



iPads at Kimbolton

Dear Parent,

I am delighted to introduce this comprehensive pack with precise details of how and why iPads are used at Kimbolton School. We first introduced iPads for pupils in Autumn 2014 and they are now part of every day school life for all of our year groups. They have proven invaluable in the recent 'virtual school' world of online learning of course.

In the same way as smart phones have assimilated themselves into our every day life over the past decade, iPads have become similarly 'de rigueur'. They slip seamlessly into every pupil's 'toolkit', just like the pencil case, PE Kit and textbook.

You will have guessed that I am a strong advocate! Using an iPad myself in lessons and observed how colleagues have been able to take their teaching into new areas with a tablet in their hand, I am excited by the educational possibilities once the pupils also have their iPad in front of them. As a school, we are aware that, ultimately, iPads are only one of many 'learning tools'. They are a complement to our more 'traditional' ways of teaching and learning.

Do enjoy perusing what follows beneath. If you have questions, please let us know (ipad@kimbolton.cambs.sch.uk) as we look forward to Kimbolton pupils and teachers exploring even further the opportunities that iPads and digital learning have to offer.

Jonathan Belbin



Why do our pupils have iPads?

It is not future technology. It is the present in terms of pupil experience of mobile phones, internet and personalised technology. It will be their future working/learning experience.

iPads will help pupils organise, communicate, learn and study at home and in school.

Individual access to technology is not something that should happen in a few rooms in a school. It should be for everyone, everywhere, anytime. iPads allow that.

Pupils are used to having access to the internet at all times, in all places – school should not be the exception.

Why would we not want pupils to have access to the greatest source of information ever assembled and study in their own innovative and personalised way?

We need to make tablets a means of education for pupils not just entertainment. Pupils need to learn about safe, effective, educational use of this technology.

We want to make the educational experience for pupils at Kimbolton as varied, dynamic and stimulating as possible.



Why did we opt for iPads?

- Proven technology and support
- Intuitive to use
- Apple TVs installed in classrooms
- Trialled by departments and teachers
- Familiarity and pupil appeal
- Apps world is vast
- Inbuilt sensors and cameras
- Successfully used by other schools

The Annual Timetable for iPads for New Pupils

| | |
|------------------|--|
| May/June | iPad information sent out to parents of new pupils. |
| June | Online ordering for iPads through Western Computers open (Partner Company Purchase) |
| August | Partner Company Purchase iPads collected by 1st Form and new pupils from school |
| September | iPads in use in lessons by 1st Form and new pupils |

The two purchasing routes to an iPad for pupils

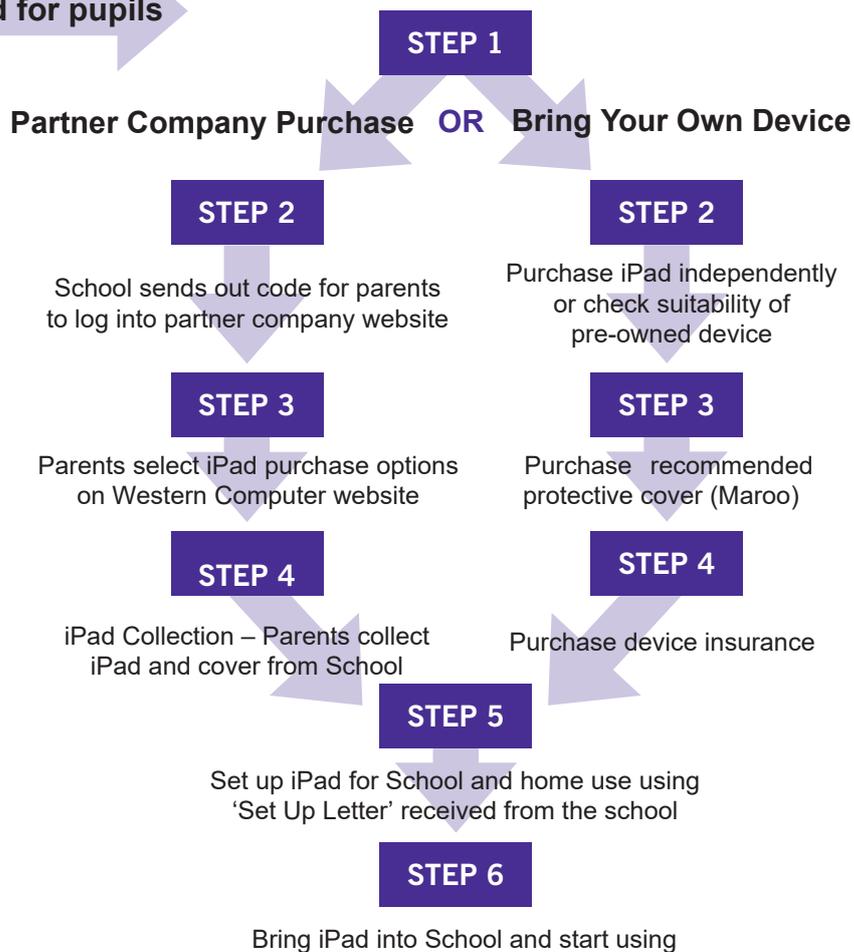
The school has teamed up with an iPad company (Western Computer) to provide an all-inclusive purchase option for parents. There is also a 'Bring Your Own Device' option for families who already have a suitable iPad for their child to use or wish to buy their iPad from another supplier.

