



November 22, 2016

**RE: 2017 iPads and eBooks**

Dear Parents,

Year 7 to 10 students at Melton Christian College use iPads. These iPads are purchased by families through the College.

There are several benefits:

- because textbooks (e-books) are on the iPad it creates a safer alternative to a heavy backpack full of hard-copy books.
- it enables a modern, technology-smart curriculum in the classroom.
- the College is able to purchase iPads at bulk discount to keep the cost to families as low as possible.
- our purchasing power secures a lowest price for highest storage capacities for education orders.
- because the iPads are purchased by families direct from the College they come set up to comply with College system requirements.
- because iPads are set up to comply with the College system, student access is filtered, managed and monitored for safety.

It is expected that iPads will be available for families to collect from the College office towards the end of January, prior to the start of term 1 2017. That gives families time to purchase and download all required e-textbooks before school starts. If this seems really difficult please don't be anxious; teachers can assist students once school starts if needed. A Tiqbiz notification will be sent out when devices are ready to be picked up.

All textbooks and stationery are being supplied through an online booklist by Officemax. The booklist and detailed information on this process can be found on the "Booklist" section of our website [www.mcc.vic.edu.au](http://www.mcc.vic.edu.au).

Costs of the program, along with the College ICT-Policy, are attached below.

An information session will provide the opportunity to ask further questions. Details are on the following page.

You can also feel free to contact our reception on 97323000.

Yours sincerely,

Mr Simon Doherty  
e-Learning Coordinator

**Address:**  
152-156 Brooklyn Road  
Melton South VIC 3338

**Telephone:**  
(03) 9743 8193

**Facsimile:**  
(03) 9747 0909

**Email:**  
office@mcc.vic.edu.au

## Cost of the 2017 eBook Program

### Purchasing an iPad:

The model of iPad provided by the College is an iPad Air 2 WiFi 128 Gb. The iPad will come with an STM Dux iPad cover which will help to protect the device.

The full cost of the iPad is \$750 including GST. This includes the iPad, cover, administration fees and device management licence.

### The payment schedule is:

Date	Payment required
16 <sup>th</sup> December 2016	\$250
16 <sup>th</sup> January 2017	\$250
On pickup	\$250

Alternatively, the full amount can be paid up front.

Please ensure payments are made on time to ensure that the iPad is available for use at the beginning of term 1 2017.

### Replacement covers:

If the College is required to order a replacement STM cover, the current cost is \$50.

### Further information:

For further information please contact our reception on 97323000.  
Queries regarding the iPads and eBooks program can be directed to Simon Doherty.  
Queries regarding payments or accounts can be directed to Annie Badenhorst.

Upcoming information session:

#### **iPads and eBooks for new secondary students**

6:30-7:00pm, Wednesday 30<sup>th</sup> November  
Melton Christian College Library

This session is directed at all 2017 year 7 students and new enrolments for other year levels.  
All are welcome to attend.

# **iPad and eBook Policy**

## **Labelling**

The device and case will be labelled with the student's name. The device and case must remain labelled at all times. They must be protected from graffiti and damage.

## **Charging Devices**

Students are required to charge their iPads at home overnight. Charging facilities will not be made available at school.

## **Flat Battery or Missing Device**

If a student arrives at school without their iPad, or their iPad is flat, they will be able to see the relevant parts of the text book on the overhead projector in the classroom (at the teacher's discretion).

## **Insurance and Damage**

Insurance is the responsibility of parents. The College does not insure the iPads. If any damage occurs to the iPad, parents will be responsible for the repair of the device. Devices, particularly those with cracked screens, should always be taken to an authorised Apple repair agent or Apple store for assessment.

## **Faulty Devices**

Faulty devices, where the fault occurs in the one year warranty period, should be returned to an authorised Apple repair agent or an Apple store.

## **Technical Support**

The College supports functions such as email, internet, printing and overall device management including eBooks and apps. The College does not provide general technical support for individual devices.

