MOUNT ALBERT GRAMMAR SCHOOL

Student Information for BYOD – February 2017

Dear Students in Years 9-11

Welcome to your new school and the third year here of BYOD. We are looking forward to your device providing exciting opportunities to enhance your learning.

If you need assistance setting up your device, ICT staff or student technology leaders will be available to help you in ICT each day before school, at intervals, and at lunchtimes.

Are you all ready to go? Please check that you have the following:

A very protective cover	Your first and last names labelled on the device and the cover
A passcode on the screen	Find my iPhone (or equivalent) set up.
The required apps on page 3	A battery that lasts at least six hours.

Know your Apple ID (or equivalent for other devices)
You need to know your Apple ID, so you will able to download and update apps. Also this will be used to track your device if it goes missing.

Care of Your Device
You need to take measures to protect the device from damage. Damaged screens are the biggest problem in schools. Avoid damage to your screen by ensuring that it has a sturdy cover and that you do not crush the device with heavy books in your bag. Make sure you do not have liquids in a place where they can spill onto your device. Devices can be damaged by extreme heat as well. Avoid leaving it in the sun or inside a hot car.

Security
You are responsible for the safety of your device. Please ensure that you do not leave your bag unattended at school. If your device does go missing, please report to ICT immediately, so that we can track and lock the device. If you find a device, take it to ICT in L Block immediately.

Services for Students
All accessible through the Student Portal on the school website with your KAMAR username and password

- Office 365 School Mail – Your school mail. Please ensure this is set up on your device.
- Office 365 OneDrive – A place for saving work in the cloud (online) and sharing with others.
- Office 365 Class Sites – Sites with support material for each subject. Currently under development. Many sites are completed. The rest will be done in Term 1,
- OneNote – Class notebooks with spaces for teacher documents, collaborating, and student workspace. Access online via Office 365 and app available most devices.
- Student Advantage – access to free use of Office Pro Plus (PC) or Office 2011(Mac), iPad apps, etc.
- KAMAR Portal, ebooks library, Papercut web printing portal
- MAGS Library Online – KAMAR username, password is **student**. Please change to KAMAR password.

Wireless Password – your KAMAR password (for years 9-11)
Your wireless password that can be used on your device. You connect to the wireless network labelled as **MAGS**. If you replace your device in the future, this password will work with the new device. This will also mean that all usage through your password is logged under your name.

You must keep this password in a safe place and not share it with others. It will only work on one device at a time. Once it is entered on your device, you will not have to reenter it if you tell your device to remember the key (password).

BYOD Agreement

Below is the agreement you and your parents signed when you enrolled in the school. It is important that you remember the school's expectations when using a device.

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Year 9 BYOD Agreement for Parents/Caregivers and Students

We understand that (please tick each statement):

☐ The device is brought to school to be used for educational purposes at teacher discretion.

☐ Teachers will encourage the use of personal digital devices whenever possible and students will be able to use them for homework activities.

☐ The school's programmes will encourage students to become good digital citizens, who are technically capable, digitally literate and socially responsible when using modern technology.

☐ All devices brought to school by a child are the child's responsibility.

☐ The device will have an access code/password security enabled.

☐ The insurance, maintenance, repair and virus protection of the device are the responsibility of the parent or caregiver.

☐ Devices should be clearly named, so the owner is easily identified.

☐ All devices must arrive at school each day fully charged.

☐ A device brought to school is for the use of the child who brings it. Sharing is not permitted.

☐ Students will use cloud-based applications such as OneDrive and Google Apps for Education for file management.

☐ School Rules, including those in the school Cybersafety Use Agreement will apply, including those re adherence to the Copyright Act. The school has the right to inspect files on any device brought onto school grounds. Files and software on the device are to be school appropriate.

☐ Access to the school's Wi-Fi is for internet access only. Access to other network resources is available only on school devices.

Digital Citizenship

We guide students to be good digital citizens. A digital citizen is:

- technologically capable (You can use the actual technology well.)
- digitally literate (You can find and use online resources well and do not plagiarize by copying work and calling it your own.)
- socially responsible (You behave yourself when using the internet, especially when it comes to social media and you know how to keep yourself safe online.)

