



iPads

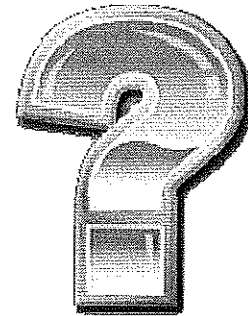
I.T. Induction Booklet

2016

NAME: _____

HOUSE: _____

The Basics



CODE OF CONDUCT

All students are required to sign the Computing Code of Conduct on Pages 26-29 of the College diary.

Device misuse and misuse of IT in the College can result in sanctions such as confiscation of the device and detentions.

WIFI

The College provides wireless connections for students for educational purposes only.

Our wireless network is secured and you should not share your log in details with anyone else. To ensure the WiFi operates smoothly, you are asked to disable iCloud backups.

EMAILS

The College provides you with a school email account. Your school email is to be used to contact teachers and students and register for educational web services, as directed by your teachers.

Other email accounts you have set up on your iPad might not work on the College WiFi during the school day. These should be disabled during the school day (turn off PUSH notifications).

SEQTA LEARN

Students can access the Daily Notices, classwork and their timetables through SEQTA. SEQTA is accessed through a web browser. It is a good idea to create a shortcut to this on your iPad home screen. Use your network ID to log in to SEQTA at:

coneqt-s.ncc.wa.edu.au

PRINTING

The College has 2 locations for iPad printing. These are in the Library and beside the IT Helpdesk (3rd Floor). Students should think carefully before printing and should always collect their printing as quickly as possible.

Getting Help



Mrs Jodah—Digital Learning Coordinator



Manages SEQTA and helps teachers and students to use IT for learning. Also point of contact for parents about IT issues.

jodah.melanie@ncc.wa.edu.au

In Term 2, 3 and 4 of 2016, Ms Naughtin will be covering for Mrs Jodah
naughtin.katharine@ncc.wa.edu.au

Mrs McCagh—Information Literacy Officer



Manages the Library Helpdesk Library Gateways. A good point of contact for day-to-day issues with IT, research and study skills.

mccagh.katherine@ncc.wa.edu.au

Check your settings are correct.

Off and on again and shut down apps.

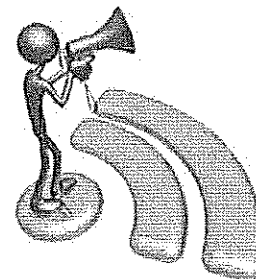
Ask a peer or teacher for help—
politely!

Complete diary to leave class.

Helpdesk—visit the Library helpdesk.

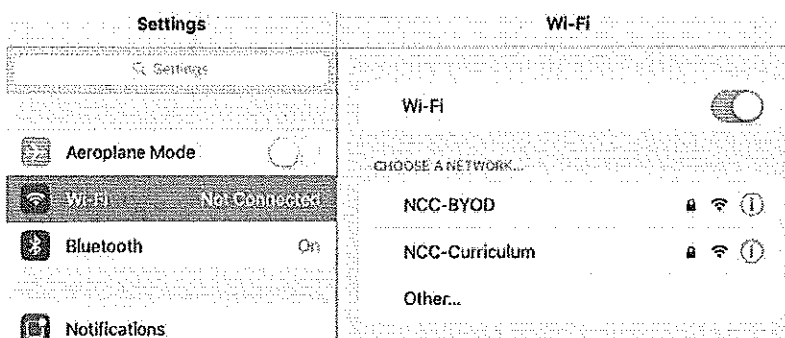
Visit **IT** on the 3rd Floor.

WiFi Connection



1

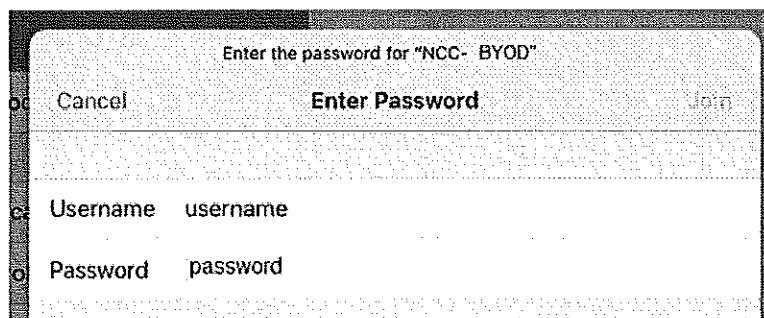
From the home screen of your device, go to Settings > Wi-Fi.



