and battery life.
- Go through one charge cycle per month. To do this fully charge the iPad then completely use it out before recharging.

Insurance

iPads do not come with insurance for loss, theft or non-warranty repairs so it is strongly suggested you either:

- Add accidental damage cover to your home insurance.
- Have it written from your insurer that the iPad is covered in your existing policy.
- Take out insurance and warranty on the iPad when purchasing it.
Checklist for Parents:

- Read the information pages and the Frequently Asked Questions (pages 8-10) in this booklet.
- Discuss the iPad program with your child.
- Log on to the NHS 1:1 Program Portal from 14th October until the 15th November 2013.

* Please note enrolments to NHS after this date will still be able to log on after the Portal re-opens, but will not be able to receive goods in 2013.

NHS 1:1 Program Portal

Parents will be provided with log on instructions for the NHS 1:1 Program Portal.

When parents log on to the portal they will be asked to complete the following:

- Agree to the Acceptable Use Agreement (pages 10-12)
- Agree to the Code of Conduct (Pages 12-13)
- Provide contact information including students ID number (e.g. abc0001) as well as student school email address (e.g. abc0001@nhs.vic.edu.au)
- Order an iPad (If required)
- Order recommended accessories including wireless keyboard and screen protector.
- Order Jacaranda Digital Resource Package (Digital textbooks).
- Select from Insurance and Warranty options if desired.

Ordered iPads and accessories will be available for collection by parents at the Year 7 Information Evening on Thursday the 5th of December. Please ensure you have ID to verify your identity.

Log on details to access Jacaranda Digital Resources will be provided to students at the start of term 1, 2014 in iPad Boot Camp sessions.

Parents will be able to ask further questions about the 1:1 iPad Program at the Year 7 Information Evening where:

- Information will be provided on:
  - NHS Required App list for Year 7 students.
  - Setting up iPads.
Part A: School Statement
At Northcote High School, we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Have policies in place that outline the values of the school and expected behaviours when students use digital technologies and the internet.
- Educate our students to be safe and responsible users of digital technologies.
- Raise our students awareness of issues such as online privacy, intellectual property and copyright.
- Supervise students when using digital technologies for educational purposes.
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- Know that some online activities are illegal and as such we are required to report this to the police.
- Provide parents/guardians with a copy of this agreement.
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies they can implement at home to support their child.
Part B: Student Declaration

When I use digital technologies I agree to be a safe, responsible and ethical user at all times by:

- Respecting others and communicating with them in a supportive manner, never writing or participating in content including for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour.
- Protecting my privacy: not giving out personal details, including my full name, telephone number, address, passwords or images.
- Protecting the privacy of others: never posting or forwarding other personal details or images without consent.
- Telling a teacher if personally feels uncomfortable or unsafe online or if saw others participating in results, inappropriate or hurtful online behaviours.
- Carefully considering the content that I receive or post online; this is often viewed as a personal reflection of who I am.
- Investigating the terms & conditions (e.g. age restrictions, consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult.
- Confirming that I read the stated terms and conditions, completing the required registration processes with factual responses about personal details.
- Handling the ICT device with care and notifying a teacher if it is damaged or requires attention.
- Adhering to copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references.
- Not interfering with the network systems and security, the data of another user or attempting to log into the network with the user name or password of another student.
- Not bringing to school or downloading unauthorised programs, including games.

In addition, when I use my personal mobile phone, I agree to be a safe, responsible and ethical user at all times:

- Respecting others and communicating with them in a supportive manner, never verbally or in writing participating in bullying (for example, harassing someone with messages, supporting others in harmful, inappropriate or hurtful online behaviour by forwarding messages).
- Shutting down the device or silent during class times, only making or answering calls or messages outside of school hours (except for approved learning purposes).
- Respecting the privacy of others, only taking photos or recording sound in video at school when I have formal consent or it is part of an approved lesson.
- Obtaining appropriate written consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online areas.
Part C: Conditions of use

Equipment
- Students must fully charge the iPad each night in preparation for use the following day. Power cords must be left at home.
- Parents/guardians and students should be aware that files stored on the device, or on the school's server, are not private.
- Access to the iPad must be granted to the IT staff as and when required.
- Earphones are required for listening to audio/visual materials for minimal disruption to class activities.
- Downloads and instalments as required are to be done prior to class.
- Regularly use iCloud/Drive or iTunes for backup purposes.

Damage or loss of equipment
- The family owns the device and is responsible for maintaining and insuring it.
- The school strongly recommends that families purchase the recommended folio case to help protect the device and minimize the chance of damage.
- Any problems such as oxidation, damage, loss or theft of the device at school, must be reported immediately to the school.

Standards for device
- The student is responsible for:
  - Adhering to the school's Acceptable Use Policy when using the machine at home and school.
  - Backing up data securely.
  - Ensuring that the school-affixed asset label and student identification sticker remains on the device.
  - Ensuring that no inappropriate material is loaded onto the iPad and brought to school.
Part D: Student Commitment

**Definition of Digital Technologies**

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including but not limited to:

- School & student owned devices (e.g. desktops, laptops, printers, scanners)
- Mobile phones
- Email and instant messaging
- Internet, Intranet and Ultranet
- Social networking sites (e.g. Facebook)
- Video and photo sharing websites (e.g. Picasa, YouTube)
- Blogs
- Microblogs (e.g. Twitter)
- Forums, discussion boards (e.g. Google Groups)
- Wikis
- Video and podcasts
- Video conferences and web conferences

This Acceptable Use Agreement applies when I am using any of the above digital technologies at school, home, during school excursions, camps and extracurricular activities.

