



iPad Information

At a glance:

1. All pupils will be expected to have an iPad (We recommend the iPad Pro 9.7", 128GB) for use in school and at home
2. iPads are a flexible, innovative tool which offer exciting learning opportunities as part of our wider digital strategy
3. Apps for educational purposes will be controlled by the school using Mobile Device Management software

EDUCATIONAL CONTEXT

Why has Manor House School decided to work with iPads?

Aside from being a powerful tool to complement what already works well in the classroom, the iPad will encourage independent learning, provide the facility for resources to be shared more easily, allow for more variety in how tasks are completed, and enable feedback to be issued in ways that are appropriate to each individual pupil. There are many ways in which the technology enhances the excellent teaching and learning that already takes place at Manor House School.

By harnessing the potential of this technology, and using it appropriately as a tool to support learning, our teachers and pupils have the opportunity to become more efficient, more innovative, more creative and more effective. The technology is increasingly being used in universities and in the workplace, and so we aim to equip our pupils with the skills that they will need in later life. A great deal of thought, research and planning has gone into this project to ensure that it provides the greatest possible educational benefit to our pupils.

How are the iPads used during lessons?

This will vary depending on the teacher and on the aims of that particular lesson. The iPad does not replace the effective teaching and learning methods that are already in use, but acts as another tool that, when used in the right way and at the right time, enhances the lesson. Pupils can expect a greater variety of tasks throughout the school day, and even within each lesson, some of which will make use of the iPad.

Some examples of how the iPads are used:

- to provide instant access to a bank of resources, without the need for lots of paper worksheets.
- for independent research.
- to share an individual's work instantly on the interactive whiteboard for discussion with the class.



- to complete an electronic quiz, allowing a whole class to respond to a teacher's questions either together or at their own pace.
- to view or create a screencast of a question being answered.
- to make a mixed-media presentation about the topic being studied.
- to annotate a set text or other source material in a variety of ways, without being constrained by what will fit on a piece of paper.
- to provide instant access to subject-specific software, e.g. a graphing programme for Mathematics.

What are the iPads used for outside of lessons?

Many of the uses above also form part of homework tasks. In addition to this, the iPad could be used:

- as a personal planner, to keep track of homework and other tasks.
- to submit work electronically, and to receive feedback electronically (with the possibility of oral feedback).
- to provide a forum for discussion, through the use of teacher-monitored websites.
- for easier access to school e-mail accounts, with the potential to improve communication between teachers and pupils.

Will the iPads be used in every lesson?

No. They will be used as and when the teacher deems it appropriate. When they are used, this will not always be for an extended period of time.

Why does every pupil need their own device?

It is compulsory for every pupil to have their own device and it will become just another tool in her school bag, alongside her stationery and other resources. There will be tasks for which iPad use will be optional, but there may also be times when the activity is only possible with an iPad. Each pupil's device will be linked to their e-mail address and their Onedrive account, and can be used to access their own personal files.

Have other schools insisted on tablets for every pupil?

Schools all over the country, and indeed worldwide, have begun to embrace mobile technology.



PRACTICAL CONSIDERATIONS

When will the pupils need to have their iPads?

Pupils will be expected to have their own iPads with a protective case on the first day of the Autumn term.

What if the iPads all look the same?

It is recommended that pupils personalise their iPad case in a discreet and tasteful way, to make it distinguishable from those of their peers. However, no stickers or other markings should go on the device itself. Pupils will also find that a distinctive lock-screen background will help them to identify their device.

My daughter already has an iPad. Does she need another one?

No, as long as it can run IOS 10 or above. The school will provide all necessary apps, and will have control over the functionality of the iPad while in school using mobile management software.

My daughter prefers to use a laptop. Does she need an iPad?

