



St Finn Barr's

CATHOLIC PRIMARY SCHOOL

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5th December 2017

Dear Grade 4 Parent/Guardian

BYOD 1:1 iPad Program for Grade 5 Students 2018

In preparation for the 2018 school year this package will assist you to setup your child's iPad for use in their classroom. **A student email account will be issued to your child early in Term 1 2018.**

iPad Specifications (Page 3)

- We will keep this information on record; it will be used in conjunction with our **Mobile Device Management System (Meraki MDM)** and may be of assistance to you in the event of loss/theft of the iPad.

Set up iPad (Page 4)

- Basic instructions for setting up a new or second hand iPad.

Apple ID (Page 5)

- To download the required School Apps, your child will also need an **Apple ID** which is the user name for everything you do with Apple: shop the App Store for Apps, the iTunes Store for Music, access the Apple Support website, and more.
- Details of how to create an Apple ID with no Credit Card details attached can be found on Page 5.

Apps Made by Apple 2018 (Page 6)

Follow the instructions on Page 6 to download the required Apps Made by Apple 2018.

Free Apps Required 2018 (Page 7)

- A list of the School required free Apps to be downloaded from the App Store when you have set up the Apple ID.

Apps Supplied by the School – Meraki MDM – (Page 8)

- Parents/Guardians are not required to purchase any Apps – the School will make a number of Apps available to your child while they are enrolled at St Finn Barr’s Catholic School. At the end of their enrolment at the School, the Apps will be removed from their iPad.
- **It is important to remember that the School supplied Apps remain the property of St Finn Barr’s Catholic School.**

Wi-Fi Access at St Finn Barr’s – (Page 8)

- Your child will be able to access the Internet whilst at school. A Profile will be installed on your child’s iPad to enable this. The School uses Getbusi web filtering for the blocking of inappropriate web content.

Meraki MDM Enrolment – (Page 9)

- MDM Enrolment Instructions

Backing up your iPad – (Page 10)

- Information relating to backing up the iPad.

iPad Damage – (Page 11)

- Information relating to repairs/damage.
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General Guidelines (Page 12)

- Information relating to School iPad Guidelines

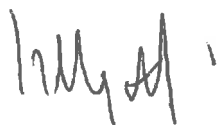
eSafety.gov.au

- The Australian Government has a website <https://esafety.gov.au> which provides information and education for children, parents and schools about being safe online. We suggest you look at this information and discuss it with your child.

General

- We realise that individual computer skill levels vary – if you have any further questions, please contact myself or Mrs Sharon Young (Administration Officer/ICT Assistant) by phoning the School Office.

Kind Regards



Mrs Liz Illingworth
Principal

Please detach and return to the School Office

This information will be used in conjunction with our **Mobile Device Management System (Meraki MDM)** and may be of assistance to you in the event of loss/theft of the iPad.

iPad Specifications 2018

Model:

Serial Number:

Student Name:

Student Class:

Setting up your iPad

You will need to have the following items at hand –

- Name and password of your Wi-Fi network
- Apple ID and password – if you don't have an Apple ID, you can create one during the setup process
- If you are using a second hand iPad you will may the original Apple ID and password that was used to activate the iPad.

New iPad

- Turn on your new iPad and follow the Setup Assistant – please update your iPad to the latest iOS (operating system) available.

Second Hand iPad (if you wish to Reset iPad to Factory Settings)

- Settings > General > Reset > Erase All Content and Settings
- If asked, enter the Apple ID password that was used to activate the iPad when new, then confirm that you want to erase your device.
- When the iPad restarts, follow the setup assistant – please update your iPad to the latest iOS (operating system) available.

Second Hand iPad (if you wish to leave existing Apps and Settings on the Device)

- Update iPad to the latest iOS (operating system) available.

The iPad User Guide for iOS 11 can be viewed on the following link –
<https://help.apple.com/ipad/11/>

Creating an Apple ID for Students Under 13

An Apple ID can only be created by someone over the age of 13. We recommend that you as the Parent/Guardian create the account for your child to use.

