



# *Technology Guide* *2022*

**TECHNOLOGY AND DEVICE REQUIREMENTS**

**"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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### Technology at Mueller

**At Mueller we understand that effective use of technology can positively transform the role of the teacher from director to facilitator of learning, and that effective teaching and learning with electronic devices has many noteworthy educational benefits when used appropriately.**

However, we are not ignorant to the way that technology, when used inappropriately or to excess, can become a hindrance rather than a help. At Mueller, we believe that the best learning happens when there are continuous and positive interactions between students, teachers, parents and the community. As such, whilst acknowledging the dangers of technology, particularly in relation to addiction and excessive or inappropriate use, we believe in equipping families to manage device use so that technology functions as a beneficial teaching and learning tool.

Consequently, the following document outlines information that is designed to assist families in understanding and supporting their child's use of technology whilst they are enrolled at Mueller College.

### Teaching and Learning

At Mueller College, we aim to prepare students for life and eternity. The 21<sup>st</sup> century is a digital age that involves rapid and continual changes in the way people share, use, develop and communicate with Information Communication Technology (ICT), and as such, young people need to be skilled in its use.

Students need the knowledge, skills and confidence to make ICT work for them; at school, home and in their communities. The Australian Curriculum acknowledges these priorities through the identification of required ICT competencies, as well as creative and critical thinking skills. Consequently, both of these priorities are acknowledged as General Capabilities to be developed across all key learning areas. These ICT capabilities are organised into five interrelated elements and are as follows:

- Applying social and ethical protocols and practices when using ICT
- Managing and operating ICT
- Investigating with ICT
- Communicating with ICT
- Creating with ICT.

However, the perception that putting a device in the hands of every student will make them smarter or even more knowledgeable is incorrect. Improved pedagogy and instruction are the drivers of improved student outcomes, and technology serves as a catalyst of this process. When technologies are embedded into teaching and learning, they can improve student engagement and motivation, confidence levels, and provide opportunities for students to control the construction of knowledge and to learn through collaboration. As such, the introduction of technology will not challenge the teaching of General Capabilities and critical thinking that is already evident in the Mueller curriculum. At Mueller, the use of ICT is designed to assist in ensuring these imperatives are addressed in the most efficient and effective manner possible.

### Device Pathway

The implementation of a 1:1 ICT program allows for the teaching objectives of the Australian Curriculum to be met through quality teaching and learning practices. As such, the device requirements, level of engagement and classroom use will differ depending on the year level of the student. The device pathway at Mueller College is as follows:

**PREP-YEAR 4.** Class sets of school managed devices (loaned on a lesson-by-lesson basis).

**YEAR 5-9.** School managed devices (distributed and returned in the first and last few weeks of each school year).

**YEAR 10-12.** Bring Your Own Device (BYOD - dependent upon subject requirements and student preferences).

### 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 Everyday**
- **Everyone can Grow and Thrive**
- **Everyone is Known and Valued**
- **Everyone Belongs and can Contribute to Community.**

Because of this, each student in Years 5-12 must read and sign the Acceptable Use of Technology Agreement. There is one for each sub-section of the school as the expectations vary depending on the age of the student and the technology in use. For students in Years 5-9, this is completed upon receipt of the school managed device. 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.

### Frequently Asked Questions

**SHOULD I KNOW MY STUDENT'S MUELLER LOGIN DETAILS?** Yes. It is important to work with your child when using technology and this involves maintaining access to their device.

**WILL MY STUDENT HAVE ACCESS TO MICROSOFT OFFICE?** 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 and login with your student's 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.

**IF MY CHILD IS A PART OF THE BYOD PROGRAM, WHAT DEVICE SHOULD I BUY?** See specific device section of booklet.

**WHAT TECHNICAL SUPPORT WILL BE OFFERED AT SCHOOL?** The IT Helpdesk will be available before school and during break times to help with student network or device issues. IT Helpdesk is located at the back of the library.

**DOES THE SCHOOL TEACH THE STUDENTS HOW TO MANAGE THEIR DEVICE USE?** In relation to device use, each year level is educated according to the needs of their age group. These lessons are developed by individual classroom teachers and Year Level Coordinators. The school also celebrates Digital Citizenship Week which provides focused education on the dangers of technology and equips students with strategies on how best to navigate the digital world.

Acknowledging the importance of working together to support student's use of technology, we welcome open communication between staff and families. Please contact the school should you wish to know more about these matters.

**WHAT IF WE DON'T HAVE WI-FI AT HOME?** Homework can still be completed, but for some tasks, students may need to think ahead of time and plan their schedules depending on the activity. The library is open for student access before and after school, and during break times. Students are encouraged to access the Mueller Wi-Fi at these times in order to complete set tasks.

**WILL DEVICES REPLACE BOOKS?** Mueller College is not ignorant of the dangers of technology but believes that, when used in the correct way and context, ICT is helpful for effective teaching and learning.

Heads of Departments and Year Level Coordinators will determine, in consultation with the Heads of Sub-Schools, whether a particular subject has a suitable digital textbook. Publishers are continually creating digital material which Mueller College will review to ascertain their suitability.

**HOW RESTRICTED ARE THE SCHOOL MANAGED DEVICES (IPADS)?** When at school, devices are managed under the school network, so students are unable to access inappropriate content. Some websites remain inaccessible from home but it is imperative that parents/carers monitor device use when students are not on campus as the level of restriction eases once the device is no longer on the school network.

