



St John the Baptist School

APPLE iPad SCHEME INFORMATION BOOKLET

Year 7s starting Sept 2024

VISION FOR LEARNING



At SJB we continually strive to provide all our students with the best possible access to learning in order to help them achieve their potential. By fostering a love of learning, encouraging independence, and providing a wide range of experiences we help equip our students with the skills they need to lead a fulfilled, successful adult life.

iPad Scheme: The concept

- To ensure that your child has access to an Apple iPad both in school and at home.
- Students bring the device to school every day and expect to use it for learning in lessons every day.
- Students use their iPad at home for research, homework and for communicating with their teachers.

We believe...

- Learning does not stop as soon as you walk out of the school gate, it can take place anywhere at any time!
- Everyone at SJB should be connected digitally to communicate, share and engage in learning (students, teachers and parents).
- Students need to learn how to navigate a digital world and utilise the technology that is available in a positive way to support learning and development.
- Every student and family should be included.

Technology and learning

Technology, if used correctly and at the right times, can have a profound effect on a child's learning. It can be engaging, exciting and can open up new possibilities, which may have been difficult or even impossible to achieve in the past. All the negatives that we hear about so often can be outweighed by positives if children are taught to use the technology effectively to learn and develop. This is not to say that traditional teaching methods are not important. On the contrary! The teacher and the environment are hugely important. But, if we are to prepare our students for their future, we must act now by equipping them with the skills to embrace and utilise the technology that will enable them to develop the skills that they will need to succeed.

The SJB Apple iPad Scheme

Over 10 years ago we established The SJB Apple iPad Scheme to help us achieve our vision, that every child at SJB should share the benefits of eLearning through the use of digital mobile devices at school and at home.

We invite all parents to make an initial contribution of £50 followed by regular monthly donations to the scheme. As a registered charity we are able to claim Gift Aid from the Inland Revenue. If enough donations are received, when combined with the Gift Aid, we are able to provide each student with an Apple iPad to use in school and at home.

"Tell me and I forget, teach me and I may remember, involve me and I learn."

(Benjamin Franklin)

What device?

For the last 10 years we have provided our students with an Apple iPad. We chose this all those years ago due to its flexibility, robustness and longevity – we wanted a device that would grow and improve but not change dramatically year on year and the Apple iPad fitted the bill! Your child will be provided with the Apple iPad 64GB WiFi.

From September we will also be providing students with a active stylus to help support handwriting and aid memory retention.



The Ins and Outs of the iPad Scheme

How the scheme works

Your child will be provided with:

- ✓ An Apple iPad to use at school and at home;
- ✓ Introductory training on the use of the device;
- ✓ Access to our Digital Leader's for one-to-one and small group advice, support and tuition;
- ✓ Access to our IT Helpdesk to resolve technical issues quickly and easily (for example how to connect to a wireless network).

What your child will receive

- ✓ Access (at school and home) to an iPad with a protective case, glass screen protector and which will be marked with your child's name (non-permanent) and a semi-permanent SJB mark;
- ✓ An active stylus

- ✓ Wireless connection to the internet at school;
- ✓ A Microsoft Office 365 Licence providing access to apps such as OneDrive, Outlook (email), Word, PowerPoint, Excel etc;
- ✓ Access to apps that will be used across the curriculum (inc. Showbie & GoodNotes);
- ✓ Warranty, theft and accidental damage cover for the duration of the scheme (please note there is a £50 excess charge and loss/theft are not covered by the scheme unless supported by a Police Crime Reference Number);
- ✓ A replacement after 3 years in the scheme (Yr 7- 11 only) plus the option to transfer ownership at the end of Yr 11 for a one off £1 payment, once any outstanding balance has been paid in full.

- ✓ You will have the option to transfer ownership of your second device for a further £1 one off payment at the end of Yr 11.

5 Key reasons to join the scheme

1. Students can work independently and at a pace that suits their individual needs;
2. Get unlimited access to teaching resources anytime and from anywhere;
3. Communicate with their teachers and get support when they need it most;
4. Stay organised with their online timetable, calendar, notes and reminders;
5. Collaborate with other students electronically.

What is the cost over 5 years? ... is it good value?

