

Dear Parent,

Your son/daughter has been invited to take part in an iPad Pilot Project at ACS Egham. The initial pilot will be until the end of the second semester. Depending on the success of the trial – there may be an opportunity to continue the project during the summer and into the following year. Please be understanding **that this is a pilot and there may be adjustments during the course of the trial.**

The focus of the trial at ACS Egham is to provide tools and resources to the 21st Century Learner – our IB Diploma students. With a significant investment in education technology and infrastructure, your student will be exposed and trained to utilise technology as a tool and resource in order to enhance their learning. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for college and the workplace. **The IB Diploma emphasises a students responsibility to independently learn and organise themselves and the iPad is the ideal tool to foster these skills.**

The Pilot Project is exploratory and we would like to examine how and to what extent the iPad can be used to enhance student centred learning and productivity across the curriculum. As such this pilot provides us with a unique opportunity to ‘Beta’ test on a micro-scale what’s possible with the technology with a view to further roll out across the schools. The device can be used to take notes in subjects, use the cloud for accessing documents electronically, communicate with teachers via Firstclass and a Google Account, access their deadline calendar, have immediate access to important websites for their IB Diploma like ‘ManageBac’ and run a variety of “apps” that enhance the educational process. Use of these technologies is a privilege that carries responsibilities and behavioural expectations consistent with all school rules and policies, including but not limited to those stated in school handbooks. The 1-to-1 iPad programme is no exception to this and will mean that the student will have to comply with the ACS Acceptable Use Policy for Technology and the Code of Conduct for the iPad outlined below. Note Teachers may set additional requirements and expectations for use in their classroom.

Students will be expected to share their learning successes and challenges with ACS during this Pilot. They may also be called on to assist other staff and students who are participating in this pilot. A survey will be conducted at the beginning; middle and end of the pilot and qualitative data will be gathered during the pilot through interviews, etc. **The success of the trial will reside in the hands of the students** and can lead to many further opportunities if extended including use of electronic textbooks. The following Code of Conduct is there to guide students to ensure the success of this program.

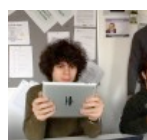
Finally, we encourage your son/daughter to innovate with the iPad and we encourage you to support your student in learning to use this Technology in a productive and professional way, ask them questions and have them teach you what they are learning.

Regards,

Mr Alan Perkins IB Coordinator / Assistant Principal



Mr Denis Connolly – Schoolwide IT Coordinator



Student Expectations – The Code of Conduct

Your iPad is to use for educational purposes, innovation and creativity. Responsible use of your iPad is expected. You are also expected to fully participate with your iPad in classroom activities when you believe the tool will help with work, organisation and study. Finally, we hope you enjoy your iPad and use it to its fullest potential. This code of conduct covers all aspects of the handling and use of the following equipment:

- Apple iPad 16GB with Wi-Fi (£400 value)
- Miscellaneous educational apps through a £25 voucher.

Total Value: £425.00

iPads are intended for use at school each day and students should be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

Monitored Use / e-Safety

Students should have no expectation of complete privacy when using the iPad. The school can collect and check a student's iPad at anytime to monitor use and content on the iPad. Students are responsible for all content on their iPad including browser history, emails, documents and audio/video content. Any inappropriate material received should be reported to a teacher.

Procedures for Ownership and General Care

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the IT Coordinator – Mr Denis Connolly, immediately for an evaluation of the equipment. Students should understand the following issues regarding care: -

- Each iPad is the property of the school; so do not do anything to the iPad that will permanently alter it in any way – as you will need to return your iPad at the end of the trial or when you leave the school.
- Your iPad will have an individually assigned number and label - do not remove these, as they are the main identification. You should not apply any stickers or decorations to the iPad.
- It is your responsibility to purchase an individual case or buy one from the IT Coordinator (for minimal cost £5) and then use this case at all times.
- The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen so you should be sensible in their use and remember to only use a clean, soft cloth to clean the screen, no cleansers of any type.
- You should keep food and beverages away from your iPad since they may cause damage to the device.
- You must report any damage to your iPad immediately.
- If you see any inappropriate or careless use of the iPad you should report this to the IT Coordinator immediately.
- Under no circumstances should iPads be left in unsupervised areas, as any iPad left in these areas is in danger of being misplaced or lost. If an iPad is found in an unsupervised area, it will be taken to the IT Coordinators office or Diploma Coordinators Office.

