

MUELLER COLLEGE



Information Handbook and User Guide

The aim of Mueller College is to prepare its students for life in a world and eternity by applying Biblical principles through excellent education in a distinctly Christian environment.

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INTRODUCTION

Effective learning is a culmination of continuous interaction between students, teachers, parents and the community. Technology transforms the role of the teacher from director to facilitator of learning, and effective teaching and learning with one to one devices integrates technology into the curriculum 'anytime, anyplace'.

The policies, procedures and information within this document apply to all technology used at Mueller College.

EXPECTATIONS

Students are expected to bring a device in accordance with section 3.5 of the Parent Handbook.

Below is a *Student Acceptable Use Agreement* that all students (and caregivers) must read and sign in order for students to receive access to the internet at school. As students will be accessing internet through the college network, the college constantly monitors and filters internet usage, using the Netbox Blue system. Student internet usage at the college is tracked and logged with filtered website and search criteria and as such, 3G and 4G are NOT to be used for Internet access whilst on the college property, however Wi-Fi accessibility is mandatory. And the college reserves the right to block student access to the college network when necessary.

In order to ensure safe, balanced and responsible use of technology, throughout the year, students will cover a range of digital citizenship topics during SL@M (Student Life @ Mueller) which address potential concerns and outline appropriate conduct for technology use.

Theft and Damage

The College does not have insurance cover on personal items that are brought to school. Thus, any theft that results in damage to a device will be met (costs of repairs or replacement) by the student(s) responsible.

If an iPad is missing, it can be partially located via "Find my iPad", and Apple offers an excellent theft deterrent feature free in iOS called "Activation Lock" that prevents the access, use, and erasure of a device without the iCloud password, rendering it useless to the thief (see <http://support.apple.com/kb/HT5818>).

Students are responsible for ALL damage to their device including, but not limited to broken or cracked/damaged screens or a damaged chassis, inoperability, etc. If a student damages another student's device, they will be completely responsible for the damages and repair/replacement costs. Damage that occurs to a student's device will be determined as to whether it has been wilful or accidental. Wilful damage will be covered (costs of repair or replacement) by the student(s) involved. Accidental damage will be assessed on a case by case basis, and appropriate action taken. The Head of College will be the final arbitrator on cases involving damage or theft.

Care:

Students are responsible for the care of the device they bring to Mueller College. Devices that are broken or fail to work properly must be fixed/repared as soon as possibly to continue daily work. To ensure the safety of each device, the following list outlines the recommendations regarding personal care of devices:

- Do not jailbreak the device, or otherwise side load other apps/profiles
- Always update to the latest iOS version
- Only use a clean, soft microfibre cloth to clean the screen (do not use any cleanser liquids, etc.)
- Insert cables and adapters carefully so as to prevent damage
- Devices are not to be left in backpacks, unlocked car or any unsupervised area. During the day, when outside class, devices are to be stored in the lockers (e.g. lunch break, sport)
- Students must keep their devices in a case at all times to avoid damage; one chosen with safety and protection in mind
- Devices must be brought to school fully charged, and taken home each day
- Ensure "Find my iPad" is switched on, and iCloud backups enabled
- The device brought to school must have the memory space available to attend to the required learning tasks.

NB: There will not be devices for 'loan' at school. Course work will be completed without the device if it cannot be used.

STUDENT ACCEPTABLE USE AGREEMENT

Responsible and Acceptable Use

Students must:

- Enable a passcode on their iPads, with auto-lock set to 5 minutes
- Offer the device for auditing or checking by college staff / teachers when asked
- Choose to use only appropriate sites for mindful learning
- Report any damage or loss of device to teacher and Helpdesk staff immediately
- Obey school rules concerning behaviour and communication that apply to technology and internet use
- Backup and secure all work regularly
- Report (screenshot) any emails or social media activities containing inappropriate or abusive language or questionable subject matter to College Administration
- Report lost/stolen devices immediately to Administration and the police department
- Take their devices home each day (not left in a locker or classroom)
- Adhere to the college rules, policies and procedures in all things that relate to school
- Use Student Services or Reception to contact parents/caregivers throughout the day
- Delete apps or content from their devices that are considered inappropriate for school
- Write down their serial number and keep it somewhere safe
- Demonstrate respect for others and their school.

