

The Strategy

Classroom Technology

Every classroom will have a projector, an Apple TV, and an iPad stand. This will allow all students to have the ability to get a learning experience that enables teachers to utilize technology. If your room did not have a projector and was capable of having a wall mounted projector, you should will have wall mounted projector installed by the start of school. If your room did not have a projector but was not capable of have a wall mounted projector due to structure or electrical issues, you will have one that is on a cart. If you already had one on a cart or in your room, you most likely had what you had before except for some exceptions that were made and for some necessary moves to support the rooms with structural issues.

The purpose of the Apple TV is to allow ease of wireless connectivity to the projector. This will allow you to walk around the room while presenting from either your Mac Book Air or your iPad. It will allow students to engage when you hand off the iPad to them. More instructions on how to use the Apple TV will be provided in the near future.

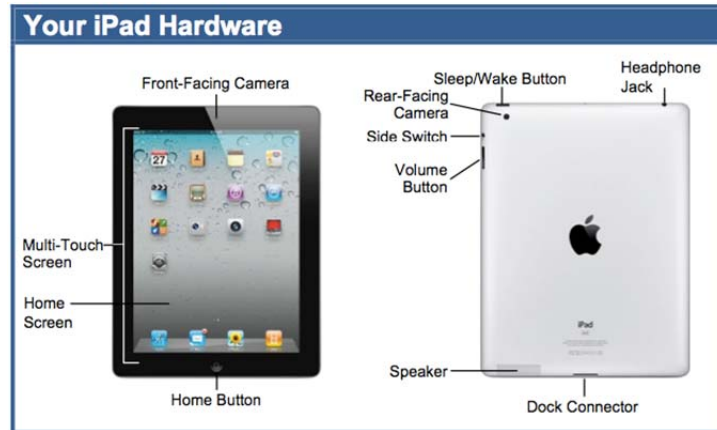
The iPad stand can be used for general presentation so you don't have to hold it. In addition, the stand will allow you to use the iPad as a document camera without having to try and hold it still.

Teacher Technology

Every teacher will now have both a Mac Book Air and an iPad mini. There are many reasons why we felt it was best to provide both devices to teacher. First of all, the Mac Book Air is much more robust than the iPad. So, from a content and curriculum development perspective, this is a better tool for you to utilize. This is a teacher device and should not be shared with students. This is for your use.

The iPad though will give you the flexibility in presenting your content and lessons in the classroom. You can still use the Mac Book Air for this as well, but the iPad allows the freedom of walking around the room. In addition, you can hand off control of the presenting to the students which increases their engagement in the learning process. Finally, as we move forward to the next phase of our strategy which is providing devices for the students, this gives the teacher an extra device for when/if a student forgets their device.

Your iPad Hardware

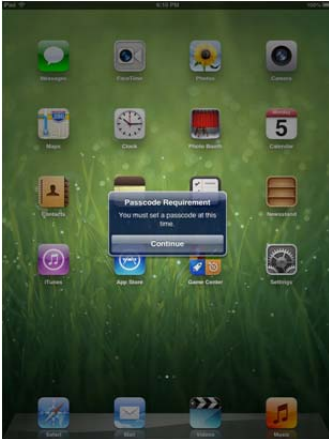


First Time Turning on Your iPad

1. You will receive a screen that identifies it as a PCSD Teacher iPad. Swipe the arrow to the side to continue.



2. You will be notified that you have to set a passcode. Hit continue.



3. Select a four digit number that will be your passcode. You will be prompted to enter it twice. This is a security feature. When your device is in a locked mode, you will be prompted for your passcode.

Key Buttons

Home Button

- **Return to the Home Screen:** From any app, press the **Home** button once to return to the Home Screen.
- **Multitask:** Press the **Home** button twice quickly to open the Multitask Bar. This shows you all the apps you currently have open. You can select the app you want to go to from there.

Sleep/Wake Button

- **Lock your iPad:** Press the **Sleep/Wake** button once to lock your iPad.
- **Unlock your iPad:** Press the **Sleep/Wake** button (or the **Home** button). Slide your finger across the **Slide To Unlock** slider that appears.
- **Power Off your iPad:** Press and hold the **Sleep/Wake** button until the **Slide To Power Off** slider appears, then slide your finger across the slider.
- **Power On your iPad:** Press and hold the **Sleep/Wake** Button until the Apple logo appears.

Networking your iPad

Tap the Settings app icon, then tap the **Wi-Fi** button in the left pane. Make sure that the **Wi-Fi** switch is set to On, then tap the name of the **Wi-Fi network** you want to join. If the network is secure, enter the security key or password, then tap the **Join** key.

First Time Turning on Your MacBook Air

- Hit the power button in the upper right hand corner of your keyboard.
- You will be prompted to enter your id and password. This is your standard PCSD id and password that you used last year and you use for eMail.



Connecting to WIFI

When you are in the district, your MacBook is already configured to automatically connect. If you want to connect at home or another location:

1. Click on the Air Port icon in the upper right hand corner of your MacBook.



2. It will display a list of available networks.
3. Select the network you want.
4. If there is a security password on that network, it will prompt you to enter the password.

