



St Wilfrid's
Church of England Academy

iPad Scheme



A guide to setting up, using & caring for your iPad



Welcome to the Scheme

Congratulations on joining Saint Wilfrid's iPad for Learning Scheme. You are embarking on an exciting journey and the Academy looks forward to sharing many digital learning opportunities with you.

This initiative is an exciting opportunity to partner with both you, as parents, and our students, as we seek to improve the educational experience both within and outside the classroom.

The next few months will be a period of transition; however, it is imperative that our educational focus (to provide lessons which inspire, challenge and motivate our learners so they make great progress and achieve) throughout this time is maintained. We encourage you to speak to your son/daughter about the work that they are doing on their iPad.

Please read through this booklet before you begin to set up the iPad. I understand that your son or daughter might be eager to just get started, however, please refrain! If you have any further enquiries, please do not hesitate to contact nashman@saintwilfrids.com.

Yours sincerely,

Mr N Ashman
Lead Teacher New Technologies

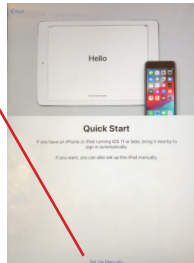
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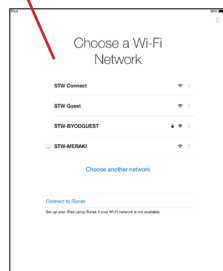


SECTION 1

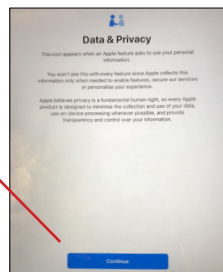
- 1.1 On taking your iPad home, put it on charge - remember your iPad must be kept in its protective case at all times.
- 1.2 Switch the iPad on using the home button at the bottom of the device. Then when prompted, select the language of your device.
- 1.3 **Please do not** use an iPad or iPhone that you may already own to set up your iPad. You **must** press 'Set Up Manually'.



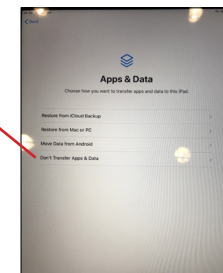
- 1.4 You will need to connect your iPad to a **wifi** network to set it up.



- 1.5 Please press 'Continue'.



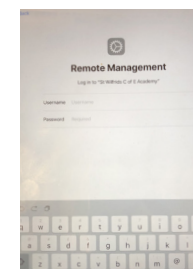
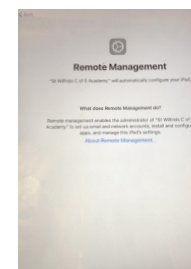
- 1.6 Please select 'Don't Transfer Apps & Data'



- 1.7 When prompted, please enter the same username and password your child uses to access the Academy computers. This is usually 21**blue**me**f**@saintwilfrids.com

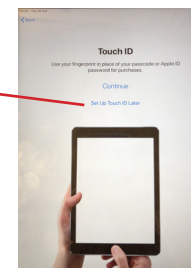
(Child's surname)

(First initial of child's first name)

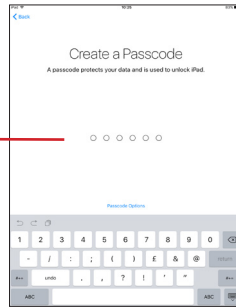


- 1.8 Although iPads have touch ID technology, students will not be using it, due to the robust cases they come in. Click 'don't use'.

Select this

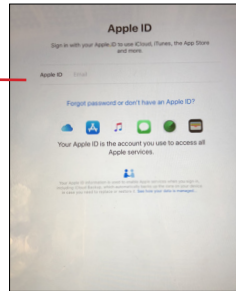


- 1.9 At this point, please create a **6-digit passcode** for the iPad, this must be something that your child will know and remember. You may like to click '**more options**' to select a format more suitable for your child.



- 1.10 Please enter the Apple ID we have provided you with (the sticker on the front of your box) for example:

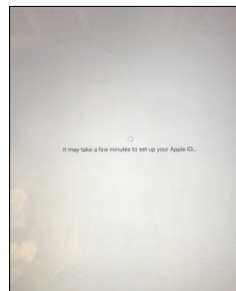
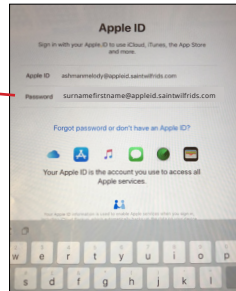
surnamefirstname@appleid.saintwilfrids.com



- 1.11 Then enter the four-digit temporary password we have provided for you (on the sticker on the front of your iPad).