Unacceptable Use

The following behaviours are not permitted:

- Recording or taking pictures of staff
- Installing beta versions of iOS
- Sharing passwords or private information with anybody else
- Posting of photos or videos of other students in school uniform or other identifying features, or staff on social media
- Sending or use of inappropriate or explicit language, photos or images
- Using iMessage, IM, chatrooms or social media while at school
- Giving personal details to others, such as passwords, lock codes, or locker padlock codes
- Transmitting or sharing copyrighted or pirated apps
- Inappropriately using the school network, or attempting to access the school network via some ones else's login and username
- Touching or using someone else's device without their permission
- Listening to music during classes or study periods unless used for learning as directed by a teacher
- Accessing or sharing of offensive, profane, threatening, pornographic, obscene or sexually explicit materials
- Spamming other users
- Using the camera unless directed by a teacher
- Using the school's internet or email accounts for financial or commercial gain, or for any illegal activity
- Engaging or participating in credit card fraud, electronic forgery, ID theft, or other forms of illegal behaviour
- Vandalising other student's device or school equipment
- Attempting to bypass the school filtering system via any means
- Using a mobile phone while at school (from 8:35am to 3:10pm) *NB: exceptions may be made for excursions and camps. This is up to the discretion of the supervising teacher and involves collection of student phones by staff each evening. Additionally, Student Services is available should students wish to hand in their mobile phone upon arrival and collect at the end of the school day.*
- Making comments on social networking sites or any other digital media that targets any Mueller College staff or students with perceived negative intent or undermines the name and/or good work of the college
- Using games or other forms of entertainment while at school
- Bypassing the school network using a VPN or other technology.

STUDENT ACCEPTABLE USE AGREEMENT

The procedure and information within this policy document applies to all devices used at Mueller College, including any device considered by Administration to come under this policy. Teachers may set additional requirements for use in their classrooms or within their subject area.

The use of technology at Mueller College is a privilege, not a right. This Student Acceptable Use Agreement is provided to make all users and caregivers aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a student violates any of the *Student Acceptable Use Agreement* outlined in this policy, privileges may be revoked, and the appropriate disciplinary action taken in line with the College Behaviour Management Policy.

Consequences

Consequences will be in accordance with the Behaviour Management Policy and Procedures. They may include the loss of device use and privileges, loss of network access, or more severe consequences of repeated or gross unacceptable use as set out in this User Agreement. The Head of College will be the final arbiter of consequences issued.

Some key elements of this policy are listed below:

- Teachers are the final authority in the classroom
- Teachers have the right to confiscate devices for set periods of their lesson time
- Teachers have the right to remove student technology privileges for future lessons
- Teachers have the right to check any student device
- Significant issues in relation to technology use may lead to the student device being confiscated by the appropriate Head of School.

I agree to the stipulations set forth in the above documents.

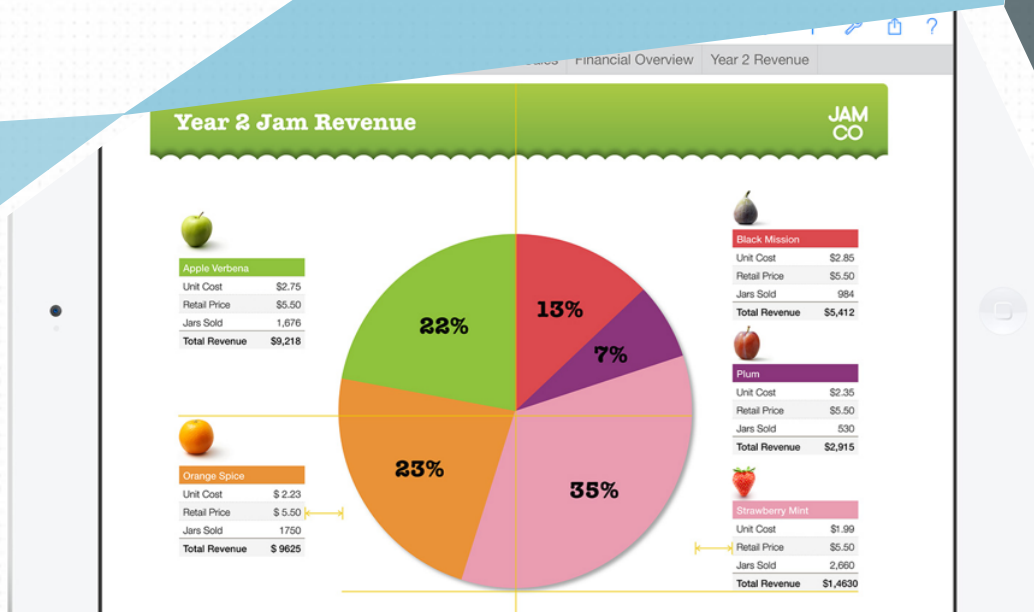
Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

Account Enabled (IT): _____ Scanned (Student Services):



DEVICE SPECIFICATIONS

iPads

The iPads required by the college must run iOS 10 with a minimum of 32GB, and preferably be Wi-Fi only models (Cellular iPads must have their simcards removed before being used at school). The following iPads are appropriate:

- ▶ 12.9-inch iPad Pro (first-generation)
- ▶ 12.9-inch iPad Pro (second-generation)
- ▶ 9.7-inch iPad Pro
- ▶ 10.5-inch iPad Pro
- ▶ iPad (fifth-generation)
- ▶ iPad Air 2
- ▶ iPad Air

NB: An iPad mini is not large enough for schoolwork.