You also signed a cybersafety agreement when you enrolled. A copy of this is available via Quick Links at the top of the home page of the school website. In particular, please note the following:

- All recording of teachers or students, either audio, video or photographs can only be done with the expressed permission of those involved. Any posting online of others also requires **permission to post**.
- Personal devices should never be used to cyberbully, harass or invade teachers' or students' privacy.
- It is illegal to download pirated copies of copyrighted material. This includes films, videos and music.
- Devices are not to be used at school for leisure activities (especially playing games) when not in class. You should be having a break from your device and taking the time to eat your morning tea and lunch and relax with your friends. You also need to preserve your battery.

Required Apps for Years 9-11 in 2017

All apps are for iPad, Android or are accessible on the web. Those marked **sub** indicate a substitute app or website with the same or very similar features is available. Teachers will ask students to access further free apps as required.

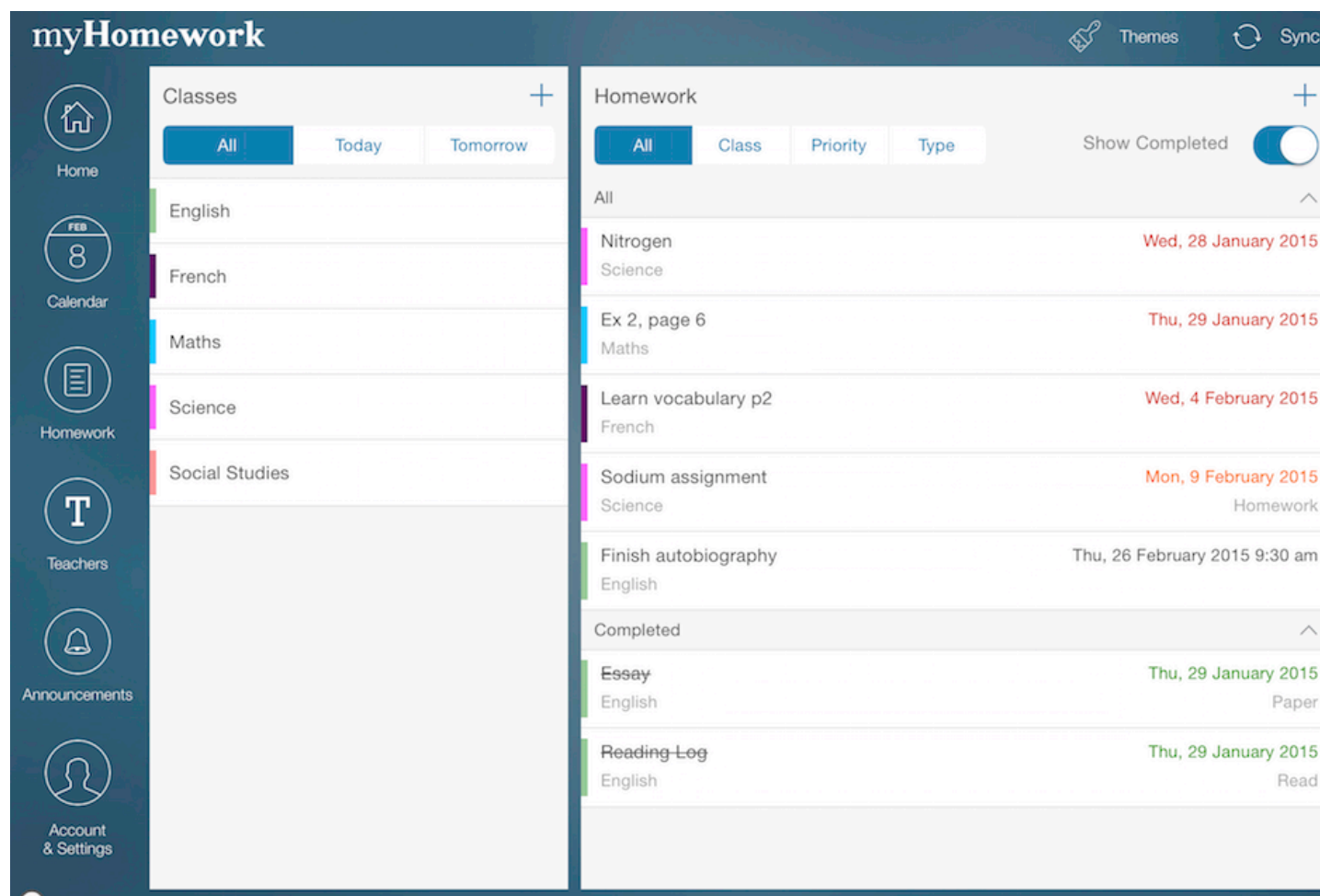| All required apps are free as of 19/12/2016. If this changes, do not purchase. We will suggest free alternatives.	iPad iOS	And roid	Website or other versions (available for PC, Chrome and Mac)	Comment
General				
Book Creator Free	✔	✔	**Sub**: http://www.storybird.com/	One free book – use a chapter per assignment
Language/Education Perfect	✔	✔	https://www.educationperfect.com/login	
MindMeister	✔	✔	http://www.mindmeister.com/	Mind Mapping (3 free maps)
Bubbl.us			**Use web** https://bubbl.us/	Mind Mapping
Adobe Reader	✔	✔	https://get.adobe.com/uk/reader/otherversions/	Only PDF viewer that can open and interact with all types of PDF content
Adobe Digital Editions	✔	✔	http://www.adobe.com/solutions/ebook/digital-editions/download.html	Reads epub & pdf
KAMAR	✔	✔	http://kamarportal.mags.school.nz/student/index.php	For MAGS student portal
Voice Record Pro	✔	sub	http://online-voice-recorder.com/	
Myhomework	✔	✔	https://myhomeworkapp.com/	Student Planner
YouTube	✔	✔	https://www.youtube.com/	
Dictionary.com	✔	✔	http://dictionary.reference.com/	
Socrative	✔	✔	http://socrative.com/	Polling
Khan Academy	✔	✔	https://www.khanacademy.org/	
TED	✔	✔	http://www.ted.com/	
QR Code Reader	✔	sub	https://webqr.com/index.html	
Penultimate	✔		Consult Technology Department for other drawing apps/websites.	
Kahoot!	✔	✔	https://kahoot.it/#/	
123D Design	✔	✔	http://www.123dapp.com/	✔PC app
Canva	✔		**Use web** https://www.canva.com/	Chrome, Windows apps
Piktochart	✔		**Use web** http://piktochart.com/	Chrome app
iZip	✔	✔	http://izip.com/	Unzipping tool
ePlatform by Wheelers	✔	✔	https://mtalbertgrammar.wheelers.co	MAGS ebooks library
Microsoft Apps: 365 for Education				
Microsoft Excel	✔	✔	Online versions of all available when students log into https://login.microsoftonline.com/ And use their school e-mail	All MAGS students have access to latest full versions of Office 365 for Windows and Mac for home computers, tablets and phones, 15 licences
Microsoft Word	✔	✔		
Microsoft PowerPoint	✔	✔		
Microsoft OneDrive	✔	✔		
Microsoft OneNote	✔	✔		
Microsoft Classroom	✔	✔	Use website to complete work	Use app for notifications
Browsers				
Safari	✔	sub		
Chrome	✔	✔		
iPad Apps				
Pages – if free, if space	✔		Use icloud.com versions for Android, Windows and Chrome	All these apps are built in with any iPad purchased after October 2013.
Numbers –if free, if space	✔			
Keynote - if free, if space	✔			
iMovie – if free	✔	sub		
Garageband – if free	✔	sub		
Photos	✔	sub		
iBooks	✔	N/A		iPad only
iTunes U	✔	N/A		iPad only
Plus the in-built apps that come pre-installed like: Safari, Mail, Notes, etc.				