Why doesn't the school buy iPads for every pupil?

An iPad is a personal device, with personal information for which pupils need to take personal responsibility. The purchase and BYOD options allow choice over which specification to buy and how to purchase. Some families already have suitable iPads, of course.

How much will the iPad cost?

A 128 GB iPad on a 3 year insurance, repair and return package deal with our partner company, is £470. Buying the same device independently without the coverage costs around £449 from the Apple Store or £19 per month over two years. To purchase from our partner company, you will be sent details of the online ordering process. The iPads are delivered to school for collection from the ICT Department in August.



Glossary

| | |
|---------------|---|
| 3G/4G | <i>iPad connection directly to the Internet, i.e. without going through the secure school network.</i> |
| Apple TV | <i>Allows projection from an iPad onto classroom boards and screens.</i> |
| Apps | <i>Applications – software for mobile devices that are designed for specific tasks or purposes.</i> |
| AUA | <i>Acceptable Use Agreement – a document signed by both pupil and parent agreeing to the terms of iPad use within School.</i> |
| BYOD | <i>Bring Your Own Device – pre-owned devices or devices not purchased through our partner company purchase scheme.</i> |
| eBooks/iBooks | <i>Electronic books – iBooks is the Apple name for these.</i> |
| Foldr | <i>iPad app that allows pupils to access their network files and deliver their work to teachers.</i> |
| iCloud | <i>Document storage or backup on online areas, ie not on servers/drives at home or school.</i> |
| iTunes U | <i>Apple app that allows pupils to access Kimbolton's online courses</i> |
| MDM system | <i>Mobile Device Management system – a software system at School that allows us to supervise usage, add/manage applications and apply internet safety rules centrally. All iPads used in School will be added to this system.</i> |
| Schoolwork | <i>Apple VLE successor to iTunes U</i> |
| VLE | <i>Virtual Learning Environment – the online world of lessons and subject content for pupils to access and learn from. The Kimbolton VLE is iTunes U.</i> |

Introduction of iPads

How are iPads used by pupils?

It is hard to know the full extent as pupils will find new and interesting ways to utilise the technology but these are some of the ways already being seen in school::

- Pupils' research and writing – promoting independent learning
- Pupils' creativity in subjects using apps for art, drama, design, planning, animations, mind-mapping
- With projector and Apple TV – projection and teaching from tablet sharing with pupils
- eBooks/iBooks—use of Kimbolton iTunes U/Schoolwork for teaching and learning
- Ease of internet access and immediate online research, video, resources etc.
- Lesson and subject resources available online and delivered not printed
- Camera/video function to record/project experiments and presentations
- Subject related apps in the classroom and at home
- Annotation of texts/notes, collaborative work and sharing of work
- Skype/internet link-ups with partner schools
- Applications possible in all subject areas
- Online submission of digital homework
- Podcasts, blogging, video, forums, the 'flipped classroom'

How do iPads improve the quality of teaching and learning?

