enable · enhance · engage

Programme Handbook

http://tinyurl.com/nxns3e9

[ver 13.11.21]

Why E³ programme?	This programme is meant to raise the engagement level of pupils in our classrooms. With the presence of audio and video input during lessons, together with the opportunity to have a voice in knowledge construction and peer reviews, pupils will be involved in the learning right from the start. Pupils will also learn to take ownership of their learning, learn how to learn and learn how to work together in a group. We aim to provide ample opportunities for pupils to draw out their own learning, learn to make meaning of their research data, and apply it in the context given to them.

Device

We are using Apple's iPad as a common teaching tool in the class. We do not allow other forms, types and brands of hardware. This is to minimise the troubleshooting time in class. Also, some apps used in iPad might not be available in other platforms.

If you are using an older version of iOS with your existing iPad, your existing iPad should be at least iPad 2. Also, please update to the latest iOS 7. You may visit this webpage to learn how to update your iPad: http://support.apple.com/kb/HT4623.

Apple ID

Apple IDs are needed to sign in to the App Store to download or purchase apps, iBook store to download or purchase e-books, and in just about everything you do on the iPad that needs to be logged in.

You will need to set up 2 different Apple ID accounts:
1) A parent-controlled Apple ID account that has credit card details in it.
2) A child-controlled Apple ID account that does not have credit card details in it.

To create item (1), please visit this webpage: http://support.apple.com/kb/ht2731

To create item (2), please visit this webpage: http://support.apple.com/kb/ht2534

A child will usually bring his iPad to school, logged in with his own Apple ID. Parents only need to sign out of their children's accounts and logged in using their own accounts if they need to purchase paid apps. Please remember to log back into your child's Apple ID after you are done purchasing the apps.

App List

We will be putting up an app list, similar to a booklist, where every pupil is expected to download those apps before school or lessons start.

Currently it is not ready yet. When it is ready, it will be in out in the next version of this handbook and in the E³ programme website.

How should I start?

Preparing your device

Charge it every night.

Charge your iPad every night before you go to bed. The iPad is meant to last the entire curriculum time. Please ensure there is at least 85% battery level before bringing it to school every morning.

Create a Lock Screen picture with your name on it.

You need to set a photo on the Lock Screen for identification purpose. You can take a photo with you holding your name written on a piece of paper and setting it on the Lock Screen of your iPad.

To take and set photo on the Lock Screen, follow the following steps (for iOS 7):
1) Tap on the Camera app on the iPad.
2) Take a photo of yourself with your name shown somewhere in the photo.
3) Tap on the preview thumbnail picture on the bottom left corner of screen.
4) Tap on the Share icon on the bottom left corner of screen.
5) Slide the icons to the left in the lowest row and tap on Use as Wallpaper icon.
6) Move and scale the picture to your desired position and size.
7) Tap on Set.
8) Tap on Set Lock Screen or Both (if you want it to appear as your wallpaper in your iPad as well).

You are done!

Care for your device

✓ Keep iPads away from liquid of any sort.

✓ Don't try to force anything other than the correct plug into port connections.

✓ Don't apply too much pressure to the touchscreen.

✓ Keep all sharp objects away from the iPad.

✓ Allow a lot of room for the iPad when carrying it in a case.

✓ Try to avoid knocking the iPad too hard.

✓ Do not try to open the iPad.

✓ Have a case that can wrap around your iPad and can withstand hard knocks or drops to protect your iPad.

✓ If you need to repair your iPad, you may bring your iPad back to the retailer which you bought it from. Alternatively, you may bring it to any Apple authorised service centres found here: https://getsupport.apple.com/TakeIn.action

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Rules and policies	## AppleCare+
	Pupils must buy AppleCare+, which is a warranty cum insurance cover, for any newly bought iPads. AppleCare+ is able to cover up to 2 accidental damages to the hardware with a minimal fee of S$68 per repair. Take note that AppleCare+ can only be bought within 30 days from purchase of a new iPad.
	## School Wireless Network
	The St. Joseph's Institution Junior's wireless network is provided for the academic use of all students and staff. Pupil must take no action that would interfere with the efficient, academic use of the network.
	## Parents Monitoring
	Teachers will play an active role in school to help monitor the usage of iPads during lessons. We have network capabilities to monitor the web traffic and find out what websites our pupils have been visiting. Also, we have the ability to shut off access to undesirable websites.
	We strongly encourage parents to continue with the monitoring at home, to complement the school's efforts. Also, we hope parents are able to communicate to their children the potential hazards of going online and the proper usage of the iPad.
	iPad has an in-built parent monitoring function which can be turned on. Parents can apply settings in it to restrict certain features. To know how to set restrictions, please visit this webpage: http://support.apple.com/kb/ht4213
	## Copyright Infringement
	Pupils must never reproduce materials taken from other sources without seeking permission from the owners of those materials. All copied materials must be credited with the owner's name after permission has been given for reproduction.
Cyber Etiquette	✓ Pupils must never take photographs of individuals or places and posting them online without seeking permission. ✓ Pupils are not allowed to post degrading comments of anybody online. ✓ Pupils are reminded not to use capital letter for every letter when typing out a response. It is considered as shouting and showing disrespect to the reader. ✓ Pupils are not allowed to log into another person's account without the owner's prior consent.
FAQs	Please refer to our E^3 programme website for a complete list of FAQs: http://tinyurl.com/nxns3e9. Please do visit our website from time to time to retrieve the latest news and announcements.

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