You will then be prompted to enter a new four-digit password. This must be something your child will remember.

You will see this screen appear.



- 1.12 The next six screens will allow you to set up 'Siri', screentime and appearance. You may like to select 'set up later in settings'.

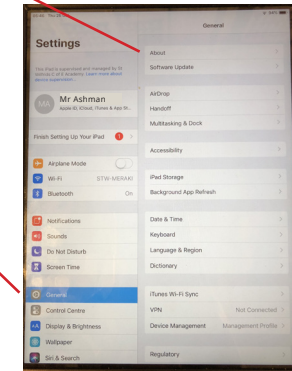
SECTION 2

An email address must be set up on the iPad before the final step can be completed. Please follow these steps to set up your Academy email address on the iPad. They must be followed in order to receive Apps.

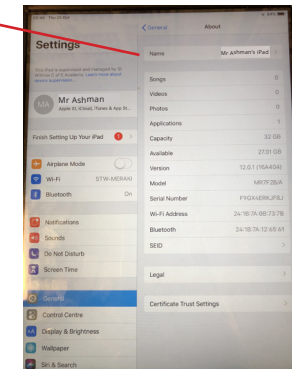
- 2.1 Open the **Settings** app on your iPad.



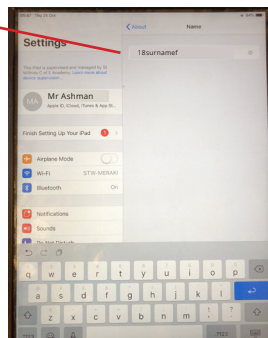
- 2.2 Select '**General**' and then '**About**'.



- 2.3 Then click '**Name**'.



- 2.4 Change name to 21surnamef
(Child's surname)
(First initial of child's first name)

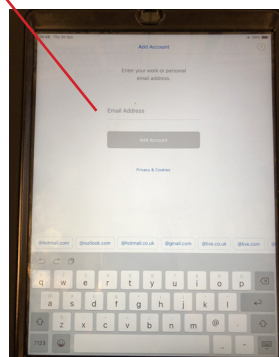


- 2.5 Go back to the home screen. When the Outlook App has downloaded, open it.

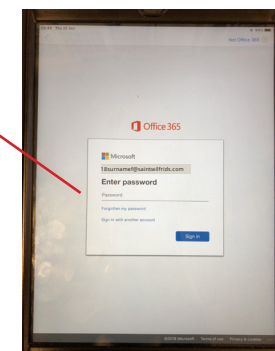


- 2.6 Enter your child's Academy email address.

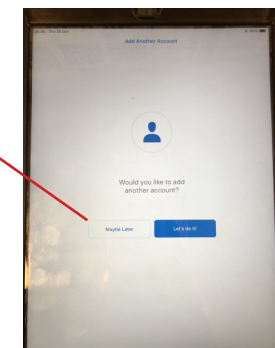
21surnamef@saintwilfrids.com
(Child's surname)
(First initial of child's first name)



- 2.7 Now enter the password your child uses to access the computers within the Academy.



- 2.8 Click 'maybe later'.



SECTION 3

Effective E-Safety is always achieved through a combination of technical safeguarding and education/management of student behaviour through rules and expectations. Internet access within the Academy, is filtered. This gives us control over what is blocked and what is accessible, as well as providing a service which enables us to monitor your son's or daughter's digital activity.

All students in the Academy have signed up to the iPad/Acceptable Use Policy. Through assemblies, students will be reminded of the expectations for behaviour associated with the iPad and the consequences of breaching this.

For more information on eSafety, check out some of the links below:

Saint Wilfrid's E-Safety video:

<http://saintwilfrids.co.uk/the-education/ipad-scheme/>

Guidance on parental restrictions and having rules for your iPad at home can also be found in this video.



Get Safe Online is a source of unbiased, factual and easy-to-understand information on online safety – <https://www.getsafeonline.org>

WebWise is a useful site run by the BBC designed to help you make the most of technology safely. It includes a useful list of the Top 10 Safety Tips for being online, plus information about safety and privacy online for you and your children.

<https://www.bbc.co.uk/webwise/topics/safety-and-privacy>

SECTION 4

Core student apps

These will be pushed out to student devices that are part of the scheme and may just need your child's Apple ID details to receive them. If you have not signed up for the App bundle, details of what apps are needed and how to get them will be given to your child during their iPad induction.

iPad cases

An iPad case is provided as part of the scheme. However, this is not covered for damage or wear and tear by the insurance. If purchasing a new case, please ensure it offers at least as much protection as the one initially provided by the Academy. Please contact Mr Ashman at the Academy if you require any further guidance. If the iPad is removed from the case, the insurance will be invalidated.

