



OAKLEIGH GRAMMAR

IPAD MANUAL



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INTRODUCTION

Students now live in a digital world where they have the potential to be connected 24/7 to the rest of the world. This digital world has led to a shift in learning from blackboards, textbooks and pen and paper towards computers, tablets and mobile phones.

Learners in the 21st century need to be adaptable, interdependent, creative, collaborative, multi-tasking and connected. 21st century learners learn through inquiry, rather than rote learning facts and figures.

Oakleigh Grammar is incorporating digital learning throughout the curriculum with the use of computers and electronic whiteboards. Web 2.0 tools are beginning to be used and the introduction of iPads will further enhance students' learning.

Tablet devices, such as the iPad, have introduced new forms of learning that facilitate 21st century educational outcomes, both within and outside the classroom. iPads deliver digital learning clearly and effectively with high levels of engagement. Many students are already familiar with touch-screen devices via mobile phones and iPods.

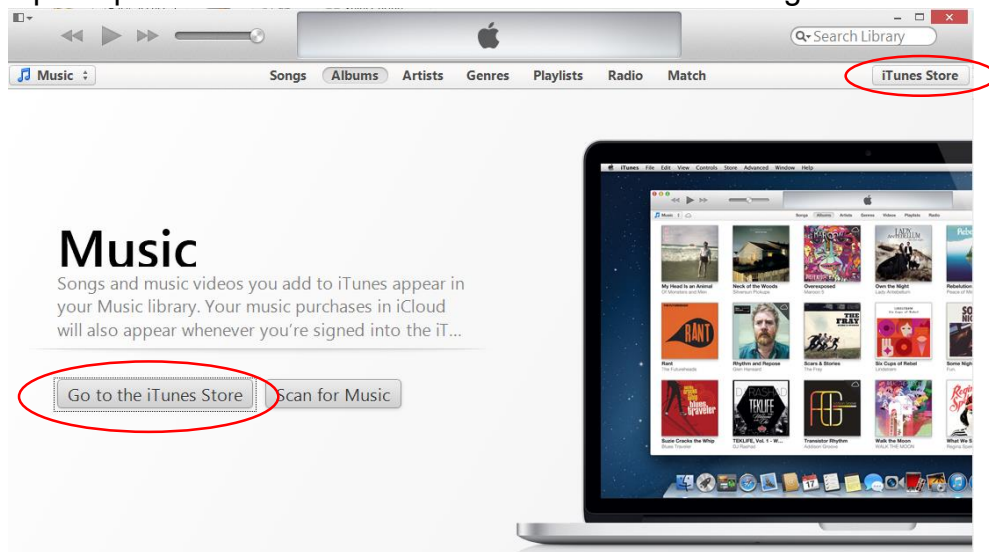
iPads also provide practical advantages, such as their portability and weight, long 10-hour battery life allowing learning to extend beyond the traditional classroom, and fast start-up and switching between applications allowing students to stay on task and minimise lost time through administrative processes. iPads also provide students with an immense selection of educational resources through the Apple App Store.



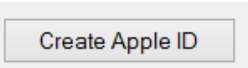


CREATING AN iTUNES ACCOUNT

An iTunes account is required to purchase apps, both free and paid, for the iPad. This account comprises of an email address and a password. It is recommended that the email address is available to a parent or guardian and that no credit card information is linked to that account. Credit can be made available via an iTunes Gift Card. To create an account that is not linked to a credit card, follow the steps below:

1. Download and install iTunes onto your computer from <http://www.apple.com/au/itunes/>
2. Open up iTunes and click on the iTunes Store link along the left-hand side



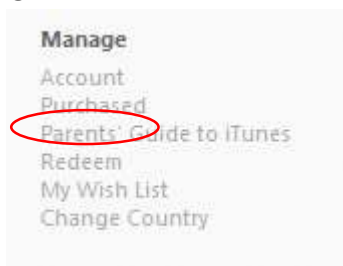
3. Click in the search field in the top-right corner of the application and type the name of a free app  (e.g. iBooks)
4. When the search is complete click on the Free link  under the app
5. Click on the create Apple ID  button
6. Follow the instructions and fill in your details. When your payment information is requested, use the drop down menu and select **None**.
7. Continue through the instructions until you have created the account. Ensure that you click on the confirmation email that you will receive, otherwise your account will not be active.

