



Cheadle Hulme School

## One-to-One Digital Learning Guide for Y7-9 Parents 2018-19

### Contents

1. *Frequently Asked Questions*
  2. *Core & Additional Apps Required*
  3. *iPad Etiquette*
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### 1. Frequently Asked Questions

#### ***When will I need my iPad?***

Students will be expected to bring their iPad into school daily from **September 2018** onwards. It must be fully charged and brought into school each and every day. We anticipate that a new device will last from Y7-9/10 before students purchase a **Chromebook** for Y10/11-13. Y10 is considered a transition year, where students may use an iPad *or* Chromebook. All students must have a Chromebook (or laptop, if they would prefer) by the start of Y11.

#### ***Am I responsible for buying my own iPad?***

Yes. The School asks that students have an iPad or iPad Mini, capable of running the latest version of iOS whilst holding its charge for a full day of regular use. As long a device meets that specification, students are able to either use an iPad they currently own or they can purchase one. The iPad is the student's own personal property and therefore they are responsible for looking after it at all times.

#### ***Do I need to buy any particular software or applications?***

In order for students to get the most from using their iPad, they will require applications (or apps) to be installed on it. At the moment, all of the apps required are **free** of charge. For apps to be installed, an account needs to be set up on the iPad to access the Apple App Store.

The minimum age for account users to hold a primary account is 13 years old. Apple has a Family Sharing feature, which allows an adult Apple account to create child accounts. Further details on how to configure accounts is available [here](#) on Apple's support website.

Some parents may be happy for their child to have complete control of their iPad; others may prefer to maintain direct control themselves. In either scenario, we ask for support from all Year 7 parents to register an account on the iPad and oversee the installation of apps. Detailed online safety guidance, including device monitoring strategies, can be found on Parent Portal.

***When can I use my iPad?***

Students will only be permitted to use their iPad as instructed by their teachers during curriculum time or in the Learning Resource Centre when supervised. They will not be permitted to use it in social or communal areas during recess or lunch times.

***Where will I keep my iPad when I am not using it in lessons?***

Students are asked to make sure that their iPad is either kept safely on their person or locked in a locker if they are not using it. Students will be expected to take care of their devices throughout the School day and on the journey to and from School.

***What happens if I forget to bring my iPad into School?***

Students will be encouraged to take responsibility for ensuring they bring their iPad each day as they would any other piece of equipment they need for School. On an exceptional basis, if they do forget to bring it, students will be expected to work alongside another student with an iPad.

***Will I be able to charge my iPad at School?***

No. Students will be asked to fully charge their iPad each night so that it has sufficient battery power to last throughout the school day. School will not provide charging facilities.

***What happens if I lose my iPad or it gets damaged?***

Our School Insurance Policy does not cover students' iPads. As students will own their iPad they will be encouraged to take full responsibility for them. You may choose to insure your iPad to cover for loss or damage e.g. through your home insurance, bank or individual policy that you take out when purchasing the iPad. If parents wish to purchase specific insurance cover, CompuCover provide a good option.

Further details can be found [here](#) on their website. The insurance policy can be purchased online via their education portal and covers accidental damage (including screen) and theft but not loss. The iPad must be less than 1 year old and you will need your serial number to complete the transaction. An indicative cost is £25 p.a. for an iPad costing £350.

***I am worried about travelling to and from school with my iPad. How can I keep myself safe?***

In the same way students are vulnerable when carrying money or a mobile phone, we would recommend that students do not have their iPad on display when travelling to and from School. Year 7 students have been bringing their tablets into School for the last four years and we have been reassured by the low number of pastoral concerns that have been raised by parents and students in relation to this. No student has been targeted by thieves on the journey to or from School.

***How else can I keep my iPad safe?***

All students will be expected to have a sturdy protective cover that covers the edges of the tablet. An example cover that has been tested by staff is the Griffin Survivor. Further details about this cover can be found [here](#). Tablets should be clearly named and password protected.

***How will students be allowed to use their iPads?***

The iPad may only be used in a classroom or the Library where a member of staff is present. The use of the iPad camera is **prohibited** unless authorised by the teacher. Students will access the internet, send and receive school email, produce digital content using G Suite and Microsoft Office 365, submit content to their teachers using Schoology and use a variety of subject-specific apps relevant to the curriculum. The technology must **not** be used to cheat on assignments or tests or for non-instructional purposes. Students will **not** be permitted to use their iPads for gaming or socialising during their free time at school.

***Should we buy a keyboard for the iPad?***

There is no need to buy a keyboard for the iPad in KS3; it is a matter of preference.

