

ICT Help Guide for Parents



Baradene's ICT Learning Journey



Since the adoption of the strategic plan (2009 – 2013) there have been a number of developments around ICT at the College. Our Strategic Goal 5: Embrace ICT to Support the Building of a Learning Community has three targets:

- *Provide support that enables teachers to embrace e-learning for the best delivery of curriculum (PD, Hardware, Software, E-learning facilitator);*
- *Optimise the efficient management of school operations (admin incl. finance, HR, student pastoral / academic records, attendance and Learning Management Systems);*
- *Utilise technology to make communications more efficient and effective (email text for news and events; relevant and up-to-date website).*

Supporting the school's e-learning environments such as Ultranet, OneDrive and other Internet services requires a modern, state of the art network infrastructure. The school has made a significant investment to provide this infrastructure through several major projects including:

- *The School Network Upgrade Project (SNUP)*
- *Server upgrades*
- *69 wireless access points for a fully functioning wireless environment*
- *Ultra-fast broadband with Fibre through the gate*
- *Data projectors in all classrooms*
- *Interactive Whiteboards in 28 classrooms*

Baradene Network



To ensure we have a stable network that supports the learning and curriculum delivery for our students we have completed the following projects.

- A Fully functioning wireless capable network with 69 Aruba access points. A Centralised controller that allows us to manage all wireless devices. The wireless controller manages the wireless access points and the devices that connect to these points.
- Engineering that allows student to connect to the wireless network and to print from their own devices without having to install printers using Papercut – Printing Management System
- Fibre backbone and Fibre through the gate:
 - Connects all the buildings to the server
 - This enables us to have Fibre internet access with a guaranteed 100 Mbit connection and 100Mbit connection with national peered services e.g. libraries, universities, TV3, TVNZ, e asTTle, eTV and data centers.
- Completed SNUP (School Network Upgrade Programme) :
 - Upgrade of our internal data and electrical infrastructure giving us a reliable, high performing data network that meets industry standards.
 - Cat 6 throughout the campus with Cat 5e to devices.
- Server upgrades and rebuild to facilitate the introduction of the latest Microsoft Technologies e.g. ServerR2, Office 2013 and Windows 8
- Data Projectors in all classrooms
- Interactive Whiteboards/Data projectors in 28 classrooms
- Engineering for Office365 – part of the Microsoft Education Solution. Not only does this allow our students access to web-based Microsoft applications without having to buy expensive software, it gives each student data storage capabilities. Students will be able to store their work online, on a cloud-based storage service– there will therefore be no need to carry a pen-drive as the work that is saved in the *OneDrive* can be accessed at home or anywhere.
- Student Advantage – students can download Office 2013 for free on up to 5 Devices.

Devices at Baradene



The advantages for students bringing their own devices are many and varied. A student owned internet capable device can be an important part of a student's toolkit, giving them instant access to unlimited resources and enabling them to support, extend, communicate and share their learning in a way that will prepare them for the future. The advantages include:

- *Anytime, anywhere access to class resources, support and extension activities through Ultranet and Office365*
- *The ability to develop "digital" folders and exercise books for their classes (that can't be lost, and never need replacing) through OneDrive,*
- *The ability to develop a portfolio of their learning using USpace on Ultranet,*
- *Anytime, anywhere access to the school library e-books, database and catalogued web resources through Oliver,*
- *Greater ability to communicate with teachers, parents and peers to support their learning through instant access to their student email that has recently been set up for them through Office365*
- *Anytime, anywhere access to unlimited resources and information on the internet,*
- *The ability to draft, redraft and publish their work at the click of a button,*
- *Access to world recognised qualifications via the Microsoft IT academy program,*
- *Allowing students to become active partners in their learning.*

ICT in the Classroom



Ownership of a personal device by students has been shown to bring a new level of motivation and engagement. It helps to develop greater independence and improved critical thinking, and provides new opportunities for collaboration and sharing. The full integration of digital learning tools into our curriculum is helping to prepare our students for the digital community of which they are already a part of. We foresee that our Y7 and Y8 students will also benefit hugely from the Microsoft IT Academy program that has been integrated into their school timetable.