REDEEMING AN iTUNES GIFT CARD

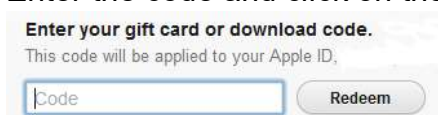
An iTunes Gift Card will need to be purchased and redeemed under the same account as created above in order to purchase Apps. These gift cards can be purchased from retail outlets such as JB HiFi, Big W, Target, Woolworths, Coles etc. (sometimes at a discount), or online via the Apple website at <http://store.apple.com/au>.

Gift cards can be redeemed via iTunes on your computer or on the iPad itself. It is important that students maintain any excess credit for the purchase of additional apps and resources throughout the year. To redeem an iTunes card from your computer, follow the steps below:

1. Scratch off the back of the iTunes card and take note of the code.
2. Open up iTunes on your computer and click on the iTunes Store link.
3. Scroll down to the bottom of the screen and select Redeem under the Manage Column



4. Enter the code and click on the Redeem button

A screenshot of the iTunes Redeem code entry screen. It features a text input field labeled 'Code' and a 'Redeem' button. Above the input field, it says 'Enter your gift card or download code.' and 'This code will be applied to your Apple ID.'.

SETTING YOUR OWN PASSCODE

To ensure that the data on your iPad is kept secure you need to set a passcode.

Step 1:

Select the **Settings** icon > **General** > **Passcode Lock** > **Turn Passcode On**



Step 2:

Enter a 4 digit passcode and Re-enter the passcode to confirm.

Step 3:

Click on the **home button** to return to the home screen.

SYNCHRONISING AND BACKING UP TO ITUNES

It is important that the iPad is synchronised with a computer regularly via iTunes. To begin the process, follow the steps below:

1. Open up iTunes on your computer and connect the iPad via the **USB data cable**.
2. Enter the email address and password created earlier and click on the **Continue** button.
3. Ensure your details are correct and click on the **Submit** button.
4. Synchronisation should begin automatically. If it does not start, it can be manually synced by clicking on the Sync button in the lower-right corner of the screen.
5. It is possible that iTunes will detect the iPad needs to be updated. If so, select the **Update** button and follow the prompts.
6. It is also advisable to perform a backup of the iPad periodically. A backup will take a "snapshot" of the iPad and store it on the computer. This will then allow the capability of restoring from this snapshot should the iPad fail. To do so, right-click on the iPad listed along the left column and select the **Back Up** option.

CONNECTING TO YOUR HOME WI-FI NETWORK

Although it is not mandatory, connecting the iPad to your home Wi-Fi network has the advantage of being able to access the internet, including many educational resources, activities and email, away from school. It should be noted that many iPad apps and content will continue to function normally without an internet connection.

If you do not currently have a Wi-Fi connection at home, please consult your Internet Service Provider (ISP) for advice, however, any current generation Wi-Fi router should be compatible with the iPad.

1. To begin, open up the Settings app on the iPad.



2. Select the Wi-Fi option, and ensure Wi-Fi is switched ON.
3. The name of your network should appear. Tap on the name of your network (do not tap on the arrow button).
4. A password dialog box should appear, enter your network password and tap on the Join button
5. Once joined to your home network, you will not need to join it again, and the iPad will connect to the home and school networks automatically.