We are extremely fortunate to be able to purchase the devices rather than lease them. The savings associated with this are significant and are reflected in the £18.00 average monthly donation required to ensure the scheme is sustainable.

The majority of schools who are implementing one to one computer schemes are not in this position and as a result many charge parents over £25 per month for the loan of a school device.

We are confident that we are making the right choice for your child's future and that you will see the value every day when they come home from school.

Cost comparison

2 x Apple iPad 64GB Wi-Fi*

2 x Protective Cases*

2 x Screen Protectors*

2 x Active Syllus'*

5 year accidental damage & theft cover

5 year warranty

Payment plan (interest free)

All software and Apps required for use at school

*One in Sept Yr 7 and updated model around Yr 10

Approximate high street cost £ 1500

*SJB cost** £ 1094*

Total saving £406

** Based on 58 monthly donations of £18.00 plus the £50 initial

How do you join the scheme?

All parents must complete the Apple iPad Scheme Form by **Friday 31 May 2024**.

The form can be found online using this QR code or [click here](#)



If you have any questions, please contact us via email at finance@sjb.surrey.sch.uk

FAQs

My child already has an Apple iPad, can they use this instead of joining the scheme?

Yes. However, to ensure that various settings and subject specific apps can be pushed to your child's device we will need to assign a management profile (this does not affect existing content or setup and can be easily removed when your child leaves SJB) and should therefore be at least an iPad 7th gen. It is also important to note that the device will not be covered by the school warranty or insurance, so choosing this option is at your own risk. There is a £30 setup fee for this option.

Are there advantages to joining the scheme rather than providing my own?

Definitely! We have decided to purchase the devices rather than lease so that the average donation required is kept to a minimum and parents can benefit fully from the savings we have been able to secure – £1,094 donated over 5 years represents a saving of around £406 on the high street (full details on back page). Monthly donations enable you to spread the cost without paying interest (typical Apple Store finance is 23% APR), the iPad is covered against accidental damage and theft (charge of £50) and repairs will be carried out quickly.

It may be possible for families that are fully supporting the scheme to keep the devices used by their child/children at the end of the scheme after a £1 payment to transfer ownership. This will automatically be added to the August DD in Yr9 and the June DD in Yr11 to enable you to keep your device. If you wish to return your device the £1 will be refunded upon receipt of your device.

Will my monthly donation change during the contract period?

We work hard to keep the scheme cost as affordable as possible and do not anticipate having to increase the monthly contribution. However, should device costs increase dramatically we may need to increase the monthly contribution but only at the time of issuing a second device.

Can my child use an alternative device?

No. It is important that there is consistency amongst devices in Years 7-11 so that we can ensure that all students have access to the same learning tools and resources. There are also issues with compatibility.

How much should I donate? Will this change?

If everyone in Year 7 donated an average of £18 per month for the 5 years that their child was at SJB and we claimed the Gift Aid, there would be enough funds to provide a device for every student. We appreciate not all families will be able to donate the same and feel it's important that no-one should be excluded from the scheme because of this.

It is important that the scheme is self-sustaining and for this reason, any changes in supply costs may have to be reflected in the donations we request from parents. This will work both ways – any savings we are able to make will also be passed on. Changes will be communicated in writing.

What happens if there are not enough donations?

If everyone contributes to the scheme then everyone will benefit from the scheme. Without the support of parents our vision of providing students with their own personal mobile device is not sustainable and we would have to consider making significant changes to the scheme – we hope that families will be able to make regular donations to avoid this happening.

What happens if I genuinely feel unable to participate in the scheme?

It is important you contact the school and speak to one of our team so that we may discuss how best to support you and your child, as we feel it is important that no child is excluded from the scheme on financial grounds. Students in receipt of free school meals will be loaned a device for the duration of the scheme. Please email us your contact details and we will get back to you.

What if parents start with the scheme but stop supporting it after a while?

This would cause a big problem for the school. We require this scheme to be sustainable and therefore we need continued support from parents who agree to participate in the scheme. If a significant number of parents withdrew their support, we would not be able to continue to provide devices for every student.

What happens to the device if your child leaves SJB?

