Building a Strong Vision for 1 to 1 Learning

We value 1 to 1 Learning as a vehicle to support teaching and enhance learning by a new generation of learners that requires connectedness, flexibility and portability.
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Rationale

Building a Strong Vision for 1 to 1 Learning

1 to 1 Learning is simply a process layered within our School’s Mission, Curriculum and Technology visions. It is through a 1 to 1 program, that we will enact our Technology Vision which is listed below and further expanded upon within our Technology Master Plan.

Technology Vision

The St Francis Xavier Catholic School community will be technologically literate, lifelong-learners. The community will be empowered with knowledge, skills, processes and attitudes to positively interact in an information and technology rich environment to achieve their goals. They will be discerning users of technology and information resources, guided by the values of Catholic Education.

Our purpose for supplying students in Year 6 with their own iPad is to provide additional ways to support them in their life-long learning journey.

Goals

The integration of ICT into the curriculum at St Francis Xavier Catholic Primary School is valued as a vehicle to support teaching and enhance learning for a new generation of learners that requires connectedness, flexibility and portability. It requires adaptation of the traditional pedagogies to meet their dynamic needs.

As a broad guide, we have the following goals for the iPad programme in 2012-15.

1. 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, in a variety of ways, their knowledge and learning experiences.

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

3. Students will develop age-appropriate ICT skills and understandings, including the responsibilities of online citizenship.

4. Students will accept responsibility for:
   - their personal actions when using ICT
   - the care and functionality of their iPad.
Outcomes

The iPad programme will provide a range of opportunities that both support and enhance teaching and learning at our school.

Substitution

The iPad will allow practices or processes that substitute for other non-digital mechanisms, including:

- textbooks and class handouts available on iPad
- note-taking and data collection
- completion and submission of workbooks in PDF format
- feedback on drafts emailed between teachers and students

Augmentation

The iPad will allow for augmented teaching and learning through:

- internet research and communication
- videos / animations that complement teaching
- study / note-taking templates
- persistent, instantaneous feedback on drafts / notes
- extension / consolidation of maths concepts

Modification

The iPad will allow significant modification of teaching, learning and assessment via:

- podcasting
- collaborative, online brainstorming
- multimodal assessment tasks.

Redefinition

The iPad will allow for the creation of new learning and presentation functions, breaking away from traditional methods.
**Program Information**

In 2015, all students in Years 6 will have an iPad to support learning at school and home. The iPad’s compact design, long battery life, accessibility, ease of use and functionality make it an ideal tool to facilitate learning in an information-rich environment.

**Provision 2015**

In 2015, students in Year 6 will receive an iPad package from the school that includes the following items.

- Apple iPad 2 - 16GB WiFi model
- Apple Care Protection Plan – 2 year
- Apple 10W USB Power Adapter
- Otterbox Protective case

Parents will be asked to purchase the following items.

- Apps required on all student iPads.

Extras (optional purchase by families) – stylus, earphones (school supplied).

These items are not required, but some students may find them useful.

**Stipulations**

A number of stipulations apply to this programme.

- The iPad package (including case, charger and cable) distributed by the school in 2015 remains the property of the school.
- Students and their families will be given responsibility for the iPad package during the period of enrolment at St Francis Xavier Catholic Primary School.
- Students are permitted to take the iPad package home.
- Personal use is permitted, but is subject to the school’s ICT Code of Practice for students and the Letter of Agreement.
- Apps purchased by students/families remain the property of the family.
- The device will be returned to the school at the end of 2015 in fully functioning order.
- Students who leave school in this period will be required to return the iPad package on departure.
**Deployment**

Students in Year 6, 2015 will receive their iPad packages during an ‘out-of-the-box’ evening. One parent/carer will be asked to be present. During the session, parents and students will be provided with modelling and steps of setting up the iPad at home. This information will be available in the Parent/Student iPad Guidelines document.

During the ‘out-of the-box’ session, the Parent/Student iPad Agreement will be explained and the signed agreement will need to be returned to the school by Friday 20th February as well as the ICT Code of Practice Letter of Agreement.
2015 Essential Apps

- Below is a list of required apps
- Please ensure these apps are downloaded by **Monday 23rd February**
- Additional apps will be required to be downloaded during the year

*You will need approximately $60 credit on your iTunes account.*

**Required Apps**

<table>
<thead>
<tr>
<th>Pages</th>
<th>Keynote</th>
<th>Numbers</th>
<th>iMovie</th>
<th>Good Reader</th>
<th>Book Creator</th>
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</thead>
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- Word Processing and Page Layout Tool
- Slideshow Presentation Tool
- Spreadsheet Tool
- Multimedia Creation Tool
- PDF & Document Reader and Annotation Tool
- Creates multimedia books

