



iPads for learning

Frequently Asked Questions (FAQs)

The objectives:

- 1. We will use IT to enhance learning**
- 2. We will have fast, instant access everywhere**
- 3. All students will have equal access to resources**

This document is designed to address the most Frequently Asked Questions (FAQ) that have been encountered in our preparations for a 1:1 iPad scheme. As part of the consultation process we will want to give parents as much information as possible on the scheme so that they can make informed decisions. We will regularly update the FAQ with new information as it becomes available and as more questions are raised by parents, students and staff.

Why?

a) Why change the current way we work?:

There are many answers for this and they include the following:

Improve the Quality of Teaching & 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. The content must be engaging and any processing of information must be at a deep level. Used effectively the iPad provides the teacher with a greater set of tools at their disposal to facilitate outstanding lessons. The device in itself will not turn a poor lesson into a good one, nor does it in any way replace the professional judgement of the teacher to determine how best to support their students.

(also see the additional sheet called Pupil Progress using the iPad)

b) Why iPads?

An extensive comparison of various devices was undertaken and the iPad proved to be the most competitive in a number of key areas:

- 10 hour battery life
- Lightweight and portable
- Extensive range of cheap/free Apps, developed specifically for educational use on the iPad
- Familiar and desirable
- Intuitive to use, as there is only one input method
- Range of inbuilt sensors and two cameras

- Competitively priced
- Apple's closed ecosystem, means that only certified Apps can be installed, giving some degree of confidence in the Apps to which students have access. The Apps will not contain viruses and can be restricted by age group.

c) Is it possible to write essays on an iPad?

Yes it is, this FAQ document was produced entirely on the iPad using Pages, however there will not be an expectation that students will type work anymore than they currently do.

All documents produced are compatible with Word and students can move between PCs and the iPad easily when working on the same document.

It is possible to buy a separate keyboard which can be used with the iPad.

d) How will the iPad impact on the quality of students' hand writing?

Students will still be expected to hand write work. There will be no need to word process all their work, in the same way that there is no advantage to doing so at present. However there is an argument, in terms of sustainability, that work stored electronically would reduce paper wastage.

e) Exams still take place on paper, so how will the iPads help with this?

As mentioned above practice exams and essays will still be handwritten. If these would benefit from electronic marking then they can be photographed and emailed to the teacher. Consequently providing an electronic backup of the work. This is much the same as the way in which exams are actually marked.

f) Why 1:1 as opposed to a class set of iPads?

Each student with their own device means that they take real ownership of the device and look after it, learn how to use it effectively and develop appropriate skills in its usage. The link between home and school learning means that projects can take on much greater depth and not be restrained by the 60 minutes in the classroom that are available to work on them.

Parents can play a greater part in supporting and understanding the work that students are doing in class.

By carrying the iPad from lesson to lesson it is easy to develop cross-curricular projects:

real data gathered in science can be analysed in maths, three teachers involved in the trial with a year 8 class decided that this provided a great opportunity for a cross-curricular project between drama, art and music. Students' engagement and involvement in a subject can be fostered and will increase their levels of self-motivation.

i) How will you measure the impact of iPads on learning?

We are rigorous in our approaches to assessment at all key stages, across all subject areas. Regular assessment that is consistent year on year will allow us to measure the impact that the devices are having.

j) Most businesses do not use iPads, how will you ensure that students have all the IT skills they may need?

The iPad does not replace the need to teach ICT, this will still be delivered at KS3 to ensure all students can use Microsoft Office effectively. We also feel strongly that we

should offer Computing to students, and we have GCSE and A level groups. Whilst there are Apps that facilitate programming, e.g. Codea

k) Will staff have to spend hours rewriting resources so that they work on iPads?

Word, PowerPoint and Excel are all compatible with the iPad.

Any paper copies of work can be scanned and converted into digital documents, or photographed for use on the iPad.

Student Safety

a) Will our students be in danger if they are carrying an expensive iPad to school?

