



# Digicape iPad Seeding Programme

Winter, 2016



## TEACHER RESPONSIBILITIES

### Teachers will be expected to

- Represent their school in this iPad programme
- Attend iPad user training (4 x 3 hour sessions)
- Utilise the iPad for class preparation
- Utilise the iPad in the classroom for teaching purposes
- Take responsibility for looking after the iPad
- Give verbal and written feedback at the end of the 3 month period on how they utilised iPad in their classrooms, how successful they found the use of the iPad and what effect it had on the students.

## THE EQUIPMENT

### Each teacher will receive

- 1 x iPad (with wifi + cellular capabilities). If the user would like to make use of the cellular functionality, the sim card and associated data is for their account.
- 1 x iPad cover to protect the iPad
- 1 x VGA connector which can be used to connect to a projector in the classroom.

The iPads will be pre-loaded with a selection of apps but you will be able to download further apps at your own expense. Should you purchase apps on your iTunes account these apps will remain your property.

The teacher agrees to take responsibility for the iPad and its care to prevent any damage to the device. In the event of damage or loss to the product for which the school is responsible, the school will promptly notify Paul Wernich <[paulw@digicape.co.za](mailto:paulw@digicape.co.za)> and either pay (i) an amount equal to the Equipment Replacement Value, or (ii) the cost of repairing the product, if Digicape determines that the product is repairable. If Digicape determines that the product is not repairable, then option (i) above will apply.

## IPAD CARE

The iPad must be kept in its cover at all times.

Security is also very important for your iPad. Never leave your iPad unattended when you're not at home.

- Caring For The iPad Screen:
  - Don't drop it on hard surfaces. It is glass and it can break.
  - Clean the screen with a soft, slightly damp, lint-free cloth.
  - Do not clean it with window cleaners, glass cleaners, aerosol sprays, abrasives, or alcohol

### Caring For Your iPad:

- Keep the iPad out of heat above 35 degrees and below 0 degrees (Centigrade) for an extended length of time.
- Keep it out of water or extremely humid locations.
- Do not dry it with an external heat source or hair dryer.
- It should also go without saying that part of caring for your iPad is to make sure you do not insert anything into the port connections other than the intended peripherals. Jamming things into the port connectors could render it unusable.

## POINT OF CONTACT

During the period that you are utilising the iPads we understand that there may be many questions and we welcome any contact throughout the trial period.

## TRAINING

An essential part of ensuring the success of this programme is to ensure that you are properly trained and therefore able to make the most out of this experience.

Please ensure that you are able to attend all four modules of the training sessions.

The iPads will be given to you when you attend the first training session.

We must have received the signed form from the school prior to the training

## COURSE OUTLINE

### Session 1:

At the end of this course, participants will be able to navigate the iPad with confidence, becoming familiar with its settings and their purposes. Users will also be able to customise their iPad to suit their style of working. Users will be competent in using functions like copy and paste, multitasking and various techniques that leverage the power of the iPad. This course will also cover use of the built-in camera and its various functions as well as the management of images; whether captured by camera, downloaded from the internet or screenshots. This course ends with participants creating an interactive book on the iPad containing text, video, images and sound.

### Session 2:

The first half of session focusses on story-telling and reporting on the iPad. We look at various apps that can be used to tell stories and share learning and how they can be used for individual projects or groupwork.

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In the second portion of this session, we look at Explain Everything, an app that replaces a smart board and allows either the teacher or learner to create videos explaining concepts or simply as a tool for viewing a learner's process of tackling a certain task.

### **Session 3:**

This session looks at using traditional word processing, presentation and spreadsheeting apps to reinforce learning in the classroom through a series of hands-on tasks.

### **Session 4:**

The final session will look at iTunes U as a learning platform and how to create one's own courses. We also look at iBooks Author and how to create interactive text books.

## **FOLLOW UP FEEDBACK**

Digicape will book a feedback session with all 5 teachers and the principal once the programme period is over.

The iPads will be collected by Digicape at this session, there will also be an option for the teachers or school to buy the iPads at a reduced price.

The teachers will submit feedback via an online form on their experience of the iPads and the workshops.