***Who do I contact if I need more information?***

Technical enquiries:

Mark Smith [marksmith@chscool.co.uk](mailto:marksmith@chscool.co.uk)

Teaching & Learning enquiries:

Luke Dunn [lukedunn@chscool.co.uk](mailto:lukedunn@chscool.co.uk)

Pastoral enquiries:

Susan James [susanjames@chscool.co.uk](mailto:susanjames@chscool.co.uk)

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## 2. Core & Additional Apps Required

From the beginning of the academic year, your child will require a number of free **core apps** to be installed on their iPad. These are as follows:

### **Pre-installed:**

Mail  
Safari

### **Google\*:**

Drive  
Docs  
Sheets  
Slides  
Keep  
Classroom

### **Microsoft\*:**

OneDrive  
Word  
Excel  
Powerpoint  
Office Lens

### **Other:**

Schoology  
QR Reader  
Adobe PDF Reader  
Puffin Academy  
Socrative

*\*All Google and Microsoft apps will sign-in with school email credentials that will be provided in September of Y7*

### ***Additional Apps Required***

Beatwave	Create Music simply by tapping.
Book Creator One	Create illustrated eBooks (free version).
Desmos	Plot functions, create tables, add sliders, and animate graphs.
Kahoot	An online assessment quiz tool.
Keezy Drummer	Make drum beats in seconds.
Nearpod	Combines interactive presentation, collaboration, and real-time assessment tools.
Popplet Lite	Quickly jot down your ideas and sort them visually.
Quizlet	Master academic subjects with this flashcard revision tool.
Skitch	See something that sparks an idea? Use Skitch to snap it, mark it up with simple tools, and send it on in an instant.
SolveMe Mobile	Use logic to figure out how much shapes must weigh.
VLE Books	A way for you to access our eBook library, empowering you with quick and easy access to the books you need and love.

## ***How to Install Apps***

To install apps on an iPad, press the blue App Store icon and use the store's search facility to browse for the apps listed above. Once you have found an app, tap the word 'GET' next to its icon.

WIKIHOW have created an excellent visual guide explaining this process in more detail, which can be found [here](#). For even more guidance, please refer to Apple's support page [here](#).

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## **3. iPad Etiquette**

Like all transformative technologies, iPads must be used wisely if their impact is to be maximised. From a teaching perspective, our staff have ensured the best apps are being used in the best contexts to enhance student learning and progress. From a student perspective, we expect that iPads are used sensibly and productively at all times.

To that end, we ask that you spend time reviewing this brief iPad etiquette guide with your child. It will be reinforced through the Y7 computing curriculum.

### **1. Be mindful of your surroundings**

Students will only be permitted to use their iPads in a classroom or the Library, under direct supervision of staff. Do not be tempted to use your iPad around the school site for non-approved activities. Although there are only a small number of issues each year related to misuse of iPads, we strive to reduce this to zero, and ask for your support in this process.

### **2. It's a window, not a barrier**

Teachers will ask you to keep your iPad flat on the desk when in use. If you have a case with a keyboard, this is an exception to that rule. Expect that staff will circulate the room and monitor your activities. Do not 'hide' behind your iPad or engage in activities that have **not** been approved by the teacher. You may be asked to show the teacher which apps are running in the background, so ensure any games or non-school related apps are closed before you bring your iPad to school.

### **3. Write polite, formal emails**

Where possible, you should always speak to a member of staff if you have a query about your work or school life. However, if you absolutely need to email a teacher, please begin your message in a polite, formal manner. "Dear Mrs Fraser" or "Dear Mr Western", for example. Similarly, to close your message, use a formal phrase such as "Kind regards" or "Many thanks". If you do not compose your emails using a polite tone, please do not expect a response.

On that note: staff will endeavour to respond to emails in a timely manner. Please be mindful of the time and day upon which you send them. Do not expect an email sent late Sunday evening to be responded to until Tuesday at the earliest. Also note that staff will not respond to emails sent from personal accounts. You must always use your school email.

#### **4. Check your emails**

The School would like to make even better use of emails to relay information to students and we require students to check their emails on a daily basis for this to occur. Please check, read and respond to emails as part of your daily routine.

#### **5. Charge your iPad each evening**

The School cannot offer charging facilities to all students all of the time, therefore we do not offer it at all. It is your responsibility to ensure your device is fully charged each evening. If your iPad runs out of charge in the middle of a lesson, it may cause unnecessary disruption to your learning, the lesson and those around you.

#### **6. Don't sleep with your iPad (or phone) nearby**

Having digital devices within arm's reach is likely to interrupt your sleeping patterns and have a negative impact upon your school life. We recommend a traditional alarm to wake you up in the morning - however soothing your iPad alarm tones may be!