We take this concern very seriously and our advice to students will be to hand the iPad straight over if they are challenged. The iPad can be remotely tracked, it will be labelled with Smartwater, it is insured so can be replaced and all the students' work will be backed up. Issues of this nature will be referred to the police.

A large number of our students currently carry expensive smart phones to school and are not under threat because of this.

b) How will we ensure that students are not in danger when using social networking sites?

It is possible to block access to certain sites within school on iPads, in the same way that it has been with PCs. If necessary this will happen, however we are mindful of our duty of care to our students and the responsibility that we have to educate them so that they understand the risks associated with social media and use it safely and positively.

c) What risk assessments have been completed to look at Internet misuse, copyright and privacy?

These are currently issues for all organisations and are covered in our current policies.

The iPad does not change the fact that our students use the Internet in school, carry out research and create resources.

Behaviour Management

All students will sign an Acceptable Use Policy which clearly sets out how the iPads should be used.

a) How will the teacher stop students playing games?

The teacher will still be in charge of the classroom, and set engaging, challenging activities with expected outcomes that drive the focus of the class just as they do now. Students enjoy using the iPads and are motivated by the independence and creativity that they afford. However, there will of course be some abuse of the device and it will be dealt with by following the Positive Discipline System in the same way that poor behaviour is dealt with at the moment.

We have a clear system of dealing with iPad related issues and we have had very few issues with the devices so far.

b) What will happen at break and lunchtime?

Students will only be allowed to use the iPad at break and lunch when they have permission and are working on extended project work. Students are not allowed to spend their break and lunchtime playing games.

c) What if students use the iPad to photograph each other without permission.

This issue is covered in the Acceptable Use Policy and clear sanctions apply. Playing games and taking photographs/video are possible now, as the majority of our students carry mobile phones. iPads would fit into our existing policies for dealing with such incidents.

Infrastructure

a) Will the WiFi be able to cope with over 1000 iPads online at once?

Yes. The school already had to install a new wireless network to provide full wireless coverage across the school.

b) How often and complex will it be to login?

iPads do not have separate user accounts like computers so there will not be the same requirement to login. Any access to services like school email, files, iTunes or other Apps that hold personal information will store any required username and password details within them so will only need to be changed whenever you change that password.

However, if someone were to find an iPad they would be able to access this information without needing to enter these details so it is important that the iPad has a password lock on it. This can be as simple as a 4 digit code to a more complex alpha-numeric password.

c) How will new Apps be deployed?

The vast majority of Apps will be downloaded as and when required. Each iPad will be considered to be for both personal and school use so you will be able to install what you want – with the understanding that only school related Apps will be used during lesson time. There is no additional cost for apps and access to our app catalogue is included in your monthly donation.

d) Where will students' work be saved

Depending on the type of work, it may be stored in several locations. Some files will still be stored and accessed from existing school resources like Spaces or network drives and others files will be stored in “the Cloud” using services like Dropbox. Some files will be stored on the iPad itself and these will be backed up automatically to the iCloud.

e) What happens to the students work if the iPad is lost, broken etc

It is envisaged that most work would be stored either in “the Cloud” or on Prince Henry’s Grammar School’s servers and these files would not be affected. As the iPad will have been backed up recently, students will be able to restore the files and settings onto their new iPad using iCloud.

f) What happens if a student forgets to charge their iPad?

Students are encouraged to ensure their iPads are fully charged at the beginning of each school day. Should an iPad need to be charged, it should be left at ICT Services where it could be collected later. Students will not be issued with a spare iPad and would receive a comment in their planner.

g) What happens if a student forgets their iPad?

Should a student forget their iPad, the same procedure as above would apply.

h) How will students print from iPads?

