

*Technology*  
**BYOD STUDENT PACK**  
Years Ten - Twelve

TECHNOLOGY AT MUELLER

"Each of you should use whatever gift you have received to serve others,  
as faithful stewards of God's grace in its various forms" - 1 Peter 4:10



# Technology BYOD STUDENT PACK

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# Technology BYOD STUDENT PACK

## TECHNOLOGY AT MUELLER

At Mueller College, senior students participate in a 'Bring Your Own Device' (BYOD) program where each student is expected to bring a device of their choice that is suitable for school use according to subject requirements and student preferences.

This document functions as a "how-to guide" to ensure each student is equipped to set up key programs and applications that ensure they can access relevant content and processes over the course of the year.

This document contains information regarding:

1. Expectations.
2. Accessing the Mueller Wi-Fi Network.
3. Accessing Student Café.
4. Accessing iLearn.
5. Setting Up Mueller Email.
6. Downloading Office Products.
7. Accessing TurnItIn.
8. Printing.
9. Acceptable Use of Technology Agreement.

## Expectations

Consistent with the ethics and values of the school, when using technology, students of Mueller College are expected to uphold the four value statements that the school stands by:

- Every student matters every day.
- Everyone is known and valued.
- Everyone belongs and can contribute to community.
- Everyone can grow and thrive.

Because of this, each student in Years 5-12 must read and sign the Acceptable Use of Technology Agreement. For students in Years 10-12, this is completed upon enrolment and is required before gaining access to the school network. This ensures that all students are aware of the expectations to be upheld when using technology whilst in attendance at Mueller College.

A copy of the Acceptable Use of Technology Agreement is attached at the end of this document.

## Accessing the Mueller Wi-Fi Network

To join the network from a Wi-Fi enabled device

1. Open your Wi-Fi settings on your computer and select the 'Mueller' network.
2. Enter your Mueller username and password when prompted. NB: this is only given to students once the Acceptable Use of Technology Agreement has been signed.
3. Open your web browser and you should now be online:
  - If you get a page from CyberHound asking you to log in, please do so using your Mueller username and password.
  - If not, you may need to log in manually by visiting: `auth.localnetwork.zone`.
  - If this is the first time your device has connected to the network, you will have to install a security certificate before your device can browse the internet. You should be prompted to do so once you open your web browser. Follow the instructions on the page to install the certificate. If it does not appear automatically please visit: `cert.localnetwork.zone`
  - Additionally, after installing this certificate on an iOS device, you may need to trust the certificate. This can be done via: **Settings > General > About > Certificate Trust Settings, and turn on Netbox Blue.**

## Accessing Student Café

The Student Cafe site is where students access their timetable, school calendar and daily notices. It also contains links to key policies and assessment schedules that are released at the commencement of each term. Students should visit this site daily to ensure they are up-to-date on all key information.

1. Go to [www.muellerstudents.com](http://www.muellerstudents.com).
2. Enter your Mueller username and password.

## Accessing iLearn

iLearn is the school Learning Management System (LMS), which is used by students to access subject-specific course information. Upon logging in, students will be directed to access 'My Courses' where content from each of their subjects will be stored. This site must be visited regularly to ensure students are accessing unit outlines, assessment requirements, resources and lesson content. For some classes, this site will be used to submit homework and assessment tasks, and as such, should be checked regularly to ensure all deadlines are met.

1. Go to [www.ilearn.mueller.qld.edu.au](http://www.ilearn.mueller.qld.edu.au).
2. Enter your Mueller username and password.

## Setting Up Mueller Email Using iOS

1. Open Settings on your device, scroll down and select **Passwords and Accounts > Add Account > Exchange**.
2. Input your Mueller email address and a description to identify the mailbox for yourself e.g. "Mueller Email" and press Next.
3. When you are prompted to sign in, do not configure manually, select 'Sign In'.
4. Once you have done this, you will be prompted to input your password in a browser window.

	Apple or Windows Laptop
Email	username@students.mueller.qld.edu.au
Description	Mueller Email
Password	As per Wi-Fi login

5. You will then be prompted to accept permission changes, before returning to Settings where you can then Save the account setup.

