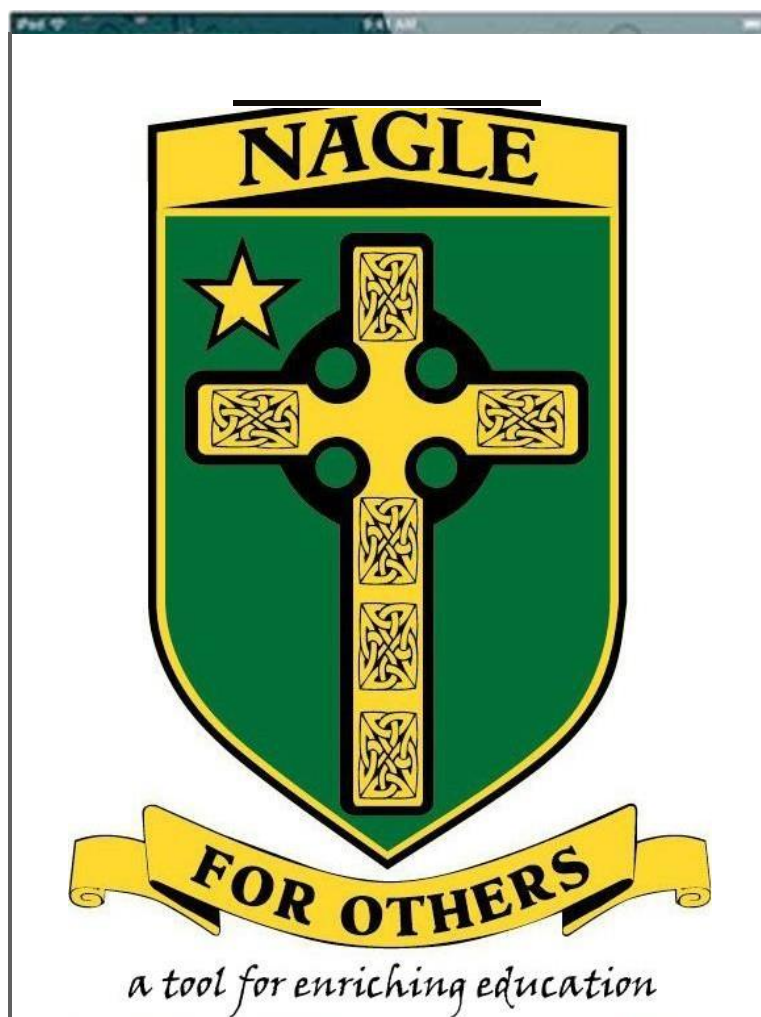


Nagle Catholic College

iPad



Information Booklet and
Recommendations for BYOD iPads



Recommended device and accessories

- Latest Apple iPad 32GB WiFi, 3G is optional[^]
- Additional AppleCare Warranty
- Apple iPad SmartCover or Belkin Prime Cinema Folio
- STM Glove Neoprene Sleeve Carry Case for iPad or similar protective case
- iTunes credit
- Insurance
- The College also recommends that the iPad be engraved with your name and contact details if possible
- The latest iOS must be installed on your iPad

[^]If parents choose to purchase their son or daughter an iPad with 3/4G capability, then please be aware that 3/4G data is not be filtered by the College's Internet filters while at school – meaning that there will be no restrictions with what material can be accessed

Recommended applications

Please refer to the College website for the current list of recommended applications.

Important notes

- ✓ Students are responsible for backing up their own data
- ✓ The College will not be held responsible for any loss of student data
- ✓ Students must not use their iPad if it is damaged in any way that could be harmful to self or others (i.e.: cracked screen)
- ✓ Students must use all technologies responsibly, including: computer devices, College network, Internet, social media
- ✓ Students must not take pictures, film, or audio of anyone else unless their express permission is given
- ✓ Students should change their passwords regularly and not let anyone else have access to their accounts
- ✓ Students must abide by the College ICT Policies



Expectations of the students – the iPad is a tool for learning

- Create an Apple iTunes account with password
- You must be above the age of 13 and in Australia, so this will need to be done by the parent/guardian
- Have the latest iOS installed on the iPad
- Have iCloud set up for storing files and media, associated with the iTunes account
- Have the College assigned e-mail account set up on the iPad. Alternatively it can be accessed through Safari
- The iPad should be brought to school each day, charged and ready to be used. The charger can be left at home to avoid losing it at school
- iPads should be stored in lockers when they are not being used for school purposes. This includes recess, lunchtime, or while at sporting or other activities where the device is not required
- Take good care of the device in order to avoid damage – keep your iPad in its carry case when not in use
- Abide by the ICT policies set in place by the College at all times
- Use the iPad responsibly and comply with the requests of staff members
- We strongly recommend that you set up a passcode on your iPad, as well as the “Find my iPad” app in case your iPad becomes misplaced
- **The College ICT Services Department *will not* assist with any iPad related technical issues.** Please refer problems to your vendor or Apple support
- Students are solely responsible for backing up and managing their own data