The devices are owned by the scheme, so would need to be returned if a student leaves. If you would like to keep the device, you could pay an agreed amount (dependent on length of time in the scheme) to transfer ownership of the device. Please contact the email below to discuss this.

I have a child further up the school, why have the monthly donations increased?

Unfortunately, there has been a slight increase in both supply and insurance costs over the last few years and we have reached a point where we have to pass this on to parents – we have left it as long as we possibly can! This is not a decision we have taken lightly.

FAQs

What about the risk of damage or loss?

Students can return the iPad to the IT Helpdesk and, where feasible, a faulty iPad will be repaired, normally free of charge, or replaced with a device of a similar age, specification and condition. If the iPad is accidentally damaged or stolen, a charge of £50 is payable before the device is repaired or a replacement is issued. The iPad will be replaced with equipment of a similar specification. If applicable the damaged device will be disposed of securely. Please note iPads left unattended or without the protective case & glass screen protector supplied with the device are not covered. If an iPad is damaged more than twice in an academic year or more than four times in total, the insurers reserve their right to turn down the claim. There is a limit of 2 claims for a screen repair whilst in the scheme. If this applies, then individual students will be responsible for meeting the full cost of the repair. Repairs must be carried out by the school, any repairs carried out by a 3rd party will invalidate the insurance.

Loss/damage of the charger, screen protector, case or stylus is not covered by insurance and replacements will be charged at the retail price (charger £15, case £20, screen protector £10, stylus £15). Please note devices & stylus' left unattended are not covered against loss or damage.

Won't an SJB uniform be a signal for "please mug me for my iPad"?

We take child safety very seriously and our advice to students will be to hand the device over if they are challenged. An iPad can be remotely tracked and is also insured so can be replaced. We will encourage all students to back-up their work on the network. 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. We also feel that it is likely that students carrying tablet devices will be commonplace across many schools in the not too distant future.

This scheme has been running since September 2013 and no incidents of this nature have been reported to us in this time.

Will the case provide adequate protection?

The case we have chosen is durable and, if used correctly, will provide excellent protection for the front and back of the iPad. In addition, all iPads are fitted with a glass screen protector which has proven highly effective at reducing breakages. The case enables the iPad to stand portrait and landscape. The iPad must be kept in the protective case with the screen protector on at all times otherwise it is not covered by the insurance.

Will it be compatible with our home computer? What about printing?

All the basic applications are fully compatible, for example your child will be able to produce a Word, Excel or PowerPoint document on a laptop and transfer it to their iPad or vice versa.

The device will work seamlessly with Air Print compatible wireless printers. If you do not have this facility at home your child will be able to use email or OneDrive to transfer documents to print.

What if I don't have an internet connection at home?

The majority of the iPad apps that we will be using in school don't require an internet access to function and therefore the device will still be functional at home. Should your child require the internet to complete work, the Hub is open each day until 5.30pm. If you do not have an internet

connection at home then please let your child's Head of Year know.

I'm worried about my child's reading, writing and spelling skills because of their use of ICT...

We are very aware of the careful balance that needs to be achieved between the use of ICT and traditional skills like writing by hand, reading and spelling. Students will use their device every day but not in every lesson. Using technology can be a really powerful way of boosting a student's reading age and literacy skills in a fun engaging way.

All students are provided with an active stylus which will enable them to handwrite directly onto Goodnotes and we encourage all students to use this, with the iPad flat on the desk.

Will the device be locked down, restricting what they can do with it?

The school will 'manage' the device to enable us to: push settings, apps and web links to it as and when necessary, locate it remotely, enforce a passcode, monitor usage and if necessary, wipe the device remotely. In school the usual internet filters will apply.

We do not allow the students to download games and some social media apps to their iPad. This process is managed by 'white-listing' apps that the students are able to download from the App Store. Students and teachers will be able to put apps forwards for 'white-listing', although final decisions on this will be made by the Network Manager. Please note students will be able to purchase any app they should choose from the app store, however apps not 'white-listed' will not open on their device.

Information on how to 'age restrict' the device will be available on Parent Portal. We will also run eSafety sessions for students and parents periodically.

I am not good with technology; how will I be able to support my child?