Management of iPad Configuration – Software

The school will manage the iPADS in a different way to the schools laptops and desktop computers. Pupils therefore should observe the following:

- The iPad will come with some applications already loaded. During initial workshops you will be expected to download a base set of applications that will be utilised across classes throughout the year. You should not remove these applications but can also add and remove applications from the iPad that they are trialling for educational purposes.
- You will need to create and use your own personal iTunes account or have access to a family iTunes account. Students and parents are responsible for other purchases they deem necessary.
- You should synchronise your iPad with your home computer and backup your iPad at least once a week to ensure files are not lost.
- You can add your home network configuration settings on the iPad, but must keep the school network configuration the same, as this is essential for use in school.
- You must always use an access password on your iPad.
- You may change your background photo but this must obviously not be with inappropriate content as set out in the Acceptable Use Policy.
- You should understand your iPad has a small amount of memory at 16GB and so should utilise the space carefully and for educational purposes so music and media should be kept to a bare minimum.
- Sound should be muted at all times unless permission is obtained from the teacher.

Home Use

Students will be able to take the iPad home when the following form is signed. Note that the school may revoke this privilege at any time.

Some notes on home use:

- Pupils should charge iPADS at home and bring them to school fully charged.
- Do not bring your charger or sync cable to school - the school will provide spares in the IB Diploma Centre.

Parent/Guardian Responsibilities

- Talk to your son/daughter about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Should you want your son/daughter to opt out of having an iPad, you will need to sign a form indicating this and understand that your son/daughter is still responsible for meeting the course requirements. We recommend even if the family has an iPad that the student should accept a school iPad specifically for educational use.
- A concern may be that any money that is spent by the student or parents on APPS will be lost when the iPad is returned, however, apps are purchased on your iTunes account and will remain your possession whether students are using the ACS iPad or any other iTunes accessible device.
- Parents are responsible for providing any content filtering or restrictions on their own networks.
- If any equipment is lost, the student or parent must report it to the school immediately. Students can let a teacher or administrator know, and the staff member will assist him/her. The circumstances of each situation involving lost equipment will be investigated individually. As part of the program the '**Find my iPhone**' application must be setup enabling a specific iPADS location to be found.

Student Pledge to be issued an Apple iPad for Use at Home and in School

1. Students must abide by all school rules as outlined in the Student Handbook and Acceptable Use Policy.
2. Students are required to attend an induction process before they take ownership.
3. Students agree to participate in the trial using the iPad as a tool in activities and assignments that are suitable to improve their learning.
4. Students and Parents agree to be responsible for proper care of the iPad, that any damage or loss may result in financial liability in replacing the iPad (up to £435). Damages for this pilot may be covered by school insurance. Each situation will be assessed and a reasonable conclusion will be agreed.
5. Students and Parents agree that any inappropriate use of the iPad will result in school discipline that may include the loss of iPad use or other sanctions according to the Student Handbook. Inappropriate use includes but is not limited to the following:
 - a. Visiting inappropriate websites (at school all Internet access will go through the normal Bloxx filtering software)
 - b. Sending inappropriate email – or accessing, uploading, downloading, or distributing offensive, profane, threatening or obscene materials.
 - c. Cheating - including illegal installation or transmission of copyrighted materials. Use of chat rooms, sites selling term papers, book reports and other forms of student work
 - d. Jailbreaking their iPad
6. Students and Parents agree that all apps and content to be installed on the iPad (including music/media files) should be educationally or productivity focused.
7. Parents agree to monitor student use of the Internet while on their home network using the iPad. Students and Parents agree that **only the student** may use the iPad. Siblings and friends should not have use of the iPad.
8. Students and Parents acknowledge that ACS Egham International School may search school issued iPads at any time to verify contents.
9. Students leaving ACS Egham International School must return the iPad.
10. Students will take good care of their iPad as explained in the Code of Conduct.

By signing below, we agree to the expectations and procedures as detailed above: -

Parent Name _____ Student Name _____

Parent Signature _____ Student Signature _____

Date _____ Form _____

Please return this slip by Wednesday 25th January to Ms Bailey in the Diploma High School Office.

Regarding any further questions please contact either Mr Perkins or Mr Connolly
