

# DODGE CITY MIDDLE SCHOOL

## iPad Implementation Script

### Slide One: Header



### Slide Two: Website References



A website has been developed to support first time setup of a student iPad along with important information on iPad use and daily distribution. The website will be updated with additional content throughout

the school year to help students and teachers become familiar with the use of various iPad applications. Each teacher should become familiar with the website prior to distributing iPads to your advisory. The website is designed to provide a step by step tutorial for setting up an iPad by individual grade level and offer ongoing professional development ideas for both teacher and students. <http://dcmsitsupport.weebly.com/settings.html>

### Slide 3: Locking and Securing iPads



Each advisory teacher will be given a charging station key. To open the iPad charging station, insert the key into the handle by slightly jiggling the key. The charging station handle has a lift and turn mechanism.

Always remember to lock the charging station after each distribution period. The charging station can also be used to temporarily secure iPads during the day when iPads are not in use.

#### **Slide 4: Daily iPad Inventory**



When opening the door of the classroom charging station notice that slot numbers have been provided for individual student iPads. The slot numbers are assigned to each student iPad along with advisory room number and a student Google ID number. (Advisory teachers may want to keep an iPad inventory by slot numbers.) At the end of each day advisory teachers are to check their iPad inventory.

If you have an iPad missing that was checked out in the morning but not returned in the afternoon check the daily attendance log for students who have checked out early. All iPads checked in through the office will be returned to the advisory charging stations at the end of each day.

#### **Slide 5: Daily iPad Distribution**



You will need to decide what best fits your classroom practices when distributing and collecting iPads. Some teachers prefer having student helpers, while some teachers may prefer having students lineup by seating assignment, charging station slot assignment or alphabetically.

Please make sure that all students receive an iPad. iPads have not been assigned to those students who do not have a user agreement parent signature. The office will notify advisory teachers of any student who does not have an iPad user agreement on file.

#### **Slide 6: iPad Set Up**



The following is a first time guide for setting up a student iPad. Please note that grade levels have been stipulated for each step in the setup process. Some steps listed below may only apply to eighth grade students.

#### **Slide 7: (Step One) (Grades 6, 7 & 8) Turning the iPad On & Off**



Once students receive their iPad, they will need to be given a cue on how to power them on and off by pressing the "sleep/wake" button located on the top right hand side of the iPad. The "sleep/wake" button is located just above the camera lens.

Please note that most, if not all of the iPads, have been stored in the charging stations in the on position. It is important that students learn the proper terms associated with the iPad functions by having them refer to the terms while practicing the use of their iPad.

### Slide 8: Have Students Turn iPad Off



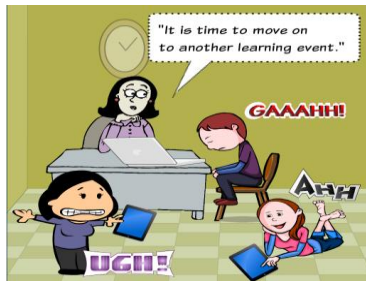
Hold down the “sleep/wake” button for a few seconds until the red slider appears onscreen, and then drag the slider.

### Slide 9: Have Students Turn iPad On.



Have students hold down the “sleep/wake” button until the Apple logo appears. Students will wait a few seconds before the slide to unlock function appears. Notice that the home page has the advisory teacher name above the slide to unlock cursor bar.

### Slide 10: Rule Number 7



During step one of learning how to properly turn on and of the iPad it will be important to remind students of rule number seven.

#### **Rule Number 7: Immediately Stopping When It's Time to Move On:**

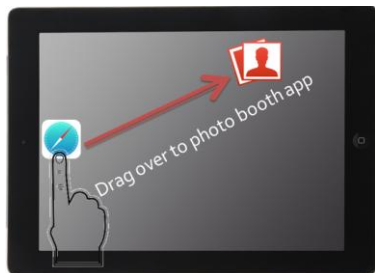
It is important that students recognize that when an iPad learning event closes that they immediately stop when it is time to move on to another learning event. At the close of an iPad learning event teachers will give students ten seconds count for the iPads to be shut off and placed in the correct storage location. Failure to do so results in lost privileges. Teachers will count out loud or provide a ten second time clock to signal a transition

### Slide 11: How to Take Care of Your iPad

- [Play Video by Clicking Here for Video Button](#)



### Slide 12: (Step Two-Grades 6, 7 & 8) Organizing the iPad



The first setup procedure will be to create a permission to use folder. Have students place their finger on Safari app until it jiggles, then drag app over to the photo Booth app. This action will automatically create a productivity folder.

### **Slide 13: Renaming a Permission to Use Folder**



To rename this folder make sure the apps are still jiggling and tap on the word Productivity and rename the folder "Permission to Use".

