Digital Learning – User Guide

As an outstanding school we strive to provide the highest possible standard of education for our students and we believe that the iPad can be used to enhance learning in exciting and challenging ways. In addition, we are preparing our students for a world where digital technology is transforming social and work life at an ever-increasing pace. The National Curriculum, implemented in 2014, acknowledges the importance of ICT in education, with ICT competence explicitly included as a general capability in all stages and areas of learning.

This document defines the expectations, requirements and regulations for using iPads safely and securely at school. Please read the guide carefully and also show it to your parents.

This "User Guide" complements the School's "Acceptable Use of ICT Systems Policy", the student "User Agreement" and the School Rules.

The following guidelines cover a wide range of potential issues and it is important that all students are aware of them and their personal responsibility to adhere to these guidelines.

Health and Safety

Health
It is important to be aware of the possible risks to health of sitting in uncomfortable positions and staring at the iPad for prolonged periods of time.

Try to limit the amount of time that you spend using your iPads. Teachers will not be using them in every lesson and not for the whole lesson, however if you have been spending a large amount of time doing your home learning on the iPad then please ensure that you take regular breaks and don't continue to then play games for hours after that.

Personal Safety
The likelihood of being approached outside of school by someone trying to steal the iPad is slim, but it is important that all students act safely to limit this risk.
Ensure that the iPad is kept in your bag when walking to and from school. Follow the usual advice about keeping safe, for example not walking around alone when it is dark and ensuring that an adult knows where you are. If approached, just hand the iPad over. It is insured and can be tracked. Report the incident as soon as possible to an adult. If the iPad is taken away from you, you may need to contact the Police in order to obtain a crime/reference number. If your work is backed up to iCloud then your work will not be lost.

Digital Citizenship
Digital citizenship involves behaving responsibly and ethically as part of the online community. We all leave a "digital footprint" when we use the Internet. There is a permanent record of our actions and interactions. Digital citizenship involves:

- Respect for self
- Respect for others
- Respect for intellectual property

We all have a responsibility to protect ourselves, others and intellectual property. In turn, you have the right to be protected and have your intellectual property protected as well.

To be a responsible digital citizen, we encourage you to:

- Be mindful of the way you represent yourself online. Choose appropriate user names and images that present you positively.
- Do not post personal information.
- Be mindful of the language you use and the way you "speak" about individuals and organisations. The Internet is a public space.
- Remember that universities and would be employers increasingly use on-line profiles to select students and employees.
- Be proactive in protecting others. Don't participate in hurtful conversations or forward nasty emails. Report any instances of cyber bullying or inappropriate behaviour you encounter.
- Use information sourced from digital sources ethically by referencing and acknowledging sources or seeking permission to use resources where it is appropriate. Purchase media legitimately.

Please be aware that a member of staff has the right to look at the content stored on your iPad at any time to ensure that the iPads are being used appropriately.

Privacy

There is a risk that students may be able to pick up an iPad and look at each other's work, or access private information on a staff iPad. Please ensure that your own iPad is locked with a 4 digit pass code, but that your home screen has your name and form written on it (so that the iPad can be returned to you if lost). Any attempt to look at a fellow student's iPad, unless requested to do so, will be dealt with very seriously.

For safety please ensure that your parents do not use an Apple ID Account with a registered credit/debit card on your iPad. Also, please ensure that there is no private information stored on your iPad such as your parents' bank details etc.

Use of the Internet

One of the greatest advantages of the iPad is its ability to provide instantaneous access to information on the Internet. The School provides Internet access through a high-speed wireless network. Access is provided to support education and research and is monitored and filtered using sophisticated security software.

All Internet access using the iPad must be gained through the School's wireless network. This allows for the monitoring and filtering of Internet data through our Mobile Device Management Software. You are not permitted to use personal 3G or 4G connections to access the Internet on your iPad. Access to the Internet is a privilege. It is provided for the purposes of enhancing learning. Access is subject to the security protocols implemented by the ICT Manager and can be limited by the classroom teacher. Inappropriate use will be dealt with firmly and could result in removal of the privilege.

Further regulations regarding the use of the Internet are contained within the "Acceptable Use of ICT Systems Policy".

