



St Paul's Juniors

Use of the iPad in School

The following guidelines cover a range of potential issues associated with iPad use. It is important all boys are aware of these. Boys have a personal responsibility to adhere to these guidelines.

Recommended model, small earphones, keyboard and case (Lower Second to Upper Third Years only)

- An iPad with a minimum of 32GB memory and Wi-Fi.
- A robust case with a built-in keyboard
- Small In-ear headphones.
- A portable charger if your son is going to leave the device in school overnight. An example is: Anker Power Bank, £27.99 from [Amazon](https://www.amazon.co.uk).

Please **do not** purchase the iPad Pro 12.9 inch or iPad Mini. Pupils **are not** allowed to bring in iPads with access to 3G or 4G. Staff check iPads do not have 3G or 4G access when they are first used.

If your son is a pupil who is in receipt of a bursary, please contact Alex Schulz in the Finance Department on SchulzA@stpaulsschool.org.uk for information on how the School will support the purchase of his first iPad.

Why does SPJ use mobile devices?

To improve the quality of teaching and learning

- Access to a web browser allows flexibility rather than teachers having to book lessons in a computer suite in advance, for whole lessons;
- Access to a camera through iMovie or iPhoto enables more varied presentation styles and improves concept learning e.g. pupils can be filmed carrying out activities and can receive coaching from teachers via online tutorials;
- Electronic book creators provide ways to create bespoke courses and share interactive resources. They allow pupils to work at their own pace at home, prevent absentees missing vital parts of the syllabus and provide good revision material;
- Apps such as Socrative provide easy ways to assess pupils' understanding;
- Apps such as Explain Everything and SimpleMind+ help pupils learn how to learn, are good for developing Assessment for Learning (AfL) and encouraging boys to take greater responsibility for their learning. Socrative provides immediate feedback and helps boys to understand what they need to do to improve before mistakes become ingrained; instant feedback can be given with the use of the camera to capture information. This helps to prevent mistakes being overlearned. Book creator apps provide real editing opportunities and prevent boys copying large sections of work, unnecessarily;
- To enable pupils to develop as independent learners;
- To encourage self-motivation;
- To improve collaborative learning;
- To assist workflow between home and school;
- To prepare pupils for the digital world
- To develop and experiment with creative ways of teaching and learning
 - Flipped learning builds on our access to the vast amount of information available
 - Video creation allows boys to learn as they teach. This helps them to cement their learning and in sharing, they help others to learn.

Why has SPJ opted for a single platform?

- Ease of training for both pupils and staff;
- Ease of maintenance and support.

Why an iPad?

- Extensive range of cheap/free apps, developed specifically for educational use on the iPad;
- Intuitive and skills are transferable between products;
- Durable.

Why 1:1 and not class sets from the Upper First Year?

- Pupils are encouraged to take responsibility for their personal devices as soon as they are old enough;
- Home and school workflow is improved;
- Development of cross-curricular projects e.g. real data gathered in geography or science field studies can be analysed in Maths, because pupils have their own iPad;
- Sustainability: work stored electronically should reduce paper wastage.

Using and installing apps

The School's Mobile Device Manager (MDM) pushes out apps. Boys load these onto their devices when they log on to the network.

Apps installed for personal use are permitted on the iPad but they are not accessible at school. A core list of apps is available on our website.

Saving work

Boys use Google Drive to store school work. Personal documents should not be stored in this area.

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 boy needs to spend time completing a project or assignment at home, the member of staff setting the homework will specify whether the homework must be done on an iPad or could be done on another device. H/she will provide guidance on how long the task should take. When working on an electronic device, a pupil should take regular breaks. The School ensures the same.

Impact on handwriting

Although boys become familiar with a keyboard while typing some of their work, neat handwriting remains important. Boys are expected to handwrite certain pieces of work to develop a legible style. They learn to handwrite at speed in preparation for examinations.

Homework time in the First Years and a lunchtime club in the Second Years allow boys to practise typing proficiency. This is monitored from time to time in class when appropriate. Boys can practise their typing by using the app EdClub and using Google to sign in or using, the following link [Typing Club](#).

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

When setting homework, a teacher will specify whether the assignment must be done on an iPad or, if an alternative device may be used. Where an electronic device must be used, the member of staff provides specific instructions as to the time a pupil needs to spend on the piece. If a research assignment is set, pupils in the First and Lower Second Years are provided with websites or resources to be used. In the Upper Second Years, time is allocated to teach pupils how to discern whether a site is suitable for the task e.g. pupils may be given a list of sites and asked to find one site in addition, which is appropriate. Third Years are given the opportunity to self-select sources. Where possible the School directs pupils to the use of Britannica online.

Personal organisation

iPads must be brought to school every day and must be fully charged. If a boy forgets his iPad or it is not sufficiently charged, he may have to share equipment and copy up outstanding work at home, as necessary. If a pupil in the Lower Second or above wishes to leave his iPad in school (securely stored in his locker) he must bring in a portable charger, to ensure his device is properly charged.

Damage or theft

A small number of school iPads are available on loan for use in school for a limited period only to cover damage or theft of a pupil's device. The service provides pupils with temporary support while equipment is being repaired or replaced. The School works with parents to keep loss or damage to a minimum by encouraging boys to take responsibility for their devices. Please ensure the iPad is covered by your own insurance.

Faulty iPads

If an iPad develops a fault in school for which there does not appear to be a quick solution, parents are requested to arrange a repair at their 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 the Pastoral Deputy Head. 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 is treated seriously and appropriate sanctions are applied.

Management of risks (loss or damage)

Loss

- iPads are not used unsupervised;
- iPads are stored in lockable units in form rooms when they are not in use. In the U1, staff take responsibility for locking units. From the L2 upwards, boys lock their own lockers;
- When moving around school carrying an iPad, boys are asked to walk on the left and not run, to keep their iPad closed and within a folder if possible;
- iPads remaining in school overnight are stored securely. U1 boys travelling on a school bus may leave their iPads in school overnight, in secure units as parents prefer. Boys who wish to leave their devices in school overnight in the L2 upwards must have a portable charger. Devices are stored in lockers in the Second and Third Years.
- The lock screen has a boy'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 St Paul's Juniors, boys sign a copy of the St Paul's Juniors Pupils' ICT Acceptable Use Policy Agreement. eSafety issues are addressed through assemblies, PSHE & Citizenship and Computing lessons.

An age-appropriate filter is applied to each boy's iPad through the School's Mobile Device Manager. The filter blocks access to any inappropriate content while the device is used on the school network. Social media apps are disabled when on site.

Privacy

Your son should ensure

- his iPad is locked with a passcode, which should not be shared with any other person nor enable another person to unlock his iPad via Touch ID;
- the lock screen has his name and form on it, so the iPad can be identified and easily returned if lost.

Using the camera

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

Device setup

Please follow the guide on the relevant [page](#) of the School's website to ensure that the iPad has been set up suitably. Parents must create an Apple ID that is solely for their son's iPad. (Boys are not permitted to create an Apple ID until they reach 13 years of age.) Do not give your Apple ID password to your son. If you have any questions regarding the setup, please call the IT Helpdesk on 020 8746 5482.