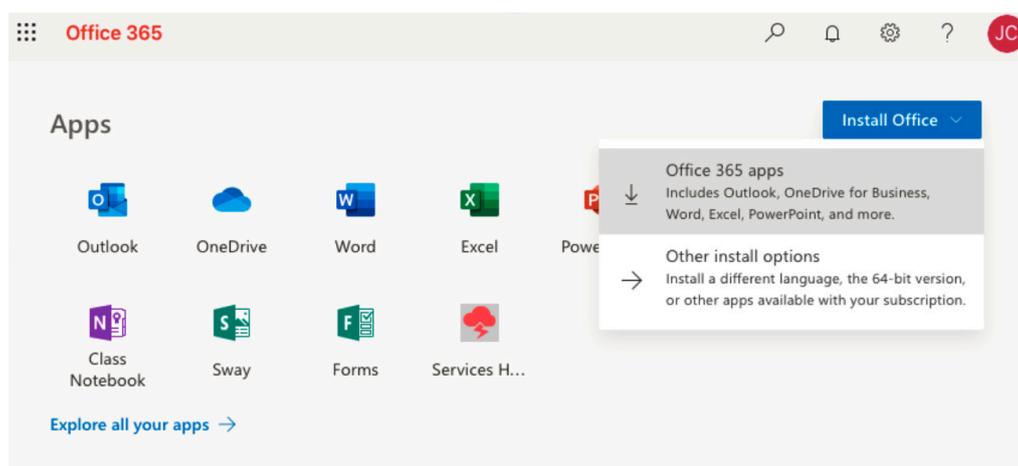
## Using Outlook

Go to <https://outlook.office365.com> and login with your Mueller email address and password (as above). If asked to select a location and time zone, select Brisbane: Eastern Standard Time (GMT +10).

## Downloading Office Apps

Students of Mueller College are able to download all Office365 apps by using their school login details. This includes Microsoft Word, PowerPoint, OneNote, Excel, OneDrive, Outlook. etc.

1. Go to [login.microsoftonline.com](http://login.microsoftonline.com) and login with your Mueller email address and password.
2. You will see a list of "Apps" that can be used online or downloaded to your device. The installation process can take some time so it is recommended this be done at home. Select "Install Office" on the top right-hand side of the page and select "Office 365 apps" from the drop-down menu.



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## TECHNOLOGY AT MUELLER

### Accessing TurnItIn

For high school students, Turnitin promotes academic integrity and is used to collect and store student assessment. Students must often access this site in order to submit assessment at various checkpoints such as an outline, draft or final submission. Other submission methods may be used for assessments of a different nature and file type including Dropbox File Requests and direct submission in iLearn.

1. Go to [www.turnitin.com](http://www.turnitin.com).
2. If a pop-up appears in relation to your location, select Australia and the Asia Pacific from the list of Regions.
3. Select "Login" and then "Forgot your password?"
4. Input your school email address and surname then select Next.
5. Go to your email account and follow the prompts to reset your password. Your password will need eight characters and you will be prompted to select a security question for future purposes.

### Printing

At Mueller College, students can print using Student Access Printers during break times using a program called "mobility". This allows for printing from any personal device that is connected to the Mueller Wi-Fi network. Print jobs are sent to the Fuji printers and can be collected by scanning your ID or entering your login details at the printer.

Please follow the instructions on the following pages as per your device.

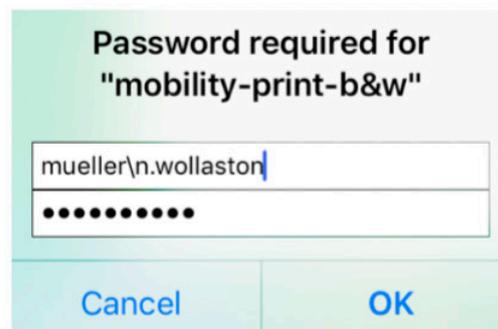
1. Open the app that you want to print from.
2. To find the print option, tap the app's share icon —  or  — or tap .
3. Tap  or Print. If you can't find the print option, check the app's User Guide or Help section. *Please note that all apps support printing.*
4. Tap Select Printer and choose either **mobility-print-b&w** or **mobility-print-colour**

 Please make sure you select the correct printer.

The system will show two copies of the mobility printers (unfortunately there isn't anything we can do about that. Make sure you **select the ones with the padlock symbol** and are labelled **PaperCut**.



