

07/05/2020

Dear Parents

### Important iPad Information for Year 7 Parents

I hope you, and your loved ones, are all well. As ever, the RGS is here to help and support you as part of our community so please do contact us if there is anything we can do to assist.

We have some good news. We have managed to obtain 161 iPads sooner than anticipated and we would like to arrange collection with those of you who purchased a device through the Jigsaw24 portal. Our method of collection will be somewhat unusual, in these strange times, but we are keen to get the devices to you as soon as we can to support your son in #LearnAtHome. Collection will take place on Wednesday 20<sup>th</sup>, Thursday 21<sup>st</sup> and Friday 22<sup>nd</sup> May at a specific time between 0800 and 1300.

#### iPad Collection Process

1. Please complete the attached Form:

[https://forms.office.com/Pages/ResponsePage.aspx?id=Pu6mcJUblEifB1\\_MiPbJhpC8KY017mBIstuHbz9U82tURTIBQUdWQUEzUVFFRkYzNUNNTk9NSTMyRi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=Pu6mcJUblEifB1_MiPbJhpC8KY017mBIstuHbz9U82tURTIBQUdWQUEzUVFFRkYzNUNNTk9NSTMyRi4u)

This will provide us with your availability to collect the device and the additional information we need to enable a 'drive-thru' collection process (specifically your car number plate). If you do not have a car, please ask a relative or friend to collect the iPad for you and supply us with their number plate information.

2. Once we receive your completed form, you will receive an email letting you know the **½ hour time slot you have been allocated on the date you have requested**. You must supply us with the email address we hold for you as a parent so that we can match it up with our records. If you do not, we will be unable to process your request.

Please ensure you arrive within your allocated time slot and in the vehicle bearing the number plate you have specified on the form. If you do not, we will not be able to let you have the iPad.

3. When you arrive, please drive through the School House gates (signed Main School Reception), which will be open. Follow the arrows which will take you around the back of the building and back out towards the main road.

You will see a table with an iPad box on it as you emerge from behind School House. Please wind down your window and pick up the iPad. **You do not need to leave your car.**

4. We will not allow an iPad to leave the School site unless the car registration plate matches the one you supplied on the form.

5. If it is not possible for you to arrange collection of the iPad at one of the times shown on the form, please indicate this and we will contact you.

### **iPad Configuration**

The iPads ordered via the Jigsaw24 portal will be configured with our Mobile Device Management (MDM) software called Meraki with full restrictions. Please follow the enclosed instructions to enable the iPad as is required by the School. This is vital to allow us to both push the required educational Apps to the device and to ensure the School has oversight of the device and thus can support any issues. We, as a School, are not allowed to accept the device on the School site without this software, and, once your son returns to School, we will not have capacity to install the software at this later date should all boys return at a similar time. We ask for your support in this.

### **iPad Training**

We will have a schedule of iPad training sessions when your son returns to School and is following a full timetable of lessons. This training will include speaking to the boys about expectations, practicalities, safety and security. Details of these sessions will be shared with you.

In the meantime, please click this [link](#) to a training video by Mr Durning. Your son will have permission to watch this when he logs on through his rgshw account and we ask you to ensure that he does watch it. It is also important for him to read and agree to abide by the attached Digital Learning User Guide and the ICT User Agreement. Once he has done so, please confirm this on the Form, Question 6.

### **Start Date for iPad Use in School Lessons**

As soon as we return to School, your son will be asked to bring his iPad to School every day.

Please impress upon him the need to ensure that every day his iPad is in its case and fully charged, ready to take to School.

We once again thank you for your support. Please do get in touch if you have any further questions,

Stay safe and stay in touch. We are thinking of you all.

Yours sincerely

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