Student iPad use at home

- Students should take their iPad home and bring it to school each day after it has been fully charged
- iPads may be required to complete homework at times
- The College recommends parents and guardians take the following measures:
 - Students should use the iPad in an area of the home where its use can be visually monitored
 - Ask your child to show you what they have been using the iPad for
 - Place restrictions on use of the device if it is not being used in a way that suits you
 - If you are concerned about controlling Internet content that can be accessed, the College recommends using a free service such as OpenDNS (www.opendns.com) to filter Internet content for your home. It is a relatively simple to use tool whereby you can manage access to content categories. The service also works with most home Wi-Fi routers and ADSL gateways



iPad and ICT Acceptable Use Policy

All students of Nagle Catholic College are expected to adhere to the Student Computer Code of Conduct as well as the conditions set out below. If these conditions are breached in any way, students risk having disciplinary action and/or legal action taken against them or their parent/guardian.

Students are encouraged to explore and discover methods of utilising technology effectively in the context of learning and education through school, however they are expected to refrain from:

- Using or accessing another person's iPad without their consent
- Using or accessing another student or staff member's accounts or data
- Introducing or creating viruses or other malicious software to the College ICT systems
- Compromising or bypassing the College's network security, proxies, servers or any ICT systems
- Hacking or 'jail breaking' their device
- Using an iPad if it is damaged in any way that could be harmful to self or others (i.e.: cracked screen)
- Removing school network connection settings and certificates from their device
- Using their device to transmit any material that is in violation of local, state and/or federal laws
- Using profanity or obscenity that may be seen as offensive to another person at the College or a member of the community when using the iPad or any other device
- Using the device to commit any form of vandalism
- Playing games in class, unless given permission by your teacher
- Downloading, sharing or copying any licensed software, music, video, documents or any other media that will violate copyright laws
- Using the iPad or any other ICT device for the participation of illegal activities, including hacking or spamming
- Using the iPad or any other ICT device for the participation of gambling, commercial trade or auctions
- Accessing obscene or pornographic material
- Leaving the iPad unattended. It should be stored securely in your locker when it is not required for classes, such as Physical Education unless advised otherwise by your teacher

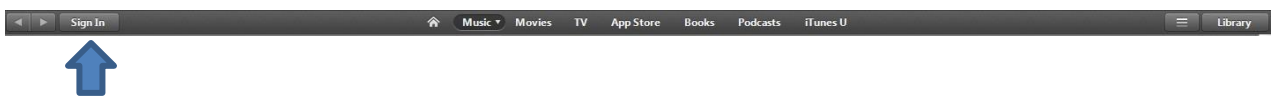


Instructions for setting up an iTunes account

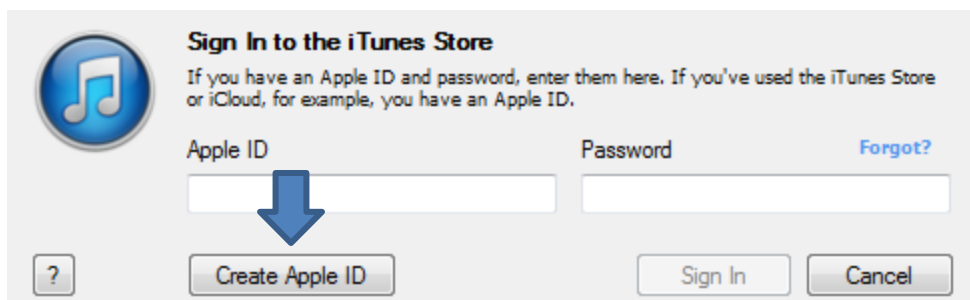
When using your iPad for the first time, you will need to associate it with your iTunes account. You can set up your iPad through your home or other wireless connection, or by connecting it to a computer with the latest version of iTunes installed. It is a good idea to have your iTunes account set up and ready before you do this. You will need to have your iPad set up and ready for use before bringing it to school.

