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## **iPads: Parental Guidance**

Pupils in Year 6-8 are issued with school owned and controlled individual use iPads to develop their skills in independent research, to enhance their collaboration and creativity and to increase their digital literacy in preparation for the world beyond school. This guidance aims to answer parents' frequently asked questions about iPads.

### **What apps should my child be using?**

The list of apps which are currently available for pupils to use is long and growing all the time. The development of apps is a very dynamic field and it would be impossible, in practice, to keep parents advised accurately of current apps on an ongoing basis. However, we appreciate that many parents are keen to know what apps are particularly recommended so that they can support their child's in the use of these. Please note that pupils cannot install apps onto their devices themselves on these controlled devices.

There are a number of apps that the school has selected and purchased for the iPads; among others, these include:

*4 Music Rooms, Book Creator, Chatterpix Kids, Codeacademy Code Hour, Documents, Explain Everything, Garage Band, iMovie, Keynote, Linguascope Beginners, Linguascope Intermediate, Morfo 3D Face Booth, Nearpod, Numbers, Pages, Panasonic Prime Smash! Pipiatum L1, Pipiatum L2, Popplet Lite, PuppetPals HD Directors Pass, RedLaser, Showbie, Socrative, Sphero, Sumdog, Tynker*

Parents should be aware that many of the apps which are intended to reinforce factual learning are presented in game format. Apps which look like games should not, therefore, be rejected out of hand without closer inspection. Please do contact the IT team with a query about any particular app if you are in doubt about its usefulness.

### **What limits do you suggest for pupils' use of iPads?**

We emphasise strongly to the pupils both the fact that technology is secondary to personal interaction with family and friends and the need for significant periods of 'down time' away from technology. During the day, they only use their school iPads as directed in lessons so that all breaks are device free. To help them to achieve a sensible balance, pupils in Years 6-8 are not permitted to have non-educational games on their school iPads, nor any social media or messaging apps.

Pupils are able to take their school iPads home in order to gain maximum educational benefit from them. Although we do not wish to set rules for the family home, we do offer some guidance in the light of parental experience. We recommend that:

- The school iPad and other home devices are used in family rooms (i.e. not your child's bedroom)
- The school iPad or other home devices are used for a set time period and then put away
- Pupils should not be allowed to multi-task; for example, if they are eating a meal, they should not also be using an electronic device
- Pupils do not use any device for at least an hour before bedtime, to enable their brains to 'wind down'
- Devices should never be kept in your child's bedroom overnight - providing a designated place downstairs for overnight charging can be helpful

If a pupil is finding it difficult to regulate their own behaviour in their use of technology, we encourage parents to remove devices from them as appropriate until they are able to manage a suitable balance for themselves.

Please note we have changed the management of our iPads this year to address issues accessing and saving work on OneDrive and opening additional tabs. Many of these issues were caused by Securely, an application we previously used to control internet use when on home networks. We have decided to discontinue using Securely this year because in almost every case children have access to other internet enabled devices at home anyway, rendering any restrictions placed only on school devices ineffective.

It is therefore vital for parents to place appropriate parental controls on home Wi-Fi so that children's access on all devices is managed. Their online activity should be appropriately monitored, for example ensuring it takes place in family parts of the home, as no filtering is failsafe. As children get older, it is also important that we educate them to develop the skills to behave responsibly online of their own volition rather than attempt to place restrictions that are too tight, which can be counter-productive and do not prepare children for adult life.

Children should note that individual iPads remain the property of the School and can be collected at any time for content to be checked. They must therefore ensure that there is no content or browsing history they would not wish to be seen by staff, nor any deletion of browsing history. While at School, all internet use is filtered through the School's network and only School email, which we can monitor, can be used.

Please follow this link for guidance on the physical recommendations for working on iPads:  
<http://www.apple.com/about/ergonomics/>

### **What should I do if my child spends too much time on their school iPad or any other device in the evening?**

If, despite guidance, your child is still struggling to maintain a sensible balance in their use of technology, you should notify their tutor of the issue in the first instance. You will be able to opt for her/him to hand in their iPad to the IT team after school each day, so that s/he does not have access to it at evenings and weekends. In most cases, this will resolve the issue; if the difficulty persists, please contact your child's tutor for a review meeting. School iPads always remain the property of the School and we will implement restrictions on individual devices or withdraw them completely if needed.