Yes. The two have very different functions. There are some tasks for which a laptop would be more appropriate, but likewise there are other tasks for which the iPad is better suited and some which simply would not be possible on a laptop. It is also worth noting that there is emerging evidence suggesting children can type faster and more accurately when using an on-screen keyboard, rather than a physical one. Keyboards can be purchased for the iPad should your daughter prefer this method of typing.

Will my daughter be bringing the device home?

Yes. It is expected that each pupil will bring her iPad home on a daily basis. It will be used for some pieces of homework, and it will need to be charged overnight (the cost of keeping an iPad charged for one year is estimated to be £0.78).

How can I control/monitor what my daughter does on her iPad at home?

For younger pupils, iPad usage must take place in shared areas of the house and overnight charging of the device must occur outside the pupil's bedroom (it is recommended that this applies to all ages where possible). Internet filtering will be dependent on your home network. If filtering is not already in place, you will be able to arrange it through your internet service provider. We can issue further advice about this before your daughter receives her iPad if needed.

What if my daughter arrives at school without her iPad?

Pupils (and parents if necessary) should take responsibility for bringing the iPad to school each day. Pupils will be expected to take their iPad to lessons, as appropriate, just as they are asked to take relevant books and stationery. If a pupil leaves her iPad at home, she may be able to make use of a spare device, although of course it is likely to be much more difficult for her to access her existing work, online accounts and e-mails.

What if my daughter arrives at school and her iPad is not charged?

Again, pupils (and parents) should take responsibility for ensuring that the iPad is fully charged when they arrive at school each day. If this is not the case, pupils will be able to make use of a dedicated area within the school with the capacity to charge a small number of devices and, if necessary, a pupil may be able to borrow from a supply of spare devices.

What happens if my daughter's device is lost/stolen/damaged?

We strongly suggest that the iPads are covered by a comprehensive insurance policy. Such a policy should allow for stolen or accidentally damaged iPads to be replaced. However, this may not apply in cases where devices are lost or damaged due to neglect. Parents are responsible for completing any insurance claim.

Over the past 18 months we have had no iPads stolen or misplaced. Of those that did get damaged most belonged to the school as the girls tend to look after their own devices really well. The insurance company we have used and suggested to parents has been very fast and efficient in replacing the two iPads that got damaged, without any quibble, over the past 9 months. (These were in school bags when they should have been in lockers.)

Will my daughter still have exercise books and textbooks?

Yes. However, it is likely that the number of textbooks needed will be reduced, as various virtual equivalents of textbooks will start to be used (e.g. iBooks, iTunesU courses, online learning spaces). The main advantages of this will be that the content can be tailored to fit the school's needs, the details can be kept up-to-date, interactive elements can be included and the pupils could add their own material.

Will our daughter be able to use her iPad as a personal device, for things that are unrelated to school work?

The iPad can be used in this way as it belongs to each pupil. However, she should remember that the device is used for school work, and so other content should not be installed at the expense of school related material.



TECHNICAL INFORMATION

Why Apple iPads?

Following a detailed review of the options, our conclusion is that the iPad represents the best educational solution that is currently available. We have put in place the necessary infrastructure and processes so that we can adapt our approach to take advantage of better options that may emerge. We aim to provide the best possible educational experience.

What kind of iPads are recommended?

We recommend an iPad Pro 9.7", 128GB or later models, that run IOS 10. The iPad Pro is currently the latest and most powerful iPad. It has a large screen but is lighter than the previous models of the same size. 128GB will allow for a wide range of apps with space left over for any files, photos or videos that need to be stored on a temporary basis.

What apps will my daughter need?

The distribution of apps is controlled by the school, using Mobile Device Management software. This means that the core apps are chosen and paid for by the school, and a download prompt will be sent to the pupils' screens enabling them to be installed.

Will my daughter be able to download additional apps of her own choice?

Yes. However, this can only be done if there is sufficient storage for them alongside all of the school related content and, to download paid apps in this way, credit card details or an iTunes voucher would need to be linked to your daughter's Apple ID. The same would apply to purchases that are made within apps. We would advise that you decide whether to allow your daughter to download paid content and, if so, whether to put any restrictions on this.