[Microsoft IT Academy and GMetrix](#)

The Microsoft IT Academy and GMetrix are web-based portals where students take training and certification in a number of Microsoft products, such as Microsoft Word, Microsoft Excel and Microsoft PowerPoint, OneNote etc. Once students have completed the training, they sit the exam and they become certified in the Microsoft Office Specialist qualification. Year 7 and 8 students follow this program during their Digital Literacy lessons. These programs are also available to other Baradene students. Instructions on how to register are on our ICT support page under GMetrix/IT Academy

[Office 365](#)

Office 365 is powered by the cloud and students can access their applications and files from anywhere on any computer. Office 365 can be used offline as well as in the cloud. Students use the Office 365 portal to download Office 2013. This can be done on up to 5 devices. Instructions on how to download office are on our ICT support page under Office 365/OneDrive > Downloading Office2013

['Ultranet' – our Learning Management System](#)

'Ultranet' is an extension of the physical class space, allowing learning to be extended through the internet and accessed from home or at school. Teachers are able to share digital resources with their students, host collaborative tasks and publish learning content. Students have a greater potential to be engaged and interact with the learning process using media-rich resources, online quizzes and homework or sharing in group wikis or discussions.

[OneDrive \(previously called SkyDrive\)](#)

Students are encouraged to save their work in the OneDrive account, which is part of Office 365, instead of their computer so that they never lose their work. Student can share their work with their peers or their teachers and submit work electronically.

ICT in the Classroom – Software & Web



A Video has been uploaded to our ICT support page for you to view

NOTE: Generally all faculties use Microsoft Office software such as PowerPoint, online Learning environment (Ultrantet), One Note for taking notes.

Faculty	Software/ICT Use	Web
Media	Adobe Premier Pro Celtx (for scripts) Audacity	Research Blogs Social media online resources including (YouTube, Vimeo)
Music	Specialised Music Software: Sibelius and Mixcraft	Music Theory, Orchestra Revision Piano/Drum/Guitar practice
Drama	Movie Maker – recording performances	BBC Website Live Theatre sites Internet research for devising projected images
Mathematics	Electronic Textbooks (Year 7 to 10) Smartboard Electronic Blackboard Excel – Statistics (senior classes)	Mathletics Study Ladder for Year 7 and 8 BBC - K3 bite size Google Docs Math apps or math puzzles, games (Quento, Twos and Threes, Magic Paint, Flash) Prezi, Geogebra, R, YouTube etc for explaining mathematical concepts
Visual Art	Capture images on camera and then draw from in class. Images also used for manipulating for art/design purposes. Illustrator and Photoshop (design students) OneNote used as a class page to place Design briefs for teacher to mark/correct	Drawing from images on the internet DVD clips on Youtube Internet to research subject matter and artist models
Social Sciences	Smartboard	Academic online databases, EPIC Database is used for Inquiry research projects Google Earth, eTV YouTube film clip, Al Jazeera news clips Joint research website www.sharedhistories.com with French school (also Facebook & Twitter)
Commerce	Excel MYOB CETA Resources Enterprising Entrepreneurs Publisher ONENOTE - draft market research questions	YouTube videos Internet research www.surveymonkey.com for market research
English	Laptop cameras – for practising film techniques Flip cameras for recording dramatic monologues Publisher	Grammar games YouTube for viewing performance works and film techniques. Literary sites for research and discussion
Technology	Camera to capture experiment results and practical work Video to capture teacher demonstrations to be used as a reference	YouTube videos to show support research topics or key understandings Internet used for research on topic being taught in class Web tutorials to demonstrate techniques
Languages	Photostory/Movie maker to record oral assignments	Evernote Language Perfect

	Filming conversations	
Religious Education		Internet used for research on topic being taught in class
Physical Education & Health		Internet used for viewing clips. E.g. cyberbullying
Science	Excel - recording data and drawing graphs Camera / Video: Recording experiments, demonstrations, visual diary of experiments, making video presentations	YouTube clips, eTV Research using EPIC by the NZ Library Exploratorium for images BBC KS3 bitesize for science facts and self-tests Bing – default search engine for research and transition Webquests of independent learning

Teaching Staff and ICT



On-going teacher professional development and support is vital to ensure successful use of ICT. This needs to go hand in hand with a focus on good teaching and learning practices (effective pedagogy) and the specific needs of the student (rather than just focusing on the ICT tools).