We feel that it is extremely important that parents take an active role in their child's learning and we therefore encourage you to engage in conversation with your child each day to find out how they've been using their device. In addition to the support they will be able to give you, our Digital Leader's will run drop in support sessions at Parents' Evenings and you will be able to access help guides and videos via Parent Portal.

Will my child need their own Apple account?

An Apple ID is an account which allows the user to sign into the App Store or iTunes, to download apps or make purchases. Many students and parents already have personal Apple IDs before they join the school iPad scheme, especially if they already own an iPad or iPhone and may wish to continue using them. It is mandatory for students to have both a school and a personal Apple ID so that they can download apps etc. The school will provide each student with a unique Apple ID that is created before the scheme starts - these are called Managed Apple IDs, and they are created for every student, whether they have joined the scheme or are participating in the BYOD scheme. Managed Apple IDs are used for specific purposes such as taking backups of student iPad's - they cannot be used to download apps from the App Store. Students also need a personal Apple ID to configure the iPads properly and utilise the full features. Students under the age of 13 are not permitted to set up their own Apple ID, it must be done through 'family sharing' with the consent of their parent. This also gives parents control of what their child can access and for how long each day. We will write to all parents in September just prior to the iPads being issued and request that they create a [Family account](#) and set up a Child Apple ID.

How do the direct debit payments work?

We ask you to set up a direct debit paying £18 per month. We will add £50 to Scopay in September to cover the initial set up charges which must be paid before your child receives their iPad.

If you are providing your child with their own iPad we will put a charge of £30 on your Scopay account in September. We will write to you to let you know when your child will need to bring their iPad into school, it is usually in week three of the term.

How much will students actually use the device?

We promote a culture where students take ownership of their device and demand use of it every day as part of their learning, alongside traditional teaching and learning methods. Together with the resources available on Showbie, this device will form an integral part of your child's studies. The device will be used daily, sometimes as directed by the teacher and sometimes through students' own initiative. It is expected that your child will bring the device to school every day fully charged (the battery should last around 2 days once fully charged).

Alongside these devices we have a network of Windows PCs in school so that students always have access to most appropriate technology.

Do the students really use them?! Will the teachers be able to support my child & ensure the device is being used for learning every day?

Yes! Ensuring teachers adopt the new technology and adapt both lessons and schemes of work to incorporate it is extremely important. This scheme is now fully embedded throughout Years 7 to 11 with every student bringing an iPad in each day to use in their lessons.

Terms & Conditions

This policy is to make sure parents are clear about their responsibilities and those of the school with regards to the Digital Mobile Device. Please read through the policy carefully and make sure you understand it.

The School's responsibilities:

- The school agrees to provide support for the iPad (if owned by the scheme) and where possible (subject to availability) will aim to provide a replacement device within 48 hours. If a fault is registered for warranty repair, and on receipt of completed insurance claim forms for insurance repair but in any case, will ensure that any repairs are carried out in the time frame specified:
 - Repairs that can be carried out on site will be within 5 working days.
 - Warranty/insurance repairs that need to be completed off site will be carried out within 15/20 working days respectively.
- The school agrees to replace faulty chargers within seven working days free of charge provided the child returns the faulty equipment to the IT Helpdesk within the limited one year warranty period. Once this warranty has expired there will be a charge of £15 to purchase a new charger.
- The school agrees to fully investigate any loss within the school buildings and keep you informed of any findings. However, please note that loss and theft are not covered by our insurance policy unless supported by a Police Crime Reference Number (it will be the responsibility of the parent/guardian to acquire this prior to making a claim). All claims must be submitted to the insurers within 14 days of the loss/theft occurring. You may wish to consider adding the device to your own household insurance policy.
- The school agrees to pursue all claims of accidental damage through the Insurers following a written statement and completed claim forms to be provided by the child's parent/guardian. If the insurers deem that the description given on the insurance form doesn't match the damage to the iPad or the damage was caused maliciously then neither they nor the school will be liable to meet the cost of the damage. All claims must be submitted to the insurers within 14 days of the damage occurring.
- Damaged chargers, cases, screen protectors and stylus' as well as cosmetic damage to devices are not covered under the insurance policy.
- The school will arrange random, periodic inspections or checks of student devices to ensure that they are maintained at an acceptable standard and not being used for inappropriate purposes. This may involve keeping the device for a short period. Any issues arising will be dealt with in accordance with the school behaviour policy.
- Should you decide to provide your child with their own Apple iPad rather than contribute to the scheme, we will set up a management profile on the device to enable us to push apps, settings, web links etc. to the device as well as monitor usage and track its location. We will provide details on how to remove this when the child leaves SJB. Please note that fault, accidental damage, loss or theft of devices outside of our Apple iPad Scheme are not covered by our insurance. We strongly advise parents to make their own insurance arrangements.
- The school will set up a management profile on all the devices purchased through the Apple iPad Scheme to enable us to push apps, settings, weblinks etc. to the device as well as monitor usage and track its location. All the devices are also restricted so that only 'white-listed' apps will open and be usable. This system has been put in place due to significant parental feedback requesting that students are unable to open games and social media apps. Students and teachers are able to request apps for 'white-listing' by sending a link in an email to helpdesk@sjb.surrey.sch.uk with brief details of why they would like it white listed.
- The school will provide periodic maintenance and updates to the device. This may involve keeping the device for a short period.
- The school will provide eSafety information for students, parents/guardians so that they can help their child stay safe online.
- The school will ensure that teachers are equipped with the skills to support students in getting the most out of their device.
- The school will only change terms and conditions if required due to cost or technology changes. Notice will always be given.

