



ICT @ WAIHI 2022



INFORMATION BOOKLET

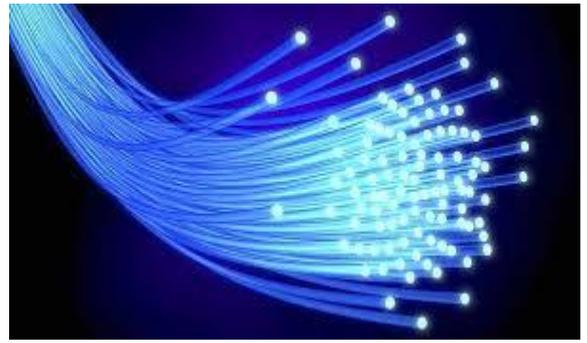
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Technology at Waihi for 2022

The last few years have seen rapid technology development at Waihi School.

High-speed Internet being connected has meant that students and teachers could push the limits in the classroom, and they enthusiastically went to work researching, watching media, collaborating online, sharing ideas and resources, all in the matter of a few seconds.



We are fortunate to be well-resourced with ICT in each classroom:

- A mounted plasma television
- Apple TV
- 3-4 x iMac computers

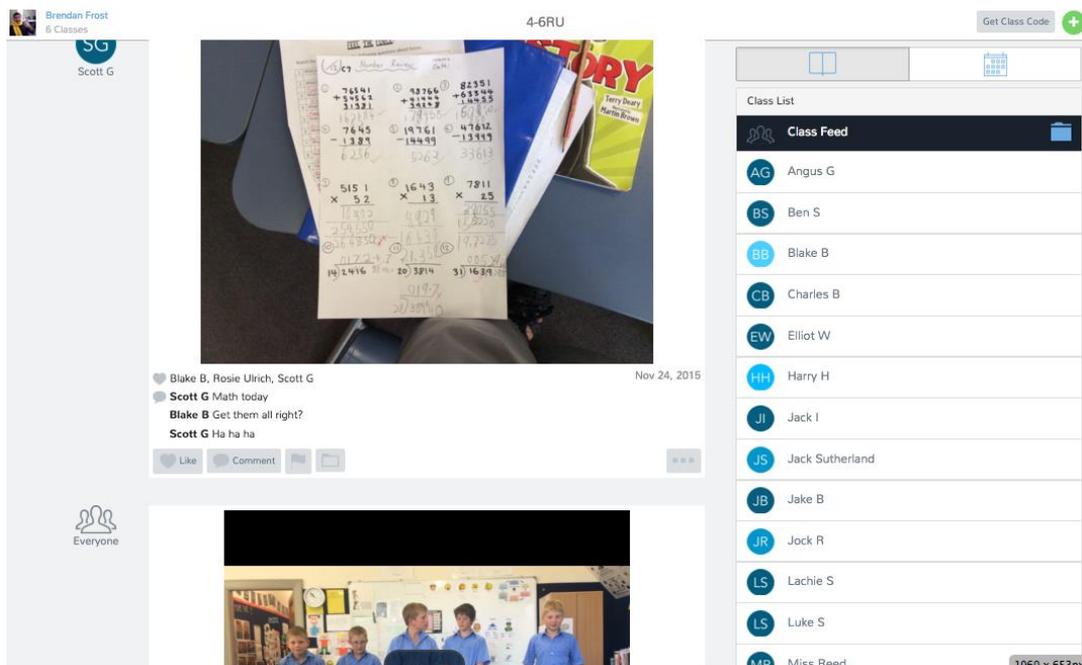
The use of iPads at Waihi has been fantastic. We greatly appreciate the extra costs for parents and the willingness of all families to purchase an iPad for their child. In 2022 there are more options available for families. Waihi School will be giving senior students (Years 7 and 8) the option of an Apple laptop, which means that these students can bring an additional device to school, not necessarily just an iPad.

Seesaw – The Learning Journal (seesaw.me)

Seesaw is a wonderful application that allows parents to be connected to their child's learning, inside and outside of the classroom. Seesaw enables students to create online portfolios. It has similar functions to Facebook (like buttons, commenting etc) and is entirely educational.



This application is web-based (you can log in via the web) and iPad based (you can download the parent App), so can be used for both Android and Apple devices. Once parents have subscribed to Seesaw they will receive instant updates whenever their child or teacher has posted something. See a screenshot from Seesaw below:



Parents will receive information about how to sign up to their child's Seesaw at the beginning of 2022.