**HOW CAN I BEST MANAGE SCREEN TIME AT HOME?** We have found three effective ways to limit screen time at home. These are as follows:

1. Nothing beats a conversation. Talking to your child about the dangers of technology, particularly in relation to excessive use and inappropriate content is the most effective way to build trust and to support your child to navigate the world of technology.
2. Putting restrictions on your Wi-Fi connections so that it disconnects certain devices or shuts off for a certain periods of time each day.
3. Charging devices (including mobile phones) in the parent's bedroom so that children aren't using devices after hours.

**WHAT SHOULD I DO IF I AM CONCERNED ABOUT BREAKAGES OR INAPPROPRIATE CONTENT?** Contact the relevant Year Level Coordinator as soon as you become aware.

### Student Technology Information

#### WHAT WEBSITES WILL MY CHILD REGULARLY ACCESS?

<a href="http://www.muellerstudents.com">www.muellerstudents.com</a>	Also known as Student Café; this site is used by Secondary students to access their timetable, school calendar and daily notices.
<a href="http://ilearn.mueller.qld.edu.au">ilearn.mueller.qld.edu.au</a>	The school Learning Management System (LMS); this site is used in most year levels by all students to access subject-specific course content.
<a href="http://www.portal.mueller.qld.edu.au">www.portal.mueller.qld.edu.au</a>	The Mueller College SharePoint; this site is used by students in Years 5-12 to access their school email and other Microsoft Office apps.
<a href="http://www.turnitin.com">www.turnitin.com</a>	For Secondary students; this site promotes academic integrity and is used to collect and store student assessment. Use of this site is mandated in Years 10-12 and optional in the middle school.
<a href="http://papercut:9191">http://papercut:9191</a>	The school printing server; students can log into this site using their Mueller username and password in order to check their printing balance. Students are given a \$5.00 balance when their account is created. Once this has been spent, parents can top-up the account by going to <a href="https://flexischools.com.au">https://flexischools.com.au</a> .

### Parent Technology Information

#### What websites should parents regularly access?

##### [www.muellerparents.com](http://www.muellerparents.com)

Also known as Parent Lounge; this site is used by Mueller College parents to access student-specific information. It is important that parents visit the site regularly as this is where permission and payment will be processed in relation to excursions and camps, where report cards will be published once released, and where bookings for parent-teacher interviews can be made. Additionally, it contains links to school policies, change of exam forms, daily notices and assessment schedules. A calendar feature also assists in tracking relevant dates and events. Login details are provided to new parents via email. The details of this email are on the following page. If you have any issues logging in, please contact the accounts department on [accounts@mueller.qld.edu.au](mailto:accounts@mueller.qld.edu.au).

##### [www.muellerconnect.com](http://www.muellerconnect.com)

Mueller Connect is the digital school newsletter for families regarding community events and college news. Mueller Connect also provides access to useful handbooks and information under the "Community" tab. Updated weekly, parents are encouraged to access the site regularly to ensure they are familiar with key dates and upcoming events. It also provides links to information regarding other sectors of the Mueller community such as the Early Learning Centre, Mueller Community Church and Outside of School Hours Care. No login details are required.

##### <https://flexischools.com.au>

Flexischools is an online ordering and payment site. At Mueller, this site is used in conjunction with student ID cards so that families are able to make purchases which are then loaded onto the student ID for use. Parents can purchase credits for printing as well as food which students can collect from the Tuckshop by scanning their student ID card. In the Secondary, all students are allocated \$5.00 to use for printing when their account is created. Families are able to top up this printing account any time using the Flexischools website or via the app. If you need more information, please contact Flexischools directly via the website.

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

The school Learning Management System (LMS); this site is used in most year levels by all students to access subject-specific course content. Parents are invited to view this content by using their student's login details.



### REGISTRATION AND LOGIN TO FLEXISCHOOL

#### REGISTER

- 1 Go to [www.flexischools.com.au](http://www.flexischools.com.au) and select the **REGISTER** option and enter your email address.
- 2 You will be sent a registration email. Click on the link in the email to complete the registration.
- 3 Fill in your details on the Registration Form and click "submit".
- 4 Add your students, select their school and class.

#### ORDER

 [flexischools.com.au](http://flexischools.com.au)

- 1 Go to [www.flexischools.com.au](http://www.flexischools.com.au) and select the **LOGIN** option. Click on "Start an order" for your student.
- 2 Select the service you wish to purchase from. You can also set up orders in advance.
- 3 Add each of your items. Extras and options will appear where relevant to the item.
- 4 Select your payment option. Pay for the one order or "top up" your account. Complete payment to place order.



### HOW TO ACCESS PARENT LOUNGE

1.

Access Parent Lounge via the button located at the top of the Mueller College website:  
**mueller.qld.edu.au**

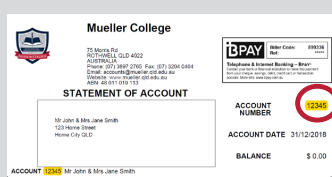
» **Parent Portal**

There is also access via this direct link:  
**muellerparents.com**  
or via our online newsletter  
**muellerconnect.com**



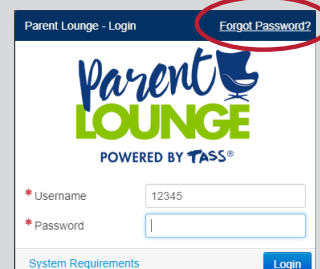
2.