How will the pupils get files onto and off their iPads?

The use of 'Foldr' and Office365 should make it easy to switch back and forth between working on a PC/Mac and working on a tablet.

What if my daughter is not confident in using the technology?

Support will be available in the form of Digital Ambassadors in the Senior School. They will be trained and technologically confident pupils, who will assist in troubleshooting any technical problems that arise during, break time clinics. At all ages, teaching in the use of technology will follow similar principles to that of other subject areas: sensitivity in approach and differentiation according to pupil need will ensure growing skill acquisition and growing confidence.

RESPONSIBLE AND SAFE USE

How will you ensure that the pupils are using the devices responsibly during lessons?

Staff are trained to be aware of possible opportunities for misuse. Pupils are informed as to what constitutes appropriate usage through the iPad Acceptable Use Policy – any pupils who behave inappropriately will face the possibility of sanctions, as they would with any other misbehaviour. If it is suspected that a pupil is misusing her device, it is possible for us to monitor the content that is installed, and also to see which websites or games have been accessed.

Are the pupils protected from inappropriate content on the internet?

On school grounds, the same internet restrictions that apply to school computers are applied to the iPads through the WiFi connection. At home, the desired restrictions need to be put in place on your home network. If you have not already done this, you can do so through your internet service provider. We can issue advice about this before your daughter receives her iPad if it is needed.

How will I know what my daughter is doing on her iPad?

Our experience so far is that the nature of the iPad promotes sharing, and parents learn a great deal about their child's school life through work that their child shows them on the iPad. We would suggest that you talk to your daughter about the ground rules for using her iPad at home, and about your access to the data that she stores on it.

Will too much screen time harm my daughter?

Although studies have shown that spending a long time watching television is not advisable for children, or indeed anyone, using an iPad is different. A tablet user is interacting with the device, stimulating brain activity, rather than passively observing. The school emphasises to the girls the need for down-time away from their devices, and the value of face-to-face communication. **It is recommended that girls do not use their iPads for at least an hour before bedtime, so that their brains are not over-stimulated when they go to bed. We recommend that iPads are stored and charged in a room other than the bedroom at night.**

Should we be encouraging reliance upon technology?

The way that technology is being used is rapidly changing, both in and out of the workplace. Our aim is to enable the pupils firstly to identify when its use is appropriate, and secondly to develop the necessary expertise and confidence to use it effectively.



How does the school help pupils to understand how to remain safe in the digital world?

PSHE sessions cover many issues and will continue to do so. These include e-safety, cyber-bullying, addiction to technology and sexting (at appropriate ages). Pupils are encouraged to report any inappropriate online behaviour to staff. Parents are asked to ensure that they are fully aware of their daughter's iPad use, that they talk regularly with her about her activities on the iPad and other devices, and that parental expectations and standards are as strictly enforced in the digital world as they are in other areas of their daughter's lives. This will support school safety policies.

Will my daughter's school bag become even heavier?

The iPad Pro is reasonably light, and its use could make school planners redundant. It is also likely that, as our supply of electronic resources increases, pupils will not need hard copies of so many textbooks. There will certainly be fewer paper handouts to add to the weight of the bag!

Will regular iPad usage impact upon my daughter's handwriting ability?

As with all vital skills, we will not be neglecting the need to focus on handwriting. Pupils will still be expected to complete tasks with pen and paper when appropriate. Of course, we will be especially careful to ensure that girls are fully prepared to write by hand in their examinations.

iPad Pro

Change is in the Air.
<https://www.apple.com/uk/ipad-pro/>



Faster than a speeding laptop.

The 64-bit A9X chip gives iPad Pro the power to easily take on tasks once reserved for workstations and PCs. Not to mention tasks you'd never consider doing on a PC. Despite this barrier-breaking performance, the A9X chip's efficient architecture enables up to 10 hours of battery life.