In 2013, we completed a three year ICT Professional Development Programme. This contract assisted in providing staff with on-going professional development and support around how best to use ICT to improve outcomes so that students are active partners in their learning.

ICT Professional Development for staff is ongoing and continues during the term with specialised training sessions on various Friday mornings. In Term 1 the staff with expertise in certain ICT tools offered workshops. Staff used OneNote to enrol for these workshops. The following workshops were on offer:

- OneNote 101 navigation – finding the things you so desperately need
- OneNote in the classroom – getting the girls to use it and then accessing the work they have done
- Excel – Formulae and quick tips
- Word for teachers – Tips on how to add hyperlinks, insert YouTube clips into word, format documents, add comments on students work and publish PDF files
- Practical ways to integrate technology into the curriculum
- Creating simple worksheets, inserting audio/video media files and creating hyperlinks in work documents
- The New Zealand curriculum and emphasis on e-learning and pedagogy
- Creating teachers logins on LEARNZ and setting up classes, Virtual Learning network
- Using Devices to facilitate critical thinking and problem solving
- Ultranet 101 , Ultranet advanced, Ultranet Surveys
- KAMAR 101
- Windows 8 – Basics, Exploring the Windows 8 store
- What is OneDrive and how can I use it not only for myself but for my class as well?
- E-TV
- PowerPoint – customising your background, useful tips on layering and animation

FLP's (Faculty Lead People) provide their faculty with support and are the conduit for information that needs to be disseminated. They ensure subject specific PD is available to those in their faculty. Staff have also signed up to the IT Academy program. Staff also attend PD sessions offered by outside providers

Device Selection



The Devices need to be suitable for typing and editing documents, manipulating photos, collaborating online, using internet resources and tools that support the teaching and learning environment at our school. We have sought advice from education specialists, our staff, vendors and our current Y10 students, who were our pilot group in 2013, and have determined that the following is essential when selecting a device:

- A Tablet form factor with USB port/s,
- Windows 8 (8.1),
- Keyboard options,
- Light and Portable,
- Inbuilt camera,
- A battery that will last at least the school day,
- Able to connect to the school's wireless network,
- Robust and sturdy enough for school use,
- Under warranty - to ensure that any failure of the hardware or components can be quickly remedied,
- Backed by a reputable company with a robust warranty service,
- Insured against loss or damage as the school is unable to accept responsibility for any loss or damage occurring at school,
- Have a protective case available.

With this in mind we believe the following devices meet the requirements outlined above:

- Surface Pro – (at least 64GB, comes with stylus*)
- Surface Pro2 – (at least 64GB, comes with stylus*)
- HP Hybrid computer range (i3 /i5/i7)

* The stylus is pressure sensitive and comes equipped with a button which can be used to navigating Windows 8. The tablet features palm rejection for stylus use, allowing the user to rest their hand on the screen when penning without registering unwanted touches. This stylus would have advantages when students are working on Mathematical or Scientific equations/notations and need to take notes by hand in other subjects.

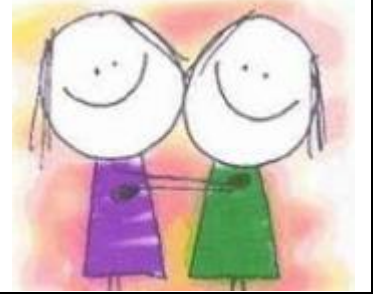
Please note that we will provide help to connect to the school wireless network. Our ICT support group will be able to support students with problem solving or troubleshooting during lunch times, morning tea and before school. We will continue to run the swop-out system from our school library which will ensure our girls have a device to use in all their classes as and when necessary.

Software

Under the Baradene Schools licensing agreement, we have set up Microsoft Office365 for each student. Students will be able to download a free copy of OfficePro onto their device and onto four other supported devices at home.

We have arranged with our IT providers, New Era IT Ltd and Harvey Norman to make devices available to our parents.