Your username is the 5-digit Parent Code/Account Number as located at the top right hand corner of your Mueller College Statement.



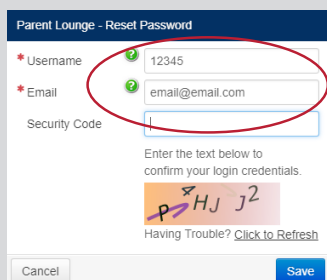
3.

To set up your account password, please click the 'Forgot Password' link.



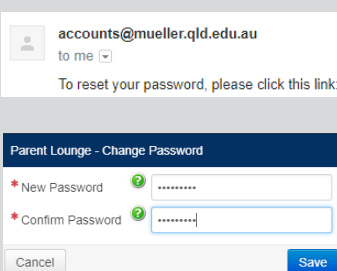
4.

You will be prompted to enter an email address. Please ensure that you enter an email address that you have registered with the college.



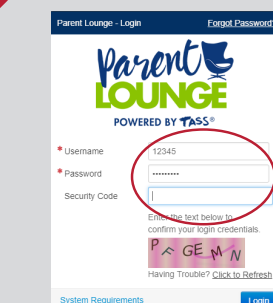
5.

Keep an eye on your email account and follow the instructions.



6.

Enter in your Account Number, new password and the security code/captcha and you're in!



To access Parent Lounge visit:  
**muellerparents.com**



## *Upper Primary & Middle School*

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### UPPER PRIMARY & MIDDLE SCHOOL // YEARS 5-9 IPAD REQUIREMENTS)

At Mueller College, students participate in a School Managed Device program where each student in Years 5-9 are 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.

#### 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 Everyday**
- **Everyone can Grow and Thrive**
- **Everyone is Known and Valued**
- **Everyone Belongs and can Contribute to Community.**

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 section.

#### Accessing Student Café

The Student Café 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 [ilearn.mueller.qld.edu.au](https://ilearn.mueller.qld.edu.au).
2. Enter your Mueller username and password.

## 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@appleid.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/ID number as your password. This can be found on Student café, 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 Secondary 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. If existing account - login with Mueller email and password.
4. If new account - select "Login" and then "Forgot your password?"
  - Input your school email address and surname then select Next.
  - 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. Instructions for setting up your device is at the back of the document.

**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>**.



### Student Acceptable Use of Technology Agreement – Primary

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 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.

#### Expectations:

- Students will not be permitted to take their device home until the following is fulfilled:
  - o Student and parent has signed checklist agreement and handed back to class teacher.
  - o Classroom teacher has granted permission for iPad to go home.

#### Security and Protection:

- As with all belongings, students will be expected and responsible for the care and security of their iPads. iPads are to be left secure in the classroom during the school day unless teacher permission has been granted.
- Students will be transporting their devices in their bags to and from school each day. iPads are not to be left in backpacks, unlocked cars or any unsupervised areas. Bags should not be left unattended or out of view when travelling to and from school via public transport.
- Students are not to take their iPads to Friday afternoon sport.
- 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 and class teachers 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.

### Charging:

- Students are expected to bring their iPads and keyboard to school fully charged.

### Purpose and Use:

- School iPads are a learning tool and educational device and are not to be used as an entertainment device.
- School email is to be used for school purposes only.
- Students are only permitted to have conversations within apps or under shared photos under teacher direction.
- School iPads are not to be used on school grounds before the commencement of classes.

### 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.
- Parents are responsible for what occurs at home when students are using their device under home networks. What is blocked and restricted at school, may not be blocked and restricted at home. Students will still be able to access the internet and use sites such as Google, if they are connected to a Wi-Fi network outside of school.

### 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 for 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.

# Student Technology Guide – Primary cont...

## TECHNOLOGY GUIDE



### Student Acceptable Use of Technology Checklist Agreement

- ☐ I will only use the search engines or apps asked to by my teacher
- ☐ I will not capture and share any inappropriate material

#### Consequences

- ☐ I know the teacher is in charge of the iPad at school
- ☐ I know the teacher can check my iPad at any time
- ☐ I know the teacher uses an app to monitor my use during class time
- ☐ I know that if I use my iPad inappropriately there will be consequences

#### Expectations

- ☐ I am responsible for looking after my iPad
- ☐ I will be careful in bringing my iPad to school and home
- ☐ I will clean it carefully
- ☐ I will insert all cables carefully
- ☐ I will not leave my iPad unattended, when outside the classroom
- ☐ I will not take my iPad to Friday Sport

#### Passcodes

- ☐ I have set up a passcode on my iPad and given this to my teacher
- ☐ I have given my iLearn password to my teacher

#### Charging

- ☐ I will make sure my iPad always has enough charge for the school day

#### Purpose and Use

- ☐ I will only use my iPad for schoolwork
- ☐ I will not email social messages
- ☐ I will not take photos, unless given permission
- ☐ I will not use apps or shared photos to communicate, unless given permission

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I will uphold the expectations of the above document.