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<tr>
<th>iBooks</th>
<th>Google Drive</th>
<th>Jumbo Calculator</th>
<th>Mathletics</th>
<th>Ideas Sketch</th>
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- Read Books & PDF documents
- File Storage and Sharing
- Concept Mapping
- Search Engine

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<th>A+ Spelling Test</th>
<th>Doodle Buddy for iPad</th>
<th>Prezi</th>
<th>Show Me</th>
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- Reference
- Paint, Draw, Sketch
- Presentation
- Audio visual presentations
Configuring iPad

Set up an iPad

To set up an iPad, 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 with or creating a free Apple ID
- Setting up iCloud
- Turning on recommended features, such as Location Services and Find My iPad.

Presently iOS 8 is the most recent Apple operating system for the iPad. This guide is designed to assist in setting up your iPad and creating an iTunes Store Account (Apple ID).

iTunes

iTunes is a powerful 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 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.

What can I do with iTunes?

With iTunes you can back up, sync, transfer files to your portable device as well as import, buy, organise, play, watch, and burn all your different media files.

Installing iTunes on Mac or Windows computer

1. Install iTunes (latest version is necessary) on Mac or Windows computer by visiting http://www.apple.com/au/itunes/download/
2. Follow iTunes installation instructions as prompted during the installation process.

NB: PC User Advice

It is advised that you create a separate PC user account where you can download iTunes and create a student-based iTunes account.
iTunes Store Account (Apple ID)

What is an Apple ID?

An Apple ID is the user name for a free account that lets you access Apple services, such as the iTunes Store, the App Store, and iCloud. You need only one Apple ID for everything you do with Apple. There may be charges for services and products that you use, purchase, or rent. If you have an Apple ID, use it when you first set up the iPad, and whenever you need to sign in to an Apple service. If you don’t already have an Apple ID, you can create one.

NOTE: As you must be at least 13 years old to create an Apple ID, do not enter the student’s date of birth.

Creating an Apple ID on an iPad (without adding credit card details)

1. Open the App Store on your device.
2. Find a free application on the App Store.
3. Important: Before proceeding to the next step, you must download and install the free application by tapping Free followed by tapping Install.
4. Choose Create New Apple ID.
5. Choose the appropriate store by tapping on Store, and select Australia. Choose Next to proceed.
6. The next screen will display the iTunes Store Terms and Conditions. After you've read through the Terms and Conditions tap Agree, located in the bottom right of the page. Then again when the confirmation appears.
7. Once you've agreed to the terms and conditions, you'll need to input
   a. Your preferred email address and password - the email address you provide will be your new Apple ID.
   b. Answers to three security questions. NB: Make a note of these questions and answers and keep in a safe place.
   c. Optional - Rescue email address. NB: It is recommended that you enter another email address. If you forget your security question answers, Apple can use this optional email address to send you instructions on resetting your information.
   d. An Apple user should be over 13 years of age. NB: Do not enter the student’s date of birth.
8. Tap Next.
9. Next, you'll be required to enter your billing information. Under Payment details enter either
   a. None – if you do not have an iTunes Gift Card or
   b. Enter iTunes Gift Card redemption code
10. Once you’ve filled out all the fields for your billing information, tap Next.
11. A verification email will be sent to your email address. Follow the link in the verification email to finish creating your Apple ID.
12. Tap Done to go to the App Store or iTunes Store to begin browsing the store.
Creating an Apple ID using iTunes on a computer

1. Open iTunes.
2. Choose iTunes Store from the menu bar.
3. Choose Account from the right hand menu
4. Choose Create ID and follow the on-screen instructions to set up your account.

Purchasing and Searching for Apps

Purchasing Apps using iPad

1. Choose the App Store app.
2. In Search Store Box (with magnifying symbol) type in App name, press Enter
3. Click on App required and choose Free or Buy App (under app icon) and Install
4. App will install on iPad.
5. Ensure you sync the iPad to iTunes at home to backup the app.

Purchasing Apps using iTunes on PC or Mac

1. Open iTunes
2. Go to iTunes Store on top menu bar
3. In Search Store Box (with magnifying symbol) type in App name, press Enter
4. Click on App required and choose Free or Buy App (under app icon) and Install
5. The App will download to the Library under the Apps heading (see left hand panel)
6. Sync iPad with iTunes – by connecting the iPad to the computer.
7. In Devices, choose your iPad and click Sync.
iPad Backup

iCloud automatically backs-ups your iPad across all your iOS (iPad/iPhone etc.) devices with the same Apple ID. Cloud automatically backs up the most important data on your device using iOS 5 or later.

