

Teacher Checklist

WHY iPad = Accelerate SPEL – Skillset, Productivity, Engagement and Learning outcomes.

HOW iPad = Consume – Create – Collaborate (*Consume content – Create content – Collaborate with others*).

- Genius Bar** is open before school 7.30 – 8.30am in the iCentre, for staff, students and parents. Visit the [IT SharePoint Tutorial section](#) for IT help. You can also log an IT job via SharePoint for our school technician, Adrian. For other IT problems e.g. staff password, phone the Service Centre 1800 680445. For OneSchool problems or questions, see Jason.
- TV (with Apple TV)** the Apple TV is connected via blue network cord (red dot = live port, this is the same for class phones). Log an IT job should you need to move the TV, or phone, in your room.
- Familiarise yourself with the [Leveraging Digital school SharePoint site and associated documents](#).
- Familiarise yourself with the [Parent Checklist](#).
- Familiarise yourself, and your students, with the [CRSS iPad Expectations](#), [Cybersafety Expectations](#) (Years 3-6), [Daily iPad Routine](#) and [Leveraging Digital Anchor chart](#). Have these **on display in your classroom** and refer to them regularly with students.
- Familiarise yourself with the [Leveraging Digital Agreed Practices](#).
- Familiarise yourself with the [Seesaw Expectations](#). Review your class list. Add surname initial to any duplicate student names e.g. Tim L. Student passwords will be their birthdate DDMMYYYY (Prep students will have a common password = prep). Update class settings for each Seesaw class. Change each class icon to the [school created icon image](#). Choose each students Seesaw Profile icon or allow students to create their own avatar. Invite families that are not connected to their child's Evidence of Learning portfolio.
- Familiarise yourself with the school and year level [Required Apps Register](#) and ensure students have the latest version of these downloaded onto their iPad (parents are asked to download and install the inTune Company Portal app so we have the ability to download required school apps onto student iPads. **Students require a passcode to unlock their iPad**. Teachers are encouraged to securely store student passcodes, not to enter student's iPads without permission, but in case students forget their passcode.
- Student **iPads must be named with their class and name** e.g. 4A John S (this is done in Settings – General – About).
- Familiarise yourself with the [Online Services Consent Form](#) which details third party online services we have consent from parents to access. Online Consent is sought at the following phases of learning, Prep and Year 4. Students whose parents have not completed this form cannot use the associated third-party online services.
- Do not allow** students to have free time on non-learning related apps and/or Internet surfing.
- Do not allow** students to use a **staff issued device, iPad or laptop**. They contain confidential information e.g. email, etc.
- You can choose to use the [Classroom app](#) to support teaching and learning and keeping students on track with their learning.
- Teachers are asked to communicate with parents via email, both individually and as a group. This is to ensure an official communication trail. Parent email details can be sourced from OneSchool. A class email group has been setup for every class teacher to add parent email addresses to e.g. 7122_6A-News-2026@eq.edu.au (to add parents to your class email, login to mis.eq.edu.au, go into "Accounts and Resources I can access" and scroll down. Your class should be listed. Click on your class and then on members, to add parent email addresses. Remember to Save – Instructions [here](#)). Use this email group to communicate with parents via email.
- Provide **passwords slips** ([example](#)) to students and their parents with their user name and password details for:
 - **Network (P-6)**: student username = MIS id, password = Coomera.2 (Minecraft Edu login details are the same)
 - **Epic (P-6)**: class teachers create your class using student first names only (you will require a free educator account). Further information can be found [here](#).
 - **IXL (P-6) English and Maths**: student password = coomera.2 (student username = MIS id e.g. jthom23). Familiarise yourself with the [IXL Expectations](#) for teachers at CRSS to have students engage with IXL.
 - **Decodable Readers (P-2)**: class teacher login details will be provided by Pip. Teachers then add students to their class.
- Student iPads should be stored in the class baskets when not in use. **Students are not to carry these baskets** filled with iPads, to prevent accidental damage.
- Each class teacher will be allocated 1 school owned class iPad. These will be distributed at the start of the year. The ratio of iPads to students who do not bring their own will be 1:2, iPads to students. Additional iPads will be distributed during Term 1.
- Damaged student iPads, refer to [Damaged iPad Process](#) for the school process and specific communication with parents.
- Ensure you have an **email signature, consistent with school expectations**. To manage your signature, go to OWA in a web browser, select the cog (top right corner), Mail, Compose and reply. Check out Jason's email signature as an example.