



How to look after your iPad in School – a guide for pupils

Now you have your iPad and you are bringing it into school to use it in lessons, for work, communicating and organising your school life. How are you going to look after it and make sure you avoid any problems?

Some key things need to be done before you bring your iPad into school

- You must have set up your iPad for school use before you can bring it into school. The guide for this is on the school website and involves joining the school network system for Wi-Fi access and getting your subject apps to download.
- You must have signed and returned the iPad Acceptable Use Agreement
- You must be signed onto the school network and MDM system
- You can download apps that you need for school via the MobileIron app. You will never need to pay for a school app so if you are asked to pay, don't!

Those are the technical bits. Now you have your iPad in school, how are you going to look after it and what are the 'do's and don't's'.

- It is your iPad so you need to take responsibility for looking after it and using it properly.
- You will have a good cover for your iPad protecting it against bumps, drops and when it is in your school bag. You still need to look after it though as even the best cover is not 100% protection.
- You will take your iPad around with you in your bag during the day and have it for use in lessons.
- You will need a set of small headphones for use in some lessons. The type of headphone given away with mobile phones is absolutely fine. No need to buy anything new.
- You will use your iPad for class work as directed by teachers and also for: your timetable; calendars; checking school emails; sending work in and accessing online courses and homework on iTunes U.
- When not using your iPad in a lesson it can be kept on your desk with the cover closed.
- You need to remember your passcode for your iPad. Have a note of this at home in case you forget.
- You can use a locker to store your iPad. There are individual lockers for most year groups already and iPad lockers in the Orangery foyer and QKB for the 3rd and 4th Form. You will need a small padlock.
- If you really need to, you can take your iPad into assemblies and chapels. You must not use it in either assembly or chapel. The same rule as applies to mobile phones essentially. Most pupils leave their iPads outside in their bags during assemblies and chapels.
- You cannot take your iPad into lunch. You need digital rest/socialising time. Put it in a locker or leave it in your bag.
- For games afternoons pupils can put their iPad in a locker during the lunch period ahead of their games session. If you have a midweek sports fixture at home the same process can be used.
- For 2nd Form Games lessons pupils can put their iPad in their locker prior to registration in the morning. You can collect the iPad after the games session. For 1st Form Games, pupils should take their bag and iPad to the sports hall (if inconvenient for dropping your iPad off in their locker) where the changing rooms will be locked during the games session.
- If you have a midweek match (away) returning after 6pm then you should keep your iPad in your bag and take it with you. You should take your iPad and school bag and leave them on the coach where they are locked and secure whilst you are playing your match.
- Weekend sports fixtures. You can bring your iPad with you on weekend fixtures but it is your responsibility to look after it.
- You need to charge your iPad at home ready for school the next day. This also automatically backs up your iPad files to iCloud if connected to a Wi-Fi network.