### **Slide 14: Drag and Drop Apps**



To complete this step have students drag the following ten apps into the "Permission to Use" folder.

- Camera
- Face Time
- Music
- Game Center
- iTunes Store
- Safari
- Photo Booth
- Messages
- Videos
- Wattpad

Teachers should check each iPad to make sure that all ten apps have been placed into the "Permission to Use" folder. Students can use these apps only when teacher permission has been given.

### **Slide 15: Rule # 4 Use of the Internet**



Students do have access to the internet at all times. Specific sites can be blocked by adjusting the settings on the wireless router, but strict ground rules will be applied for internet use. Unless students have specific instructions to go onto the internet for a class activity, the student must ask for permission to do searches on the internet. When students ask for permission to conduct a search, the teacher will ask the student to be very specific as to what sites they will be using and why. The Safari app will be placed in an "Ask for Permission" folder to help students to remember to ask before using the internet.



### **Slide 16: Rule # 5 Specific Sites and Apps Not Allowed at School**



Students will be limited to the types of apps that will be used at school. All apps are preloaded and exclude the use of social networking apps or their personal email while at school. Students will use the USD 443 Google apps when sending e-mail and storing files electronically. The YouTube app will not be used during school hours (unless a teacher is using it for class). In most cases the teacher will display the video on the smart board for the entire class

to view.

### **Slide 17: Rule # 6 Use of the Camera and Photo Booth Apps**



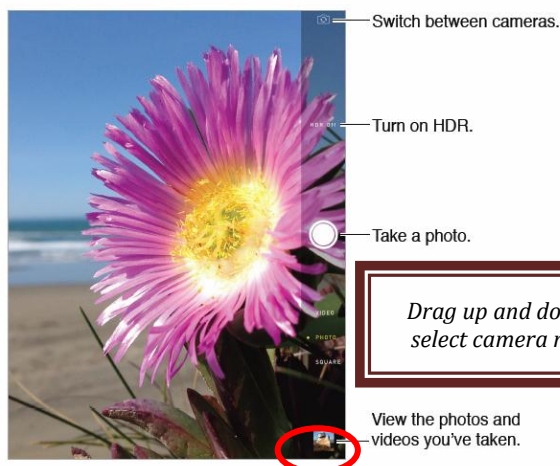
Two of the biggest potential distractions of the iPad are the Camera app and Photo Booth app. Both of these apps allow photos to be taken and manipulated for fun. These apps are off limit to students unless they will be using them for class under the supervision of a teacher.

### **Slide 18: Step Three: (Grades 6, 7 & 8) Take A Picture**

To get the Camera at a glance swipe up from the bottom edge of the screen to open Control Center, then tap on the camera icon. The camera app is located on the top right hand side of the control center slide bar. Tap on the Camera icon to open the camera.



### **Slide 19: Operating the iPad Camera**



With the camera app open you can drag up or down to choose the Camera mode for still photos, square-format photos, or videos.

With the iPad, you can take both still photos and videos using the front FaceTime camera or the back camera.” Take a photo. Choose Photo, then tap the shutter button or press either volume button.

### Slide 20: Capture A Picture

In this step, have students take a picture of themselves with the facetime camera pointed to capture their face. To capture what's displayed on the screen the students will be asked to simultaneously press and release the "sleep/wake" and Home buttons. The screenshot will be added to their Camera Roll."

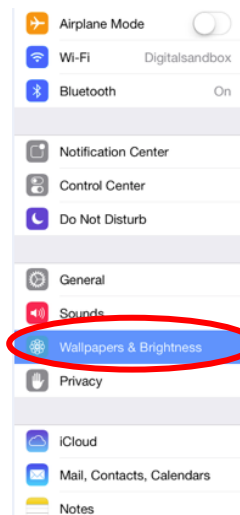


### Slide 21: (Step Four - Grades 6, 7 & 8) Create A Home Screen

The wallpaper settings let you set an image or photo as wallpaper for the Lock screen or Home screen. **To Change the wallpaper**, Tap on the Settings Application to open the settings menu.



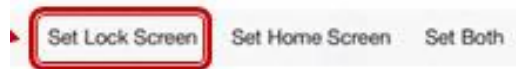
### Slide 22: Setting up A Lock Screen



Locate and select the Brightness & Wallpapers menu.

### Slide 23: Set Lock Screen with Phot Image

Your lock screen and background screen will appear.



Select the lock screen photo image to open your camera roll and select your photo. Your photo will now appear on the lock screen when your iPad is in sleep mode.

Your photo is a very important part in helping us find a lost iPad. Please do not remove your photo from the locked screen.