The most effective lessons are those where students receive highly personalised feedback and where the level of challenge is high for all students, so that they are self-motivated and develop as independent learners. Used effectively the iPad provides the teacher with a greater set of tools at their disposal to deliver excellent lessons.

However, teachers say that the biggest difference to student progress is the student's self-motivation, engagement and independent learning skills and that these have the biggest impact on their success. A personal iPad offers new opportunities to motivate and engage students of all abilities. It empowers students to take control of their learning and, depending on the circumstances, to work in a more individual or collaborative way.

Don't iPads get in the way of 'real teaching'?

No. Teaching is varied in style already and needs to be for different types of subjects and learners. iPads are another part of the teacher's toolkit of methods and classroom activities. iPads may be used by a teacher for a whole lesson or part of it, or not at all if inappropriate. We continue to teach in a way that encourages pupils to be active and successful in their learning.

Do iPads replace writing and use of paper?

No. Pupils still need to write answers for their exams and we will continue to do plenty of that. Pen and paper, files and exercise books are still a major part of each pupil's school life.

Have iPads replaced the need for ICT teaching?

No. Our ICT curriculum is 'Digital Learning' and includes iPad, Apple and Microsoft apps, and e-safety training. Basic programming (including of Raspberry Pi computers), robotics and digital media work is also spread across the First to Third Form curriculum.

How do iPads help with storage and sending in homework?

iPads make it easier for pupils to send work to their teacher by posting directly into a teacher's folder on the school network or in iTunes U/Schoolwork. Pupils will have a Folder application on their iPad to make this easy to do and for pupils to access their network files from anywhere with internet connectivity. We use iTunes U/ Schoolwork to send/receive homework tasks.

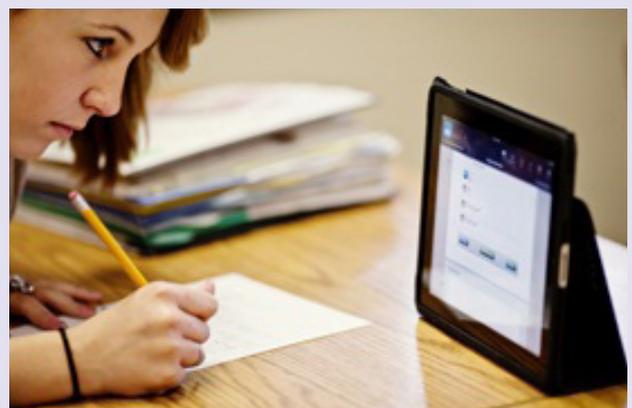
How are iPads used safely?

Pupils will sign up to an Acceptable Use Agreement and be educated in internet safety. We also have a management system in place to monitor and safeguard iPad usage in school (more detail on this on page 6).

The Kimbolton Digital School Mix

The Digital School has the following elements:

- iPads for all
- Hi-speed internet access at school
- Online educational resources known as a 'Virtual Learning Environment'
- Active classroom IT – Apple TVs and interactive whiteboards
- 'Blended learning' – making use of internet with collaborative, active learning in lessons
- Use of eBooks or iBooks and other digital resources
- Assessment and assignments submitted electronically
- Use of online lectures and courses for extension and enrichment



Understanding iPad options and what you need to provide

The best specification for Kimbolton School iPad usage is an iPad 7th Generation iOS 13+ to ensure futureproofing

The shading indicates the minimum specification offered as Lease-Buy from Western Computers.

| iPad types | Currently on sale from Apple? | Meets School specification? |
|------------------------------------|-------------------------------|-----------------------------|
| iPad Air (3rd Generation) | ✓ | ✓ |
| iPad Air 2 (suitable for now) | ✗ | ✓ |
| iPad (7th Generation) | ✓ | ✓ |
| iPad Pro(4th Gen.10.5/12.9 inch) | ✓ | ✓ |
| iPad Mini (or with retina display) | ✓ | ✗ |
| iPad 5th and 6th Generation | ✗ | ✓ |

Compulsory Items

Insurance

Check your home insurance to see whether your policy covers school usage. Separate iPad insurance is available if necessary.