Email
You have been provided with a school email account to use for educational purposes only. You are expected to use appropriate net etiquette as described in the "Email Etiquette Guidelines"". Email is not private and is subject to monitoring. All digital and electronic communications are permanently stored and accessible. You are reminded to be mindful of your "digital footprint". Communications that may be considered hateful, harassing, discriminatory or offensive may be considered cyber-bullying. You should report any instances of offensive or upsetting communication to a member of staff.

Students are not permitted to access social network sites during the school day and when the MDM software is in operation.

Recording Images and Audio
Permission must be sought from your teacher before using a camera or microphone during a lesson. You are not permitted to take photos, make recordings or record video footage of other students or staff, or their work, without consent. The use of a personal device to record and transmit data without the knowledge or consent of the individual subject is a crime under the Commonwealth's Criminal Code Act (1995).

You are not permitted to forward or upload photographs, videos or files without permission. Uploading images or videos to online media sharing sites is strictly prohibited. Inappropriate material should not be present on your device at all.

Appropriate use in School
In lessons
Some teachers will use the iPads in lessons more than others. This is likely to vary dramatically throughout the year as some lessons/topics may be more suited to the use of new technology than others.

Your use of the iPad in school is always at the teacher's discretion. If the teacher hasn't asked you to use the iPad then it should be kept out of the way in your school bag. If the teacher feels that you have not been using the iPad responsibly then they will ask you to put it away and issue a suitable sanction.

Break/Lunchtimes
You must not use your iPad at break or lunchtimes and you should either keep it in your bag, and keep your bag with you, or put in your locker. The only exception to this rule will be when a teacher supervises your use of the iPad for example in a lesson at lunchtime or the Student Digital Leaders Group.

Travelling to and from School
You must keep your iPad in your bag when travelling to and from school. It must not be used on buses even if you travel on a school bus.

Use at Home
Teachers will set home learning on the iPad and the usual sanctions will occur if this work is not completed. The use of any technology in the home is under the guidance of parents.

If you do not have access to the internet at home then the iPad can still be used but will lose some of its effectiveness. While you will not be able to access services like the VLE you will still be able to work on most apps that are installed on the iPad. You will have to save work on your iPad and then back it up when you return to school and are connected to the internet. In addition you can stay

after school for the Homework Club to complete any homework needing internet access. The Homework Club is from 3.45 – 4.45pm and is run in the Library; your parents need to fill in the appropriate letters to stay for the Homework Club.

Being Prepared

Lessons will be disrupted if students forget their iPad, or have failed to charge it up overnight. You cannot charge an iPad in school. The iPad must be brought into school every single day and be fully charged. Failure to do so could result in a school sanction.

Library Pool of iPads

We do not want lessons to be disrupted so there will be a pool of spare iPads in the library for students who forget to bring their iPad to school or forget to charge it. If you forget your iPad (or it is not charged) go to the Library during form period and ask the Librarian for a spare iPad. The Librarian will issue an iPad in the same way a book is issued and will note down your name and form. You will be expected to save any work you do to your Dropbox or OneDrive. You must return the iPad to the Library on the same day before you go home. We will monitor who borrows an iPad and issue sanctions if this is a regular occurrence.

Library iPads can be used for the Homework Club (3.45- 4.45pm). They will be configured with our MDM software and will also have the apps that are used in school.

Loss or damage to iPads

It is essential that students treat all iPads with care so that loss or damage to iPads is minimised. If there is an issue with any iPad it must be reported to a senior member of staff as soon as possible. If the iPad was ordered through Jigsaw24 it is important that it is also reported to the ICT Manager as soon as possible. If the iPad has been obtained through Jigsaw24 it is very likely that it will be repaired within 5 to 10 days. Parents should contact their own insurer for iPads that were not ordered through the Jigsaw24 scheme and organise a replacement iPad as soon as possible. Students can borrow an iPad from the Library pool of iPads on a daily basis (including use at the Homework Club from 3.45 – 4.45pm) whilst a replacement or repair is being organised.

<u>Student guidelines for iPads</u>

General
Students are responsible for good behaviour when using iPads and the positive code of conduct for lessons still apply. iPads are used for learning activities that may include research, production of content and communication with others. Remember that access to devices and the Internet is a privilege, not a right and that access requires responsibility. Individual users of the iPads are responsible for their own behaviour and communications. It is presumed that users will comply with school standards and will honour the agreements they have signed.

