



Seatoun School BYOD Procedure Updated November, 2016

This document provides practical assistance regarding the introduction of a BYOD programme. We want this to be as useful and accurate as possible and welcome feedback on what else we can add to assist parents and students prepare and understand the technical side of the BYOD Pilot. This procedure details the expectations necessary in implementing a BYOD programme.

General

- BYOD programme is available to all students in Year 7&8
- BYOD is optional but highly recommended.
- The School will do its best not to disadvantage students who do not bring a device. Some technology will be available for students to use, but this will be shared by a number of students. There will be one iPad per class for student use.
- Year 7/8 students are allowed to bring a device from home. **The preferred device is an iPad in 2017. Many students are selecting an iPad Mini.**
- All devices must be Wi-Fi capable. Please note 3G/4G devices are not allowed or must be deactivated.
- Devices must be used for a learning purpose.
- A device brought from home is for the use of the student who brings it. Students are not allowed to use other's iPad.

How to set up your iPad

We are planning to have a Mobile Device Management (MDM) system in place for 2017. This will substantially streamline the installation of apps the school requires, while blacklisting apps we do not want the students to have access to while at school. In essence, we will send an email to students in January with a hyperlink. Selecting this will commence the installation of specific apps to their device and install software for us to limit what apps can be run from within our wifi network (within school)

Additional information to set up an ipad is contained below

We appreciate that there will be families with little experience in this area. Below, we have links to two Apple sites that provide assistance on how to setup and use an iPad. There is also a huge amount of content on the net and in particular YouTube.

[How to setup an iPad](#)

[Using an iPad](#)

We will have our technician on-site on Thursday February 2nd to assist with technical questions.

Where to Purchase your iPad

There are a large number of suppliers to choose from. Both Harvey Norman and Noel Leeming have dedicated BYOD purchase programmes. Visit them in store to see what pricing options they can provide.

iTunes Account

Each device will require an iTunes Account. This is how software (apps) are downloaded. Each family should decide on the best approach to this but the school recommends that the parents keep the password to the iTunes Account. Some apps need to be purchased through the iTunes account with either a credit card or by

purchasing an iTunes card from a local supermarket or electronics store. We do not advise that the card details are saved on the iTunes account.

For those families with more than one Apple device in their household, Apple has recently introduced [Family Sharing](#) which allows up to six people in one family to share each other's iTunes, iBooks and App Store purchases without sharing accounts.

Home Based Responsibilities




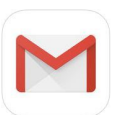
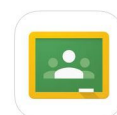
Devices must be taken home each day and fully charged at home overnight.
 Download the apps/profile from the email sent to students in January 2017.




Google Apps for Education

Your child will have a school account through our school domain. This is the same account that your child would have had in 2016. We can assist with the set-up of this when children start the school year. Username will be: firstnamelastname@seatoun.school.nz A password will be provided and then students can change the password to their own private one. We will assist students to set this up at the beginning of the school year.




Apps to be downloaded through the automated download process

Below are the Apps we require loaded onto the iPad. Wherever possible, we have selected free apps. We have indicated when there is a cost for an app.









App Name	Icon	Description	Link to iTunes Store
Google Docs		Create, edit, and collaborate with others on documents	https://itunes.apple.com/nz/app/google-docs/id842842640?mt=8
Google Drive			https://itunes.apple.com/nz/app/google-drive-free-online-storage/id507874739?mt=8
Google Slides		Create, edit, and collaborate with others on presentations from your iPad	https://itunes.apple.com/nz/app/google-slides/id879478102?mt=8
Gmail		Official Gmail app for your iPhone or iPad.	https://itunes.apple.com/us/app/gmail-email-from-google/id422689480?mt=8
Google Classroom		Engage with your class on question driven discussions -- Students and teachers can respond to teacher-initiated discussions and view and comment on each other's responses	https://itunes.apple.com/us/app/google-classroom/id924620788?mt=8

Book Creator		THE No.1 Book app for the iPad in 80 countries.	https://itunes.apple.com/us/app/book-creator-for-ipad-create/id442378070?mt=8
OverDrive- Library eBooks and Audiobooks		Borrow eBooks, audiobooks, and streaming video from your library using OverDrive on your iPad.	https://itunes.apple.com/nz/app/overdrive-library-ebooks-audiobooks/id366869252?mt=8
Seesaw		Seesaw is a student-driven digital portfolio that empowers students of all ages to independently document and share what they are learning at school.	https://itunes.apple.com/us/app/seesaw-the-learning-journal/id930565184?mt=8
Hopscotch Coding App		Make your own games and publish them instantly for anyone to play.	https://itunes.apple.com/us/app/hopscotch-programming-designed/id617098629?mt=8
Showbie		Can quickly and easily assign, collect and review student work on your iPad, then provide rich feedback to your students.	https://itunes.apple.com/nz/app/showbie-paperless-classroom/id548898085?mt=8
Stop Motion Studio		Stop motion software for movie making.	https://itunes.apple.com/us/app/stop-motion-studio/id441651297?mt=8
Explain Everything		"If you cannot do it with Explain Everything, it probably can't be done!"	https://itunes.apple.com/nz/app/explain-everything-interactive/id431493086?mt=8

Apple Apps that have an associated cost and will need to be downloaded onto each device.