### **Are pupils in danger if they are carrying an iPad to school?**

We take our pupils' safety very seriously. Our advice to them is, as with any valuable item, not to use the school iPad conspicuously in public and to hand it over immediately if challenged.

Thankfully, evidence from other schools using iPads in this way is the same. Issues of this nature will be referred to the police. The school iPads can be remotely tracked if they are connected to a wireless network. Any data held on school iPads is wiped after a certain number of unsuccessful attempts to enter the code.

### **What safeguards does the School have for ensuring my child is using their iPad safely?**

We manage the devices through Mobile Device Management software. This means we can remotely disable the device and we are in full control of what can be put on the iPad. Use of the Internet at school will be directed through our school Internet filtering system. At home parents should ensure they have set up filtering on their own wireless connection.

Through our Internet filtering we block the following categories:

Adware, Alcohol, Anonymiser Sites, Chat/IM, Compromised Sites, Criminal Skills/Hacking, Dating, Download Sites, Gambling, Games, Hate Speech, Illegal Drugs, Mature, Nudity, Phishing/Fraud, Pornography/Sex, Social Networking, Spam, Spyware and Malicious Sites, Tobacco, Violence, Weapons, Web-based email, Uncategorised, Categorisation Errors. We reserve the right to unblock certain sites for educational purposes.

### **How do you help the pupils to understand how to be safe in the digital world?**

Some sites (e.g. Facebook) are blocked in school. However, our underlying aim is to educate pupils about safe and responsible behaviour in the online world, so that they understand the risks and develop the judgement to approach them sensibly. From the start of school, age appropriate sessions cover many areas including cyber-bullying, sexting, addiction to technology and health risks. Pupils are encouraged to report any inappropriate online behaviour to parents, staff or the police.

### **How can I reinforce lessons about digital safety to my child?**

We appreciate your support in encouraging the pupils never to give out their contact details to someone they do not know, or post them in a public place, or arrange to meet in person someone they have only met online. They should report any inappropriate online behaviour to you, a teacher or the police. We also reiterate the dangers of placing information in the public domain, since one inappropriate comment may result in not gaining a university place or job. We encourage pupils to think carefully before posting comments on social networking sites and to set their privacy setting so that they know who has access to their profile.

### **What about (un)acceptable behaviour?**

All pupils sign that they will abide by our Mobile Technology Policy which sets out the parameters of (un)acceptable behaviour on iPads. Sanctions will be imposed for inappropriate use.

### **How do the teachers stop pupils playing games in a lesson?**

Teachers set high expectations of behaviour and challenging educational activities, as in all other aspects of a lesson. They will, of course, tell pupils to close the case or put the iPad away as appropriate. Misbehaviour on the iPad will naturally be dealt with in the same way as any poor behaviour in a lesson.

### **What help is available in school for my child in learning to use their iPad effectively?**

Students can always ask a teacher for help. There are also designated Digitals Leaders, pupil ambassadors who take the lead in guiding fellow pupils through new methods and apps. They should always be the first port of call at school. If such peer mentoring has not solved a child's

difficulties or answered his/her questions, pupils can then contact the IT team for further guidance when necessary. Support is on hand in the IT rooms during the school day, to give any help required.

You can contact members of the IT team – via email to discuss any technical problems and to ask questions. [itteam@townclose.com](mailto:itteam@townclose.com)

Please see below for an abridged version of the Mobile Device Policy and note that we only insure iPads that are kept permanently within the cases we provide.\*

The Mobile device remains school property. If a mobile device is activated during school hours, without the permission of a member of staff, the pupil may lose the right to use the device. Additionally, the Head of Computing might apply a more closely managed policy to the device.

If a member of the staff has any suspicion that a school mobile device has unsuitable material stored on it, the pupil(s) concerned will be required to hand it over to a member of staff and the relevant parents will be asked to collect it from the Head or Deputy Head of the School.

We reserve the right to search files on personal mobile devices in cases where there is reasonable suspicion of misuse. Examples of misuse of mobile devices are stated earlier in this policy. The search is conducted in a proper manner in the presence of another member of staff. Parents are informed when such a search has taken place and a record of the incident is kept, including the reasons for the search and its outcome.