Parental Guidance on the Use of iPads

Caterham School has taken the decision to issue iPads to all its pupils to assist with their learning in a number of ways. iPads facilitate collaboration and independent learning and they add a new range of tasks that would not have been available without it.

What follows is a brief guide for parents to help them understand the processes and support in place, as well as some advice on how you might support your children in their use of this technology.

What apps should my child be using?
As the digital world evolves, so does the range of apps available to us and your children to enhance their learning experience. It would be impractical to try to update you on the apps we are using throughout the year; however, to give parents a basic toolkit, all pupils are provided with the following set of apps to help them use the iPad to its potential:
Firefly Student Planner, Explain Everything, Fine Scanner, GarageBand, iMovie, iBooks, iTunes U, Word, PowerPoint, Excel, OneDrive, OneNote, Total Recall.

Pupils will be provided with different apps dependent on age and subjects being studied.

Parents should also be aware that whilst many educational apps have the appearance of games, they are in fact designed to enhance learning and so should not necessarily be dismissed. Please do contact the IT team (contact details below) with a query about any particular app if you are in doubt about its usefulness, or if you would like help finding or evaluating an app you have found.

Should we put limits on their use of iPads?
Our pupils will find that whilst the iPad is a tool that can greatly enhance a learning experience, there will be significant periods of time when the device will not be used in school. We hope that a similar mentality can be arrived at in the home and away from school.

We do not wish to dictate rules to parents about home life, but for those looking for guidance, we recommend that:
- the iPad is only used in family spaces
- the iPad is used for a set period of time and then put away
- students do not use their iPads for at least one hour before bedtime
- the device is not kept in your child's bedroom overnight

Some pupils will find it challenging to get the balance right. If you are concerned, please do discuss this with your child's tutor, but also do take the device away from them at home and physically help them to manage their exposure to it.

Please follow this link for guidance on the physical recommendations for working on iPads: http://www.apple.com/about/ergonomics/

Can the iPad be found if it is lost?
The iPad can be tracked if it is connected to a Wi-Fi network it has logged onto before. There are several ways that this can be done, but in the event that an iPad needs to be found, pupils should contact a member of the IT Support staff.

What safeguards does the School have for ensuring my child is using their iPad safely in school?
The software that we use to manage the devices puts profiles on them. These are age specific as per Apple's limitations:

First Year:
Don't Allow Movies or TV Shows
Allow Apps for 9+ and below
Block Erotica in iBooks
Do not allow explicit music and podcasts
Game centre, Siri, iMessage and FaceTime are disabled
All iPads must have a minimum of a 4 digit screen lock to stop unauthorised use

Second - Fifth Year:
Don't Allow Movies or TV Shows
Allow Apps for 12+ and below
Block Erotica in iBooks
Do not allow explicit music and podcasts
Game centre, Siri, iMessage and FaceTime are disabled
All iPads must have a minimum of a 4 digit screen lock to stop unauthorised use

Sixth Form:
Don't Allow Movies or TV Shows
Allow Apps for 17+ and below
Block Erotica in iBooks
Do not allow explicit music and podcasts
Game centre, Siri, iMessage and FaceTime are disabled
All iPads must have a minimum of a 4 digit screen lock to stop unauthorised use

The school's internet filtering is set up so that pupils are protected from harmful content. Of course with the rate of change happening in the online world, it is not possible for any filtering system to be 100% successful. If your child comes across content that they do not feel is appropriate they should alert their tutor or a member of the IT team as soon as possible.

What can I do to keep them safe at home?
You should contact your Internet Service Provider (ie. Sky, Virgin, BT etc) and ask them what filtering options they offer. Some companies can apply filtering to specific devices, or at certain times etc. All of these services are free. The link below leads to instructions on how to apply Parental Filtering for the 4 major internet providers.
http://www.saferinternet.org.uk/advice-and-resources/parents-and-carers/parental-controls

How do you help the pupils to understand how to be safe online?
Your child will be taught about e-safety in a number of different ways during their time at the school, through discussion with tutors, assemblies and PSHEE. Whilst we do use a sensible and effective filtering system, we do also want to have an open dialogue with the pupils about their use of the internet and help them to make appropriate and safe decisions when they are not under our care.