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Keeping a Record of Homework

The recommended app is **myhomework**. This free app is available for most devices and on the web. Teachers will not be distributing homework through the app, so you will have to manually enter classes and homework.

Instructions (Please note: The free version has ads. Please ignore them.)
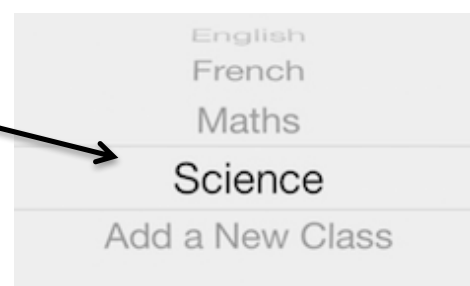
Steps to setting up the app:

1. Open the app.
2. Sign up with your school account (or other) to access the page below.
3. Click on **Home** if you do not see this page.

You will see a page for adding **classes** and **homework**, using the $+$ symbol

4. Create the classes first. (You can colour code them if you wish.)
5. When you add homework, you can attach them to your class

There are other features you may wish to use such as marking work as completed (or delete the entry), putting in the period times, setting reminders. This is your choice.

Other possible ways to keep track of homework:
Tasks or the **Calendar** in Office 365, **Notes** for the iPad,

No internet at home?
The school library is open from 7.30am to 5pm each day. You will be able to use your device to complete homework tasks.