Incredible power has never been so easy to handle.

Even though iPad Pro can handle tasks usually reserved for PCs, it's lighter than any PC could hope to be. The 9.7-inch iPad Pro packs heavyweight performance into 437 grams. The 12.9-inch iPad Pro is thinner than iPhone 7 and weighs just 713 grams. And thanks to the aluminium unibody, both sizes feel reassuringly solid in the hand.

Key Features

- 9.7-inch True Tone display
- Apple A9X SoC
- 2GB RAM
- 32GB, 128GB or 256GB model
- 4G optional
- 12MP iSight camera
- 5MP FaceTime HD camera
- Smart Connector
- Manufacturer: Apple

Read more at <http://www.trustedreviews.com/9-7-inch-ipad-pro-review>



iPad Acceptable Use Policy

Introduction

Manor House is committed to using technology to enhance teaching and learning across the whole school community. The authorised use of this technology within the school needs to be consistent to ensure access and safety for all. Manor House also recognises and encourages the use of this technology at home to aid the learning process.

This policy applies to all users of iPad hardware and software technology at Manor House. It applies to all iPads used by our pupils, staff, parents and governors. It is intended to compliment the school's wider Policy on ICT Acceptable Use, iPad user agreement and the internet. With rapid changes in ICT the policy will undergo periodic review and as such the school reserves the right to amend any sections or wording at any time.

The following details define the proper use of the device in school and out of school hours.

iPAD OWNERSHIP

Pupils can lease iPads or buy them directly themselves. Any pupils who use an iPad at Manor House School must sign up and adhere to the terms stated in this Policy as well as the ICT Acceptable Use Policy and iPad user agreement. The school maintains the right to filter internet content and manage the use and connection of an iPad to the school network.

Privately purchased iPads that wish to be used at Manor House will have profiles installed to allow safe internet access. This restricts the use to approved applications within school. These restrictions will be removed when the device leaves the school grounds. It is the responsibility of the student to take backups of their documents and photos. A student will not be permitted to use an iPad in school unless it has been configured by the school for use in the school.

Manor House disclaim all responsibility for damage to iPads that are brought into school that are left unattended or do not meet with the regulations of the school or this policy. It is the responsibility of the individual to ensure the above do not occur. Individual insurance should be taken out on iPads as they will not be covered by the school's policy.

TAKING CARE OF iPads

Pupils are responsible for the general care of the iPad. iPads that are broken, or fail to work properly and are covered under a private insurance, Apple care or the leasing agreement insurance policy, owners must telephone these companies directly for an evaluation of their device in the case of a claim. The school will not negotiate with leasing or insurance companies this remains the sole responsibility of the parent/guardian.

General Precautions

- iPads must never be left unattended or in any unsupervised area.
- iPads must be left in locked lockers at break-time and lunch time.

Carrying iPads

- A protective case must be used with the iPad and have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. iPads should always be within the protective iPad case when carried. Cases and iPads should also be labelled to ensure they can be identified easily. The school has no liability if an iPad is lost or damaged on its premises or school trips.
- Avoid placing too much pressure and/or weight (such as folders and workbooks) on the iPad screen. The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

USING YOUR IPAD AT SCHOOL

- iPads are intended for use at school each day. In addition to teacher expectations for iPad use, announcements, planners, calendars and schedules may be accessed using the iPad. Therefore, pupils are responsible for bringing their iPad, fully charged, to all classes each day.
- Pupils who repeatedly (three or more times in a term) fail to bring the iPad to school, or maintain a fully charged battery, will be issued with a detention for lack of equipment.



- If pupils leave their iPad at home, they are responsible for getting any assignments or coursework completed as if they had their iPad present. Spare iPads will not be available to pupils who forget to bring their iPad to school or who fail to charge their iPad.
- Pupils who fail to bring in a functioning iPad to school are expected to complete all assignments even if it means doing so on paper that is clearly labelled with their name.