Once you have enabled Backup on your iPad, in Settings > iCloud > Backup & Storage, it will run on a daily basis as long as your device:

- is connected to Internet over Wi-Fi
- is connected to a power source
- has the screen locked

You can also back up manually whenever your device is connected to Internet over Wi-Fi by choosing Back Up Now from Settings > iCloud > Storage & Backup.

Due to the bandwidth restrictions imposed at the school, students should NOT enable iCloud Backup.

ICloud Backup should be enabled for Pages, Keynote, Numbers and Photo Stream (see below for detailed instructions)

IPAD BACKUP PROCEDURE

Students are required to perform a full backup of their iPad at home each week. There are three options to achieve a full iPad backup:

1. Sync your iPad with iTunes on your computer via cable connection
2. Sync your iPad with iTunes on your Wi-Fi enabled computer over Wi-Fi

We recommend you use options 1 or 2 to perform a full backup of your iPad.

Option 1

Sync your iPad with iTunes on your computer via cable connection

4. Open iTunes on your computer
5. Plug cable into your iPad and computer
6. Sync process will begin
Option 2

Sync your iPad with iTunes on your Wi-Fi enabled computer over Wi-Fi

With iOS 7 or later it is possible to synchronise your iPad over Wi-Fi, meaning that you are no longer required to plug your iPad into your computer to make it back up. It is highly recommended that this is set up on your iPad so it backs itself up on a weekly basis.

Set up

Note: In order for this to work, you need to be aware that the computer needs to be switched on and connected to your WiFi network, logged in and iTunes must be running.

1. With your iPad plugged into your computer, select your iPad and on the Summary tab, then select “Back-up to this Computer” followed by ‘Sync with this iPad over Wi-Fi’
2. Check to ensure that you are not preventing your iPad from syncing from iTunes. This can be found under Edit -> Preferences -> Devices -> Prevent iPods, iPhones and iPads from syncing automatically. There should be no tick in this box.
3. Sync (bottom right) your iPad then disconnect from the computer.
4. Shut down iTunes.
5. Open iTunes again and wait a few minutes, do not reconnect your iPad.
6. You should see your iPad appear under Devices (left side), if so your iPad is connected to iTunes over WiFi.
7. In iTunes right click on your iPad, which will bring up the below sub menu.
8. Select from one of the options:
   a. Sync- transfers changed content on the iPad into your iTunes library.
   b. Transfer Purchases - moves purchased apps, songs, videos etc. from your iPad to a folder on your computer.
   c. Back Up- creates a copy of everything on your device and stores it in a folder on your computer.

• An alternate method (Which does require your device to be plugged into power) is to select on the iPad - Settings -> General -> iTunes Wi-Fi Sync -> Sync Now. (Only active when plugged into power and iTunes is running or the above steps have been performed)

Option 3

iCloud Backup

Due to the bandwidth restrictions imposed at the school, students must NOT turn on iCloud Backup.

As iOS 7 and later integrates with iCloud, the iPad can be fully backed up to iCloud.
Turn off iCloud Backup

- On iPad, choose Settings
- In the left hand menu choose iCloud
- Choose Storage & Backup
- iCloud Backup – OFF

iCLOUD BACKUP FOR iWORKS SUITE – Pages / Keynote / Numbers

iCloud automatically stores your iWork for iOS documents and keeps them up to date across all your iOS devices and your computer by using www.icloud.com/iwork.

iCloud can be used at the school and home to automatically back up your Pages, Numbers and Keynote presentations (this is different to performing a full backup to iCloud).

1. On iPad, tap Settings, then iCloud
2. Enter iCloud account details. If you have not set-up iCloud, enter your Apple ID and password and follow the prompts on the screen.
3. Turn Documents & Data – ON.
4. Turn Photos – ON
5. Documents and data from Keynote, Pages and numbers will sync to www.icloud.com/iwork.

ACCESSING iCLOUD DOCUMENTS on my iPad or my computer

1. Go to www.icloud.com/iwork, login with your Apple iTunes Username and password and select iWorks.
2. On a Mac or PC, you can download your Pages, Numbers or Keynote documents in iWork ’09, Microsoft Office, or PDF format.
3. You can also upload your iWork ’09 or Microsoft Office documents from your Mac or PC by dragging and dropping them to icloud.com/iwork; the documents will automatically appear on your iPad.

Note: You cannot download a document from icloud.com to your Mac or Windows computer until the document has been previously opened on the iPad.

Note: For changes made to iWork documents on your computer to appear on your iPad device, you must upload the updated document(s) to icloud.com/iwork using your computer’s web browser.
**Updating iTunes, iPad Software and Apps**

Students must ensure the iPad software and Apps are kept up to date via the App Store on their iPad or through iTunes.