How to Create an Apple ID on an iPad – please note that this is the only method that will allow you to create an Apple ID with no credit card details attached

- Sign out of any open iTunes account on the iPad.
- Open the App Store.
- Search for one of the free Apps located on Page 7 and tap 'Get'.
- Choose 'Create New Apple ID'.
- Enter a valid email address then choose and verify a password. Your password must have eight or more characters and include upper and lowercase letters, and at least one number, agree to Terms and Conditions, then tap 'Next'.
- Personal Information – Enter details of the account holder, **remembering that the date of birth details cannot be your child's because they are under 13**. Choose and answer Security Questions, choose whether you wish to receive Apple Updates, then tap 'Next'.
- Payment Method – Choose 'None'. Complete your billing address details and phone number.
- Enter the verification code that has been sent to the email address you entered in Step 5, then tap 'Verify'.

You have now successfully created an Apple ID without any credit card details attached to it.

Please keep a record of the Apple ID, password and security questions for future reference.

You may also leave a copy of the Apple ID and password with your child's Classroom Teacher so that they are able to organise technical assistance from our ICT Department if and when required.

Apps Made by Apple (as at 1.12.2017)

To download the following required apps –

- Open the App Store
- At the bottom of the screen, tap Search
- Search for 'Apple Apps', then tap the link for 'Developer Apple'
- Tap to download the following required apps
- If asked, enter your Apple ID password.



GarageBand



iMovie



Keynote



Pages

Free Apps (as at 1.12.2017)

To download the following required apps –

1. Open the App Store.
2. At the bottom of the screen, tap Search.
3. Search for app name
4. Tap 'Get'
5. If asked, enter your Apple ID and password (or just your password if you have already signed in to the App Store)



Calculator XL Standard, Scient ...



Gboard



Glo Bible



Gmail



Google Chrome



Google Classroom



Google Docs



Google Drive



Google Earth



Google Sheets



Hopscotch



Meraki Systems Manager



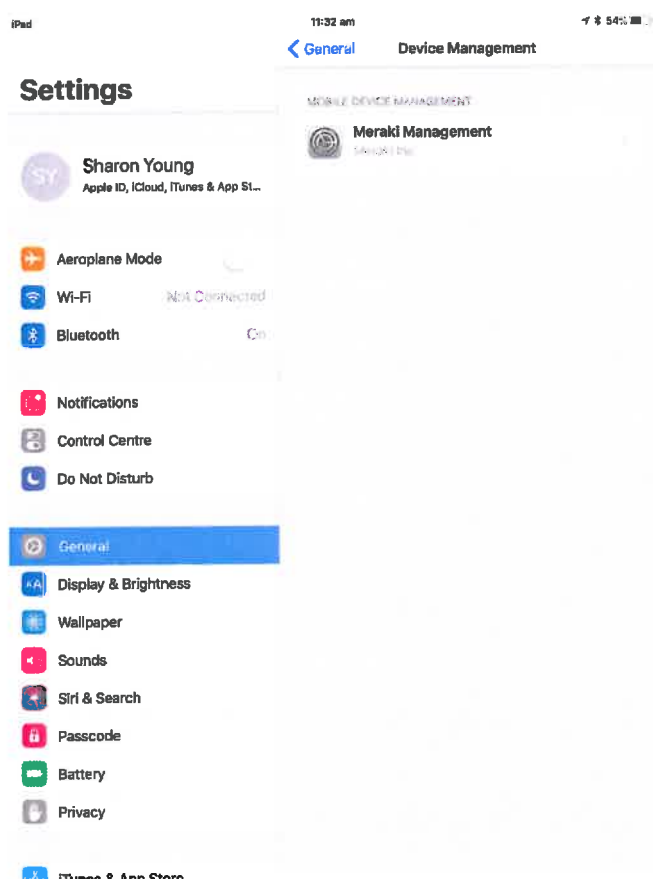
PageScope Mobile

Apps Supplied by the School – Meraki MDM Wi-Fi Access at St Finn Barr's

Parents/Guardians are not required to purchase any Apps – the School will make a number of Apps available to your child while they are enrolled at St Finn Barr's Catholic School. At the end of their enrolment at the School, the Apps will be removed from their iPad.

It is important to remember that the School supplied Apps remain the property of St Finn Barr's Catholic School.