App Name	Icon	Description	Link to iTunes Store
iMovie Appx \$6.49		Browse your video library, share favourite moments, create beautiful movies and watch them on all your devices in iMovie Theater.	https://itunes.apple.com/nz/app/imovie/id377298193?mt=8
Pages Appx \$12.99			https://itunes.apple.com/nz/app/pages/id361309726?mt=8
Garageband Appx \$6.49			https://itunes.apple.com/nz/app/garageband/id408709785?mt=8

Other Optional Apps that may be useful

App Name	Icon	Description	Link to iTunes Store
Dragon Dictate		Dragon Dictation is an easy-to-use voice recognition application powered by Dragon® NaturallySpeaking® that allows you to easily speak and instantly see your text or email messages. In fact, it's up to five (5) times faster than typing on the keyboard.	https://itunes.apple.com/nz/app/dragon-dictation/id341446764?mt=8
TinkerBox HD		TinkerBox is a fun, free-to-play physics puzzle game. While it is full of interesting science facts and teaches basic engineering concepts, TinkerBox is more than just educational!	https://itunes.apple.com/us/app/tinkerbox-hd/id415722219?mt=8
Aurasma		HP Aurasma is changing the way we interact with the world. Discover augmented reality experiences, create your own Auras, and share with friends.	https://itunes.apple.com/nz/app/aurasma/id432526396?mt=8
QR Reader for iPad		Now scans QR codes, barcodes and even creates PDF files with the "Scan to PDF" feature.	https://itunes.apple.com/us/app/qr-reader-for-ipad/id426170776?mt=8
Mathletics		Use online or offline - Mathletics can now truly be accessed ANYWHERE!	https://itunes.apple.com/us/app/mathletics-student/id560955922?mt=8
Khan Academy PreAlgebra		Allows students to learn PreAlgebra through various videos which are downloaded directly on your iPhone or iPod touch and in the future to your iPad	https://itunes.apple.com/us/app/khan-academy-prealgebra/id358511707?mt=8
Pic Collage		Combine photos, Youtube videos, funky fonts, sassy stickers and cute cutouts to create the prettiest collages you'll ever see on a mobile device.	https://itunes.apple.com/us/app/pic-collage-photo-gif-video/id448639966?mt=8
MathsSlide		A multiplayer game helping children to learn and recall multiplication and division number facts. Players learn by sliding tiles into the center to match an answer, equation or image. The player who slides	https://itunes.apple.com/us/app/math-slide-multiplication/id588829554?mt=8

		their tiles first wins.	
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Assistive Technology - optional

Ginger \$3.99		Ginger ‘... allows users to send better texts and higher quality writing’ - **Techcrunch** Start writing better and faster with Ginger’s revolutionary writing app!	https://itunes.apple.com/app/ginger-page-writing-lcompass/id822797943?ls=1&mt=8
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- At times there may be other apps that will need to be downloaded.
- All other required applications will be requested by the school and are the responsibility of parents to download and fund.
- A protective cover is compulsory. If a student brings the device without a cover it will not be able to be used for the day.
- A set of earphones or headset will be very useful.
- The device must be covered by the owner’s insurance.
- The school cannot be held responsible for the loss or damage to the device.
- Software upgrades are the responsibility of parents.

Digital Safety

All internet is routed through the Network for Learning (N4L) which is a managed network. This means it is custom built for schools and therefore filters content and limits search terms to safe searching content. A comprehensive internet safety agreement has been developed, taught, reviewed by students and signed by parents. This agreement outlines the protocols for internet and email usage and is based on the Netsafe Agreements made available for use in schools. The conditions of the school’s Digital Citizenship Agreement apply. Students who fail to follow this Agreement will have their privileges revoked.

All students in the BYOD Pilot will use GoogleApps for Education. Your child’s class teacher will use a unique dashboard on their own computer that enables access to all student work and communication on students’ individual devices. This means the teacher is able to monitor and review the digital work and communication of each student.

The teachers will also use an app called Showbie to distribute and manage digital content.

Student email addresses only function within our school domain (can email other students or teachers).

Digital Life

All students will have access to Google Apps for Education. This will give your child access to online learning opportunities such as Google documents, spreadsheets, presentations, surveys, drawing tools, learning blogs and e-mail. By having an account within the security and control of the Seatoun School Domain, children can work collaboratively on documents with their peers and also continue working on projects from home.

Connectivity

Students will connect to the Seatoun BYOD Wi-Fi network while at school using an individual BYOD dedicated password. This network is open between 8.30am and 3.15pm.

3G/4G access is prohibited. This ensures that all internet traffic is filtered through our managed network. The school will resolve technical issues that ensure the device can function in the school environment however all other technical issues are the responsibility of parents to resolve.

Administration Permissions

The school uses Google Apps for education. This is a hosted cloud service through the Seatoun School domain. Administrator privileges are given to our ICT Lead Teachers, our Principal and school technician.

Archiving

Upon request:

Students that leave Seatoun School will have ownership of the account transferred to their family; or Archived (suspended) for 1 year then deleted.

Storage

We are seeing the iPad used as just another resource for the student. As such, it is mainly stored in the student's desk, so they can get it out when they require it. Each classroom also has a locked facility to store the devices. This is primarily used when the students are out of the classroom for extended periods of time. Students are to take their device home each day and are not allowed to use their device at morning tea or lunch (unless completing a piece of work and with teacher approval).

Registering for BYOD

All devices are required to be registered with the school by submitting the BYOD User Agreement.