5. Choose the number of copies or other options, like which pages you want to print.
6. Tap Print in the upper-right corner.
7. If prompted, enter **Mueller\<Mueller Username>** for the username and your Mueller password.

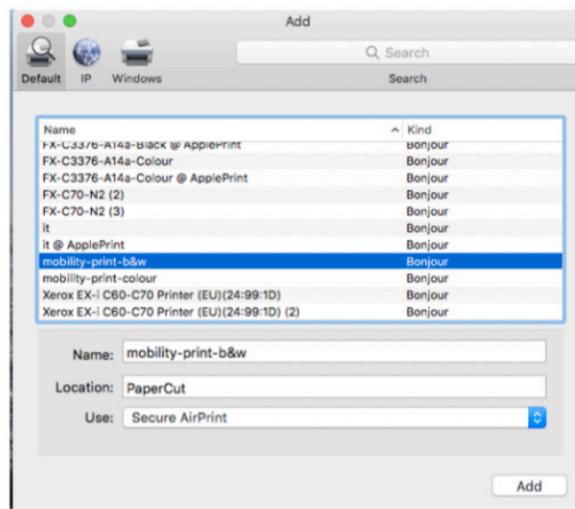


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## TECHNOLOGY AT MUELLER

### MAC OS

1. Navigate to **System Preferences > Printers and Scanners**.
2. Click the **+** icon under the Printers List.
3. The **Add** dialog is displayed. This dialog displays a list of all of the discovered printers on the network.
4. Select either printer **mobility-print-b&w** or **mobility-print-colour**
5. Check that **Use** is set to **Secure AirPrint** (If it's not an option in the drop-down menu, select **Auto** and it should automatically choose Secure AirPrint)

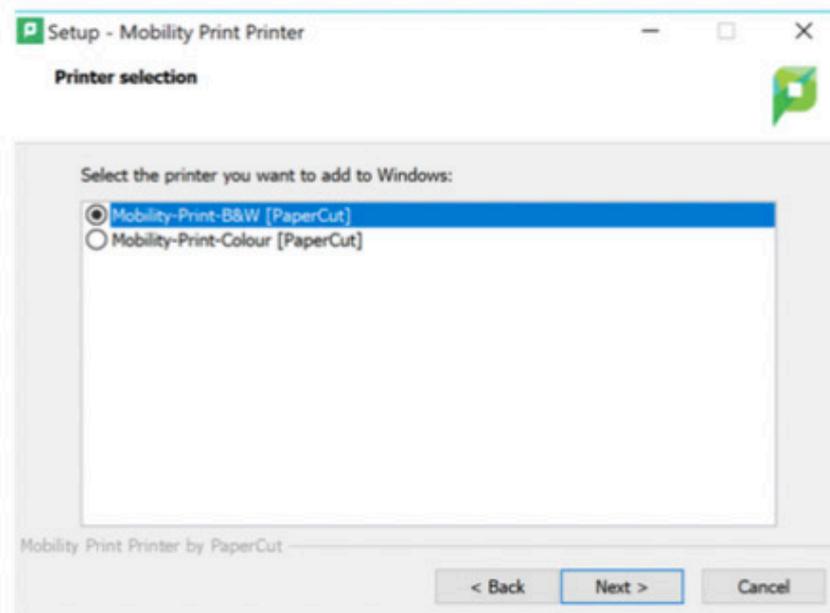


6. Click **Add**.
7. When printing your document, select the mobility printer you installed and print your document. When prompted enter **Mueller\Mueller Username** for the username and your Mueller password for the password.

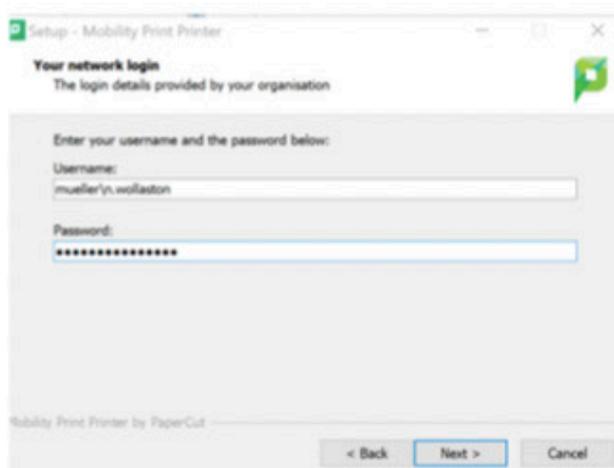


**Important:** Make sure your Windows device is connected to your organization's network.

1. Download and run [Mobility Print Printer Setup](http://papercut.com/products/ng/mobility-print/download/client/windows/) (<http://papercut.com/products/ng/mobility-print/download/client/windows/>).
2. On the License Agreement screen, click **Next**.
3. Select a printer; then click **Next** (you'll need to repeat this process to install the other printer)