I understand and will abide by the DTAUA. [Check] I further understand that any violation of the previously mentioned regulations or policies may result in severe consequences.

If I cannot accept any violation, my access privileges may be revoked and school disciplinary action may be taken, as well as any appropriate legal action.

Your signatures on this document indicate that you have read these terms and conditions carefully, understand their significance, and accept your responsibilities as stated.

User’s Signature: __________________________
Date: __________________

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read, understood and agree to the DTAUA. I understand that network access is extended to my child for educational purposes.

Parent or Guardian’s Name (please print): __________________________
Parent or Guardian’s Signature: __________________________
Date: __________________

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**Digital Technology Acceptable Use Agreement**

**Year 7 & 8 2014 (DTAUA)**

<table>
<thead>
<tr>
<th>Students First Name</th>
<th>Students Middle Name</th>
<th>Students Last Name</th>
<th>Cases/User ID</th>
<th>Form Group</th>
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**iPad Program**
# NHS Electronic Device Code of Conduct 2014

I have read and understood the NHS Electronic Device Code of Conduct and agree that these are to be upheld at all times at NHS.

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<tr>
<th>LEVEL</th>
<th>Examples of Inappropriate Behaviour</th>
<th>Range of Consequence</th>
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| Level 5 | Serious criminal offence  
Serious wilful damage to property/resources/equipment (including iPads and their)  
Major theft (e.g. Electronic devices/iPad/Net)  
Serious wilful interference with school network | Principal/SAP  
Suspension from NHS  
Referral to police  
Parental interview  
Payment for damage  
Note on Student Chronicle  
Removal of access to school network |
| Level 4 | Sending, sharing or possessing indecent/offensive material (e.g. sending offensive emails)  
Threat (including identity theft)  
Bullying/harassment (e.g. using electronic device to bully, harass others)  
Fraudulent or wilful damage to property, resources/equipment | AP/Sub school leader/Program leader  
Suspension from NHS  
Note on Student Chronicle  
Parental interview  
School Community service  
Payment for damage  
Confiscation of iPad  
Removal of access to school network |
| Level 3 | Inconsistently uses electronic devices  
Repeated failure to comply with expectations regarding acceptable use of electronic devices  
Inappropriate use of resources/facilities/equipment | AP/Sub school leader  
SAP/Sub school leader  
Parental interview  
School Community service  
Sent to sub school leader/SAP  
Confiscation of iPad  
Note on Student Chronicle |
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<tr>
<td>Level 2</td>
<td>Failure to report serious damage to an electronic device&lt;br&gt;Reckless and/or dangerous behaviour&lt;br&gt;Plagiarism/copyright infringement&lt;br&gt;Intellectual property infringement&lt;br&gt;Forge/false representation&lt;br&gt;Interfering with another student's electronic device&lt;br&gt;Accessing, storing or transmitting inappropriate material&lt;br&gt;Sending nuisance emails&lt;br&gt;Accessing/unauthorized applications on iPad&lt;br&gt;Using a recording device in breach of school policy&lt;br&gt;Continually claiming electronic device problems as an excuse for work not being submitted&lt;br&gt;Continual failure to back up work&lt;br&gt;Careless treatment of an electronic device owned by students or NHS&lt;br&gt;Unauthorised use of the Internet&lt;br&gt;Repetitive unexplained use of iPad or desktop computer (before school, recess, lunchtime)</td>
<td>Program leader/Tutorial/Classroom teacher&lt;br&gt;After school detention&lt;br&gt;Phone call to parents/guardian&lt;br&gt;Written or verbal apology&lt;br&gt;Reimagining of iPad&lt;br&gt;Meeting with Program leader or sub-school leader&lt;br&gt;Restorative conversation&lt;br&gt;Note on Student Chronicle</td>
</tr>
<tr>
<td>Level 3</td>
<td>Failing to charge iPad overnight&lt;br&gt;Playing games on electronic device during class time&lt;br&gt;Inappropriate use of resources/facilities/equipment&lt;br&gt;Emailing or accessing Internet without teacher permission&lt;br&gt;Listening to music without permission&lt;br&gt;Using electronic device without permission&lt;br&gt;Volume up on electronic device&lt;br&gt;Failing to bring iPad to class&lt;br&gt;Using a different application to teacher's direction&lt;br&gt;Unreasonable use of iPad or desktop computer (before school, recess, lunchtime)</td>
<td>Subject teacher/staff member&lt;br&gt;Verbal correction or reprimand&lt;br&gt;Move seat in classroom&lt;br&gt;Note on Student Chronic&lt;br&gt;Written or verbal apology&lt;br&gt;Recess or lunchtime interview&lt;br&gt;Parental detention&lt;br&gt;Identification of headphones&lt;br&gt;Issue with TaskMaster&lt;br&gt;Restorative conversation</td>
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