Completed Internet and iPad Acceptable Usage Agreement

Maroo iPad Case (any style) – designed to withstand knocks

Additional Options

| Connection Type | Meets School specification? | Comments |
|---------------------|-----------------------------|--|
| Wi-Fi | ✓ | Essential |
| 3G or 4G (Cellular) | ✗ | Not permitted as may breach School security and safety provision |

| Storage | Meets School specification? | Comments |
|---------|-----------------------------|----------------------------------|
| 8GB | ✗ | Insufficient |
| 16GB | ✗ | Insufficient |
| 32GB | ✗ | Insufficient |
| 64GB | ✓ | Plenty of storage for School use |
| 128GB | ✓ | |

BYOD or purchase from other supplier

Can my child bring the iPad they have already?

Yes so long as it meets the minimum specification detailed above. The iPad Air 2, iPad 5th Gen and iPad 6th Gen do currently meet the school specifications but there is a small chance they may require an upgrade at an unforeseen point in the future. If you already own one of these, do not purchase another.

We want to buy our own device. What specification should we go for and can our child bring it into school once we have got it?

The iPad Air 3rd Gen 64GB+, iPad 7th Gen 64GB+ or iPad Pro 4th Gen (10.5 inch or 12.9 inch) 64GB+ are the optimal devices to purchase -they will not become obsolete during your child's time at school.

Higher specifications are available at greater cost but **pupils must not have enabled 3G or 4G devices.**

Given that changes to device specifications occur annually we cannot guarantee that partner company purchase devices will be the latest pre-Christmas release specification.

You will need to set up the iPad for school use and sign/send in the iPad Acceptable Use Agreement before being able to register the device on the school network. All devices used in school will be added to our Mobile Device Management system which allows us to supervise usage, add/manage applications and apply internet safety rules centrally.

Should we get a 3G/4G iPad?

No, do not purchase a 3G/4G iPad. The key to using the iPads safely in school is linking them to the school network and MDM system which will protect pupils. Enabled 3G/4G iPads will allow pupils to breach our security and safety provision. Staff have been using non-3G/4G iPads very effectively for the last 5 years.

Purchase from Western Computers

When will I be able to order and collect my child's iPad?

Please refer to the timetable on page 2 for the timescale. The Western Computer scheme includes an online ordering 'portal' to use. The purchased iPads will then be available for collection from school in late August giving plenty of time to complete the iPad set-up before the start of term.

Please note that parents (or boarding staff in the case of boarders) will need to show some form of identification when they collect their iPads. In addition to our online set-up letter (see footer for link), assistance will be available at the time of collection from our ICT team.

My child is a boarder. How do they collect and set up their iPad?

Boarders still need to have their iPad Acceptable Use Agreement in place before they collect their device on the lease-buy system. A member of the boarding house team can collect a partner company purchased iPad on a boarders behalf. Whether partner company purchased or BYOD, boarders will need to set up their iPad as per the instructions (help is available if needed from ICT Support) before bringing into school for use.

What happens when the partner company insurance, repair and return arrangement finishes? (after 24/36 months depending on option chosen)

The iPad is yours from the start of course but the device will need separate insurance cover. You will need to arrange this outside the partner company scheme which only relates to newly purchased iPads. This is why we recommend the three year option for pupils in the 1st to 3rd Forms.

Setting up your child's iPad

How do I set up my child's iPad?

Once you have signed and returned the Acceptable Use Agreement, you will receive an iPad Setup Letter containing account details and a link to the iPad Setup Video.

Will I need to get an Apple ID for my child and how do I do that?

Yes, your child will need their own Apple ID and if they don't already have one you will need to create one for them.

However, they will also be given a Managed Apple ID, giving them 200GB of iCloud space to use during their time at school. How these 2 accounts work together will be explained in the setup guide.