Whilst there will still be the need to print certain documents, students all have a school email account and any work that is created on the iPad can easily be emailed to their teacher. By using email as the main method of handing in work, we will be able to reduce the amount of printing that needs to be done and also reduce the amount of paper that is wasted, something that will be of benefit not just to the school but the environment as well.

i) What will happen to Flash based resources that are currently used?

iPads will not be able to display Flash based resources. However, there are certain Apps that could be used to enable Flash based resources to be accessed but this would need to be evaluated on a resource by resource basis. The number of Flash based resources will diminish over the coming years as Flash itself is phased out and, while this transition occurs, teachers will be able to guide students accordingly.

j) Will the battery life decrease over the three year period?

It is possible, but unlikely, that there may be some decrease in battery life over a three year period. To what extent this will occur is unknown and will depend on how a particular iPad is used.

k) What happens if a student does not have Internet access at home?

If a student does not have access to the Internet at home then the iPad can still be used but will lose some of its effectiveness. While the student will not be able to access services like email, they would still be able to work on most Apps that are installed on the iPad and create new files\content. They will have to save this content on their iPad and then back it up once they return to school and are connected to the Internet. Essential resources such as textbooks made by their teacher can be downloaded directly onto their iPad whilst they are at school.

l) Can students use the iPad Air or mini?

Currently our scheme uses the iPad 4. If parents/carers are purchasing their own device then the iPad Air or mini is fine.

m) Will the pool of iPads be kept and charged overnight?

The spare iPads will be stored in a secure location within the school when they are not being used. They will be fully charged during the night to ensure they are ready for use first thing in the morning.

Financial arrangements

a) What are the principles of the 1:1 iPad scheme?

We have looked very carefully at the options for the 1:1 iPad scheme and aim to propose a solution that delivers the following objectives:

Fairness – we want all students to benefit from the iPads, regardless of financial circumstances. We hope that all parents who are able to contribute will do so.

Sustainability – we want a scheme that will be sustainable for the school.

Affordability – we want the monthly donation to be as low as possible.

b) How does the scheme work?

Each student will be given access to an iPad for use in school and at home. It is not a lease scheme or a purchase scheme.

Parents will be asked to pay a voluntary £40 security amount for each iPad. This will be returned at the end of the scheme providing the iPad has not been lost or damaged.

All parents will be asked to contribute a voluntary monthly donation to our partner charity the learning foundation. Once costs have been deducted for administration, the charity will pass over the donations and gift aid to the school. Taking part in the learning foundation donation scheme will allow the student to take their iPad home as well as use it in school.

The school will purchase the iPads and associated items in the iPad bundle including the case, the insurance, the warranty and the starter apps.

The iPads remain the property of the school for the duration of the scheme (normally 36 months). **Parental contribution is a charitable donation towards the programme, not a payment towards the iPad.** To make the scheme affordable to all, the amount we are suggesting does not cover the full cost of running the programme. Additional money will be provided from school funds. However, the school has no intention of keeping the iPads after the three years is up, and we will then make them available at their market value in line with HMRC guidelines to all our families.

c) How much do we need to pay?

We ask that you make a donation of £10 a month (which is equivalent to £2.30 a week) over 36 months (although you can pay more if you like). Because we are offering this programme to all the students in the year group, The

Learning Foundation can claim Gift Aid worth 25% of all donations made by parents who are UK taxpayers and have signed the Gift Aid declaration.

d) What happens when the scheme finishes?

At the end of the scheme it is likely that parents will have the opportunity to make a separate payment to buy the iPad outright. This will be based on the market value at the time and we estimate this is likely to be in the region of £40. Otherwise the iPad will need to be returned to the school. Although the same iPad can continue to be used beyond the three years there will also be an option for parents to enter into a new agreement with a new device at that point. If a new agreement is set up then, when the student finally leaves, the £40 voluntary security deposit will be returned assuming there has been no loss or damage during the loan. The iPad should be returned with the charger and case

e) Can I make my contribution for the iPad upfront?

We would be delighted if parents were able to make a one-off donation of £360 at the start of the scheme and there will be an option to do so on the direct debit form. This would assist the school with the cash funding of the scheme. It is important to realise that the iPad would belong to the school until the end of the scheme at which point we expect to offer the chance to transfer ownership outright at market value.

f) What if we don't want to take part?