Steps for setting up iTunes on a computer:

1. Start iTunes and enter the iTunes Store.
2. Select the “Sign In” option.



3. Click the “Create New Account” button.



4. At the next screen you will need to read and agree to the Apple iTunes Terms & Conditions. Before proceeding, you will need to tick the box that says “I have read and agree to the iTunes Terms and Conditions”, then click Continue.
5. At the next screen, enter your e-mail address (your College supplied e-mail address can be used, for example: bloggs.joe@ncc.wa.edu.au)^^. Enter and remember a password, security question and birthday, then click ‘Continue’. We recommend that you use a complex password of eight or more upper and lower case alpha-numeric characters as well as a symbol. For example: K1w1Fruit# (do not use this exact same password!)



6. iTunes will then prompt you for a payment method. You may elect to have transactions applied to your Credit Card account, or you may prefer to buy a pre-paid iTunes card and enter the code.




(Please note you will not be charged until a purchase is made.)

Provide a Payment Method

Secure Connection

You will not be charged until you make a purchase.
If the billing address of your payment information is not in Australia, [click here](#).

Please select a payment method.

Card Number Expires Security Code

1 / 2013 ?

To redeem a code or gift certificate, enter it here.

Enter Code

or

Billing Address

Title

First Name Last name

Street

Apt, suite, bldg.

Postcode City

State Australia

Area code Phone

Apple uses industry-standard encryption to protect the confidentiality of your personal information.

Fill in the required information including name and address details, then click *Continue*.

7. The next screen should then prompt you to 'Verify Your Account'. After clicking *Done*, check your e-mail for the verification e-mail and follow its instructions to activate your iTunes account.
8. iTunes would then prompt you to enter your account Apple ID and Password to Sign In, after which you should see a 'Congratulations' or welcome message. Once clicking *Done*, you will be taken to the iTunes Store homepage



Instructions for setting up iCloud

For a guide on how to set up iCloud on either your iPad, Mac or PC, please go to this website:
www.apple.com/icloud/setup/

Follow these steps for setting up iCloud on your iPad:

1. Your iPad will need to be running iOS 5 as a minimum to use iCloud, so check this before proceeding, otherwise perform an update on your device. Always ensure that your iPad has the latest iOS installed.
2. a. After switching on your iPad for the first time, or after you have updated to the latest iOS version, follow the instructions on the iPad screen to set up iCloud (you will need to be connected to the Internet to do this).

b. If you have already updated to the latest iOS and skipped the process to set up iCloud, then you can easily activate it by going into Settings (find the Settings icon on the Home screen and tap on it), then select iCloud



3. Within the iCloud settings area, you will be able to enable and disable individual iCloud services such as the syncing of Documents, Photos, etc. You will also be able to enable Backup by turning on the *iCloud Backup* feature within the *Storage & Backup* area





After enabling this setting on your iPad, back up will run *automatically* on a regular basis as long as your device is:

- ❖ Connected to the Internet
- ❖ Connected to a power source
- ❖ Screen locked

Despite this however, it is suggested you *manually* back up your device when connected to the Internet by choosing to “**Back Up Now**” in the iCloud settings. Please note that manual back up must be completed initially.

Please see the online guide at: www.apple.com/icloud/setup/ for more information.



Additional Notes

- The College recommends that students set up their iPad up to use Apple's iCloud service. You may also want to set up an additional online data storage account with another service such as DropBox (www.dropbox.com).
- We reiterate that the College ICT Services Department will not assist with any technical issues relating to your iPad. Please refer problems to your vendor or to Apple support (www.apple.com/au/support/).
- Students are responsible for backing up and managing their own data.
- ^If parents choose to purchase their son or daughter an iPad with 3/4G capability, then please be aware that 3/4G data is not be filtered by the College's Internet filters while at school – meaning that there will be no restrictions with what material can be accessed.
- ^^ We recommend that parents have access to the e-mail account that is used to set up your son/daughters' iTunes account. This way purchases can be monitored and tracked.



Explanation of Terms

College/school	Refers to Nagle Catholic College
BYOD	Bring Your Own Device
Certificates	Secure electronic files used to uniquely identify users and devices
Hacking	Gaining unauthorised access to a device, system, network, file, database, or other electronic resource
Jail breaking	A method of bypassing or overriding the software restraints on the iPad device in order to gain unrestricted access to the file system
Malicious Software	Includes all viruses, worms, backdoors, hacking tools, root kits, key loggers, etc.
Proxy/proxies	A service that acts as an intermediary in accessing and caching websites
Spamming	Sending unsolicited e-mail to multiple recipients on a mailing list, newsgroup or forum



Nagle Catholic College

E1



a tool for enriching education