SETTING UP YOUR EMAIL ACCOUNT

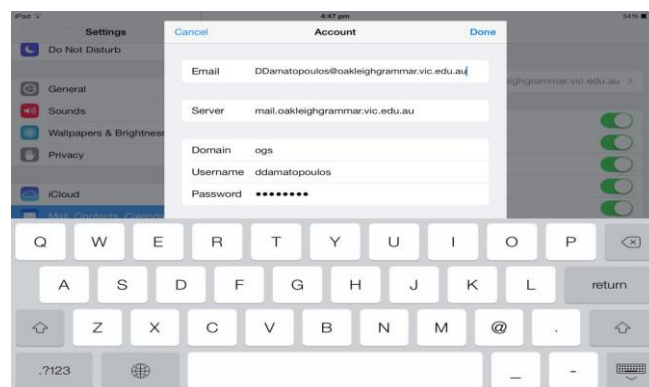
WI-FI ACCESS IS REQUIRED FOR THIS STEP

Students can use their email using AutoDiscovery

1. To begin, open up the **Settings** app on the iPad.
2. Select the Passwords and Accounts option. Select Add Account and select Exchange. Follow the prompts to complete automatically

or follow prompts below to do a manual setup

3. Enter your username@oakleighgrammar.vic.edu.au as the email address,
4. Enter mail.oakleighgrammar.vic.edu.au as the server.
5. At **Domain**, enter **ogs**. Then your username and password in the appropriate fields and tap on the **Done** button.



6. If desired, in Settings, in the Mail, Contacts, Calendars option, the Mail Days to Sync can be set to a higher value such as 1 month. Tap the Done button to complete the process.
7. Email can now be opened via the Mail icon at the bottom of the Home screen. The number in the red circle indicates unread emails.



EXPECTATIONS

ROLE OF STUDENTS

Students are responsible for the care of their iPad. Appropriate instruction will be given to the students as part of our induction program at the commencement of the year. Students are to bring their iPad to school every day.

iPads are to be charged at home each evening with the AC adapter provided and brought to school with the battery in a fully charged state. Students can work to lengthen battery availability by shutting down the iPad whenever not in use during the day. Students must report any problem with the iPad to the ICT Services Helpdesk as soon as possible once a problem becomes apparent.

Students are reminded that all information that is placed on their iPad is deemed to be their work. Students will therefore assume responsibility for any data and information that appears or is installed on their iPad. As such, students are reminded that under no circumstances are they to lend their iPad or give any password details to any other person.

Students are bound by the Oakleigh Grammar ICT Acceptable Use Policy.

ROLE OF PARENTS

Parents are asked to:

- Supervise the use and security of the iPad while at home or in the car
- Assist students with making sure that iPads are stowed securely within the student's school backpack while in transit to and from school.
- To take particular care over the supervision of the access of other members of the family to the iPad.
- To assist in making sure that the iPad is fully charged and is brought to

school with the student every day.

- To ensure the content installed is relevant to the student and that the iPad is used appropriately
- Work in partnership with the School to educate students on the responsible use of technology
- Monitor and minimise the presence of gaming or Social Media apps onto the student's iPad that could pose a distraction to learning

MAINTENANCE

As the iPad will be operated by the student for the majority of the time, it is important that a number of guidelines be established to ensure basic maintenance and backups, etc. are performed. The iPad will be configured for use at school with all major settings and the configuration completed and tested for hardware faults before handover. The expectations of the program for families are as follows:

- Students are expected to keep their iPad clean and in good working order
- iPads should be backed up to iTunes on a regular basis (at least once a week)
- iPads should always be switched off or put into sleep mode before being placed into the bag.
- Parents and guardians are expected to monitor student use of their iPad at home

OPERATING CONDITIONS

Students should note the following guidelines:

- Do not place objects on top of your iPad
- Avoid exposing your iPad to:
 - i) Direct sunlight or sources of heat such as desk lamps.
 - ii) Dust, dirt, rain, liquids or moisture.
 - iii) Heavy shock or vibration

BATTERY USE/CHARGING

To ensure the iPad and battery are well maintained, the following guidelines should be followed:

- The iPad should be switched off or placed in sleep mode when not in use
- Students should bring their iPads to school fully charged

SECURITY/STORAGE

During the school day when iPads are not being used, the student remains responsible for the security and safety of the device. iPads must not be left in classrooms during breaks. They should be placed securely inside the student's locker when not in use.

It is critical that the iPad is secure when being transported. If left in an unattended vehicle, it is recommended that it be stowed in the boot. It is not advisable to leave the device in a hot vehicle for an extended amount of time.