Student Safety at School



'Personal Growth in an Atmosphere of Wise Freedom' is one of our Sacred Heart Goals. At Baradene we believe open communication between parents, teachers and students is the best way to keep students safe. Students will often share concerns with each other online. It is important that they tell a teacher and/or parent/caregiver when they are feeling uncomfortable or threatened online. If you have any concerns about internet safety contact us at Baradene or visit <http://www.netsafe.org.nz> (NetSafe is an independent non-profit organisation that promotes confident, safe, and responsible use of Cyberspace).

All our students are required to sign a Cyber Safety Student Use Agreement where they agree to:

- *be a safe user whenever and wherever they use information and communication technology (ICT)*
- *be responsible whenever and wherever they use technology and support others by being respectful in how they talk to and work with them and never write or participate in online bullying. This includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour*
- *report to an adult if they feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others.*

A copy of the full contract can be found on the school website for logged in users under Student Services/ ICT support for students.

Filtering Software:

We have a Fortigate Firewall and Analyser in place at Baradene College. This is a high-performance unified threat management solution that provides the visibility needed to detect hidden threats within legitimate content, even from trusted sources and authorized applications. This unmatched protection means we can allow new applications into our network, but automatically block any malicious content or behaviour. We also have the capability to generate reports on student use and access of the internet.

We have blocked sites like Omegle and Facebook as we feel they do not have an educational purpose. The Ultranet, our Learning Management System (LMS) has features that help with class and group communication. Other sites that fall under the category of 'mature and explicit content', are also blocked. We are able to extract reports to check what our students and staff are accessing.

Keeping the Device Safe at School



Every student has a locker and is required to lock her device in her locker when it is not in use. During subjects like PE, Dance and Drama the teachers have a cupboard where students can store their devices. During assembly students are expected to bring their device into assembly with them if they are unable to leave it in their locker.

We purchased SelectaDNA which is a property marking system that uses a DNA based forensic formula to uniquely mark property. Every student who wanted their computer marked had this done. Selecta DNA contains a UV tracer so that if a stolen item is recovered, the DNA can be read by the Police, who are able to access the database and return the item to Baradene. The form to request DNA marking can be found on the ICT support page under DNA marking.

How does my daughter get ICT support



There is an ICT Guide for Students that is available on the website on the ICT Support page.
<http://baradene.ultranet.school.nz/WebSpace/2082/> This booklet has detailed instructions on:

- logging in
- getting ICT help
- troubleshooting – devices & software
- Downloading and accessing software

These are the steps for students to follow to get ICT help...

<p style="text-align: center;">Our Website</p>	<p>1. First check the ICT Help Page http://baradene.ultranet.school.nz/WebSpace/2082/</p> <p>Check ICT Help for Students Booklet</p>
<p style="text-align: center;">Other students...</p>	<p>2. Ask a few friends first to help you Get them to show you how they do it.</p>
<p style="text-align: center;">ICT Student Support</p>	<p>Come to D247 at lunch time and ask the ICT Student support team to help. The D247 is the big computer room just along from the Main reception.</p>
<p style="text-align: center;">Technician</p>	<p>After you have first tried the steps above, you can come at lunchtime or morning tea come to the little office in D247 to see the technician. If he is not in his office, you will need to be persistent and come back again.</p>

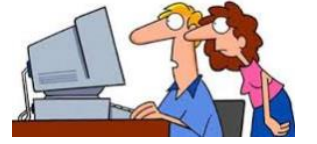
Troubleshooting...



Please refer to the Student ICT Guide for Students for more details, but this is a brief list of solutions.