### Slide 24: Step Five (Grades 6, 7 & 8) Setting Up A Gmail Account - (Video)



In step five all students will learn how to set up a Gmail account by following a video tutorial on "[How to Setup a Gmail Account](#)". The video tutorial will help students establish a G-Mail account on your iPad by:

- Selecting **Settings** on the iPad
- Choose **Mail, Contacts, Calendars** on the left hand side
- Then **Add Account...** and choose **Gmail**

### Slide 25: Step Six (Grade 8 Only )Setting Up Your Apple ID (Video)



In step six, eighth grade students will learn how to setup an Apple ID by following a video tutorial on "[Set Up Apple ID](#)". The video tutorial will help students establish a free Apple ID account on their iPad by clicking on the Safari icon (Internet) and in the address bar, type [www.apple.com](http://www.apple.com) (Listen to the video and follow along)

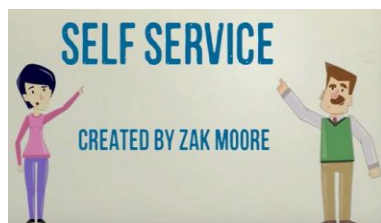
### Slide 26: Step Seven (Grade 8 Only) Setting iCloud Storage (Video)



In step seven, eighth grade students will learn how to setup an iCloud backup by following a video tutorial on "[iCloud Setup](#)". NOTE: You do not need to perform a backup at this time. This will occur automatically when your iPad is charging and has an Internet connection. Or, you can manually run a backup at a later time by returning to this screen and tapping Back Up Now.

- Settings
- iCloud
- Storage and Backup turn on iCloud backup

### **Slide 27: Step Eight (Grade 8 Only) Set Up Self Service (Video)**



In step eight, eighth grade students will learn how to setup Self Serve. Self serve is a method for accessing district approved apps by using an Apple ID. Students will learn how to setup self service by following a video tutorial on "[Self Service](#)" NOTE: Self Service can only be accessed from a district building. Go to Self Service and install apps.

#### **Using Self Service**

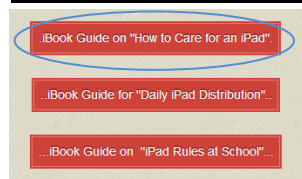
- Open Self Service
- Tap on the App Store tab at the bottom of the screen (with iOS7, you may have to turn the iPad to the portrait position to see the bottom of the screen).
- Tap on an app and follow prompts to install the app.
- You will be asked to enter your Apple ID password.
- Continue with the next app and do one at a time.

### **Slide 28: Step Nine(Grades 6-8) Using iBooks**



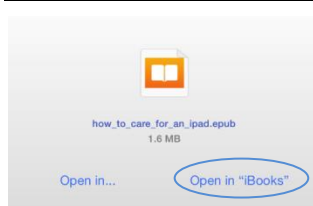
In this activity you will demonstrate to students how to download three comic books directly into their iBooks app. To begin you will need to go to the ITT Student Support Website to access the iBooks reference page. <http://dcmsitsupport.weebly.com/ibooks.html>

### **Slide 29: What to Download**



On the right hand side of the page are three orange buttons. Have students click on the first button labeled "iBook Guide on How to Care for an iPad."

### **Slide 30: Open in iBooks**



After they click on the download link, the ebook will start to download to their mobile device, they will see a blue progress bar at the top of the browser window. When the ebook has finished downloading a new window will appear, click on 'Open in...'. You may then be given the choice to 'Open in', choose iBooks.

### **Slide 31: Open Additional iBooks.**

Repeat the process two more times. Students will download the following 2 iBooks: "Daily iPad Distribution" & "iPad Rules for School."

Students may also want to practice downloading additional pdf documents when using the iBook app. These documents are located on the right hand side of the page just underneath the iBook section. Included in the pdf section is also a Quick Reference Guide on How to use an iPad. Teachers may also want to review the contents of each iBooks with students.



### **Preloaded i Applications**

- Camera
- FaceTime
- Music
- Game Center
- Safari
- Photo Booth
- Messages
- Calendar
- Contacts
- Clock
- Maps
- Videos
- Notes
- Reminders
- Newstand
- App Store
- Mail
- Settings
- Photos

### **Preloaded School Applications**

- Self Service
- SBAC Smarter Balance
- FileMaker Go
- Checks
- Merriam Dictionary
- Enlight k-12
- Calculator
- Easy Bib
- iMovie
- Biobots
- KITE
- Notablity
- WordPress
- Book Creator
- LiveBinders
- Nearpod
- Diigo
- Keynote
- Socrative
- Aurasma'Google Drive
- ScanLife
- Haiku Deck
- Explain Everything
- iBooks
- iTunes U
- Edmodo