Students must have the following free apps installed on their iPads:

- ▶ Pages (<http://www.apple.com/ios/pages/>)
- ▶ Numbers (<http://www.apple.com/ios/numbers/>)
- ▶ Keynote (<http://www.apple.com/ios/keynote/>)
- ▶ iMovie (<http://www.apple.com/ios/imovie/>)
- ▶ iBooks (<http://www.apple.com/ibooks/>)

Other apps will be recommended by teachers, and will be optional. Each year, essential apps will be listed on the Book List (and codes provided by the college, where appropriate).

Other devices

This is up to the discretion of students and caregivers although it would be beneficial to note that the school computers and many staff devices are Apple.

NB: phones are not suitable devices for this context.

COMMON Q&AS

Should I know my child's password?

Yes. It's important that you have executive control of the device, even if it is a gift or your child used their own money to pay for it.

When can students bring their iPads to school?

The beginning of Week 1, Term 1. Internet access will be provided once the Student Acceptable Use Agreement is thoroughly read and signed.

Will devices replace books?

HoDs and Year-Level Coordinators will determine, in consultation with the Heads of Sub-Schools and Head of Teaching and Learning, whether a particular subject has a suitable digital book. Publishers are creating digital material and Mueller College is in the process of reviewing these as they are released to ascertain their suitability. The textbook/iBook is under study by all of the departments.

The iPad doesn't have a keyboard— how can my child be skilled for jobs outside of school?

Students are digital natives, many growing up experiencing touch-based technologies first, and keyboard +mice combinations second. The iPad does support a plethora of bluetooth keyboards and keyboard docks and cases in many forms. 98% of Fortune 500 company uses iPads, and they have 85% of the Education marketshare. Nevertheless, if able, it is recommended that all students have a keyboard for ease of typing.

My child tells me they have to complete all of their homework using the Internet on their device. Is there a limit to device use at home?

As the parent, you have the final say in how the student uses the device at home. Teachers will set a variety of learning activities (some of which may involve the device). Should you have any concerns, please contact the teacher directly.

Will reading books off my device hurt my eyes?

The most recent, peer-reviewed studies suggest that there is little difference in read on a high-resolution device (e.g. iPad) and a traditional book. Nevertheless, moderation is essential with any persistent focusing.

Another student bumped my child, and the device was damaged. Who pays the repair/replacement cost?

The College treats each incident case-by-case. A student who wilfully damages another student's device is liable for the full repair/replacement costs. Accidental damage is at the discretion of the Head of College.

What if we don't have Wi-Fi at home?

Homework can still be completed, but for some tasks, students may need to think ahead of time and plan their schedules depending on the activity.

What technical support will be offered at school?

The IT Helpdesk will be available during morning tea and lunch breaks to help with student network or device issues. Anything related to hardware should be addressed at the Apple Store at Chermside Westfield (<http://apple.com/au/chermside/>), or via AppleCare (1300 321 456).

TROUBLESHOOTING GUIDE

- ▶ Apple iPad Guide: <http://www.apple.com/support/ipad>
- ▶ Basic Troubleshooting: <http://www.apple.com/support/ipad/assistant/ipad>
- ▶ Service and Warranty Information: <http://www.apple.com/support/service>
- ▶ To organise repairs, quotes, and replacements for broken screens or other damage, either call AppleCare (1300 321 456), or book a Genius Bar appointment via the Apple Store app, or online at <http://www.apple.com/au/chemside>.

To create an Apple ID, or enable parental controls, see *Parent iPad Information Guide*.

COPYRIGHT

Parents/guardians must certify that all content stored on the device is compliant with copyright law and regulations. All content including but not limited to files, photos, videos and music must remain appropriate, as deemed by the college, at all times. The college retains the right to review the content of any device registered in the Student Acceptable Use Agreement). <http://www.smartcopying.edu.au/information-sheets/schools> is a helpful resource in regards to Australian Copyright for school students.