Staff may review files, apps and communications on a student's iPad to ensure that users are using the system responsibly. Users should not expect that stored files will always be private.

During school, teachers will guide students toward appropriate materials. Outside of school, parents have responsibility for such guidance. **However, only age appropriate apps should be downloaded to the iPad as it is brought into school for use in lessons.** Students should only use apps in school that a teacher recommends or authorises. To avoid any possible issues only age appropriate content should be downloaded to the iPad.

The following are not permitted:
1. Age-inappropriate content
2. Sending or displaying offensive messages or pictures
3. Using obscene language
4. Harassing, insulting or attacking others
5. Damaging computers, iPads, computer systems or computer networks
6. Violating copyright laws
7. Using others' passwords
8. Trespassing in others' folders, work or files
9. Using a vpn connection to bypass the MDM

How will new Apps be deployed?
The vast majority of apps will be downloaded by the school as and when required. Each iPad will be considered to be for both personal and school use so students will be able to install their own age appropriate apps at home – with the understanding that only school related apps will be used during lesson time.

The apps that are used in school (and the updates) will be pushed to the students' iPads by the MDM software. Students should not attempt to delete school apps which we have downloaded on iPads as these will be needed in lessons. Parents will not need to pay for apps used in school.

Students may want to download apps for personal use through their own or a parent's Apple ID account. **However, we do not recommend that a credit/debit card is registered to an Apple ID account for security reasons.**

Please note that the primary use of the iPad is for educational purposes so you must have at least 5 GB of space left on your iPad at any one time, otherwise you will not be able to use your iPad for school work. This may mean you will have to delete games apps to make space for school related apps to function. Too many games apps will make the iPad function more slowly which is not helpful in lessons.

Helpful use of Apps in Lessons

Teachers will use software called Reflector to project work to the screens in lessons. This allows the teacher to walk around the classroom and monitor what students are doing on their iPads and use their own iPad on the screen at the same time. However, Reflector becomes less effective if students have large numbers of apps open at the same time. We will educate the students in how to use the functions on their iPads including closing any apps that are not being used in a lesson.

Mobile Device Management Software – Cisco Meraki

We use Mobile Device Management Software (Cisco Meraki) and this must be used on all iPads. You must only use an iPad in school which has been configured with Cisco Meraki. If your parents buy you a new iPad, as a result of an insurance claim etc. (for boys whose iPad was not ordered through Jigsaw24), it must be taken to the ICT Manager on the first morning you bring the iPad into school so it can be configured with Cisco Meraki.

Cisco Meraki will be used in a number of ways: to push apps, apply restrictions, audit App content. Lightspeed and firewall will be used to filter inappropriate web access, block social networking sites and game center.

Where will students' work be saved?

The way work will be stored will depend on the type of work: some work will be stored on the iPad itself and backed up automatically to the iCloud, other files will be stored using a Dropbox or SkyDrive Pro or another storage facility. Often work will be stored on Showbie as this is a way staff look at students' work electronically.

How will students print work done on the iPad?

All students will have a school email account so if it is necessary to print work students can email work to themselves and then print this off on a school computer or at home. Some of the apps that teachers will use e.g. Showbie, require students to send work to teachers electronically. Work can also be uploaded to the VLE. In these ways we will be able to reduce the amount of printing that needs to be done and also reduce the amount of paper that is wasted, something that will be of benefit not just to the school but the environment as well.

Appendix 1: A School Day With iPads – Year 8

Please note the following safety and security for a typical school day

Travelling to and from school
- In the morning pack your charged iPad in your bag carefully; don't put heavy text books on top of it! Make sure your bag is zipped up and the iPad is not in an outer pocket or visible.
- You must not use it on the way to or from school.
- If someone approaches you on the way to or from school and asks for any electronic valuables hand the iPad over; your safety is far more important. The iPad is insured (the ones ordered through Jigsaw24 certainly are insured) and it can be tracked using "Find My iPad". Report the incident as soon as possible to an adult. If the iPad is taken away from you, you may need to contact the Police in order to obtain a crime/reference number.

Arriving at school
- As soon as you arrive at school put the iPad in your locker so that it is safe while you are in assembly.
- When your Form Tutor tells you take the iPad out of your locker and put it in your bag for period 1.