The Parent/Guardian's responsibilities:

- To freely make an initial donation of £50 and then a regular donation through a monthly direct debit agreement with the Apple iPad Scheme while my child is at SJB.
- To notify the school of any adjustments that I make to my direct debit.
- To notify the school at the earliest opportunity of any likelihood of being unable to meet a month's donation or of cancelling my direct debit.
- To ensure my child takes appropriate care of the device at all times and keeps it in the case provided with the screen protector attached. If my child damages the case or screen protector I will contact the school and purchase a new one. If the charger is damaged I will purchase a new one. If the stylus is damaged or lost I will purchase a new one.
- To pay the charge of £50 to the school in order for a claim being made.
- To contact the school immediately if my child's device is lost so that appropriate steps can be taken to locate it.
- To report incidents of theft to the Police and obtain a Crime Reference Number (inform the school first as we may be able to locate it).
- To provide the school with a written statement to support any claims of accidental damage or theft.
- To inform the IT Department immediately of any problems with the device.
- To encourage your child to back their work up regularly either by ensuring the set up with OneDrive or using other cloud technology.
- To encourage your child to use the device sensibly and safely, making them aware of relevant eSafety issues.
- To make your child aware of the [Acceptable Use Policy](#) and their responsibilities.
- If I am providing my child with their own Apple iPad rather than joining the scheme I will:
 - pay the £30 setup fee to the school.
 - ensure that my child has MS Word, PowerPoint, Excel, iMovie, Goodnotes and Showbie installed on the device at my own cost.
 - pay for any apps required by my child for schoolwork (we will always contact you in writing should you need to purchase a new app).

Insurance guidance:

- There is a standard charge of £50 for every accidental damage or theft claim payable to the school prior to the claim being made. If there are more than two claims made in any 12 month period and four in total, or the screen is cracked more than twice in total, or the insurer feels that the claims being made are not viable, the insurer reserves the right to turn down the claim. Repairs carried out by a 3rd party and not through the school will invalidate the insurance.
- Device batteries, chargers, screen protectors, cases and active stylus' are only covered by a 12 month limited warranty. After this, if these parts fail, you will have to buy new parts which will be charged at the current market price (approximate costs: charger £15, case £20, active stylus' £15).
- Damage and loss/theft of the charger, screen protector, case and Bluetooth stylus are not covered by the insurance so if you damage them replacement chargers, cases and stylus' will be supplied at the costs stated above.
- Loss /theft due to leaving the device unattended, deliberate damage and/or damage incurred when the device is left unattended are not covered; you will be responsible for repairing or replacing the device.
- The insurer reserves the right to change these terms at any time, without notice.

Guidelines for iPad usage

These guidelines are to make sure your child understands the rules for looking after their Digital Mobile Device. Please read through the information below with your child and make sure he/she understands it.