CHARGING YOUR iPad'S BATTERY

iPads must be brought to school each day in a **fully charged** condition. Pupils need to charge their iPads each evening. It may take up to 3 hours to fully charge the iPad.

PASSWORDS

iPads should be password/passcode protected. Pupils are prohibited from sharing this password with anyone else except their parents.

PHOTOGRAPHS/IMAGES

Photographs/Images stored on the iPad will be in accordance with the school's ICT Acceptable Use policy and the iPad user agreement. Manor House reserves the right to randomly check any iPad for unsuitable content.

SOUND, MUSIC, GAMES, OR PROGRAMS

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Gaming on iPads whilst in school is strictly prohibited and will be deemed as a misuse of ICT and as a result incur a consequence. (This will be monitored by staff in lessons and any iPads used outside of the designated areas around school will be confiscated)
- Programs and Apps on iPads must not violate any terms of this policy, the Computer Acceptable Use policy and the iPad user agreement.



- iPads and mobile devices may not be used outside of the classroom. If it is necessary to complete school work then this should be done in the designated areas.

HOME INTERNET ACCESS/IPAD USE

- Pupils are allowed to use their iPads at home and set up wireless networks on their iPads to assist them with homework, coursework etc. It is the responsibility of the Parent/Guardian to monitor and oversee iPad use within the home setting.
- Instructions regarding App Purchases/Apple Accounts will be forwarded to Parents/Guardians as appropriate.
- It is recommended that parents place parental controls onto iPads to ensure their daughters are safe whilst on-line. (There will be a training session provided for parents after school one evening.)

MANAGING YOUR FILES AND SAVING YOUR WORK

Saving Work

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work. Therefore, pupils should back up all work using facilities such as Onedrive or foldr.

SOFTWARE ON IPADS

Originally Installed Software

1. Manor House School will synchronize the iPads to contain the necessary Programs and Apps for school work. The Software/Apps originally installed by Manor House must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add or modify software applications for use in a particular course.
2. Periodic checks of iPads will be made to ensure that Pupils have not removed required Apps. Depending on the circumstance of app removal this could be regarded as a minor offence.

INSPECTION



Pupils may be selected at random to provide their iPad for inspection so they comply with the iPad Policy as well as the Computer Acceptable Use Policy and iPad user agreement.

PROCEDURE FOR RE-LOADING SOFTWARE

- If technical difficulties occur or illegal software (e.g. non-Manor House iTunes Apps) is discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image. There will be restrictions on applications used in school, these will be lifted when not on site.
- It is expected that pupils will be sensible with what applications are installed on their iPads.
- Pupils should make regular backup copies of their iPads on home computers or the cloud.

SOFTWARE UPGRADES

- Upgrade versions of licensed Software/Apps are available from time to time. Pupils will be expected to download all updates prompted by Apple.
- These updates should automatically be sent through to iPads as long as the Manor House Profile is installed in the iPad.

ACCEPTABLE USE

In addition to the school's Policy on the Computer Acceptable Use and the Internet, the school permits use of the Apple iPad in a manner that supports the school's aims and objectives and is in line with all school Policies.

Any user of a mobile device should be aware of the correct and appropriate manner in which they should be used to benefit learning. If a person violates any of the user terms and conditions named in this policy, privileges will be terminated, access to the school's network may be denied, and the appropriate consequence shall be applied in line with the School's Policy on the Computer Acceptable Use, the Internet and Behaviour.

PARENT/GUARDIAN RESPONSIBILITIES

Parents are expected to talk to their daughter(s) about the values and standards that she/they should follow on the use of the Internet just as they do on the use of



all media information sources such as television, telephones, films, radio, eBooks etc.

Parents might want to enable parental controls on their daughter(s) iPad as a method of ensuring safer use when off site.