Google Apps for Education



After Fibre Internet connection, the rollout and use of Google Apps throughout the school has been a big success. Google Apps are playing a major role throughout educational institutions all around the world. Therefore, we feel that it is crucial for students at Waihi to engage and learn with these collaborative tools. There is a very strong chance that the school your son or daughter attends in Year 9 will be using Google Apps.

What are Google Apps?

Google Apps are applications that can be used on **all** devices. Students are able to access Google Apps with their school username and password. Waihi School has administrative control over all applications. There are a huge variety of Google Apps, but some you may have heard of, or even used yourself include:

- Google Docs - equivalent to Microsoft Word or Pages
- Google Slides - equivalent to Microsoft Powerpoint or Keynote
- Google Drive - data storage in the cloud
- Google Calendar - calendars can be shared and edited by multiple people
- Google Sheets - equivalent to Microsoft Excel or Numbers
- Google Forms - create and share surveys

One of the great features of using these Apps is that everything is saved in the cloud and they will not lose their work and there is no need to save, as saving occurs automatically.

Digital Citizenship

The increased use of ICT at Waihi School means there is more responsibility on our students to act appropriately in the online world and become 'digital citizens'. A teaching program based on digital citizenship will continue to be immersed within the school curriculum in 2022. Some aspects of the program will include the following:

- Email etiquette
- What is social media?
- What reputation am I building for myself online?
- Cyber safety and cyber bullying
- Age restrictions
- Copyright infringements and plagiarism
- What do I do if I come across inappropriate online content?

Practice digital citizenship at home! As your computer or iPad is purchased and setup by families, it is therefore strongly encouraged that parents regularly review the content on their son or daughter's iPad or computer, including any images or videos downloaded.

Gaming – Turning off In-App Purchases

Parents must be aware of the games on their son or daughter's iPad or computer. Inappropriate games and applications should not be downloaded and played at school. They also need to have a balanced approach when using their iPad or computer and realise when it is time to turn it off and step outside. (See 'Screen Time' management in the next section).

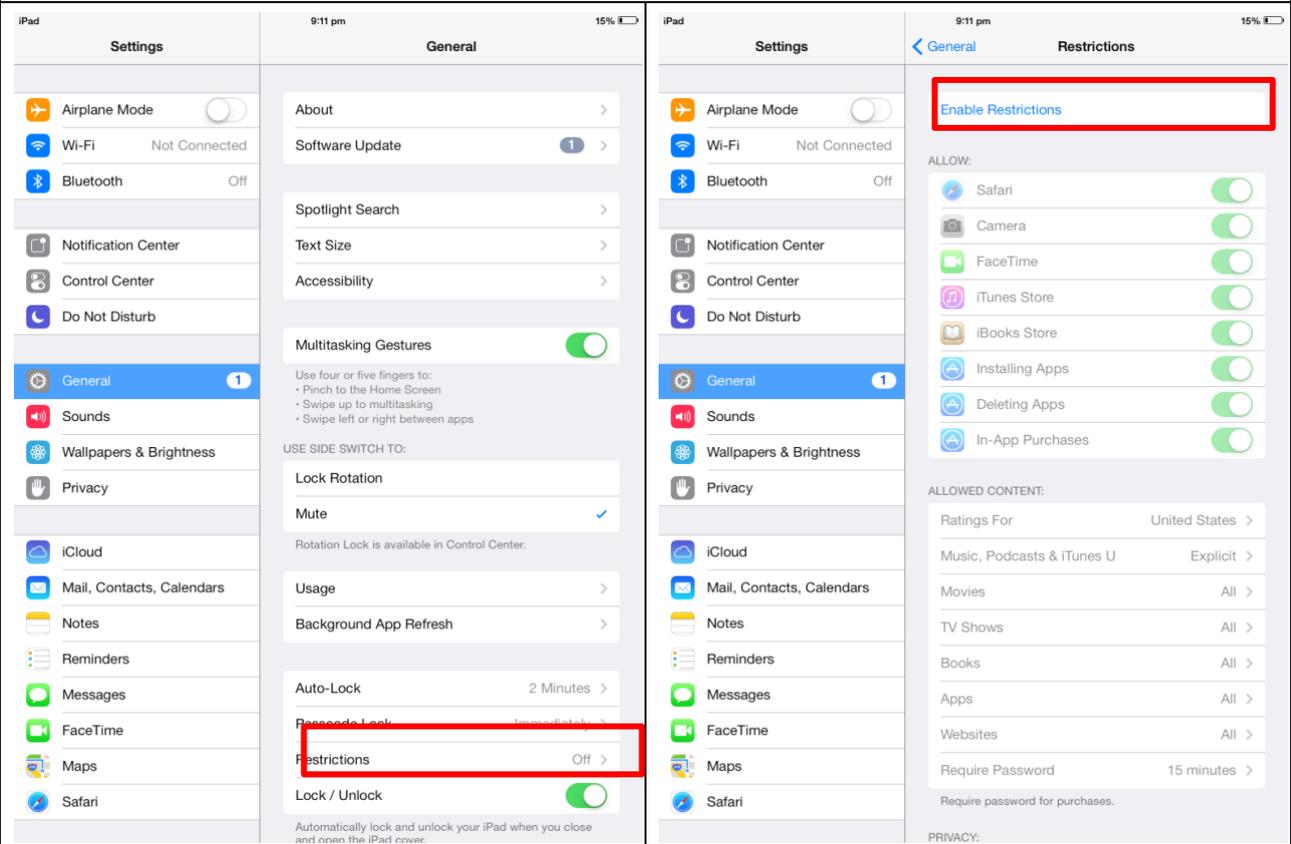
Turning off In-App Purchasing (on iPads)