<p>Hardware Breakages/Drops</p>	<p>Take back to the supplier who you purchased it from.</p> <p>If device was purchased from Harvey Norman, they advise that you are able to walk into a store, tell them you are a Baradene parent and either get a direct swap, or a loan unit while they are managing their service of the device.</p> <p>Get a “swop out” device from the library.</p>
<p>Lost the device</p>	<p>Student should advise the Teacher & Dean. Retrace their steps. A message will be sent to all staff to check for the device.</p>
<p>How does my daughter print?</p>	<p>There are various photocopiers available to students around the college. Students can print from the software they are using with the Papercut portal. They use their student ID card (or username and password) to release the job on photocopier. Refer to the ICT Guide which has detailed instructions on printing using the Papercut portal.</p>
<p>Printing –run out of print credit.</p>	<p>Student to put print credit money into an envelope and put in reception drop box.</p>
<p>Difficulty with the device</p>	<p>Student should follow the steps in the guide to get ICT help. After accessing the guides and information on the website she can go to D247 at morning tea and lunchtime and get help from the student helpers or the technician.</p>
<p>Software on the Device is not working (e.g. Office 365, GMetrix)</p>	<p>Student should follow the steps in the guide to get ICT help. After accessing the guides and information on the website she can go to D247 at morning tea and lunchtime and get help from the student helpers or the technician.</p>
<p>Lost Student ID Card</p>	<p>Student should put \$10 in envelope in reception drop box. Write on the envelope your name, HR and the fact that you need a new ID card.</p> <p>This will be ordered and delivered to you by a runner when it arrives (approximately 2 weeks).</p>
<p>Can't logon to the school network – Password forgotten or can't be remembered</p>	<p>Passwords can be reset by deans, teachers, Mrs Bosch (D226), Mrs Francis (D307), and the technician in D247.</p>
<p>Can't logon to the Ultranet</p>	<p>Student should go to Mrs Francis in D307 to have problem sorted.</p>
<p>Can't get onto the WIFI</p>	<p>Student should follow the “Connecting to the Baradene Network” in the ICT Student Guide.</p>

Tips for Home



There are a number of websites that support parents to keep their children safe. Please visit <http://windows.microsoft.com/en-NZ/windows-8/family-safety> or follow our links on our ICT support page under Cybersafety: Parent info. Links to Netsafe <http://www.netsafe.org.nz>- the Parenting place <http://www.theparentingplace.com> are also found on our ICT support page.

A copy of our Cybersafety use agreement, which is signed by every student upon enrolment, is on our website under ICT support > Cybersafety: Parent info

- Encourage your daughter to be proactive and persistent in her use of ICT to support her learning.
- Encourage your daughter to access the tips on Ultraset (see below)

Students: Tips for making the most of your computer and working online:

1. Use Ultraset to access class resources and activities
 - Work with your teacher to put all of the class resources and activities on Ultraset
 - Have a smartphone? download the Ultraset app for free (coming soon)
 - If your teacher has a smartphone they can use apps to quickly upload voice and video recordings of demonstrations and/or lectures
2. Create an online exercise book with OneDrive
 - Create a document for each class and 'share' it with your teacher so they can give feedback
 - Talk to your teacher about how to name your document as they will have many documents being shared with them. Including your name, subject, option and teacher code is a good idea e.g. Maths – Sophie Barat Y9
3. Create a portfolio with USpace on Ultraset
 - For published work and assessments you could create a folder for each subject with a page for each topics, task or project- You can embed documents, videos, voice recordings, pictures and PPTs
4. Put your tablet to good use
 - Remember you can record your voice; take photos and record videos on your tablet . You could use these to photograph notes on the board, record a summary of your lesson, record homework, task instructions, record and practice speeches and presentations
 - Remember to never record, photograph or video other people (or their work) without their permission first.
 - Even if you have permission to record, photograph or video someone or something, you should NEVER post or share recordings, photographs or videos without their specific permission to do so

Other Useful Tips

Homework

To see what your daughter is doing in the classroom in particular to ICT related tasks, sit beside her while she logs onto the Ultranet. There you will see some of the ICT resources that she is using in her particular studies. Each class she attends will generally have an electronic class page where the teacher may have loaded resources, links to websites, quizzes and tasks.

Submitting work electronically

Submission of work is requested from the teacher in a variety of ways. Students may submit electronic files via:

- email on Office 365,
- OneDrive document sharing,
- Message to the teacher in Ultranet and
- Documents via tasks in Ultranet.

Parent Portal

The parent portal enables our parents to access their daughter's information. Parents click on the Parent/Student Portal icon on our website and enter their username and password supplied by the college. If you have lost this information please contact our Database Administrator, Donna Francis at dfrancis@baradene.school.nz

In this portal parents can access their daughters attendance records, view reports, view the record of learning, pay fees (Not BCL fees), and check the database details.