What are the rules about iPad use in school?

All pupils are made aware of our Responsible Use Policy, which can be found on the school website, along with the sanctions that are used to help pupils understand the severity of their actions. There is also an 'e-safety rules' document posted in every classroom. A copy of which can be found on the school website.

Is there help available to ensure my child is using the iPad effectively?
From September 2015, there have been a number of iCats who are trained up to assist other pupils in problem-solving and understanding the most effective workflows on the iPad. If your child has any immediate or pressing concerns then they can visit the IT Workshop for additional support. We have also issued guidance on effective note-taking to all staff and pupils. A copy of this document can be found on the school website.

Can the pupils print from their iPad?
All pupils are able to print from their iPad to one of the school's networked printers. Each pupil has a set allowance for the year of £2.50. If this limit is reached, pupils will be required to add additional funds.

How can we monitor homework?
All homework is set through Firefly and all pupils have the Firefly Student Planner app which functions in much the same way as a paper diary. Your child is able to show you this app at any time and you are able to look through tasks by date set, date due and tasks completed to get a good overview of the situation.

Can pupils use keyboards with their iPads?
It is expected that most pupils will adapt to, or indeed already be adept with, an iPad's touchscreen keyboard. On the rare occasion where this is not found to be the case, pupils may purchase a wired keyboard. Pupils may not use a wireless keyboard whilst they have the device in school as it may cause interference with other devices in the classroom.

Pupils in the L6 have been issued with iPad Pros with Apple's own brand keyboard. Their use of this will be monitored and discussed over the course of the year.

Key information regarding use, insurance and procedures
The devices are leased by the school and thus remain the property of the school for the duration of the lease. Pupils in the Upper Sixth will have the option to purchase their iPad at a much-reduced cost at the end of the academic year. All other pupils are expected to return their iPad at the end of the lease period (usually 2 years) in the same condition as it was given. This means with charging cable and plug. Failure to return each part in working order will incur a cost to the student. A new device will then be issued at the start of the following academic year.

The iPads are covered by insurance for accidental damage and theft. If a device is damaged it should be reported to the IT Workshop immediately (pupils should email ITsupport@caterhamschool.co.uk in the first instance, explaining what happened to the device, when and where). Pupils will then fill out an accident report and the device will be sent to the insurance company who will decide if the claim is valid. Please Note: Pupils who make more than one insurance claim, will be charged £50 for each subsequent claim.

If the device is stolen, it must be reported to the Police within 24 hours and a crime reference number obtained. Failure to do this in a timely manner will result in the claim being

dismissed. Similarly, the device must have been secured at the point of theft for the claim to be valid.

If the insurance company rejects a claim, the cost of a replacement device will be added to the following term's bill.

Please also note that iPad cases are not insured, but are a prerequisite for the insurance to be valid. All iPads must be kept in the assigned case at all times. If the case is damaged through a user fault, the cost of a replacement will be added to the following term's bill. Pupils must replace lost cables or plugs, but must purchase Apple branded products; it is not acceptable to buy cheaper 'unbranded' replacements.

Returning iPads
The lease contract requires iPads to be returned at the appropriate time and in full working order, with cable and plug as well as an intact and functional case. Pupils will be notified when they are nearing the end of the lease period so that they can ensure they have everything they need and know when and where to return the device to. Pupils will be guided through the 'backing up' necessary to ensure their next device picks up where the old one left off. Pupils who do not return all elements required, or who return a damaged device will be charged accordingly. Pupils who have a lease that offers the option to purchase the device outright will also be notified of this and the cost involved.