Which email address should we use for my child's Apple ID?

If your child already has an Apple ID, they can use that. If they don't, the setup guide details how to set one up using their school email address. The advantage of this is that if their password is forgotten, a reset email can be sent to their school email account to quickly reset it. Other email accounts are blocked on the school site

Which apps will the school provide and how will pupils get them?

We will provide the key apps that pupils need for general iPad usage in school and any apps for specific subjects. Fortunately many apps are available free but any paid apps needed for learning will be provided by the School (in a similar way to how we provide text books now). The set of Kimbolton apps are delivered/downloaded to pupil iPads via the school MDM system when they bring them to school. Initially, specific apps provided will be Pages, Foldr, Numbers, Keynote (already installed and free on a new iPad but we will download onto existing devices), Notability and AudioMemos so there is no need to pre-purchase these. This list may change as apps evolve and emerge!

How can I buy apps for my child if there is no credit card attached to their Apple ID?

This is easily done and a good way to manage content and use. There are vouchers that can be purchased online that give credit to a child's Apple ID.

Can my child use their iPad for personal apps and content?

Yes. It is their device for use at school and home. In school the use of certain apps will be restricted by our MDM system.

Practical arrangements for iPads in School

Will my child need to bring in their charger or headphones with their iPad?

Pupils should have their iPad fully charged at the start of each day but it is worth them having their (named) charger with them just in case. They should also bring their headphones in each day. There are charging lockers available around the school campus too.

How are iPads protected from being broken or damaged?

Most importantly, the iPads need a very robust, quality cover. The partner company purchase iPads come with a top range Maroo cover included. These are strongly recommended for BYOD too. Pupils need to be responsible for their own devices too, ensuring that they are kept in safe places such as in bags on racks rather than on the floor and locked away in the same way as mobile phones currently for games/PE lessons. Lockers are provided for all pupils. Insurance of devices is essential and is included with lease-buy iPads or purchasable for BYOD. Suitable cover may even be included in your current home insurance policy.

Where are iPads kept during the school day?

They will be in classrooms with the pupil for most of the school day. For some periods they will be secured during the lesson (PE, Games etc.). Pupils will need to take responsibility for where they store their bags. Pupils all can have a locker and there are specific iPad lockers in the main classroom blocks for pupils to use as well. Experience suggests that pupils look after their own iPad by keeping them with them during the day.

What happens if my child forgets his/her iPad or it is broken/away for repair?

There is a loan-box of iPads in the ICT Support Office which require signing in and out by request, but this is rarely needed.

Can my child charge up their iPad during the school day?

We expect pupils to bring in their iPads fully charged (just as they do with their phones at present) but, if they do require emergency charging, there are some charging lockers available.

How do I back up the data on the iPad?

This is done automatically onto the 200GB iCloud space provided by the school for the data on the device. Pupil work stored on the school network is automatically backed up during the school day.

More questions? Email ipad@kimbolton.cambs.sch.uk or visit www.kimbolton.cambs.sch.uk/iPads

Who will help if there are technical problems with the iPad?

A range of technical support is available:

- The simple self-help solution of 'ToTo' – 'turn off, turn on' – which tends to cure most initial problems.
- Mr Reed in the Digital Learning Department is ready to help with issues during the day
- Personal support from ICT staff.



Using iPads in School

Will my child be taught how to use their iPad?

Yes. This will be done through a mix of online tutorials, lessons for year groups having Digital Learning lessons (First to Third Forms), and digital safety lessons for all years up to Fifth Form. Teachers will also guide pupils on subject specific apps. Pupils are intuitive users and learners with digital devices and we expect them to guide each other and their teachers about usage too!

How do you ensure iPads are used properly?