Charging your iPad

It is your responsibility to keep the device charged. Users are advised to handle the cables with care, particularly when disconnecting the cable from the iPad. We strongly recommend that you do not use the iPad whilst it is plugged into the mains to charge. This often causes unnecessary pressure on the cable at the point where it plugs into the device, which leads to wear and subsequent damage. Note: The insurance covers damage to the iPad, but does not cover wear and tear to cables.

If your cable has no visible damage but is not working, it may be covered under the warranty as a faulty item. Please contact the iPad Administrator, who will advise you on how to proceed (vgronow@saintwilfrids.com).

Preventing damage to iPads

Students should always ensure that, when carrying their iPad, they are taking all necessary precautions to ensure that damage does not occur. For example, many students will put their iPad in their bag. Therefore it is important that students treat their bag with the care appropriate to the value and fragility of its contents. They should not throw, drop or kick their bag, as although the iPad is in its own protective case, this does not mean that the iPad will withstand damage resulting from these actions. Failure to take appropriate care and safeguard the iPad from damage is not covered under the Academy's insurance policy. Any damage occurring whilst the iPad is not in a case, is also not covered.

We realise that the ability to record film on an iPad is an important feature; however, this should always be supervised and we would not recommend students standing on chairs or tables whilst filming; any such resultant damage may be uninsured.

Water or liquid damage

Students should ensure that iPads are not used or kept in close proximity to liquids. For example whilst in use, the student should not have any drinks nearby that could be spilled and cause damage to the iPad. They should definitely not keep drinks in the same bag as their iPad. Water damage is not covered by our Academy insurance.

iPads in bags

Hard or sharp objects should not be kept within the same bag as an iPad. Even though the iPad is stored within a protective case, such objects, if pressed against the iPad, can potentially cause damage. This includes deodorant or soft drinks cans. Pupils should never leave their bag unattended with their iPad inside. They can store these in lockers, but should never leave them on corridors etc.

Please note that the Academy's insurance has a condition that states that all reasonable steps have been taken to prevent damage. It also specifically excludes wilful neglect.

What to do if your iPad is damaged

We appreciate that occasionally, despite taking all necessary precautions, damage or theft can occur. This is where a claim may need to be made by the Academy under the scheme's insurance policy. All claims should be reported to the iPad Administrator in the Academy (Mrs V Gronow).

A form will be provided for you to complete; it is very important that full information is provided relating to how the damage occurred. This form, along with photographs of the damaged iPad, will be sent away to the Insurer. This process can take a couple of weeks, but the Academy has no control over the time taken for the Insurer to review each claim. It is important that an iPad is backed-up, using iCloud from the device, before being submitted for a claim. If a replacement iPad is provided by the insurer, you will not have access to any documents or images that were created on the original device.

Wear and tear, chips and scratches are not covered as part of the Academy's insurance. If damage occurs whilst the iPad is not in a protective case, it will not be covered by the Academy's insurance.

Academy iPad Supervision

Should you wish for your son/daughter to have the App store and opt out of Academy supervision, you may help them to create their own Apple ID and log in with this instead. However, the Academy assumes no responsibility for apps downloaded or charges made through in-app purchases. Please email nashman@saintwilfrids.com for any enquiries regarding this.

SECTION 5

The policies, procedures and information within this document apply to all iPads/ Mobile devices used by students in the Academy.

Apple iPad Supervision - iPads bought through the Academy's iPad scheme will only contain applications deemed appropriate for study. There will also be no App store on the devices. Should parents want to change this, they can contact Mr Ashman to opt out of the Apple iPad Supervision at nashman@saintwilfrids.com.

General Care and Guidance

- iPads must be set up using the guide provided by The Academy.
- iPad batteries need to be charged and be ready to use in the Academy on a daily basis.
- Syncing the iPad to iCloud will be the student's responsibility.
- Find my iPad and location have to be set up on the device.
- Items deleted within apps on the iPad cannot be recovered.
- Memory space is limited. Academic content takes priority over personal files and apps. It is recommended to have 2GB free at any one time.
- The whereabouts of the iPad should be known at all times.
- It is students' responsibility to keep their iPad safe and secure.
- iPads belonging to other Students are not to be meddled with in any way.
- If an iPad is found, it should be given to an IT Technician within the LRC.
- Students who have purchased an iPad through the Academy's iPad scheme must use the cases provided to protect their iPad. This must include the screen protector. Failure to do so will invalidate any insurance taken out through the Academy's iPad scheme.
- Students must not take the iPad out of its case once it has been placed inside.
- Do not let the iPad get very hot, very cold or wet.
- Do not leave the iPad in the academy overnight or in vehicles.
- Students may not photograph any other person in the Academy, without that person's consent or without being directed to by a teacher.
- The Academy is not responsible for the financial or other loss of any personal files that may be deleted from an iPad.
- Pupils breaking the rules of the Acceptable Use Policy may be subject to but not limited to; disciplinary action, removal of content or referral to external agencies in the event of illegal activity. (See Prohibited Uses 1)