It is important for students and parents to realise that some free game applications may have hidden costs. A student may download a free game, but then buy extra game credits (lives, gold, crystals, etc...). These 'In-App purchases' will end up charging the associated Apple ID and any linked credit card or gift card. **Please ensure that you create restrictions and turn off in-App purchases.**

Any App download needs to be under a **Parent's** Apple ID (not the child's).

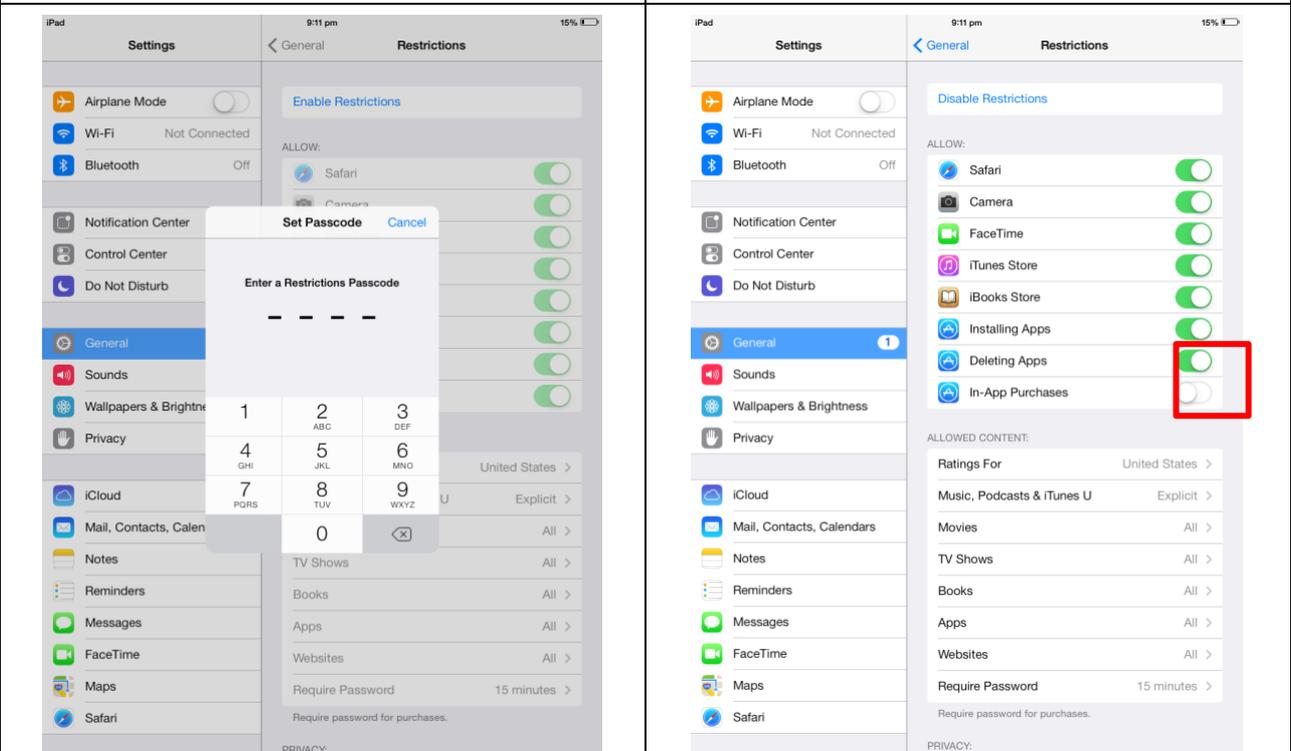
Disabling In-App Purchases

Go to SETTINGS



Click on 'Restrictions'