## **Device Management**

In order to protect students, and to promote learning, the College will supervise and manage all year 7-10 devices. This may include, but is not limited to, device restrictions and permissions, management of apps and restrictions on internet access.

## **Class Rules**

Teachers may impose their own rules about how iPads may be used in their classrooms. Students are expected to abide by these rules.

## **Acceptable Use Policy**

Students must continue to adhere to the ICT Student Policy.



## Information, Communication and Technology Student Policy 2015

As we educate our students for a rapidly changing world, we believe it is important for them to learn how to use information, communication methods and technology constructively and responsibly. This policy is based on the Respect Principles students are already familiar with and encompasses computer, internet and iPad use (where applicable). It sets out the student's responsibilities while using information, technology or communicating electronically. Consequences for breaching the guidelines are also explained further below:

Principle	It is the student's responsibility to:
Respect for God and the Bible	<ul style="list-style-type: none"> <li>Behave in a manner that positively reflects themselves and the College</li> <li>Never deliberately seek out, create or print material that could be offensive to others in this Christian learning community. This includes information that is racist, sexist, pornographic, violent, irreligious or contains abusive language</li> </ul>
Respect with our Attitudes and Actions	<ul style="list-style-type: none"> <li>Comply with the network's security measures and never attempt to bypass or alter this security in any way</li> <li>Only access email through the account created by the College</li> <li>Use email or other electronic communication for encouragement only, never to send information that is abusive to the recipient or others, in or out of school hours</li> <li>Obtain specific approval from staff before ever accessing any form of social networking or games</li> <li>Carefully keep personal information including names, addresses, telephone numbers and photographs of oneself or others completely confidential</li> <li>Protect MCC management, profiles and other preloaded applications on iPads</li> <li>Protect iPad covers from defacing or damage</li> <li>Only use apps or games that are specifically related to learning in that lesson</li> <li>Protect your iPad from the installation of games or apps that are not specifically related to their learning at school</li> <li>Protect the iPad camera function from misuse, and only capture photos/video for lesson-related purposes</li> <li>Use the internet in a way that is only related to class-work</li> </ul>
Respect with our Speech	<ul style="list-style-type: none"> <li>Always communicate in a manner that is respectful and wholesome</li> <li>Never post messages and attribute them to other users</li> </ul>
Respect for Personal Space	<ul style="list-style-type: none"> <li>Protect your own password(s) and never seek to know someone else's passwords</li> <li>Only use your own device, never another person's device</li> <li>Only work on a computer that you have logged into themselves</li> </ul>
Respect for Property	<ul style="list-style-type: none"> <li>Protect others' computer work from harm</li> <li>Keep within copyright law by never copying and/or redistributing another's work and by never copying and/or redistributing textbooks or pages of books.</li> <li>Protect others' rights by never copying the ideas of others and presenting them as your own (that sort of copying is called plagiarism)</li> <li>Acknowledge appropriately downloaded material used in preparing coursework</li> <li>Keep your name clearly on the iPad cover and iPad</li> </ul>
Other Responsibilities	<ul style="list-style-type: none"> <li>Use the internet only to search for school-work related information</li> <li>Only download music/video clips as directed by the teachers for agreed coursework</li> <li>Contact the ICT Department immediately if iPad passcode is forgotten</li> <li>Be aware of printing credit and limits.</li> </ul>

Consequences for breaching the guidelines will be appropriate to the severity of the breach.

**Minor breaches** - Classroom teachers will determine the consequences for minor breaches, for example confiscating an iPad for the remainder of a lesson. Classroom teachers may also refer students to the Coordinator, where consequences may include a detention.

**Serious breaches** - Will be referred to the Head of School, which may include a suspension, or in exceptional circumstances, to the Principal for expulsion.

Students should note that the College monitors internet searches for inappropriate content and they can expect consequences for misuse of the internet.

Each student is allocated a reasonable allowance for internet access and printing per term. If these are exceeded, the student will need to pay to top up their account before further use is possible.