Tap on "NCC-BYOD" to attempt to connect to the College wireless.

2

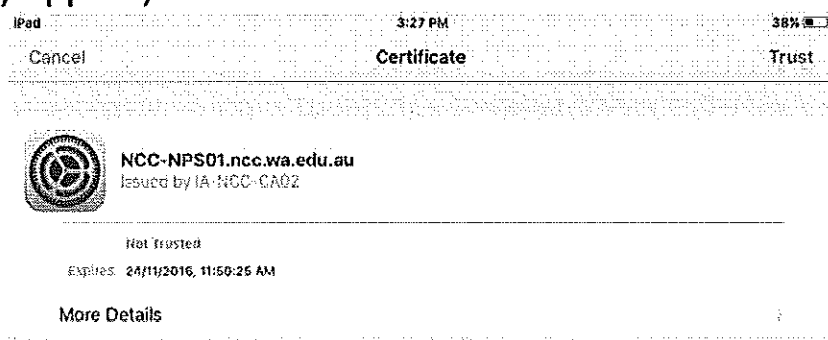
You will be prompted for a username and password.



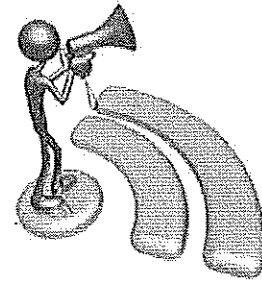
Enter your Network credentials in the format in the image:

3

After entering your credentials, tap Join. You will be prompted to accept a security certificate, tap **TRUST** or **ACCEPT** at this prompt (either may appear):



WiFi Connection

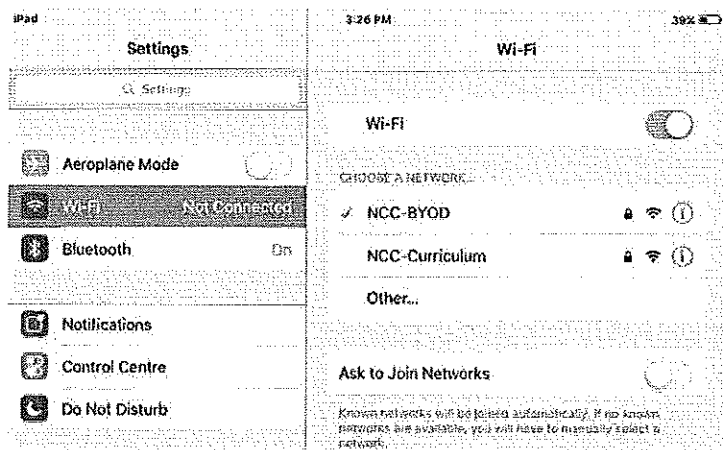


4

You will need to do one last check for your Wifi access.

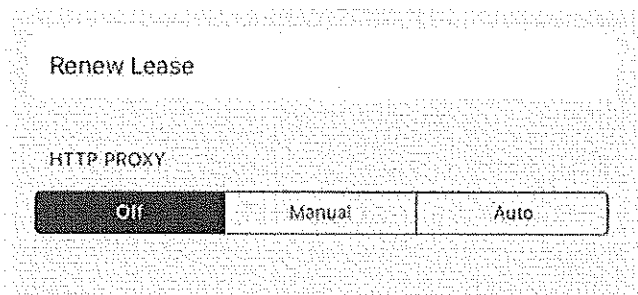
Go to Settings —> Wi-Fi

Tap on the blue i next to NCC-BYOD



5

Scroll down and make sure your proxy settings look like this:



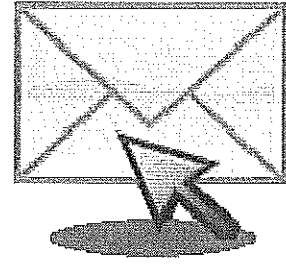
6

Open Safari and try to browse to a website (www.google.com.au for example).

If you receive an authentication prompt, you will need to enter your network credentials.

If you are not able to browse the internet then click on the blue 'i' and select 'Forget this network'. Try all of the above steps again paying very careful attention to your typing.

Email Etiquette



You may need to email your teacher work or questions about assignments. You should only use your school email to do this.

Writing an email correctly is important.

You want to get your purpose and message across correctly and politely. Remember email is not confidential—do not discuss very personal or confidential issues in an email.

