



Use of the iPad in School

It is important all pupils are aware of these guidelines. Pupils have a personal responsibility to adhere to these.

Small headphones are required for activities with sound; these will not be provided by the school.

Using and installing apps

The School's Mobile Device Manager (MDM) pushes out apps. These will be loaded on to the devices during initial set up. Children load any new apps the school wishes to use onto their devices when they log on to the network. Apps installed for personal use are not permitted on the iPad while the pupils is at Hyde Park School but the device will reset after they leave, enabling full iPad usage. A core list of apps is available on our website and these will be the apps we will initially use across the curriculum. Children will not have access to the App store.

Saving work

Pupils' work is stored either in his personal area on the School's network (using One Drive).

Screen time

Use of iPads varies by subject and time of year. Pupils do not use iPads in every lesson and when employed they are often in use for only part of the lesson. iPads are used in conjunction with many other learning and teaching methods. If a pupil needs to spend a considerable amount of time completing a project or assignment on their iPad at home, they should take regular breaks. The School ensures the same.

Impact on handwriting

Although children become familiar with a keyboard while typing some of their work, neat handwriting remains important. Pupils are expected to handwrite certain pieces of work to develop a legible style. They learn to handwrite at speed in preparation for examinations. Some morning form time in the Autumn Term is set aside to practise handwriting and this will be monitored in class.

Touch Typing

Some morning form time in the Autumn Term is set aside to practise typing proficiency and this will be monitored from time to time in class when appropriate. Pupils can practise their typing by accessing [Dance Mat](#), which is the main site the children use during form time.

Break and lunchtime

Devices are not routinely allowed to be used at break or lunchtime. If they are used, the activity is always supervised.

Use at home

Teachers set homework assignments which use the iPad. Where this involves access to the internet, younger pupils are guided by their teachers as to which sites to search.

Personal organisation

iPads should be in school every day and fully charged. If a pupil forgets their iPad or it is not sufficiently charged, they will be asked to share equipment and/or copy up outstanding work at home, as necessary.

Damage or theft

The School strives to keep loss or damage to a minimum by encouraging pupils to take responsibility for their devices. All iPads are covered by the school's chosen insurance provider, **iCare for iPad**, which covers:

- Theft & Accidental Damage Cover
- No Excess
- Collect, Repair or Replace and Return service
- Contract Term 3 Years from Date of iPad Purchase

The school will liaise with the insurance provider to organise the replacement.

Faulty iPads

If an iPad develops a fault in school for which there does not appear to be a quick solution, the School will arrange a repair at our earliest convenience.

Pupil guidelines for iPads

Pupils are responsible for good and thoughtful behaviour when using their iPads. If a member of staff suspects that a serious breach of discipline has occurred, the iPad will be given to a member of the Senior Management Team. In such circumstances, it is likely that the contents of the device will be examined by a senior member of staff together with a member of the IT department. Misuse of the iPad will be treated seriously and appropriate sanctions will be applied.

Management of risk (loss or damage)

- iPads are not used unsupervised;

- iPads are stored in lockable units in form rooms when they are not in use. Staff take responsibility for locking units.
- When moving around school carrying an iPad, pupils are asked to walk and not run and to keep their iPad closed;
- iPads remaining in school overnight are stored securely. Pupils travelling on the school minibus may leave their iPads in school overnight, in secure units as parents prefer.
- The case has a pupil's name and form on it, so the iPad can be identified and easily returned if lost.
- The iPad can be tracked remotely and disabled with the Find My iPad app;

eSafety

On entry to Hyde Park School, pupils sign a copy of the Hyde Park School ICT Acceptable Use Policy Agreement. eSafety issues are addressed through assemblies, PSHME and Computing lessons. An age-appropriate filter is applied to each pupil's iPad through the School's MDM. The filter blocks any inappropriate content while the device is used on the school network. Social media apps are disabled when on site.

Privacy

Your child should ensure his iPad is locked with a passcode.

Using the camera

Pupils must not take photographs or record video images in school without permission.

Device setup

The school will work with the selected educational provider (Albion) to ensure that the iPad has been set up suitably. Teachers will use Apple School Manager to create an Apple ID that is solely for the use of each child. (Children are not permitted to create an Apple ID until they reach 13 years of age.) The School will not give Apple ID passwords to the pupils. When the child leaves the school, the School will un-enrol the device enabling you to create a new Apple ID.

If you have any questions at all regarding the iPad initiative, please email Patricia.Watt@hydeparkschool.co.uk