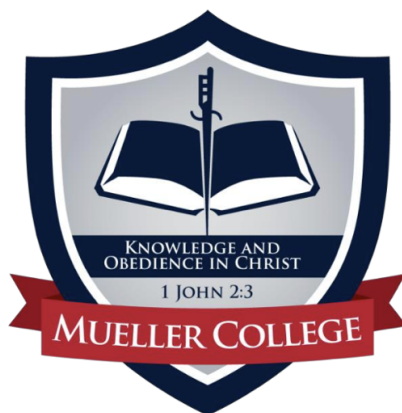
Student Name (Please Print) \_\_\_\_\_

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

I have discussed the contents of this agreement with my child.

Parent Name (Please Print) \_\_\_\_\_

Parent Signature \_\_\_\_\_



## Student Acceptable Use of Technology Agreement

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 key elements of this policy are listed below:

### ***Teacher Rights:***

- 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 at any time.

### ***Purpose and Use:***

- School iPads are a learning tool and educational device and are not to be used as an entertainment device.
- Students are not permitted to use a personal device in the event that they are unable to use their school device.
- Unless instructed by a teacher, iPads must remain unopened during lessons.

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

- As with all belongings, students will be responsible for the care and security of their iPad.
- 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 safely secured in the classroom during the school day.
- When students transport their devices in their bags to and from school each day, bags are to be well cared for and not to be left unattended or out of view.



- Students must enable a passcode on their iPads, with auto-lock set to 5 minutes. They must not share their passcode with other students.
- Students must have Bluetooth and Wi-Fi enabled on their iPad at all times.
- Students must keep their iPad in its protective case at all times to avoid damage.
- When cleaning the iPad screen, students must only use a clean, soft micro-fibre cloth (do not use any cleanser liquids, etc.).
- When charging, students must insert cables and adapters carefully so as to prevent damage.
- Students must ensure their keyboard/case is not personalised or vandalised in any way.

### **Preparedness:**

- Students are expected to bring their iPads (and Bluetooth keyboards if issued) to school fully charged every day. There will not be facilities at school for charging devices or devices for 'loan' at school.

### **Conduct:**

- Unless instructed by a teacher, students must not interact with another student's device.
- 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

Failure to follow the above guidelines will result in consequences in accordance with the Behaviour Management Policy and Procedures. They may also include the loss of device use and privileges, loss of network access, or a financial penalty. More severe consequences for repeated or gross unacceptable use as set out in this Acceptable Use Agreement will be decided by The Head of School who is the final arbiter of consequences issued.

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## Statement of Agreement

I will uphold the expectations of the above document.

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

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

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

Senior School

YEARS 10-12 // BYOD INFORMATION

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### SENIOR SCHOOL (YEARS 10-12 BYOD INFORMATION)

At Mueller College, Senior school students participate in a bring your own device program where each student in Years 10-12 are required to bring a device that is suitable for the subjects that the student has elected to complete. 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 guide to ensure each student is equipped with the appropriate device and is enabled to set up to key programs and applications that ensure they can access relevant content and processes over the course of the year.

### 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 Everyday**
- **Everyone can Grow and Thrive**
- **Everyone is Known and Valued**
- **Everyone Belongs and can Contribute to Community.**

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

### 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 Secondary 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. If existing account - login with Mueller email and password.
4. If new account - select "Login" and then "Forgot your password?"
  - Input your school email address and surname then select Next.
  - 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. Instructions for setting up your device is at the back of the document.

**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>.



# PRINTING: MOBILITY PRINT

PRINTING FROM A NON-DOMAIN DEVICE







## MOBILITY PRINT

- i** Mobility printing allows for printing from any personal device that is connected to the school wireless 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 school network, with your Mueller username and password. You add money to your account by going to <https://flexischools.com.au>.

## IOS DEVICE

iOS 11

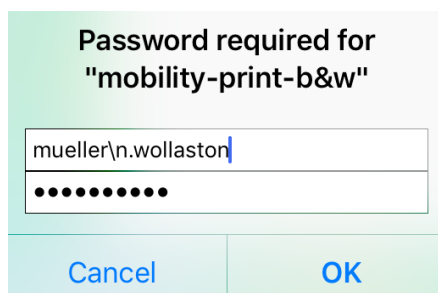
1. Open the app that you want to print from.
2. To find the print option, tap the app's share icon —  or  — or tap .
3. Tap  or Print. If you can't find the print option, check the app's User Guide or Help section. *Please note that all apps support printing.*
4. Tap Select Printer and choose either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

- i** 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.