Emailing Teachers:

- Create a proper subject line. For e.g. 'Hi' is not a subject, but 'Science Test' is.
- Start with a greeting. For example, "Dear Mr Crothers..." or "Hello Mr Crothers..."
- Keep it short and simple. State why you are emailing and don't ramble.
- Don't use ALL CAPS.
- Or too many exclamation points!!!!!!!!!!!!!!!!!!!!!!
- Avoid being too personal or informal. No emoticons or xoxo!
- Sign with your correct name (not your nickname)
- Do not expect late night replies from your teachers.

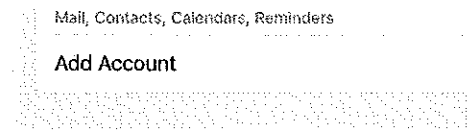
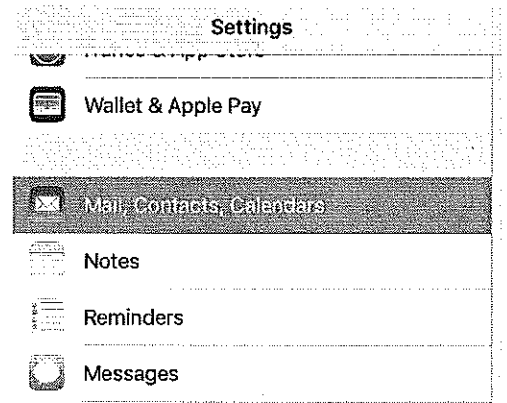
Emailing Other Students:

- Keep the language clean.
- Remember that email is not private. Emails and their attachments can be forward to others.
- THINK before you send. Is it:
 - ✓ Truthful?
 - ✓ Helpful
 - ✓ Inspiring?
 - ✓ Necessary?
 - ✓ Kind?

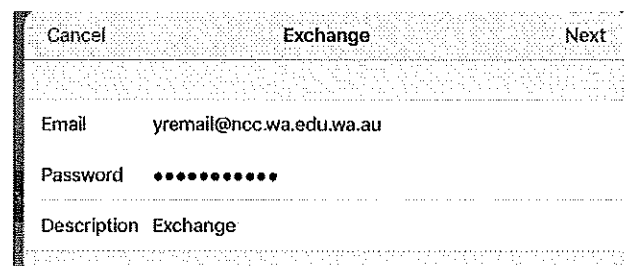
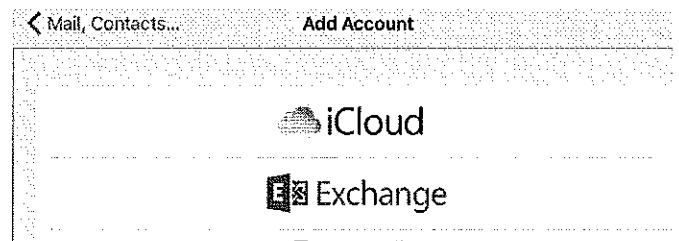
Emails

We will now set up your emails.

- Firstly, go to 'Settings'
- Scroll Down to 'Mail, Contacts, Calendars'
- On the right, click 'Add Account'
- Click on 'Exchange'

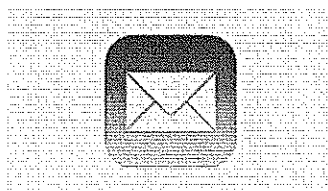


- Type your full College email and password in the spaces provided. Make sure they are correct!
- Change the 'Exchange' to say 'NAGLE EMAIL'.
- Click NEXT.



Your email account should now be added.

You can view your school emails by clicking on the 'Mail App' icon on your iPad.














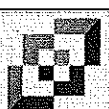






Note: Be careful when you send an email if you have more than one account on your iPad.

In the 'From' section, you will need to select to send from your @ncc account when sending in school.

Nagle Catholic College

Required Apps List for students with iPad devices.

Students are asked to have these apps on their iPad for the start of the school year.
Click on the icon to download.

	Pages for iPad		Nearpod
	Numbers for iPad		Times Table Trainer
	iMovie for iPad		IXL Maths Practice
	Keynote for iPad		Pearson e-Book App
	One Drive		Garage Band
	WordWeb Dictionary (set to Australian English)		i-nigma QR Code Reader
	iTunes U		Resize Image
	Glo Bible		Pic Collage
	Simple Mind +		School A to Z

Sites to bookmark:

Please add a home screen shortcut for: <http://web.ncc.wa.edu.au/student-portal>