** It is important that you have backed up your iPad BEFORE you upgrade. If you have any issues with the upgrade process, the backup will allow you to restore your settings without issue.

**Update iPad Software using your iPad**

To upgrade using this method, select General -> Software update -> iOS 8 - Download and Install

iOS 8 will then download and update your iPad automatically. This will take a while to complete. Your iPad will restart and require you to continue the update process.

Any iOS software or app updates MUST to downloaded at home and not school due to our bandwidth restrictions.

**Restoring iPad via iTunes**

1. Plug iPad into the computer you used to back up the iPad.
2. From within iTunes, right click the iPad and select ‘Restore from Backup’.
3. Select the backup by the iPad name and then ensure you are restoring from the latest backup.
4. Leave the iPad plugged in and let the process complete. This can take a while and your iPad may restart more than once.
5. After this has completed, you will need to add the apps back to your iPad. Select them to reinstall. (If you haven't got the apps on your computer, you are able to log into the iTunes store using the original account name you previously noted. You are then able to re-download the Apps. Don’t worry if it looks like you need to pay for them again. The Account has a record of the apps you have purchased and it will not charge you to download them again.)
6. Everything should be restored the way you had it before, with the exception of some iBooks. You may need to send these to your device again.
School iPad Restrictions

For the safe use and suitability for students, the iPad has the following content restrictions enabled which have been passcoded to prevent removal.

Allowed Content –
- Ratings for Australia
- Music, Podcasts & iTunes U – Clean
- Movies – PG
- TV Shows – PG
- Books - Restricted
- Apps – 9+
- Twitter, Facebook & Advertising – prevents other apps from using accounts
- Multiplayer Games - OFF
- Adding Friends – OFF

If the iPad has been restored, it must be brought to the IT Department for reinstatement of the restricted content.
**Procedure**

**Configure School GMail Account**

1. Tap SETTINGS
2. Choose ADD ACCOUNT

3. Choose MICROSOFT EXCHANGE

4. SCHOOL GMAIL DETAILS
   a. Enter your school email address  eg. 311barngrac@rokstu.catholic.edu.au.
   b. Enter your email password.
   c. Ensure you have entered all details correctly.
   d. Enter Description: School Gmail
   e. Select “Next”.
5. ENTER THE FOLLOWING DETAILS:
   Server:  m.google.com
   Username:  311barngrac@rokstu.catholic.edu.au
   Password:  do not delete the dots

6. Choose Next

6. Turn off Contacts, Calendars and Reminders

7. Choose Save

8. Press HOME button

9. CHANGE EMAIL SIGNATURE
   a. Tap Mail, Contacts, Calendars
   b. Tap SIGNATURE

   c. Enter the following details:
      Sent from your name
10. CHANGE MAIL DAYS TO SYNC
   a. In Mail, Contacts, Calendars - Accounts
      Choose School Gmail
   
   b. Change the “Mail Days to Sync” to 1 month

11. Press HOME button.
12. Select the Mail App on iPad and check to see if the Inbox appears.
**Procedure**

**Printing a document at home**

There are three methods of printing a document at home outlined below.

1. Email the document to your school email account
2. Access the document via Google Drive
3. For iOS suite documents (Pages, Keynote & Numbers) – access the document via iCloud.

**Email Document**

1. On your iPad, email the document you want to print to your school email account. Choose the document format which is compatible with software on the computer you will use to access the document.
   
   Eg. Email document in WORD format if computer has MS Office installed on PC or MSOffice for MAC (Macintosh). Email document in PAGES format for Macintosh computer.

2. Log in to your school Gmail account –
   
   a. Go to [www.google.com](http://www.google.com) – Choose Sign In and enter your school Gmail account details.

3. Download the document, edit if necessary and print.

**Print via Google Drive**

1. On your iPad, upload the document you want to print to your Google Drive. Choose the document format which is compatible with software on the computer you will use to access the document.

   Eg. The document should be in WORD format if the computer has MS Office installed on PC or MSOffice for MAC (Macintosh). Use PAGES format for Macintosh computer.

2. Log in to your Google Drive account on any computer connected to a printer using the following URL.

   URL: [www.google.com](http://www.google.com)

   Eg. Login details

   Username: school email address
   Password: school email password

3. Download the document, edit if necessary and print.

**Print via iCloud –**

This option works only if the iWorks suite of apps (Pages, Keynote & Numbers) is turned on in iCloud.

1. Sign in to your iCloud account on any computer connected to a printer using the following URL.

   URL: icloud.com/iWorks

   Eg. Login details

   Username: your Apple ID
   Password: ********

2. Download the document, edit if necessary and print.