Lessons
- Only take your iPad out of your bag when your teacher asks you to get it out.
- For Games lessons the iPad must be put in your locker before the lesson. You should do the same for PE lessons unless your teacher specifically asks you to bring your iPad to the lesson. It is helpful for boarders to also have a locker to put their iPad in before PE lessons.
- In an emergency if the iPad is on the desk then close the case and take it with you as you quickly leave the building. If the iPad is in your bag, and bags need to stay in the room, then leave it there and evacuate the room quickly.

Break and lunch time
- You must not use your iPad at break or lunch time – this is not acceptable. The iPad either needs to be in your locker or in your bag and the bag should be kept with you.
- During good weather when you play games on the field you must put your iPad in your locker.

Homework Club
- You can use your iPad in the Homework Club; it is for your personal use and you should not let other students use it. When you leave the club it should be returned to your bag until you get home.

After school activity or sport
- For most after school activities or sports you will need to put your iPad in your locker.

Finally, never leave your iPad in your bag unattended. In the morning look at your timetable and think about your day and when you will need to put your iPad in your locker. You will need to be responsible for your iPad so it is best to think ahead!

Valuables Guidance

1. We strongly discourage all boys from bringing any valuables to school including mobile phones, electronic games like PSP's, Kindles, laptops etc. The school may specify the use of certain valuable items for educational purposes.

2. If boys do bring valuables to school against our recommendations we will not accept responsibility for any loss, theft or damage.

3. If boys do bring valuables to school they must be turned off and kept in a secure place i.e. a locker. They must not be seen, or heard anywhere on the school site during the school day (8.40 am to 3.40 pm) except where the school has given permission for educational purposes.

THIS INCLUDES BREAK AND LUNCH TIMES.

The exceptions to this rule are that the Sixth Form are allowed to use mobile phones etc. when they go off site during the lunch time. Year 13 are also allowed to use mobile phones in the mezzanine study area for educational purposes only. The Sixth Form are allowed to use laptops and tablets for educational purposes. The other exception to the rule relates to Years 8, 9, 10 and 11 boys who use iPads in their lessons for educational purposes.

(Also please note point 7 below).

4. If a mobile phone etc. is seen / clearly heard anywhere on the school site during the school day it will be confiscated.

5. When a valuable is confiscated it is held in the School Office. An email is sent home to the boy's parents indicating the date that the valuable can be collected, which is after four days. Boys can collect their phone from the School Office on the stipulated day.

6. Where parents are concerned about a boy not having his mobile phone for safety reasons the school can provide a very basic mobile phone for the duration of the confiscation.

7. In the exceptionally rare case where a boy's valuable has been confiscated for a second time a Deputy Headmaster's detention is also issued as part of the punishment for not adhering to this Policy.

8. For an activity where boys change and leave their possessions in a changing room, classroom etc. a valuables box will be available and offered to boys by a member of staff. This box will be kept securely during the activity and boys will be able to collect their valuables at the end of the lesson/session. In accordance with point 3 above ideally we would not expect boys to put mobile phones etc. in a valuables box. It is intended for watches, wallets etc. However, if for a particular reason a boy has a mobile phone etc. when he is changing for an activity during the school day or for an extra-curricular activity he should be encouraged to put the item in the valuables box.

9. Boys will be encouraged to use the valuables box but it is each individual boy's responsibility to hand in his valuable possessions at the beginning of a lesson/session and to collect them at the end of the lesson / session.

Appendix 3:

School Apps for Students

RGS is likely to download many of the following free apps for use in lessons so please make sure there is enough space on your iPad to use these apps; at least 5GB. You do not need to download these apps as we will push them to students using our MDM.

Free Apps	
Accelerated Reader™	MyScript Calculator - Handwriting calculator
Calculator Pro for iPad Free - Standard and Scientific Calculator	Nearpod -student
Cloudart	Pic Collage
Dictionary	Podcasts
Display Note	Popplet lite
EarthViewer	Puffin Academy
GeoGebra	Quick Graph
iBooks	Quizlet - Flashcards & Study Tools
iGeology	Showbie – Paperless Classroom
iTunesU	Showme
Microsoft Excel	Socrative - student
Microsoft Outlook - email and calendar	Tellagami
Microsoft Powerpoint	Undecided
Microsoft Word	zondle

Please note that we may use also use other apps (especially subject specific ones) but these are the ones we are most likely to use.