

## **Student Orientation**

- Where to store iPads during the day
  - desk
- Snack time rules
  - iPads stored in desks when food or drinks are present
- Where to charge iPads
  - charging stations and at home
- Packing up rules
  - Do not put iPads on the floor in the hallway or classroom during pack-up
- Backpack rules
  - Store iPads in padded compartment in backpack
  - Do not throw backpacks when iPad is inside
- Email
  - Do not send unkind emails
  - Teachers and parents can and will check email accounts
  - Do not send personal emails to friends and family during the school day without teacher permission
  - Do not flood someone's email account - normally wait for a response before sending another email
  - Teach students to delete read emails from your inbox
  - Teach students how to delete emails from sent folder
  - Email accounts are small and will not hold many photos and videos so limit the sharing of these
  - All photos, videos and other attachments must be appropriate for school
  - Report any violations of these rules to teachers and parents
  - How to save attachments to your H: drive
  - Address email "clubs"
  - Teach students about the permanency of things posted online or sent via email
- Space available
  - Space is limited so old versions of documents should be deleted (iMovie, StoryPatch, Pages, Keynote etc...)
- File Sharing
  - Teach students how to use Dropbox (preferred to email if working)
- Internet Safety
  - Close and report inappropriate sites accessed
  - Follow Internet use family rules at home
  - Understand which areas are private and which areas are public
  - Education around commenting on sites
  - Education around signing up accounts
- iPad organisation
  - Teach students how to create usable folders

- Teach students how to close apps at the end of the day
- App peer pressure
  - Hold a discussion with students about this topic