



# *Technology* **BYOD STUDENT PACK**

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

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**At Mueller College, middle school students participate in a School Managed Device program where each student in Years 7-9 is issued an Apple iPad to be used as a learning device for the duration of the year. The focus of this program is to provide students with the learning tools that prepare them for a technologically immersed world. These devices are a learning tool and as such, are to be used under teacher supervision in teaching and learning environments, for teaching and learning purposes.**

These items are on loan until the end of the school year. In the final few weeks, they will be collected. Information about this process will be released prior to the allocated date of collection.

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:

- Expectations.
- Accessing Student Café.
- Accessing iLearn.
- Signing into iCloud.
- Setting Up Mueller Email.
- Accessing TurnItIn.
- Printing.
- 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 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), this site 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.

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### Signing into iCloud

At the beginning of each new year, students will sign into their school iCloud account using a school AppleID and password. To login to your iCloud account, open Settings on your iPad and select "Sign into your iPad". You will be prompted to enter your AppleID email address and password. The school has issued you these details as per the table below:

|          |                                      |
|----------|--------------------------------------|
| Email    | username@students.mueller.qld.edu.au |
| Password | 123456                               |

Once you have logged into your account, you will be prompted to input a new password. It is recommended that you use your student code as your iCloud password. This can be found on TASS, your student ID card and on your timetable.

### 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.

|             |                                      |
|-------------|--------------------------------------|
| Email       | username@students.mueller.qld.edu.au |
| Description | Mueller Email                        |
| Password    | As per iLearn 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).

### 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 in various forms 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.

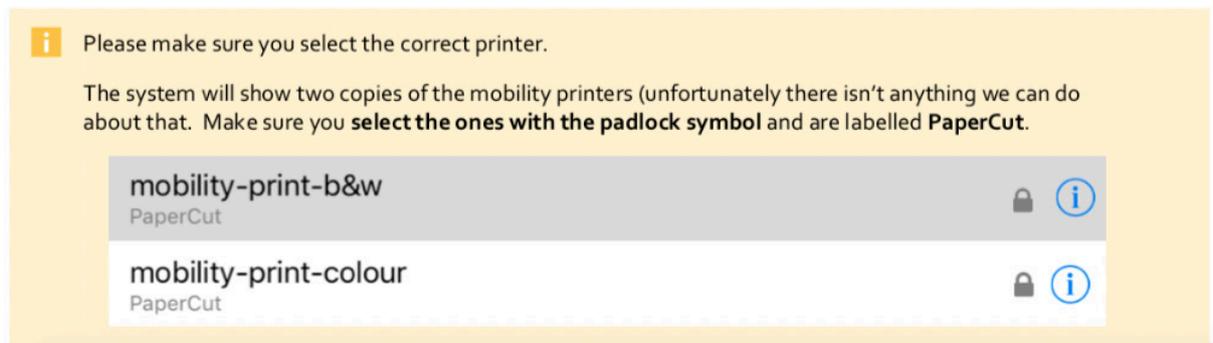
1. Go to [www.turnitin.com](http://www.turnitin.com).
2. If a pop-up appears in relation to your location, select Australia and the Asia Pacific from the list of Regions.
3. Select "Login" and then "Forgot your password?"
4. Input your school email address and surname then select Next.
5. Go to your 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

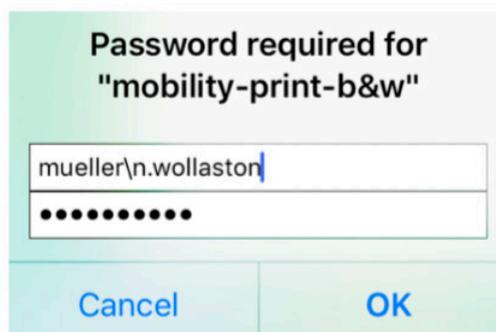
At Mueller College, students can print using Student Access Printers during break times using a program called "mobility". This allows for printing from any device that is connected to the Mueller Wi-Fi network. Print jobs are sent to the Fuji printers and can be collected by scanning your ID or entering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

**IMPORTANT:** Printing for students costs money. Check your balance by logging into <http://papercut:9191> when you are connected to the Mueller Wi-Fi, with your Mueller username and password. You can top-up your account by going to <https://flexischools.com.au>.

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**



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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## 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 iPads integrates technology into the curriculum 'anytime, anyplace'. The use of the 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.

### ***Security and Protection:***

- As with all belongings, students will be expected and responsible for the care and security of their iPads. In the Secondary School, iPads are to be safely secured in lockers in all breaks, during sport or other extra-curricular pursuits. In the Primary School, iPads are to be left secure in the classroom during the school day.
- Students will be transporting their devices in their bags to and from school each day. Bags should not be left unattended or out of view when travelling to and from school via public transport.
- Students must enable a passcode on their iPads, with auto-lock set to 5 minutes. They must not share their passcode with other students, but parents/caregivers must know the passcode.
- Students must keep their iPad in its case at all times to avoid damage.
- Only use a clean, soft microfibre cloth to clean the screen (do not use any cleanser liquids, etc.)
- Insert cables and adapters carefully so as to prevent damage.
- iPads are not to be left in backpacks, unlocked car or any unsupervised area.

### ***Charging:***

- Students are expected to bring their iPads (and Bluetooth keyboards if issued) to school fully charged. There will not be facilities at school for charging devices. It is recommended students put their device on charge in the evening so it can charge overnight, as this ensures it is ready for each day's learning. There will not be devices for 'loan' at school. Course work will be completed without the iPad if it cannot be used.

**Conduct:**

- 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.
- The storage, capture or sharing of inappropriate material is not permitted.

**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

**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)**