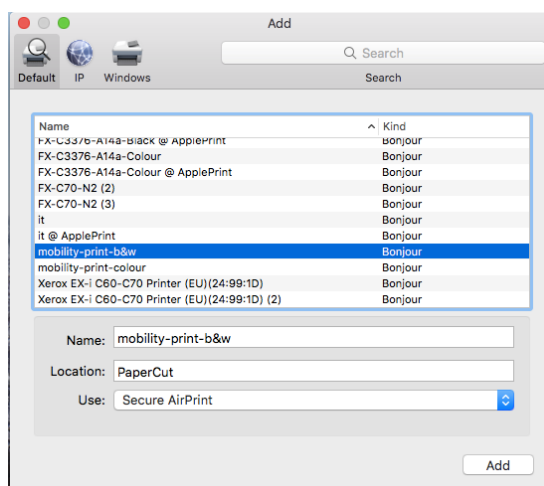
# PRINTING: MOBILITY PRINT

PRINTING FROM A NON-DOMAIN DEVICE

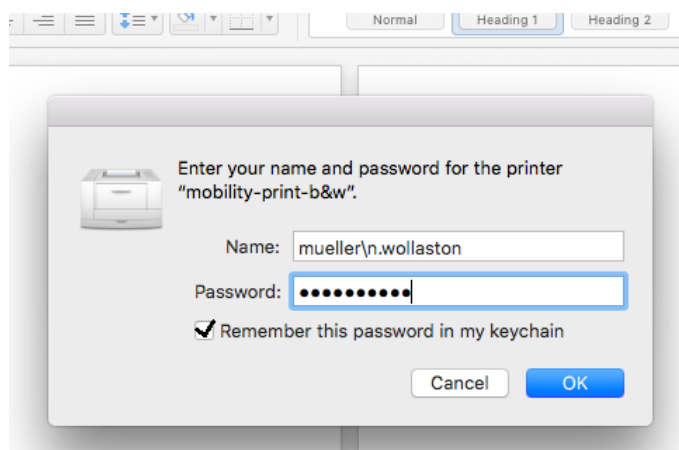


## MAC OS

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.