Additional Responsibilities for Pupils

- Malfunctions or technical issues are not acceptable excuses for failing to complete homework, unless there is no other means of completion.
- Pupils must not use their iPad in the Academy corridors unless for academic reasons and with the Teachers' permission. The iPad should then be used in a safe manner.
- Completion of all class work remains the responsibility of the pupil.
- If the iPad is lost, stolen, or damaged, the ICT Technicians must be notified immediately. Where the iPad is lost or stolen this must be reported to the police and a crime reference number will be required. This is required for any insurance claims.

Prohibited Uses (not exclusive)

1. Accessing Inappropriate Materials – All material on the iPad must adhere to the eSafety Policy and be age appropriate. Students are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.
2. Illegal Activities – Use of the Academy's internet/e-mail accounts for financial or commercial gain or for any illegal activity is not allowed.
3. Accessing The Internet Without Going Through The Academy's Filters – All access to the internet on a iPad device must be accessed through the school's wifi network and not be accessed by tethering a mobile phone's hotspot, creating a VPN or installing a new profile onto the device.
4. Deleting Profiles – Students must not delete any profiles from the device that have been installed remotely by Academy technicians.
5. Not Respecting Copyrights – Students are not allowed to violate copyright.
6. Cameras – Students must use good judgment when using the camera. Students must agree that the camera will not be used to take inappropriate, illegal or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of the camera in toilets or changing rooms, regardless of intent no matter what the reason, will be treated as seriously breaking the Policy rules. Use of the camera and microphone is strictly forbidden unless permission is granted by a teacher.
7. Social Media Posting - Posting of images/videos taken in the Academy to be uploaded onto the Internet into a public area is strictly forbidden, without the express written permission of the Teacher or a member of the Senior Leadership team.
8. Misuse of Passwords, Codes or other Unauthorized Access: Students should to set a passcode on their iPad to prevent other Students from misusing it. They must not pass this code or any other passwords associated with their device to anyone else unless they hand in their iPad for repair or their device is confiscated on suspicion of inappropriate use. Any students caught trying to gain access to another student's account, files or data will be subject to disciplinary action.
9. Unacceptable use/Vandalism – Any attempt to destroy hardware, software or data will be subject to disciplinary action.
10. iPad Appearance - Inappropriate media may not be used as a screensaver or background photo. Presence of pornographic materials, bad language, alcohol, drug or gang related symbols or pictures will result in disciplinary actions.
11. Home Internet - Individual Students are responsible for the setting up and use of any home internet connections and no support will be provided for this by the Academy.
12. eSafety - Students should be aware of and abide by the guidelines set out by the Academy eSafety policy.

The Academy reserves the right to take away any iPad (until the student's parents or carers can pick it up) and search an iPad to ensure all the rules in this iPad/ Acceptable Use Policy have been followed.

Student Pledge for iPad Use

- I will take good care of my iPad.
- I will never leave my iPad about anywhere and go off without it.
- I will never lend my iPad to others.
- I will know where my iPad is at all times.
- I will charge my iPad's battery every night.
- I will keep food and drinks and water away from my iPad because they may cause damage to the device.
- I will not take apart any part of my iPad or attempt any repairs.
- I will protect my iPad by only carrying it whilst it is in rigid case with its screen protector on.
- I understand that my iPad can be inspected at any time and I do not have to be warned of such an inspection in advance.
- I will only photograph or record people with their permission.
- I will only use the camera or the microphone when my teacher tells me to.
- I will not have any VPN applications on my device whilst in the Academy.
- I will not attempt to tether my iPad to my phone and use it as a wifi hotspot.
- I will always allow my teachers to see my device on Apple Classroom.
- I will never share any images or movies of staff or students anywhere at all in a public space on the Internet, unless I am asked to do so by my Teacher.

Students must read the above and sign below:

I have read, understood and agree to abide by the terms of the iPad Acceptable Use Policy.

Name: _____

Signature: _____

Date: _____



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