Click on 'Enable Restrictions'



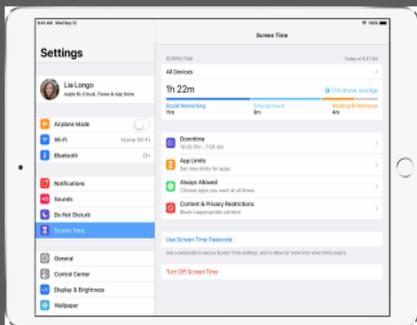
Set a Passcode and 'don't forget it!'

Turn off 'In-App Purchases'

Managing your son or daughter's Screen Time

The latest iOS update from Apple now enables you to set and monitor the screen-time of your son or daughter's iPad should you so desire. Limits can be placed on time spent on the iPad in general and also limiting access to specific apps (age restrictions etc).

Please refer to the information below (taken directly from iPad User Guide iOS 12)



Set up Screen Time for a family member

You can set up Screen Time on a family member's device (with a parent passcode), to get a report about weekly app use, and to set allowances for app use on iPad and other iOS devices. Alternatively, if you've set up Family Sharing, you can set up Screen Time for a family member through Family Sharing on your device. See [Share purchases on iPad with family members](#) and the Apple Support article [Family Sharing and Apple ID for your child](#).

When you set up Screen Time for a family member through Family Sharing, notifications of your family member's weekly report appear on your devices and your family member's. To view the report, tap the notification.

1. On your family member's device, go to Settings > Screen Time.
2. Tap Turn On Screen Time, tap Continue, then tap This is My Child's iPad.
3. To schedule downtime for your family member (time away from the screen), tap Downtime, enter the start and end times, then tap Set Downtime.
4. To set limits for categories of apps you want to manage (for example, social networking and games), select the categories.
To see all the categories, tap Show All Categories.
5. Tap Set, enter an amount of time, then tap Set App Limit.
6. Tap Continue, then enter a parent passcode for managing your family member's Screen Time settings.
7. To allow your family member to use certain apps at any time (FaceTime, for example), tap Always Allowed, enter your parent passcode, then tap or to add or remove an app from the list.

Note: If your family member needs health or accessibility apps, make sure they're in the Allowed Apps list. If Messages isn't always allowed, your family member may not be able to send or receive messages (including to emergency numbers and contacts) during downtime or after the app limit has expired.

8. To help ensure that content is age-appropriate, tap Content & Privacy Restrictions, enter your parent passcode, then turn on Content & Privacy Restrictions.

9. Choose options to allow or limit iTunes Store and App Store purchases, allow app use, set content ratings, allow location sharing, and so on, then tap .

Important: If you forget your parent passcode for your family member's Screen Time settings, you must restore the iPad software to change the settings. See [Restore iPad](#).

Purchasing a device your son or daughter

In order to minimise the chance of their device becoming unable to run the educational apps as they get their yearly updates, we request that you choose a device that will stay capable throughout your son or daughter's time at Waihi:

- **iPad**
iPad Air 2, iPad Pro, iPad (Wifi only model) – **NO iPad minis**
- **MacBook** - MacBook Air or Pro with 128GB or larger SSD, and 8GB or more of RAM (no later than 2016).
- **Strong case** to protect either the iPad or MacBook

We recommend using a laptop with a solid-state drive, as old-style hard disks often develop faults due to laptops being moved or bumped while the disk is powered on. An SSD is also much faster. With iPads we find a Bluetooth keyboard to be very useful, as well as headphones (Apple buds with microphone are fine).

Please **do not** purchase **3G iPad models** as they allow students to freely access the Internet and other Apps outside of the school network. They are also more costly.

There are many advantages and disadvantages associated with iPads and computers (see table below). Please do not feel that you have to purchase a computer in addition to your child's iPad.

<u>iPads</u>	<u>MacBook</u>
<p data-bbox="485 1285 762 1435"></p> <p data-bbox="140 1352 300 1386">Advantages</p> <ul data-bbox="145 1406 751 1800" style="list-style-type: none">• Portability• Aesthetic appeal• Quick start up and loading time for applications• Photos, videos and movie making (students can take on field trips)• Small and easy to use• Easy to carry• Battery life• Worry-free for viruses <p data-bbox="140 1843 336 1877">Disadvantages</p> <ul data-bbox="145 1897 751 2085" style="list-style-type: none">• Small amount of storage space• Harder to type properly• Smaller screen size• Less features on applications compared to computer versions	<p data-bbox="1171 1285 1449 1435"></p> <p data-bbox="810 1352 970 1386">Advantages</p> <ul data-bbox="815 1406 1273 1599" style="list-style-type: none">• USB and SD card slots• Developing typing skills• Larger screen size• Larger amount of space for data• Applications have more features <p data-bbox="810 1641 1007 1675">Disadvantages</p> <ul data-bbox="815 1695 1406 1928" style="list-style-type: none">• Too big and harder to carry• More likely to break• Viruses• Start up speed for some computers can be slower• More expensive*

Creating an Apple ID

Creating an Apple ID requires access to the Internet. You can create an Apple ID on the iPad or on an Apple computer that is linked to the device. Parents **must** be involved in the set-up of the iPad from the beginning. This means that they should help to create an Apple ID for their son or daughter. This Apple ID will allow students to make purchases and update Apps in the classroom.

It is best to create an Apple ID that can be used by several members of the family (a family Apple ID). For example: if you have three devices, such as an iPhone, iPad and Macbook, the same Apple ID can be used for purchases on all three devices. It ends up being cheaper. If you decide to pay for the iMovie application for one of your devices, you can sign in on the others and it will download without costing you any extra money. You can do this for up to 5 Apple devices with one Apple ID.

You don't need a credit card to create an Apple ID

It is possible to set up an Apple ID that is not linked to a credit card <https://support.apple.com/en-nz/HT204034> or see links on the ICT page on the Waihi website.

Crediting your son or daughter's account:

We recommend 1 and 2 below as the best options.

1. Gifting: Gifting allows you to send a certain amount of money to your son or daughter's account.
2. iTunes Card: this is probably the easiest method. Cards can be purchased from a variety of retailers.
3. Credit Card: If you have set up the account with a credit card then purchases will automatically deduct from the credit card you attached to the Apple ID. It is essential that parents monitor this.

Establishing clear expectations at home

Students will adjust very easily to using iPads and computers at home, in the boarding house and in the classroom. Parents and teachers will take longer. Teachers will establish clear guidelines from the start of the year in their own classrooms. In the boarding house there will be specific times when students are permitted to be on their devices and each night, they will be stored away in a secure charging station or cupboard.

It is important for parents to establish some clear ICT expectations for home. At first, the excitement of using an iPad or computer will mean that students will want to spend extensive periods of time on the device. Make sure you discuss openly with your son or daughter about having a balanced

approach towards working on the device. It is also important to be involved and aware of what your child is doing on the iPad or computer. Ask questions about what they are doing in class and be familiar with the different types of games being downloaded. Some students will often insist that their parents leave them on the device for a longer period, because they are doing 'school work'. Each teacher will communicate to students and parents the recommended time to be spent on the iPad or computer for homework.

Text/Email Messages

It is our hope that your son or daughter use their devices responsibly in class time to aid learning. Unfortunately we have seen a rise in the negative use of devices and the resultant distraction it causes. Surprisingly the biggest distraction has not come from gaming but from messaging, often from parents!

All the teaching staff would appreciate it if parents do not send email/iMessages during the course of the school day. If for any reason your child contacts you during the academic day, please let us know so that we can discuss appropriate device use with them.

Should you require a message to be passed on to your son or daughter during the course of the day, please contact the School Office admin@waihi.school.nz in the first instance and the message will be passed on. For the best learning environment we need to eliminate distractions as far as possible, to allow children to give their attention to the learning experiences and those who have incoming messages/notifications throughout the course of the day do not have the focus required to give of their best. We are also conscious that staff too can get distracted by their devices during class time, and they are committed to leading by example and checking their messages outside of lesson time!

We appreciate your consideration and support with this matter.

ICT Agreement/Blogging and ICT Policy

These documents have been designed so that students, teachers and parents are all aware of the schools' expectations regarding the appropriate use of iPads and other ICTs. All students and parents must review and sign these documents.

Teachers will read and explain the documents with all students in further detail during Term 1, 2022. Much of the content of these documents has much to do with students being responsible 'digital citizens.'