After you have successfully completed the Meraki Enrolment Instructions (which can be found on the following page) you should see the Meraki Management profile in Settings > General > Device Management



The above Profile must remain on the iPad – deletion of the Meraki Management Profile may result in costs being borne by Parents/Guardians to replace any lost Apps.

The CET Wireless Profile which provides Internet access to your child at School will be installed in Term 1 2018.

Meraki MDM Enrolment Wi-Fi Access at St Finn Barr's

In order for us to distribute the School Apps to your child, please complete the following enrolment steps. This will enable us to 'push' the Apps to the iPad in Term 1 2018.

1. Change the Name of your iPad

- Tap on Settings > General > About > Name (Please use your child's first and last name).

2. Enrol into Meraki MDM

Tap on SM Meraki MDM App –



then follow the on-screen instructions as detailed below.

- Begin Enrolment
- Enter Enrolment Code **070-633-4223** (only use the numbers)
- Enrol
- This Device
- Continue
- Allow
- Install
- Install
- Install
- Trust
- Done
- Open
- Enable
- Always Allow

Enrolment is now completed.

Backing Up Your iPad

Back up iPad with iCloud Backup

When you first sign in with your Apple ID, iCloud Backup turns on automatically. iCloud backs up iPad daily over Wi-Fi, when iPad is connected to a power source and locked. (To lock iPad, press the Sleep/Wake button. iPad also locks automatically if you don't touch the screen for a minute or so.)

iCloud backups are encrypted automatically so that your data is protected from unauthorized access both while it's transmitted to your devices and when it's stored in iCloud. Purchased content, iCloud Photo Sharing, and My Photo Stream content don't count against your 5 GB of free iCloud storage.

When you back up iPad using iCloud, you can't simultaneously use iTunes to automatically back up iPad to your computer. However, you can use iTunes to manually back up iPad to your computer.

For further information - <https://help.apple.com/ipad/11/#/iPad9a74df05xx>

Back up iPad with iTunes

Open iTunes on your computer, then connect iPad. Click the iPad button, then click Summary in the sidebar. To create a manual backup, click Back Up Now (below Backups). To turn on automatic iTunes backups, click "This computer" (below Backups). iTunes automatically backs up iPad when you connect it to your computer.

For further information - <https://help.apple.com/ipad/11/#/iPad9a74df05xx>

Reference: TM and © 2017 Apple Inc

iPad Damage

- Any iPad damage normally requires the device to be sent off to Apple for repair or replacement. This is the responsibility of parents.
- The School will not replace lost or stolen iPads, but students will be supported in their learning.
- iPad covers and screen protectors should be on the iPads at all times to reduce damage.
- School insurance does not cover individual damaged or lost iPads.

If there are any questions or queries, please do not hesitate to contact us.

General Guidelines

Students will ensure that:

- They bring their iPad (fully charged) to School every day;
- The iPad will only be used for learning purposes as directed by the teacher;
- They will use their iPad in a responsible manner;
- The iPad is not left in places where it can be damaged such as, on the floor, on chairs or outdoors;
- They will store their iPad appropriately in a designated area within their classroom when the iPads are not in use to help protect their device, work and information;
- Will not remove their iPad from the classroom unless instructed by the teacher;
- They use the internet in a safe and appropriate manner (as set out by the school's 'ICT Acceptable Use Agreement');
- They will not use iPads to record, transmit, or post photographic images or video of a person or persons during school hours or during school activities, unless otherwise allowed by a teacher;
- They don't access and use internet/app-based games within class time that are not deemed educational by the teacher without prior permission;
- They don't use messaging services and social media within school time;
- They don't give out personal information, for any reason, over the internet;
- They won't participate in any form of bullying including, and not limited to texting, emailing, posting and accessing other students devices;
- They only use St Finn Barr's Catholic School's filtered Internet service;
- That the iPad is stored securely during recess and lunch;
- That they will not use the iPad whilst eating or drinking;
- They use only their school designated email whilst at school and when communicating with other students;
- They will not play music or videos unless under explicit direction of the teacher.

All students and Parents/Guardians are required to sign, return and adhere to the School's Acceptable Use of ICT Agreement which will be sent home at the beginning of Term 1 2018.