# PRINTING: MOBILITY PRINT

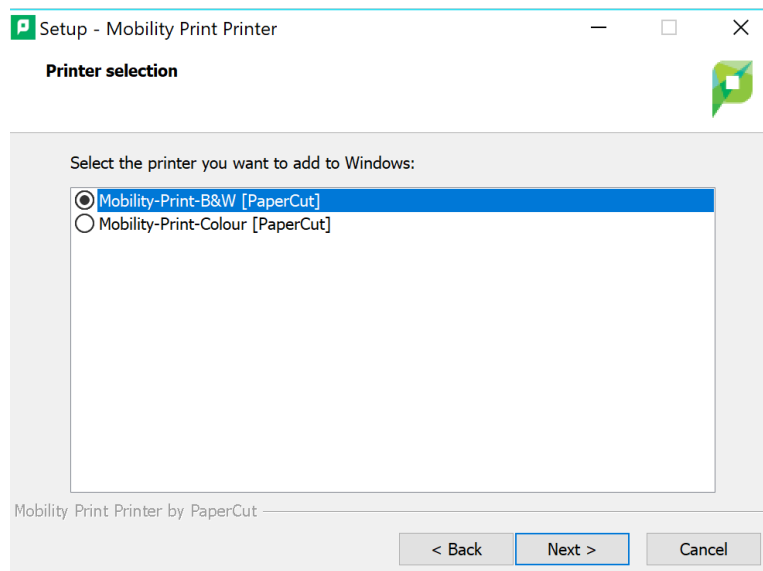
PRINTING FROM A NON-DOMAIN DEVICE



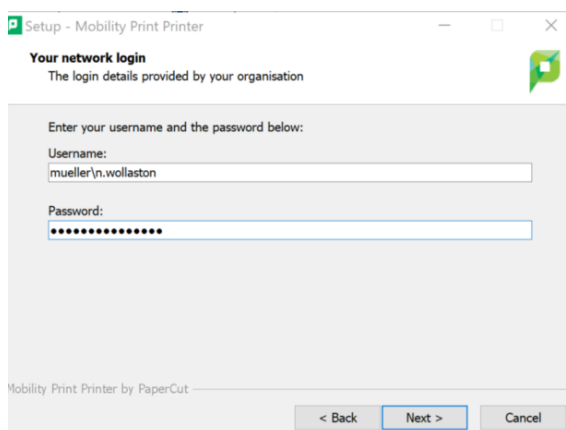
## WINDOWS

**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.

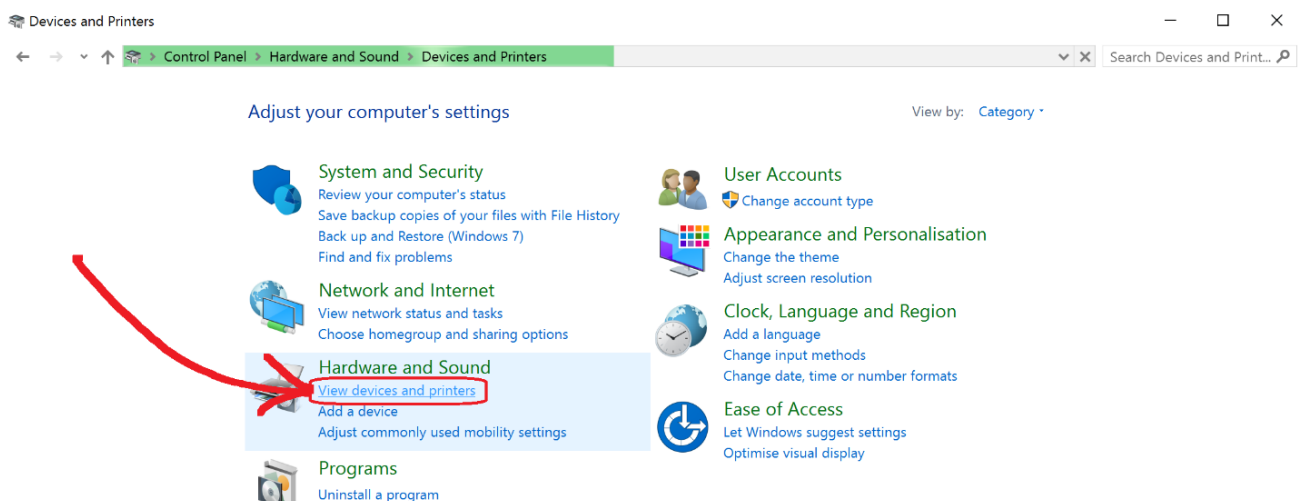


# PRINTING FROM WINDOWS

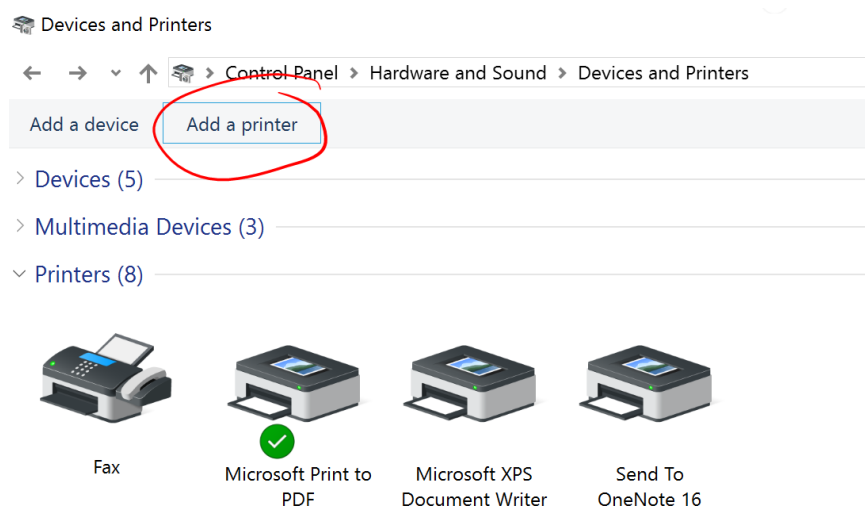
## ADDING PRINTERS

*If the computer you log onto is already on the domain (majority of the school owned computers), you will already have the printers and you can skip this step.*

1. In **Control Panel** and go to **View devices printers**




2. Click on **Add Printer**



3. In the windows which pops up, click on **The printer that I want isn't listed.**

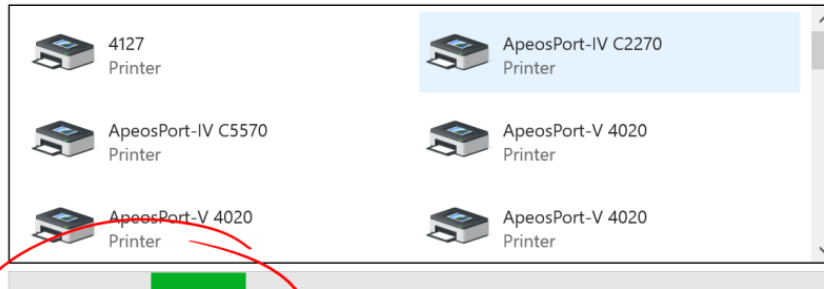
# Printer Mobility Windows Cont...

## TECHNOLOGY GUIDE

 Add a device

### Choose a device or printer to add to this PC

Searching for devices



The printer that I want isn't listed

Next

Cancel

4. Select the option: **Select a shared printer by name** and in the box type either of the following two entries depending on which printer you wish to add.

- [\\papercut\Follow-Me-B&W](#)
- [\\papercut\Follow-Me-Colour](#)

Then click on **Next**.

 Add Printer

### Find a printer by other options

☐ My printer is a little older. Help me find it.

☒ Select a shared printer by name

\\papercut\Follow-Me-B&W

Browse...

Example: \\computername\printername or  
http://computername/printers/printername/.printer