CARING FOR THE IPAD

Please note the following:

- The Apple iPad is a delicate device which needs to be treated with care
- iPads must never be left in lockers overnight
- Cleaning chemicals must never be used to clean any surface of the iPad - use a soft, slightly damp lint free cloth to clean the outside of the iPad
- The iPad is to remain in a protective case at all times
- When moving between classes, the iPad case must be closed

FAQ'S

DO I OWN ALL APPS PURCHASED ON THE IPAD?

Yes, any purchases you make remain linked to your iTunes account and can be synchronised to any future iPads that are purchased.

CAN IPAD APPS BE USED ON AN IPHONE/IPOD TOUCH?

Certain apps are universally available for both iPad and iPhone/iPod Touch. This is designated by a small "+" icon next to the price button in the App Store.

SHOULD ICLOUD BE ENABLED?

iCloud is a service which allows apps to synchronise data to the web (the "cloud"). 5GB of data is provided free and is useful in particular to access documents and presentations created in Pages and Keynote. It should be noted that **iCloud Backup should NOT be enabled** at this stage due to the potential for partially backed-up data and ISP data limits. iTunes should be used for backing up the iPad.

WHY IS ITUNES REQUIRED?

iTunes is the core hub for all digital content that can be stored and purchased on the iPad. It is also the main method for backing up and synchronising content between the iPad and computer.

WILL STUDENTS NEED ITUNES ACCOUNTS TO USE WITH IPADS?

Yes, iTunes accounts must be created for the purchase of apps on the Apple App Store.

HOW MUCH INTERNET DATA DOES THE IPAD CONSUME?

For general usage, internet data consumption is equivalent to a regular computer. However, when purchasing apps from the App Store, it is important to take note of the size of the app before downloading. The app size can be seen below the price field.

CAN PARENTS CONTROL THE USE OF THE IPAD AT HOME INCLUDING WHICH APPS ARE INSTALLED?

It is possible to create a passcode to prevent access to certain content or features (including locking out the ability to install apps) if required. However, it is not possible to control the ability to install specific apps. Please see the link below for more info: <http://support.apple.com/kb/ht4213>

DO I NEED WIRELESS INTERNET ACCESS AT HOME?

A Wi-Fi connection is advantageous but is not required. Access is provided at Oakleigh Grammar via numerous Wi-Fi access points across the campus.

CAN THE IPAD OPEN MICROSOFT OFFICE DOCUMENTS?

Yes, the app "Pages" will open Word documents. If a word document is emailed, students can hold down their finger on the attachment and open it with Pages. These documents can then be exported back to Word format. Note that some formatting may be lost in the conversion process. The "Numbers" app will open Excel documents and the "Keynote" app will open PowerPoint slide shows.

WHAT IF I DON'T HAVE ACCESS TO A COMPUTER OR INTERNET ACCESS?

The iPad is still perfectly functional without a computer or home internet access, but backups will not be possible. It is recommended that a computer with iTunes is used for backup purposes. Wireless internet access is provided at Oakleigh Grammar.

CAN THE IPAD BE USED FOR PERSONAL USE?

It is understood that students will use the iPads for some personal use outside of school hours, however, the following must be noted:

1. Personal use should be restricted to times outside of school hours.
2. Parents are requested to regularly check content on student iPads to ensure the above requirements are met.

CAN THE IPADS BE PERSONALISED?

Students are to remember that its primary purpose is as a learning tool.

IS THERE A SECURE AREA WHERE STUDENTS CAN LEAVE THEIR IPAD DURING SPORT, RECESS AND LUNCH?

iPads should be stored securely in student lockers during these times. Students should be reminded that their locker must remain locked at all times and their locker combination is not shared with any other students.

WILL STUDENTS GET ANOTHER IPAD TO USE IF THEIRS IS LEFT AT HOME OR THE BATTERY IS FLAT?

No, it is the responsibility of the student to ensure their iPad is with them each day and fully charged.

HOW CAN THE IPAD DATA BE BACKED UP?

A backup can be performed with iTunes via the USB data cable. See above for more information.

HOW CAN WORK BE TRANSFERRED?

Generally, most work can be transferred via the inbuilt email application. Certain apps will provide alternative means to transfer work.

NOTES: