Historically, Mackay Christian College has sought to incorporate information communication technologies (ICT) in learning in a meaningful, responsible and cost effective manner.

In recent years, we have implemented a 1 computer per child program to provide a flexible and powerful tool for learning. With the ever changing ecosystem of technology, we are now able to utilise the iPad to provide this powerful tool with better battery life and less weight for students to carry.
At MCC we want to empower learners, both teachers and students, to engage in transformational learning experiences. Through these experiences we will learn to be creative problem solvers, creative thinkers who can engage in solution focused dialogue.

How does the iPad measure up with MCC’s original vision for a computing device?

✔ Lightweight - easy for students to carry
✔ Affordable - available to all
✔ Mobile - able to be used at home and at school
✔ Battery - enable a full day’s use
✔ Fast Startup - Instant on - fast to be on task
✔ A Learning Tool - allow the gathering, analysis of data, problem solving and creation of ideas

In 2010 Apple addressed the need for an educational device that met the above criteria and has sold more than 84 million iPads in 2 years. It is a device that students want to use and it does inspire creativity and hands-on learning that are not found in any other educational tool. Powerful built-in apps and access to iTunes provides a channel for education to share content and ideas by offering a large range of Apps that allow students to engage with content in interactive ways, find information in an instant and access an entire library wherever they go.
What is CLEAR Technology?

As students participate and learn in a digital world, it is important for them to become responsible cyber-citizens, underpinning their technology skills with CLEAR heart and mind values.

CLEAR Technology @MCC aims to reinforce using the College’s CLEAR values as a filter for decision making when using technology.

What does the CLEAR stand for in Technology?
C stands for ‘Care for your Computer’. Whatever technology device you have, it requires special care and attention in order to perform properly and safely.

L is for ‘Leave a Lovely Digital Footprint’. To become responsible users of information communication technologies we need to be aware of the digital footprint we leave.

E stands for ‘Enjoy the e-Adventure with Excellence’. The internet is a powerful tool and we need to equip ourselves to explore and enjoy the e-adventure with excellence!

A is for ‘Always Avoid Danger’. The Internet carries a vast range of information resources and services, and it has also enabled or accelerated new forms of human interactions through instant messaging, Internet forums, and social networking. However this access can also pose hazards and staying safe online becomes of paramount importance.

R stands for ‘Reliable Resources Rule!’ It is important to understand copyright guidelines and correct referencing.

iPads will be used to facilitate learning by allowing students to:

1. access, use, create and publish digital and online information
2. develop knowledge, understanding and skills through creativity, critical thinking and problem-solving
3. collaborate with others
4. communicate, in a variety of ways, their knowledge and learning experiences.
5. Students will use the iPad as a tool to manage their work and learning.
6. Students will develop age-appropriate ICT skills and understandings, including the responsibilities of online citizenship.
7. Students will accept responsibility for:
   • their personal actions when using ICT
   • the care and functionality of their iPad
Section 3

iPad Ergonomics

An iPad is an excellent tool as it is powered by touch... However it is one thing to play a game or admire a flash image and quite another to type or work from an iPad all day.

Even after a few minutes of holding an iPad it gets quite tiresome as you look for a place to rest it. Even stores display them in mounts for the same reason. The inevitable downside is that extended use of an iPad can compromise the basic ergonomics of using a digital device.

★ Keep your monitor at eye level
★ Never bend your neck to see the screen
★ Don’t tilt your wrists or bend them awkwardly to reach a key
★ Dock your iPad for best ergonomics over a long period of time

Ergonomic studies have shown that the best way to work with your iPad is on a table or other surface that raises the height of the tablet and brings the device closer to a neutral position. A neutral position is one that places the least amount of stress on your muscles and body, which will help prevent neck, back and shoulder pain while using the iPad.

Reference located at http://www.gottabemobile.com under 2012/01/26/everything you need to know about iPad ergonomics

Or another description of these positions can be found on the following diagram.
As with any activity, staying in one position for extended periods is not ideal. Here are a few basic tips to make your iPad use healthier.

**Breaks:** Take breaks often. Look around the room, stand up and move a bit.

**Stretches:** Use some general stretches to keep yourself limber. Take these stretch breaks every 20-30 minutes.

**New Positions:** You have a very portable device, so find new positions to use the iPad in.

**General Stretches include:**

★ Back Stretch - reach behind your head and place your hand on your upper back, keeping your arm close to your ear. Gently hold your elbow with your opposite hand. Pull your elbow toward the back of your head and reach your hand toward the middle of your back until you feel a gentle stretch. Hold for 10-15 seconds. Relax and repeat on the other side.

★ Arm and Shoulder Stretch - press your hands away from your body to stretch your arms and shoulders. Lace your fingers together and turn your palms facing out. Straighten your arms in front of you. Hold for 10-20 seconds. Relax. Repeat 2 or 3 times.

★ Chest Stretch - lace your fingers together behind your head, bringing your elbows back as far as possible. Squeeze your shoulder blades together until you feel your muscles stretching. Hold for 20 seconds. Relax. Repeat.

★ Side Neck Stretch - to stretch the muscles along the side of your neck, face forward and look straight ahead. Tilt your head toward one side, gently pushing your ear toward your shoulder. Hold for 10 to 15 seconds. Lift your head into a normal, upright position. Relax. Repeat three to five times on each side.

★ Head Turn - to stretch the muscles along the side and back of your neck and at the top of your back. Start facing forward, slowly turn your head and look to one side until your chin is parallel with your shoulder. Be sure to keep your shoulders straight ahead. Hold for 5 to 10 seconds. Return to your starting position and relax. Repeat twice on each side.
★ Chin Tuck - to loosen stiff neck and shoulder muscles. Start facing straight ahead. Keeping your back straight, pull your chin toward your chest until you feel a stretch along the back of your neck. Hold for five to 10 seconds. Relax and return to your starting position. Repeat two to three times.

★ Shoulder Shrug - slowly bring your shoulders up toward your ears. Hold for three to five seconds, then roll your shoulders back and down. Relax. Repeat five to 10 times.

★ Finger Stretch - separate and straighten your fingers until you feel a stretch, keeping your hand in alignment with your wrist. Hold for 10 seconds. Next, bend the end and middle knuckles of your fingers, keeping your hand and wrist in the same position. Hold for 10 seconds. Relax and repeat.

★ Back Stretch - you’ll feel this stretch along your mid and lower back muscles. Sit forward in your chair so that there’s a space between your back and the back of the chair. Face forward and cross your right leg over your left. Put your left hand on your right knee, and gently pull toward your left side while slowly turning your head and shoulders to the right. Keep turning until you see the wall behind your right shoulder. Be careful not to force the turn — go just until you feel a nice stretch in your back. Hold for 10 to 15 seconds. Relax and repeat on the other side.

★ Caution: Always be careful not to overstretch. These gentle moves should feel good — never painful.

★ For an illustrated guide to ergonomic stretches, you can do in any working environment see: http://www.mayoclinic.com/health/stretching/WL00030.
Care for an iPad is similar to care for any other electronic portable device. Tablet computers are delicate and do not respond well to excessive force, temperature extremes, or moisture.

1. Purchase a good quality iPad case that is able to protect the four corners of your iPad well. This is the greatest break point of your iPad, so protecting it will help prolong its life. Also having a screen protector will help keep the face clean.

Recommended Cases include:

- Griffin Survivor Case
- Big Grips Frame for iPad
- Trident Kraken A.M.S Series Case
- OtterBox Defender Case
- Gumdrop DropTech Case

2. Charging: The best way to charge the iPad battery is to connect your iPad to a power outlet using the included Dock Connector to USB Cable and 10W USB power adapter.

3. Always run the latest version of iTunes (click on 'check for update' to ensure this).

4. Keep your iPad in its designed case at all times to ensure extra safety from drops/scratches.

5. Never leave your iPad in plain sight. This is an expensive product, and people WILL take it! Also, be cautious in choosing who you let “borrow” your iPad...ultimately YOU are responsible for it, not whomever you may lend it to.

6. Do NOT “jailbreak” your iPad! This will put your iPad at a security risk, forfeit your ability to run software updates, and void your warranty.

7. Heed the "Do Not Disconnect" message. This message tells you that you must eject the iPad before disconnecting it from your computer. Ejecting the iPad takes a few clicks of the mouse and preserves your files from damage.

8. Clean your iPad following the notes below:

- Unplug all cables and disconnect the iPad from any accessories or docks.
- Turn off the iPad by holding the Sleep/Wake button and sliding the on-screen slider off.
- Use a soft, lint-free, slightly damp cloth to wipe your iPad - Do not use window cleaners. They can permanently damage your screen. Do not use clothing to clean the iPad, as they are too rough and could scratch the screen.

- Wipe the iPad in a circular motion and be sure that no sand, dirt, or dust is on the cloth being used.

- The iPad screen’s coating is designed to repel oil. This may be why fingerprints show up so quickly on the screen. These fingerprints can be wiped off gently.

- Avoid getting moisture in openings/connection ports and also avoid using household cleaners and solvents. Instead, use tap water, and avoid getting excess moisture in the connection ports.

- As always, clean the iPad carefully and frequently so that it continues to look great and to help ensure it’s value over time.

- Never leave your iPad sitting out in the sun or in extremely warm areas. The iPad has been known to stop functioning outside when the temperature rises too high.

- If your iPad gets wet, turn the machine off and allow it to dry thoroughly before using again.

By following these basic rules your iPad should give you at least 2 years service.
It is essential that users have a working iTunes account to enable the purchase and management of your iPad and Apps. Apple’s Family Sharing (iOS 8) enables you to maintain up to six (6) individual accounts for each family member and parental verification consent can now also include those under 13 years of age.
Setting Up an Apple ID

An Apple ID is the user name for a free account that lets you access Apple services such as: the iTunes Store, the App Store, and iCloud. You need only one Apple ID for everything you do with Apple. There may be charges for services and products that you use, purchase, or rent.

When setting up an Apple ID using an iPad, you will find that you are required to enter some credit card details. Some parents may not want to provide this information. Whilst you are able to remove it after the account has been set up, it is possible to set up new accounts without using a credit card.

The instructions below will assist and needs to be completed on a PC or Mac:

One thing you will want to be aware of is what to do if you are using multiple Apple IDs on a single computer. Please ensure you first start a new iTunes account so you are not syncing Apps from other accounts. See Chapter 8 Page 40 for more information about multiple iTunes accounts.

Once you have started iTunes using a new account:

1. Select iTunes Store in the left hand side menu bar.
2. Make sure no one is signed in. Sign out if anyone is signed in from the top right hand side of iTunes.
3. While signed out, select any free App from the App store. For example, Google Drive.
4. Select Create Apple ID.
5. Select Continue.
6. After reading the terms and conditions and selecting the tick box, select Agree.
7. Now you need to provide your new Apple ID details. Parents of students may wish to use the College email address. In order to do this however, the College email needs to be set up on the iPad so you are able to receive the confirmation email from Apple.
   • To continue now without the College email address you are able to by creating an account under the parent’s name. This can be changed when the College email has been set up on the iPad. You are also able to provide a rescue email address. You will receive a confirmation email at this address also.
8. Under Payment details, ensure 'None' is selected. Enter your billing address details and contact phone number, then select Create Apple ID.
9. You will see that a verification email has been sent to the address provided. Check the email address for this email.
10. You will find an email has been sent to the address you entered in earlier. Click Verify Now.
11. Log in using the email address and password you entered earlier.
12. After logging in you will have confirmed your username and password with Apple.

13. Remember to check your rescue email address as well.

**To add your Apple ID to your iPad follow these steps:**

1. Select Settings, Store, ‘Sign in'
2. Select 'Use Existing Apple ID'
3. Enter your Apple ID and your password.
4. You have now completed adding your Apple ID to your iPad.

**Change your iPad Name:**

1. Open Settings, General, About
2. Tap the first line which is the name of your iPad
3. Rename your device using the onboard keyboard then press, Done.

*This process needs to be completed before your iPad comes to Mackay Christian College. For the Setup of Wireless Access (Chapter 4).*
It is recommended that users install a 4 digit numeric passcode. This will help protect your iPad from other people accessing your personal information stored on it.
To create a passcode on your iPad, you will need to go to “Settings.”

1. Select General.

2. Select Passcode Lock (for first time creation this will be set to Off > Select Turn Passcode On and a box will appear with a numeric keypad - enter your desired combination and re-enter for confirmation.

3. If you ever need to change your passcode, return to this area and select Change Passcode. Enter your current passcode and then follow the same basic steps to create your new passcode.

**Note:** If you cannot remember your passcode you will not be able to access your iPad. It is important to remember this number.

If you are unable to remember the passcode you will need to perform a hard reset which will wipe all your information and you will have to restore from backup.
“How can I trust your information when you’re using such outdated technology?”
Wireless access at Mackay Christian College is provided in all areas with the exception of the College Ovals. In order to access the College wireless, you will require your username, password and proxy settings. Wireless access is available to students at anytime during school hours.
To access the wireless at the College you will need to perform the following steps from your iPad whilst at the College:

1. Select “Settings”.
2. Select Wi-Fi.
3. Select ‘MCCN’.
4. MCCN should now appear with a √ beside it and you will see the wireless icon in the top left corner.
5. Select the MCCN box and enter the following information into the HTTP Proxy, Manual Option at the bottom of the page.
7. Select Renew Lease, you will then need to enter your school username & password (multiple times).
8. Open Safari and browse to: http://mccavo2/ipad
Now it is time for Step 2: it will bring you to the “Login for Internet Access” page where you will need to enter the college username and password to be able to access the internet (Safari) through the College’s web filter.

**Note:** The content of this step will be performed at the beginning of each school day by accessing Safari and going through this process.
Finally Step 3: involves the installation of a student year level profile and is dependent on the year level you are entering in 2014.

Please ensure you select the correct year!
Once you have completed all the steps it will start asking you to install various Apps that the college has made available for your iPad.

Please ensure that you have completed the steps in Chapters 2 and 3 and have a working Apple iTunes account prior to selecting “Install” as it will prompt you for this username and password.
Email at Mackay Christian College is offered to each student for communication with teachers and other students. The instructions from Chapter 2 - Setting up Wireless Access automatically sets up email to your College account. It is very important that staff and students follow these steps in order to setup their iPad as errors may occur if not completed correctly.
To access your MCC email on your iPad, follow the link for setting up your Wireless Access - Step 1. This will create your account details automatically.

To check your email is setup correctly-Go to your Settings - Mail, Contacts, Calendar details will look like the screens depicted in these pictures.
Tips:

Turn off iPad email alert chimes:

You can turn off the chime for new emails. Go to Settings, then General, then Sounds and turn off the New Mail sound. You can also adjust sound levels here.

Preview more of your emails:

The iPad’s Mail App defaults to previewing two lines of each email before you tap on it. You can set email to show more of an email before loading the whole. To do this open the Settings App, then Mail, Contacts, Calendars and change the Preview options to add more lines.

Turn off iPad Push mail:

The iPad defaults email to automatically 'Push' any new emails to you as soon as they are available. You can change this to have your mail accounts check for new messages at intervals, or manually (you tap the Refresh button to check if you have any new mail). To turn off Push, select the Settings App, then Mail, Contacts, Calendars, Fetch New Data, then turn Push on or off and select time intervals, depending on your choice.
Access to your calendar of events is provided on the MCC Portal. You will have to manually set each item. To access other College events, please check regularly on your virtual classroom or portal pages for students. Also utilising the Reminders App will keep your homework and other items scheduled.
To add events like your timetable to your calendar...

1. Open up the Calendar App.

2. Tap on the day/time you wish to add an event.

3. Tap on the Plus Button + (bottom right) or hold your finger on the day and time until a box appears.

4. Fill in the Title, Location, Date, Start Time, End Time and Description of your event. Use your finger to scroll through the options.

   - If you would like to be reminded of your event, set your desired notification setting via Alert.

   - If you would like to invite others to the event, select Invites, then enter in the email address.

   - If you are using multiple calendars, you can also select which calendar this event should be on from the Calendar drop-down menu.

5. If, for example, you want the event to repeat every week at the same time, select Every Week, then Done (top right).

6. Enter in the End Repeat date - this could be your end of term date or end of year date.
The Calendar App is a very useful part of your iPad. It can only keep you reminded about your timetable once it is setup and you can also manage other tasks.

Examples include:

- **Managing Assessments** - add the task/assignment on your due date.
- **Scheduling time** - when working on an assignment you can schedule when you plan to work on the assessment and is an easy way to allocate time to complete the specific task. Remember that you can re-schedule at any time by editing the event.

Another useful tool is the Reminders App! It could be used to add your homework

1. Open Reminders.
2. Tap on the Edit button (top left).
3. Tap on the Create New List (bottom right).
4. Add each of your subjects e.g. Maths, English, Science, etc.
5. To edit the order of your lists, tap and hold the button with three lines and then move up or down the list.
6. Tap ‘Done’ (top left) once all your subjects are added.

Now to add the reminder...

7. Tap on the subject from the list you wish to add your reminder/homework to.
8. Tap the first empty row or the + button (top right) and type in your reminder/homework.
9. Tap ‘Return’ and your reminder/homework is saved.
10. Repeat above steps to add further reminders/homework.
Reminders

E.g. maths

Week 1 2013, complete 6 times tables

Details

Remind Me On a Day: OFF

Delete
Accessing Network Drives

Access to the Mackay Christian College’s Network drives on the iPad are provided via an App called Acronis Access.

The cost of Acronis Access is FREE.
To obtain Acronis Access you will need to access Apple iTunes Apps and search for and select to install.

1. When you open it, it will ask you to Enrol Now. Click this option (not Continue)

2. Enter the Server name: fs.mcc.mccmky.qld.edu.au

3. Select “Proceed Always”

4. Enter your username and password then select Enrol Now to finalise.

5. You will receive a message advising you that you are enrolled with Acronis Access client management. Select OK.

6. Once this is all created you will see your available network drives down the left side pane.

Please note: If there is an error when enrolling, you may need to seek help from the Mackay Christian College IT Helpdesk.
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Student Network Acceptable Use Policy 2015

Prep-Year 12 students at MCC may access the College’s Network using only approved electronic learning tools, supervised by staff from 8.30am to 3.00pm. Student access to the Network will be granted once the College has received a signed student/parent permission form. While the College has in place programs that assist in the filtering of inappropriate material from Network sources, ultimately parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

MACKAY CHRISTIAN COLLEGE NETWORK RULES:

1. Students who fail to comply with the Network Agreement risk having access denied to Network facilities, either temporarily or permanently. Users of the Network are personally responsible for their behaviour and communications over the network.

2. All communications using any College Network should be approached using the values of the CLEAR Technology @ MCC program of Christlikeness, Learning, Excellence, Attitude, and Respect.

3. Each student will be issued with an identification username and password for which they are responsible, including keeping your password secure. Any unauthorised material accessed under that password will be deemed the responsibility of that student.

4. Network storage areas and files stored on College services are NOT private. MCC administrators may review files and communications to ensure that users are using the system responsibly. (Material stored in services e.g. iCloud, which the College cannot readily access remain the monitoring responsibility of the parent.)

5. Within reason, access to information will be honoured. Where possible, teachers will guide students toward appropriate material for educational purposes. Outside of College activities, parents bear the responsibility for guidance with information sources.

6. Students are responsible for appropriately backing up their files.

7. The following do not reflect the College’s Standards or values, and are not permitted:
   - sending or displaying obscene language or offensive messages, pictures, spam, etc.
   - harassing, insulting or defamatory comments about others or self
   - damaging e-devices, systems or Networks
   - infringing or violating copyright laws including copying and transmitting documents, software, music, games and/or video files without license or permission
   - using another person’s username and/or password at any time or accessing another person’s files
   - intentionally wasting limited resources or disrupting the Network use of another user
   - accessing unauthorised sites or loading unauthorised programs onto the Networks
   - listening to or viewing any unauthorised material eg music, movies, games, etc.
   - using Network resources for unauthorised recreational, commercial or political purposes
   - theft of any software or hardware
   - unauthorised privately owned connections to any Network other than the College’s Network e.g. via notebooks, PDAs, mobile phones, iPads (3G) etc.
   - creating ‘peer to peer’ networks e.g. Blue tooth, wireless connections or sharing their electronic device’s resources for other than educational purposes
   - transmission of any material in violation of any federal or state regulation
   - distributing private information in any form (including through emails, photographs, mobile phones and the internet) about others or self
   - providing access to the Network to anyone outside the MCC educational community
   - ‘cyberbullying’ or any other negative behaviours

I hereby give permission to Mackay Christian College to issue a Network account for

STUDENT NAME:_______________________ YEAR:_____________

Parent Name:______________________ Date:_______________

Return this Network User Agreement to the College to give permission for your child access to the College Network. The Network Rules may also be found on the MCC Portal.

PARENT/GUARDIAN STUDENT NETWORK USER AGREEMENT PERMISSION:

As the parent/guardian of the minor student listed above, I have read and understood the Network Acceptable Use Policy, and give permission for my son/daughter/ward to access network services including the internet and electronic mail. I understand that individuals may be held liable for violations of the Law.

While the College takes steps to protect students from inappropriate material by teacher guidance and network filtering programs, I understand that some materials on Networks via internet and e-mail may be objectionable, but I accept responsibility for guiding my child in appropriate and responsible Network use and choices– setting and conveying standards for my son/daughter/ward to follow when selecting, sharing or exploring information and media. I also accept full responsibility for supervision of my child using these media outside of the College-supervised environments.

I recognise that it is impossible for the College to restrict access to all controversial materials and I agree to not hold the College responsible for materials sighted or acquired on the MCC Networks.

I hereby give permission to Mackay Christian College to issue a Network account for my child.

Parent Name:________________________ Date:_______________

Parent Signature:__________________________

STUDENT COMPUTER NETWORK AGREEMENT:

I have read and understood the MCC Network Acceptable Use Policy (or had its Rules explained to me) and I agree to obey the Network Rules when using my College Network Account.

Student Signature:________________________ Date:_______________

Violation of the Network Rules may result in loss of Network access as well as any disciplinary or legal action deemed appropriate by the College. The College will not be held responsible for any damages suffered by a user including loss of data resulting from delays, misdeliveries, interruptions caused by the College’s maintenance schedule, technical difficulties or electrical faults. The College specifically denies any responsibility for the accuracy or quality of information obtained through its Network services. The College encourages students and staff to be life-long learners, building CLEAR technology skills, underpinned by the College’s values.

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Network User Agreement 2015

Parents of students in Prep - Year 12 are to sign this agreement.

Students in Year 3-12 are also to sign this agreement.

STUDENT NAME:_______________________ YEAR:_____________

Return this Network User Agreement to the College to give permission for your child access to the College Network. The Network Rules may also be found on the MCC Portal.

PARENT/GUARDIAN STUDENT NETWORK USER AGREEMENT PERMISSION:

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STUDENT NAME:_______________________ YEAR:_____________

Parent Name:________________________ Date:_______________

Parent Signature:__________________________

STUDENT COMPUTER NETWORK AGREEMENT:

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Student Signature:________________________ Date:_______________

Violation of the Network Rules may result in loss of Network access as well as any disciplinary or legal action deemed appropriate by the College. The College will not be held responsible for any damages suffered by a user including loss of data resulting from delays, misdeliveries, interruptions caused by the College’s maintenance schedule, technical difficulties or electrical faults. The College specifically denies any responsibility for the accuracy or quality of information obtained through its Network services. The College encourages students and staff to be life-long learners, building CLEAR technology skills, underpinned by the College’s values.
Notes Regarding Apps

Essential Apps to be installed for school include:

Microsoft Office (Word, Excel, Powerpoint, OneNote & OneDrive for Business)
Good Reader
Bible
iBooks
kindle
Acronis Access
Podcasts
iTunes U
Dictionary
Take A Stand
Timer+
Calculator
Tools 4 Students
Explain Everything
Comic Life
Book Creator
iMovie
Dropbox
Prezi for iPad
Portal App (free from MCC IT Dept)
uLearn iPad Guide (free from MCC IT Dept)
Cybersafety Button (free from Aus Government)

Please Note: As per information provided on Page 37, while enrolled at MCC, free access is provided to the Microsoft Office Apps.

There is further information regarding Year Level Specific Apps and iPad specific help provided on the MCC Webpages under iPad Page (www.mccmkv.qld.edu.au/ipads)
Please find the following information for Essential Apps including the Microsoft Office Apps:

Word
Excel
Powerpoint
OneNote
OneDrive for Business

There is also handy information for using your iPad.
It is Essential that you have installed Microsoft Office Apps - Word, Excel, Powerpoint, OneNote & OneDrive (free) from the App Store.

In free mode, the apps only work as document viewers. The full version of Microsoft Office will enable you to create and edit documents.

The College now offers the full version to staff and students for free - while they are at the College.

The full version can be activated on the iPad by downloading the apps and logging in, using your College email address and network password within the app. The free space required on an iPad to download the Apps is approximately 1.2 Gigabytes.

The College’s agreement with Microsoft for Staff and Students, licenses Microsoft Office for each user, on their iPad and up to 4 other devices. This agreement will be reviewed annually at the end of each calendar year, to determine if it will continue. If the agreement ceases or the user is no longer at the College, the licenses will expire.

**Please Note:** As at July 2015 the College no longer supports the use of Pages, Numbers or Keynote. Please ensure you have updated to the Microsoft Office products listed above.

For all other iPad Support including manuals, troubleshooting guides, help files and other resources, click on the link http://www.apple.com/au/support/ipad/

**Taking an iPad Screenshot**

You can take a screenshot of your iPad by pressing Home and the Sleep/Wake button together. The screen will flash and you’ll hear a click, indicating that a photo has been taken. Your screen shots are saved automatically in your Photos gallery.

**Soft Reset**

To perform a soft reset—hold the top (power) button for a few seconds. Your iPad will restart. To force quit an App, double-click the home button and select the offending App and slide it up to close it.
Reset

To perform a reset—which you’ll find extremely useful in cases when the system freezes, hold the top (power) and bottom front (home) button for a few seconds. Your iPad will restart.

iPad is flat and won't charge

If your iPad battery is completely flat, it can take a while for the red battery symbol to appear when you plug it in to charge. Just be patient, it will appear.

What to do if the iPad “freezes” and won’t respond:

You will need to do what is called a “Force Restart”. Before we go any further, do not worry, this will NOT cause any loss of data....with the possible exception of whatever you are currently working on that is not saved.

Click and hold down the Sleep/Wake button (upper-right corner of iPad....also pictured at top of document). While holding down the Sleep/Wake button, hold down the Home button as well (front of iPad, at bottom).

Continue holding down both buttons until the iPad powers off. It will reboot and the screen will display the silver Apple image. This process takes about 30 seconds.

Make an iPad backup and transfer purchases.

To make sure the data on your iPad is properly backed up you can force iTunes to back it up. When you connect your iPad to your Mac or PC, open up iTunes and right-click on your iPad in the Devices list and select Transfer purchases. Once purchases have been transferred right-click your iPad in Devices again and select back-up.

Create App folders

To create an App folder, tap and hold on an App until it starts to shake, then drag the App over another icon and release. Your iPad will create a folder with both the Apps in it. The folder will be named according to the category of the Apps it contains, but you can rename it as you like.
**Access all running Apps**

Double-clicking the Home button shows you all running Apps in a row along the middle of the screen in smaller windows. To switch to a running App just tap on it.

**Orientation Lock or Mute?**

To set the button above the volume controls (right side) to either screen lock or mute go to; Settings > General-choose between Lock Rotation and Mute.

**Stop asking to join Wi-Fi networks**

If you are tired of getting messages asking if you'd like to join a Wi-Fi network all the time then head to Settings, Wi-Fi and turn off ‘Ask to Join Networks’. Don't worry, you can attempt to join any network from this same screen, it just won't bug you constantly when you enter a wireless network zone.

**Control iPad notifications**

To control message pop ups and sounds on the iPad go to-Settings > Notifications, and configure which alerts (and accompanying sounds) will appear.

**Using multiple iTunes accounts on one computer**

In some families, you may find it useful to keep all your accounts separate. iTunes by default, only has one account. However you are able to run multiple accounts on the same computer. The directions from Windows and Mac differ in the buttons pressed.

Mac users: Hold down the Option key while you open iTunes.

Windows users: Hold down the Shift key while you open iTunes.

Select Create Library and then give your new account a name and select Save.

You will now have a new account to use whenever you wish.

*Remember: To select a different account from now on. You will need to hold down the key listed above while opening iTunes.*
Find my iPad

Apple’s ‘Find My iPad’ works for all iCloud users. In Settings > iCloud, enter your Apple ID and then turn ‘Find My iPad’ on near the bottom of the screen. Now if you lose your iPad, you can go to icloud.com or use ‘Find My iPhone’ on another device to locate the iPad. If you have a Wi-Fi-only model, it will need to be connected to a Wi-Fi network for this to work.

Use Multi-tasking Gestures

Multi-tasking Gestures utilises four and five finger gestures to let you switch between Apps. to bring up the multitasking bar, to close an App and go back to the Home screen. You can turn them on in Settings > General, but be warned that they clash with some Apps.

Share Documents from Pages

Transferring Pages documents from your iPad by syncing with iTunes on your Mac or PC is a real hassle. It’s much quicker to use the Share menu to email the finished document to wherever you need it to be. Also, you can email it as a Word or PDF document if you prefer.

Turn iPad caps lock on

To type a capital letter on the onscreen keyboard you first tap the left or right shift key, then the letter. If you need to type a whole word in caps this can be painful. Save time typing in caps by turning the caps lock on. To do this double tap on either shift key.
Hidden Keyboard Options

You don’t have to move to the iPad’s second keyboard screen for an apostrophe or question mark or even accented letters or alternate characters. Simply touch and hold a relevant key and then slide to choose one of the options.