Parents and pupils should familiarise themselves with the details of their iPad Insurance Plan in case of accidents, theft or misuse. For example, leased iPads that are not protected by a case will not be covered under the Insurance Plan. It remains the sole responsibility of the parent/guardian to ensure the iPad insurance terms and conditions are adhered to.

PUPILS' RESPONSIBILITIES ARE TO:

- Use Apple iPads in a responsible and ethical manner.
- Obey general school rules concerning behaviour and communication that apply to iPad and computer use.
- Use all computer resources in an appropriate manner so as to not damage school equipment.
- Turn off and secure their iPad after they are finished working to protect their work and information.
- Report any email containing inappropriate or abusive language or if the subject matter is questionable.
- Pupils must install the "Find my iPad" application using their School e-mail credentials to aid recovery of lost or stolen devices.

STUDENT ACTIVITIES STRICTLY PROHIBITED

In addition to the guidance outlined in the School's wider Policy on Computer Acceptable Use and the Internet Pupils are **not** permitted to:

- Illegally install or transmit copyrighted materials.
- Change iPad settings (exceptions include personal settings such as font size, brightness, etc).

- Delete the school profile.
- 'Jailbreak' their iPad.
- Use another student's iPad.
- Leave their device on the School's premises overnight.
- Send or display offensive messages or material.
- Use obscene language or content.
- Cause damage to IOS, devices, computer systems or computer networks.
- Use other people's passwords
- Trespass in others' folders, works or files.
- Download illegal content or material which is suspicious.
- Photograph or video anybody without their permission.
- Video or photograph any lessons without permission from the staff member concerned.
- Post photographs or videos online without permission from the staff member concerned.
- Use their iPads out of lesson time, except in the designated areas (Failure to comply will result in confiscation, and pupils will still be expected to complete all tasks set).

LEGAL PROPRIETY

Pupils should comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If a student is unsure, they should ask a teacher or parent.

Use or possession of hacking software is strictly prohibited and violators will be subject to consequences as per policy. Violation of the law may result in criminal prosecution or disciplinary action.

iPad IDENTIFICATION

Student iPads will be labelled in the manner specified by the school. This includes being clearly named. iPads can be identified in the following ways:

- Serial Number
- Manor House School Sticker.

DISCIPLINARY MEASURES

If a student violates any part of the above policy, the following sanctions will apply:

INAPPROPRIATE USE

- **1st Offence (Minor)** – Student(s) will have their iPad confiscated, taken to the School Office and collected by the pupil at the end of the school day. Details of ‘Check-In’ and ‘Check-Out’ will be recorded and a letter will be sent home with a warning regarding future use of the iPad.
- **2nd Offence** – Student(s) will have their iPad confiscated, taken to the School Office and collected by the Parent/Guardian at the end of the school day. Details of ‘Check-In’ and ‘Check-Out’ will be recorded, a detention issued and a further letter with an increased warning regarding future use of the iPad and the consequences of the 3rd Offence.
- **3rd Offence** – Student(s) will have their iPad confiscated and taken to the Deputy’s Office. Loss of iPad and privileges for a length of time will be determined by the Headmistress. A suspension may ensue.

Any pupil who persistently refuses to co-operate or violates any aspect of the provisions of the iPad Policy or the iPad user agreement and the Computer Acceptable Use /Internet Policy may face other disciplinary action deemed appropriate in keeping with the school’s Behavioural Policy.

Violations may result in disciplinary action up to and including internal suspension for pupils. When applicable, law enforcement agencies may be involved.

A pupil will be required to hand over their iPad to a member of staff if:

- the iPad or any of its features has been used for any form of bullying.
- there is a suspicion that the iPad has unsuitable material stored on it.
- a pupil has disrupted a lesson through improper use of an iPad.
- a pupil has misused their iPad to take photographs/video on the school premises which they have not received permission to do so.
- games are being played on the iPad in school time.
- the iPad has been used to breach any school rule/policy and general well-being of staff and pupils