While we would encourage all families to take part, it is your right to choose not to do so. Please be fully aware however that by opting out your child will not be provided with their own iPad to take home.

g) Why can't the school provide these for nothing?

The school receives limited funding for ICT, and this gets spent on our network, ICT suites, printers, etc. Equipment for use at home and for personal use by your children is over and above this, which is why we have to ask our families to make a contribution. Without that help the programme would not be able to go ahead.

h) Why should I pay if others don't?

We will only run this programme if parents want it, and are prepared to contribute. While a small number of families in difficult circumstances can be accommodated, unless there is widespread support for the programme then the school will not be able to provide it to your children. If you are interested in the school doing this then please encourage other parents to support the programme too.

i) What happens if I can't make the regular donations?

No child will be excluded from the programme because of their financial circumstances so please come and talk to us so we can ensure your child is included. We do have limited funds to subsidise the scheme for those in very challenging circumstances. We recognise that some families with several children may not be able to donate the full suggested amount for each child. We know from other schools with similar schemes that virtually all parents donate at least some of the suggested monthly amount.

j) What happens if I change my mind in a few months time?

This would give the school a big problem as our decision to go ahead and buy the devices for the children will be based on the level of support from our parents. Changing your mind halfway through the programme would compromise the school's finances. This is a commitment to the children that needs to be seen through.

k) Why am I paying my donation to the e-Learning Foundation?

The Learning Foundation is a registered education charity that is collecting monthly parental donations on our behalf to save us administration costs. They will collect your donation every month, apply for tax relief where applicable, and then grant the money back to us to pay the bills.

l) Can I pay by cash or cheque?

Collecting cash involves a lot more work and administration costs for the school so our overwhelming preference is for you to sign a direct debit. However, if this is not possible then the school will be able to make arrangements to make sure you can contribute in a way that works for you and the school.

m) Do I have to sign the Gift Aid declaration?

It is **vital** that you do this if you are a UK taxpayer, otherwise the cost of administering the collection of monthly donations has to come out of the donations themselves.

Gift Aid applies to cash and cheque contributions as well as direct debits so please do sign it if you are a taxpayer.

n) What happens when I sign the Gift Aid declaration?

The school sends the declaration to the e-Learning Foundation. We keep the form on file as proof that we are able to claim the additional 25% in Gift Aid from the Inland Revenue.

Higher rate taxpayers will be able to claim further personal tax relief through the self assessment process and will be offered the opportunity to donate this back into the scheme. Those parents receiving tax credits may deduct the annual value of grossed up 1:1 iPad scheme donations when calculating their annual income which may lead to increased tax credits being received.

o) Who do I tell if I change my bank account?

Please let us know, as soon as possible if you change your bank account, by writing to us or phoning our iPad Admin Assistant with your new bank details.

p) What happens if the iPad gets damaged or lost or develops a fault?

The school will have a limited pool of iPads to lend to students if they temporarily need a replacement device. Where feasible, a damaged or faulty iPad will be repaired. Otherwise a replacement iPad of a similar age and condition will be provided. In all cases of loss or damage the £40 security deposit will be retained by the school. This includes the charger and case. Families may be asked to pay further sums towards the cost of replacement or repair caused by inappropriate use or lack of care. iPads with faults will normally be repaired free of charge or replaced with a similar device.

q) Can't I go and buy a cheaper computer on the High Street?

Yes, almost certainly. But this isn't just about the device. The learning programme we are providing will involve a device that is covered in the case of loss or damage or if repairs are needed. It will come with a case and access to our app catalogue. We will provide technical support whilst at school and your child will have access to learning resources on the schools learning environment. Lessons will be planned with the understanding that each student has the same device. These devices can be used at school during the day as well as at home in the evenings and weekends.

r) What if I already own an iPad?

If your child already has access to an iPad device with an inbuilt camera that they will be able to bring to school each day they would be free to do so although the device will not be supported by our Network team, i.e. it would not be covered by the school warranty so could not be fixed free of charge in school.