It is obvious that we all want, and intend to use the iPads properly but there will be safeguards in place too. Specifically for the iPads we are using a Mobile Device Management system in school which 'manages' the use and content of pupil iPads when they join the school network 'bubble' during the school day. This MDM system and existing digital controls ensure that only relevant content is available on the iPad and anything inappropriate whilst in school is disabled. e.g. Facebook. The current rules and restrictions in place for internet access and content will continue to apply. The Acceptable Usage Agreement, which must be signed by both pupils and parents before pupils bring their iPads into school, ensures that we are all clear about proper usage of the technology. As now, the school rules about using any technology, any resource and behaving in a responsible way in class and in school will apply.

iPads at home are no different to any other technology (such as consoles, desktops and smartphones) and need the same parental supervision with regard to appropriate usage. This includes when and where they are used as well as what they are used for. It is parents' responsibility to set safety settings that restrict content.

What happens if the iPad is not used properly?

The current school rules and regulations will apply to the iPad as they do to computers, phones and internet already. Sanctions are set out on the Acceptable Usage Agreement. Pupils at Kimbolton are, of course, expected to behave properly at all times in line with the code of conduct and school rules.

Where will work be stored?

All work done on the iPad is stored on the iPad and backed up into the iCloud. It is very rare for work to be lost in the event of a loss or breakage. Most work will be stored/saved by pupils into their network folders and accessed by the Foldr app. There are also the automatic back-ups on iCloud which is helpful if a full restore of an iPad is needed.

How can work be submitted to teachers using the iPad?

Teachers often request that work is also sent via iTunes U, Schoolwork or sent to Foldr or sometimes by email. Pupils use iTunes U courses or Schoolwork to access course content and contact their teachers.

Is there a risk of overusing iPads?

Not if they are used properly and managed by us at school and parents at home. Screen time needs managing as is the case with any digital device. That is why the use during lessons and the school week will vary and not be constant. Pupils need to have 'screen breaks' during the school day (break times and lunch times) and in the evening at home. It is in everyone's interest, school, parent and pupil, that devices are used sensibly (as now with mobiles and computers). Pupils should not use any digital device close to bed time as research suggests they make it harder to go to sleep. Reading a book is better preparation for a good night's sleep.



iPad Acceptable Use Agreement

Kimbolton School

Kimbolton School considers the safe use of iPads as an important issue. Many of the points listed below are common sense but they must be adhered to. We believe education is crucial and would encourage you to discuss this document with your daughter/son before signing the enclosed ICT and iPad Acceptable Usage Agreement Form.

- ▶ 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.
- ▶ Think carefully about where you store your iPad during break and lunch.
- ▶ Please ensure that your own iPad is locked with a secure pass code which includes capital letters and numbers. You should also write your name on or inside your iPad cover. This, and a personalised home screen, will help should you leave your iPad somewhere.
- ▶ Any attempt to look at a fellow student or teacher's iPad without their permission will be dealt with very seriously.
- ▶ Your use of the iPad in lessons is always at the teacher's discretion.
- ▶ Remember that access to devices and the Internet is a privilege, not a right, and that access requires responsible usage.
- ▶ School networks and storage will be treated like school lockers. Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored on the school system would always be private.
- ▶ Permission must always be sought first before photographs are taken as is the case with mobile phones.
- ▶ Any emails to staff, such as those sent to hand in work, should always be politely written. Start the email with Sir/Miss or the member of staff's name and always end with Thank you and your name.
- ▶ The iPad must be brought into school every single day and be fully charged.
- ▶ During school, teachers will guide students toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, films and other potentially offensive media.

The following are not permitted:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting or attacking others
4. Damaging computers, iPads, computer systems or computer networks
5. Violating copyright laws
6. Using others' passwords
7. Trespassing in others' folders, work or files
8. Intentionally wasting limited resources such as storage of unnecessary material or printing
9. Bypassing the School Mobile Device Management safety system
10. 3G/4G enabled iPads as these undermine the safety and integrity of our mobile device management system

Sanctions

It goes without saying that we all want iPads to be used responsibly but should a problem occur then sanctions may be necessary:

1. Violations of the above rules will result in a temporary or permanent ban on iPad, Internet use or use of school ICT equipment and network in general.
2. Additional disciplinary action may be added in line with existing school rules on inappropriate language or behaviour.
3. When applicable, police or local authorities may be involved.

This booklet should be retained for future reference.