PCSD Web Clips and Standard Apps

Web Clips

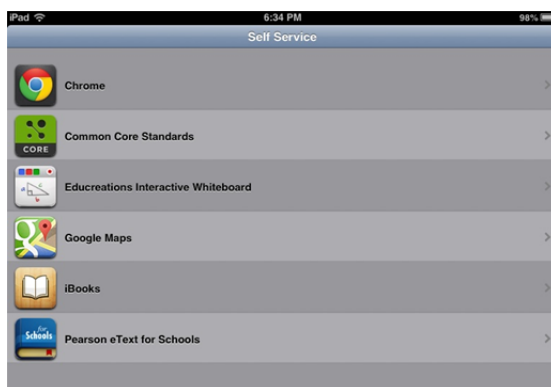
A web clip is basically a short cut to a web page. We have preloaded the following standard PCSD web clips:

- Frodo -- This is the PCSD Intranet.
- PCSD IT Help Desk -- Use this link to submit a ticket if you are having issues with any of your technology.
- PCSD Web Site -- Use this link to access the main district web site.
- PCSD VPN -- This allows you to VPN into the district network.
- Office 365 -- The district is moving to Office 365 for your productivity tools and email. Your login information for this will be available soon.

Standard Apps

PCSD has preloaded the following standard apps:

- Keynote – This is the Apple presentation software similar to MS PowerPoint. (Under Finder/Applications on the Mac Air and on the second page of the iPad.)
- Pages – This is the Apple word processing software similar to MS Word. Under Finder/Applications on the Mac Air and on the second page of the iPad.)
- File Browser – This will allow you to connect to your network drive (s:). This will only work if you are connected to the PCSD wireless network. (Only on the iPad and on the second page.)
- Puffin – This is a web browser alternative to Safari that supports Flash. (Only on the iPad and on the second page.)
- Self Service – This is a PCSD App Store. Any standard free apps that we want to make available to you will be located in this area. (On the Desktop on the Mac Air and on the second page of the iPad. Here is what is in there so far:



Connecting to a Printer/Copier.

We are in the process of documenting the steps to connect to a printer or copier. We will make sure you have this information at the start of the school year.

Reminder of How to Docs

We have preloaded some documents to further help you get started. They are on the desktop of your Mac Book Air. They are:

- Apples Resources
- Video Tutorials for MacBook and iPad
- ParmaPD You Tube

Keeping Devices Secure

You are responsible for these devices. We ask you to take care of them as if they were your own. You are allowed to take these devices home. If you do, please remember not to leave them in your car or easily accessible areas. If you leave them at school, they should be locked up at night.

How to Use eMail

Until we move to Office 365, you will continue to use our current webmail application. So, you can access that through the browser (Safari) and type in the following address: webmail.parmacityschools.org. You will login with your id and password as normal.

Creating an Apple ID

These devices are owned by the Parma City School District. We will ensure that you have the apps that you need to do your job. However, we also want to encourage you to load apps for evaluation and use in the classroom. You can do this by creating an Apple ID. Your personal Apple ID account should be completely separate from your school account. If you use the same account, your other devices will sync and all your personal information will be available.

1. On the iPad, go under Settings.
2. In the left nav, select iTunes & App Stores
3. In the right display, you will see a button that says Create New Apple ID, click that and follow the rest of the instructions. Please read the screens carefully though. It will ask for a credit card, but you do not have to provide one. We strongly recommend that you don't.

Setting up iCloud

iCloud is tied to your Apple ID. Again, it is strongly recommended that you use a separate ID for your school devices. We recommend you setup iCloud so that your personal settings and any other apps or data you have loaded on the device are backed up. That way, if you get a new device for any reason, you will easily be able to download your settings and content to the new device. iCloud setup is located under Settings/iCloud. It will ask for your Apple ID and password.

FAQ

Is there tracking software on the device if it is lost or stolen?

The district is using a mobile device management system called Casper Suites by JAMF. This software allows us to remotely lock and wipe the devices. Based on the s/n of the devices there is tracking that can also be done on the device. Your responsibility is to contact the Help Desk immediately (440-885-8333). In addition, if it is stolen, you will need to get a police report. We will take care of everything else.

What if my device is damaged?

If your device is damaged, please contact the Help Desk at 440-885-8333 or put in a Help Desk ticket (PCSD Help Desk app is available on both of your new devices or available through Frodo). Please note Apple reports that 70% of all damage to Mac Book Airs is caused by leaving a pen or other item on the keyboard and closing the display.

If I damage my device, will I have another device to use while it is being fixed?

We will have a swap program and you will be given another device. As such, you should use the network (s: drive) as your primary source for storing your files. You will not be given your old device back. Since all devices are the same now, there is no value in swapping back once your damaged device is fixed. It will go into inventory for the next damage scenario.

Will the district have access to my files and apps on my Apple devices?

Yes, the district has access to all files and apps on each device.

Will you be monitoring the camera on the device?

The cameras are enabled and not blocked on the device. This is a benefit to you so that you can use it to create your own videos, FaceTime other teachers and schools, etc. We do not have the software and we will not be getting the software that will be able to monitor the camera in a live scenario.

If I am experiencing difficulty, what is my first step?

Please contact the Help Desk at 440-885-8333 or put in a Help Desk ticket (PCSD Help Desk app is available on both of your new devices or available through Frodo).

Will the district be purchasing apps for teachers? Can I download a free app?

Yes, there are some monies allocated for app purchases. We will be developing a form and making it available to teachers through the PCSD website. Once approved, DIS will purchase the app and make it available to teachers.

Secondly, you may download any free app that meets the acceptable use policy.

Do all apps require the internet?

No, not all apps require the internet to work.