☐ Add a printer using a TCP/IP address or hostname

☐ Add a Bluetooth, wireless or network discoverable printer

☐ Add a local printer or network printer with manual settings

Next

Cancel

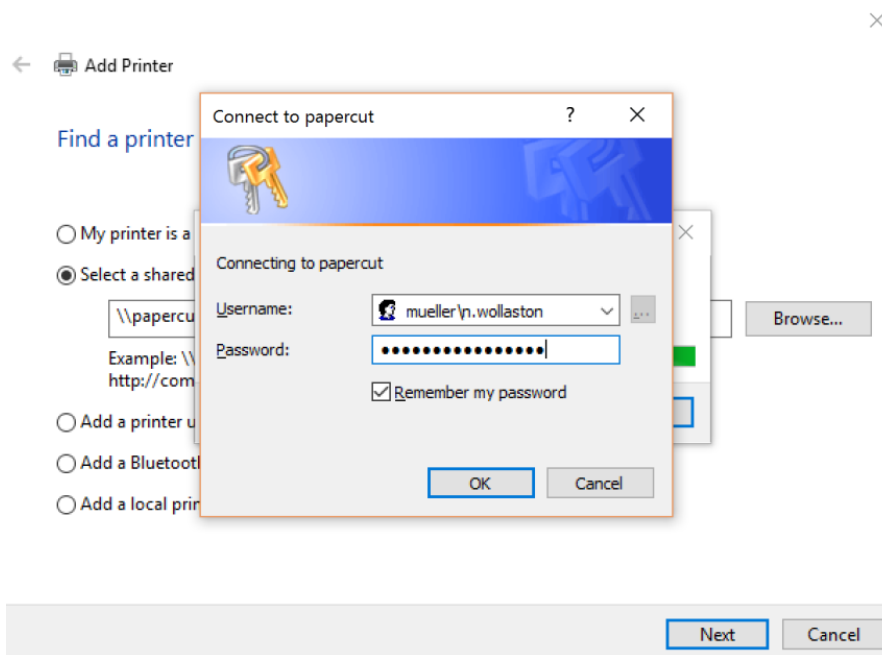


# Printer Mobility Windows Cont...

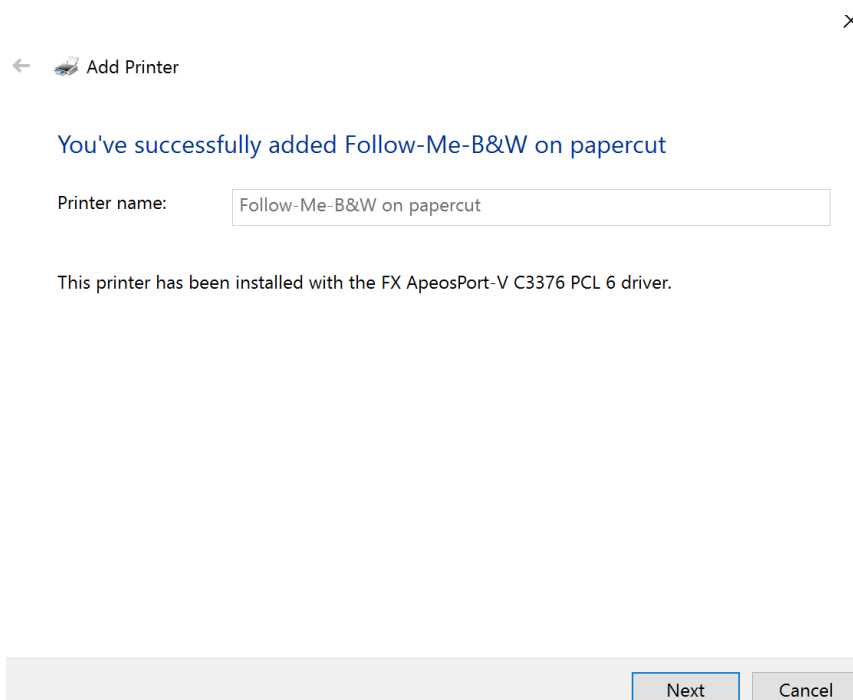
## TECHNOLOGY GUIDE

5. A security box may pop-up. Login with your Mueller username & password and make sure **Remember my password** is ticked. Press **OK**.

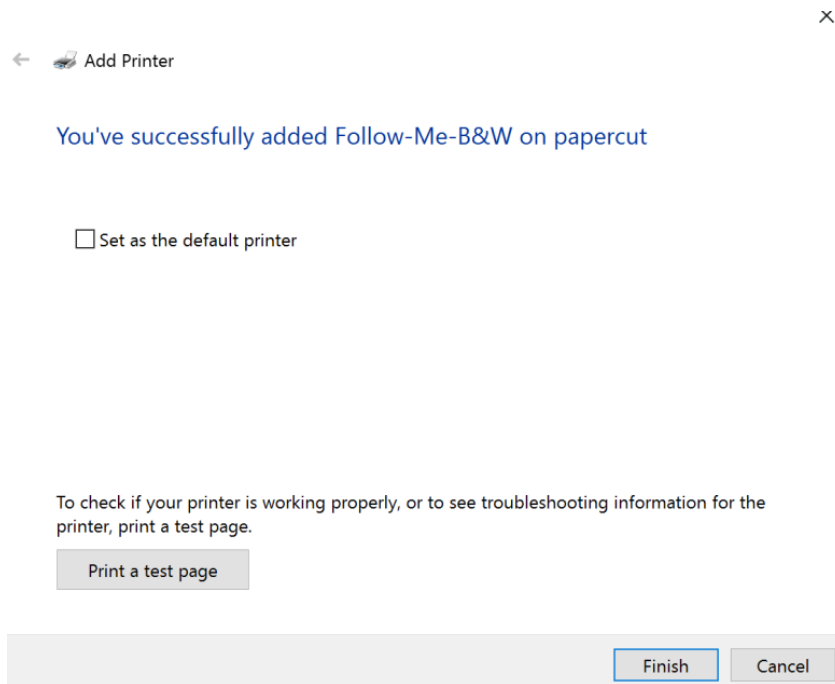
Remember to put **Mueller\** in front of your username



6. The printer will then install. Once its installed, Press **Next**.



7. If you want to set the printer as the default (the one your computer automatically tries to print to) then make sure you click the **Set as default** box. Once you have finished on this page, click the **Finish** button.





## 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 Co-ordinator 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.

# Student User Agreement – BYOD Cont...

## TECHNOLOGY GUIDE

### 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.
- 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 for repeated or gross unacceptable use as set out in this 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: \_\_\_\_\_

## *Year 10–12 Subject Specific* DEVICE REQUIREMENTS

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### GENERAL DEVICE REQUIREMENTS

This information is intended to serve as a guide to aid in the selection of a suitable device for students on the BYOD program.

A laptop that meets the minimum storage, processing and operating requirements is all that is needed. These requirements include the ability to support the most recent operating systems, run word processing applications and connect to the Internet. There are a select few subjects in which students require devices or programs which extend beyond the scope of these minimum requirements. For each of these subjects the school provides dedicated devices equipped with all the required programs and students can access these devices in class time. Students are given sufficient time in class with access to these devices and programs to complete their course work. There is no requirement from the school for students to have personal devices that extend beyond these minimum specifications.