Clearing Safari Browsing History

You can delete your browser history in a few simple steps. Open the Settings App, tap Safari and then tap “Clear History”. you can also wipe your cookies and cache here too. It’s also a good idea to turn on “Private Browsing” so your history can’t be tracked.

Family Sharing

Family Sharing makes it easy for up to six people in your family to share each other’s iTunes, iBooks, and App Store purchases without sharing accounts. You are able to pay for family purchases with the same credit card and approve child’s spending right from a parent’s device. The ability to share photos, a family calendar, and more to help keep everyone connected.

Family Sharing can be used on your iPhone, iPad, or iPod touch with iOS 8, your Mac with OS X Yosemite and iTunes 12, or your PC with iCloud for Windows 4.0. To get started, one adult in your household—the family organiser—sets up Family Sharing, invites up to five additional family members, and agrees to pay for any iTunes, iBooks, and App Store purchases they initiate while part of the family group. Once family members join, the features of Family Sharing are set up on everyone’s devices automatically.

Once you’ve set up Family Sharing, all the eligible songs, albums, movies, TV shows, books, and apps ever purchased by family members are immediately available to everyone else in the family. This includes new purchases. The content appears automatically in the Purchased tab in iTunes, iBooks, or the App Store for each family member. Just select the family member whose collection you’d like to browse, then download and play the content you choose. Other family members can access your collection in the same way. If you want to keep some purchases private, you can choose to hide individual items.

All new iTunes, iBooks, and App Store purchases initiated by family members will be billed to the family organise’s account. But the organiser can still call the shots. Just turn on “Ask to Buy” for children in the family. When a child initiates a purchase, an alert is sent to the organizer, who can review the item and approve or decline it right from the organiser’s device. This applies to both purchases and free downloads.

There is also the ability to share photo’s, calendar events, location sharing and finding lost devices.

For more information go to:

iCloud Drive

With iCloud Drive, you can safely store all your presentations, spreadsheets, PDFs, images, and any other kind of document in iCloud. Documents you store in iCloud Drive will be kept up to date across all of your devices, and you can access them from your iPhone, iPad, iPod touch, Mac, or PC.

If you currently use iCloud, update all of your devices to the required OS. In iOS 8, go to Settings > iCloud > iCloud Drive > Upgrade to iCloud Drive. On your Mac, go to Apple menu > System Preferences > iCloud, sign in with your Apple ID, then select iCloud Drive.

Any documents that you’ve already stored in iCloud are automatically moved to iCloud Drive when you upgrade.

You can also upgrade at iCloud.com:

2. Select Pages, Numbers, or Keynote. You'll be asked if you want to upgrade to iCloud Drive.
3. Click Upgrade to iCloud Drive.

**TO NOTE:** after you upgrade to iCloud Drive, you can't go back to using Documents in the Cloud. You can turn off iCloud Drive in iOS 8 by going to Settings > iCloud > iCloud Drive. You can turn off iCloud Drive on your Mac by going to Apple menu > System Preferences > iCloud and deselecting iCloud Drive. If you turn off iCloud Drive, your documents and data will no longer be kept up to date across all of your devices.

**PLEASE NOTE!!! As at November 2014 it is not recommended to use this new functionality as it is still undergoing testing due to faults.**

OneDrive for Business (setup for student iPad)

Google search OneDrive for Business (https://onedrive.live.com/about/en-us/business/)

At top right hand corner tap *Sign in/up box*
Enter school email address (student@mccmky.qld.edu.au)
Next
Choose OneDrive for Business button
Choose Work or School account
Enter school username and password in the Authentication Required box

Setup Office Apps

Open Word app
Swipe to the Office sign in window
Sign in using school email address
Next
Choose Work or School account
Choose Work or School account again
Sign in using school email address (which should be displayed) and school password

Setup complete

Choose Create and Edit Documents to begin using Microsoft Office apps (Word, Excel, PowerPoint, OneNote)

OneDrive Access

To save into OneDrive for Business
After creating a document choose Save Arrow
Name your Document
Essential!!! Choose OneDrive - Mackay Christian College
Click Save
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Compiled by Mrs Faye Horwell - Assistant eCoach Mackay Christian College 2013.
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