4. Enter **Mueller\<Mueller Username>** for the username and your Mueller password for the password.



5. Click **Finish**.
6. Print your document by selecting the printer you just installed.

# Technology BYOD STUDENT PACK

TECHNOLOGY AT MUELLER

## Student Acceptable Use of Technology Agreement

### BYOD



Effective learning is a culmination of continuous interaction between students, teachers, parents and the community. Technology transforms the role of the teacher from a director of learning to a facilitator of learning, and effective teaching and learning with devices integrates technology into the curriculum 'anytime, anyplace'. The use of technology at Mueller College is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the terms and conditions outlined in this agreement, privileges may be terminated, and the appropriate disciplinary action will be taken.

The policies, procedures and information within this document apply to all relevant devices used at Mueller College, including any other device considered by the administration to come under this policy. Teachers may set additional requirements for use in their classroom.

#### Device Requirements

- Student devices must be capable of supporting the relevant applications and software needed to complete all coursework. Consult the classroom teacher for information in this regard.
- Students must bring their device to all classes throughout the day as per teacher instruction.
- Student devices must be named (AirDrop. Etc.) according to the student's given name.
- Students are expected to bring their devices to school fully charged. There will not be facilities at school for charging devices. There will not be devices for 'loan' at school.
- Should the device no longer be functional, students must seek a replacement device as soon as possible. If delay is expected, the relevant Year Level Coordinator must be notified.

#### Network

- Students with BYOD will receive a username and password unique to them upon signature of the Acceptable Use of Technology Agreement. This password must not be shared with anyone and only used for the individual student's device. This login provides access to Student Café, iLearn, school email and Wi-Fi.
- Whilst at school, students must use only the College network. As such, use of a personal network such as hotspot, 3G or VPN is not permitted.
- Students must not attempt to bypass the school's filtering system by any means.

#### Conduct and Use

- BYOD devices, when used at school, are a learning tool and educational device, and are not to be used as an entertainment device.

- As with all belongings, students will be expected and responsible for the care and security of their devices. In the Secondary School, devices are to be safely secured in lockers in all breaks, during sport or other extra-curricular pursuits. Devices are not to be used during break times unless in the library.
- As with all belongings, students will be expected and responsible for the care and security of their devices. In the Secondary School, devices are to be safely secured in lockers in all breaks, during sport or other extra-curricular pursuits. Devices are not to be used during break times unless in the library.
- The storage, capture or sharing of inappropriate material is not permitted.
- Whilst at school, communication home using student devices is not permitted. Rather, this should be conducted via Student Services.
- Students are not permitted to use their device to engage in digital communication under any platforms outside of educational purposes. As such, use of social media, chatrooms or SMS text is not permitted whilst at school. Additionally, school email accounts should only be used for educational purposes.
- Students are expected to uphold the values of the school when interacting online. Violation of this expectation may result in termination of privileges and disciplinary action.

### Consequences

Consequences will be in accordance with the Behaviour Management Policy and Procedures. They may include the loss of device use and privileges, loss of network access, or more severe consequences of repeated or gross unacceptable use as set out in this Acceptable Use Agreement. The Head of College will be the final arbiter of consequences issued.

Some key elements of this policy are listed below:

- Teachers are the final authority in the classroom.
- Teachers have the right to confiscate devices for set periods of their lesson time.
- Teachers have the right to remove student technology privileges for future lessons.
- Teachers have the right to check any student device.

Significant issues in relation to technology use may lead to the student device being confiscated by the appropriate Head of School.

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**I will uphold the expectations of the above document.**

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**More than a school... a Christian community.**



**[mueller.qld.edu.au](http://mueller.qld.edu.au)**