Student responsibilities:

- It is your responsibility to keep your device safe and in good condition. The device provided is fairly robust but could be damaged if you drop it or knock it into walls, desks etc. or if you throw it around in your bag.
- When carrying, it is essential to look after and respect this valuable resource. We are privileged to have access to this technology to enhance learning. You must always carry your device in its protective case with the screen protector attached. This will protect it from damage when travelling to/from or moving around the school.
- You should always be aware that just like you, all other students have fragile and very valuable devices in their bags. With this in mind, bags should not be thrown or pushed into other students' bags in the corridor or in the playground.
- Keep your device secure at break/lunch either by keeping it on your person or storing it in your locker.
- Every student should always ensure they keep their iPad in their bag at the start of lessons until invited to get it out by the teacher.
- You must bring your iPad and your active stylus to school fully charged every day.
- It is your responsibility to safeguard your work. Save everything onto your school OneDrive account will ensure it is backed up. If you do not know how to do this then find out! The Digital Leaders are available to help you.
- Keep the device away from liquids that could damage it.
- Keep your device's 'passcode' secret and change it regularly. (You are responsible for remembering it, we cannot recover it without resetting the device which means wiping it!)
- Be sensible about where, when and how you are using the device. For example, it is not sensible to have it on display whilst travelling to and from school, keep it in your bag.
- Sometimes your teachers might ask you to put your device to one side; you must respect that and do so immediately.
- When using it at home respect your parent's/guardian's rules in the same way you respect the school rules – if they ask you to put it away then do, if they say you cannot use it in your bedroom then don't!

The Rules:

- The school reserves the right to examine the device at any time and carry out any changes deemed necessary to allow it to operate efficiently and securely.
- The devices are insured against accidental damage but there is a charge of £50, which your parents will have to pay if the device is damaged and needs to be repaired. If you damage your device deliberately then this will not be covered by the insurance and your parents will have to pay for the repair/replacement.
- Do not leave your device unattended. If you are not using or carrying it, it must be stored securely in your locker. If your device is stolen whilst unattended, the insurance will not pay for it and your parents will have to replace it at their own expense.

- Any damage or problems with your device must be reported to the IT Department, who can be found in room 34, in the first available break.
- Do not remove any software installed by the school.
- Do not remove the management profile that has been installed on the device.
- Do not install any software for which you do not have a valid licence - this is illegal.
- Do not attempt to 'jail-break' the device. Doing so will invalidate the warranty and insurance.
- Never shut the case with anything between the screen and the case as this will scratch/break the screen and/or the screen protector. It is also essential that nothing is jammed into any of the sockets as this could break the socket.
- Do not attempt to personalise or vandalise the device or the case as this will mean any damage will not be covered by insurance and you may have to meet the cost of repair. The cost of a replacement case is £20.
- Do not remove the name and security stickers that have been placed on the iPad.
- Avoid tightly wrapping up the charger cable or pulling it hard as this will expose the cables and make the charger dangerous to use. This sort of damage will mean you will need to buy a new charger as it will not be safe to use, as any exposed cables will mean you are at risk of receiving an electric shock. The cost of a new charger is £15.
- Ensure your Bluetooth stylus is stored securely in its case at the end of each lesson; keep the ID sticker on it so that it can be returned to you if found. The cost of a replacement Bluetooth stylus is £15.
- If a device is damaged more than twice in a 12 month period or more than four times in total, the insurers reserve their right to turn down the claim. There is a limit of 2 claims for a screen repair per iPad. If this applies, then individual students will be responsible for meeting the full cost of the repair.
- Devices must be repaired via SJB's approved supplier. Any repairs carried out by an alternative third party will invalidate the insurance on the device.
- You must submit the device willingly for periodic health checks and updates.
- You must adhere to the mobile device policy and not use your device other than in lessons.
- Don't download games and social media apps as you will not be able to use them on the device – although the app store will still allow you download any apps only 'white-listed' apps will open on the device (even if you've spent money on one!) You can put an app forwards to be 'white-listed' by emailing a link and a brief reason to helpdesk@sjb.surrey.sch.uk, however there is no guarantee it will added!
- There are help guides and videos on the Helpdesk that cover many common functions.
- In the event of a dispute regarding the interpretation of the wording of this policy, the Network Manager's decision will be final.