We understand that some students prefer to work at home on their personal devices and would like clarity around the device specifications and programs used in specific subjects. This document seeks to clarify the subjects, specifications and programs required for those who wish to have a personal device equipped for all course work.

The table below outlines the required programs and system specifications all student laptops must meet.

### MINIMUM BYOD REQUIREMENTS

	Apple or Windows Device
Programs	Word Processing Internet Browser
Storage	256 GB SSD
Memory	8GB
Operating System	Support recent MacOS or Windows

The following Subjects have additional recommendations

- Design
- Digital Solutions
- Film, Television & New Media



## DESIGN

The school provides access to devices that the students can work on at school. Students may want a device to work on outside of class but this is not a mandatory requirement as, in our experience, students have enough time to complete the majority of coursework in class with the school's provided devices. Some of the additional programs that are beneficial but not essential for students to have are AutoCad, Inventor, AutoDesk Revit, Adobe Photoshop, Adobe Acrobat DC Pro and Flashprint. The Apple MacOS operating system is not compatible with some of the programs used in Design, and therefore not recommended. A decent PC laptop with an i7chip (the i7 is highly recommended over the i5), at least 8GB of RAM and if possible, a separate graphics card should suffice.

If you have any further questions, please contact:

### Contact Details:

**HOD    Chris Gater    [c.gater@mueller.qld.edu.au](mailto:c.gater@mueller.qld.edu.au)**

## PROGRAMS & SYSTEM RECOMMENDATIONS

	Windows Laptop
Programs & Costs	AutoDesk Inventor – Free AutoDesk Revit – Free Flashprint – Free Adobe Photoshop & Acrobat Pro DC – Monthly Subscription
RAM	16GB preferred
Storage	512GB SSD
Processor	i7 (8th Gen Intel or later preferred)
OS	Latest Windows 64-bit
GPU	Dedicated 2GB+ VRAM GPU recommended

### DIGITAL SOLUTIONS

In Digital Solutions, it is handy to have both a tablet with scribe capability (iPad + Pencil / Surface + Surface Pen) and a laptop. A laptop is an essential requirement as a tablet by itself will not meet course requirements. If students already have either an iPad or Surface, it's recommended to stick within the same family and get an Apple or Windows laptop respectively so that they talk to each other. If students do not currently have a personal device, an Apple laptop is recommended. Apple products are used a lot at school and using technologies such as Airplay and Airdrop are very handy for file distribution and presentation.

Some of the programs that are essential for Digital Solutions are Unity3d + Visual Studio, MAMP & Atom. Having Adobe CC is also beneficial. All of the programs listed are free, with the exception of Adobe CC which is an optional program that some students use to create graphics. Of the above-mentioned programs, Unity 3d requires the most computing power. The general system requirements to run it are as follows.

If you have any further questions, please contact:

#### Contact Details:

**HOD**    **Chris Gater**    [c.gater@mueller.qld.edu.au](mailto:c.gater@mueller.qld.edu.au)

### OPTIONAL SPECIFICATIONS & PROGRAMS

	Apple or Windows Laptop
Programs & Costs	Unity 3d + Visual Studio – Free MAMP- Free Brackets - Free Adobe CC – Monthly Subscription
RAM	16GB
Storage	512GB SSD
Processor	i7 (8th Gen Intel preferred)
OS	Latest MacOS or Windows 64-bit
GPU	Dedicated 2GB+ VRAM GPU recommended

### FILM, TELEVISION & NEW MEDIA

The school provides access to devices that the students can work on at school. Students may want a device to work on outside of class but this is not a mandatory requirement as students have enough time to complete the coursework in class with the school's provided devices.

The program that students will be using most in class is Final Cut Pro. This is the only editing program explicitly taught in the course. It can be purchased for a one off cost and runs exclusively on the Apple MacOS operating systems. If your student is committed to editing on Windows, Adobe Premiere is the most direct alternative to Final Cut Pro. Alternatively, for a free professional-level application, Davinci Resolve is recommended and available online. However, bear in mind that there are no instructions provided for its use in this subject. All of these programs require a recent spec Apple or Windows laptop.

Additionally, as Film, Television & New Media requires students to capture and edit significant amounts of high-quality footage one of the key components to a personal device is having sufficient storage. We recommend a minimum of 512GB storage.

If you have any further questions, please contact:

#### Contact Details:

<b>HOD</b>	<b>Simon Ratcliffe</b>	<b><a href="mailto:s.ratcliffe@mueller.qld.edu.au">s.ratcliffe@mueller.qld.edu.au</a></b>
<b>Subject Teacher</b>	<b>Mark Blackmore</b>	<b><a href="mailto:m.blackmore@mueller.qld.edu.au">m.blackmore@mueller.qld.edu.au</a></b>

### OPTIONAL SPECIFICATIONS & PROGRAMS

	Apple Laptop	Windows Laptop
Programs & Costs	Final Cut Pro - One off Cost	Adobe Premiere Pro - One off cost
RAM	16 GB	16 GB
Storage	512GB SSD	512GB SSD
Processor	i7	i7 (8 <sup>th</sup> Gen Intel preferred)
OS	Latest MacOS	Windows 64-bit
GPU		Dedicated 2GB+ VRAM GPU recommended
Additional Information	SD Card (min 16GB, Class 10 speed)	SD Card (min 16GB, Class 10 speed)





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



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