



IPADS @ QUEEN'S

A GUIDE FOR PARENTS

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## Introduction

Dear Parents,

Your daughter will use an iPad at school and at home for school work. This successful initiative began in September 2014. Your daughter will join us therefore in our tenth academic year of iPads@Queen's, and will also utilise an Apple Pencil in order to handwrite on the iPad in order to produce written work and to annotate documents.

I am very pleased to provide this guide for parents. I wanted to offer a single document containing all the information you and your daughter will need. This is the first version of this year's guide. Apple may make further changes to their provision for schools over the coming months, so the guide may be updated. I will keep you up to date with such changes and any other developments between now and September. In the meantime, should you have any questions or concerns, please do not hesitate to contact me by email [ipadproject@thequeensschool.co.uk](mailto:ipadproject@thequeensschool.co.uk) or by phone 01244 312078.

Yours sincerely,



Gary Blackwell

Head of IT Strategy & Network

Further information about the topics covered in this guide is available from <https://support.apple.com/en-gb/guide/ipad/welcome/ipados>

## Quick Checklist

### ***What your daughter needs on the first day she brings her iPad to school***

- Q A fully-charged "set-up" iPad running the latest version of iOS operating system software and connected to School IT systems (Year 8 - 13 Only) (see pages 8-9)
- Q An iPad case (see page 6)
- Q A fully-charged Apple Pencil (Year 8 - 10 Only) (see page 5)
- Q A pair of earbuds or headphones

### ***What your daughter needs each school day thereafter***

- Q A fully-charged iPad running the latest version of the school approved iOS operating system software
- Q An iPad case
- Q A fully-charged Apple Pencil (Year 7 - 10 Only)
- Q A pair of earbuds or headphones

## Providing an iPad for your Daughter

### Which iPad is Suitable?

The table below lists the iPad models that are suitable. Please note that the larger 12.9" iPad Pro models and all iPad Mini models are not suitable.

Suitable Model	
iPad Pro (1 <sup>st</sup> Generation)	<i>Not year 6-10</i>
iPad (5 <sup>th</sup> Generation, 9.7")	<i>Not year 6-10</i>
iPad (6 <sup>th</sup> Generation, 9.7")	<i>Not year 6-10</i>
iPad Pro (2 <sup>nd</sup> /3 <sup>rd</sup> Generation, 10.5"/11")	<i>Not year 6-10</i>
iPad (7 <sup>th</sup> Generation, 10.2")	
iPad (8 <sup>th</sup> Generation, 10.2")	
iPad Air (3 <sup>rd</sup> Generation 10.5")	
iPad Air (4 <sup>th</sup> Generation 10.9")	
iPad (9 <sup>th</sup> Generation, 10.2")	<i>Currently on the market</i>
iPad (10 <sup>th</sup> Generation, 10.9")	<i>Currently on the market</i>
iPad Air (5 <sup>th</sup> Generation 10.9")	<i>Currently on the market</i>
iPad Pro (4 <sup>th</sup> Generation, 11")	<i>Currently on the market</i>

The iPad (9<sup>th</sup> Generation) is the least expensive model currently on the market and is perfectly suitable for School use.

Although some pupils presently use an iPad 5<sup>th</sup>/6<sup>th</sup> Generation or 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> Generation iPad Pro, given the age of these devices, Apple may not release further software updates (iPadOS) for them from September 2023. Apple have not yet made such an announcement but are likely to do so if typical release patterns are followed. Because of these reasons, the iPad 5<sup>th</sup>/6<sup>th</sup> Generation or 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> Generation iPad Pro, are not suitable for new pupils joining the school in September 2023.

If your daughter already owns an iPad, but you are unsure which model, please open the "Settings" app on the iPad and go to General | About.

### Storage Capacity

Some pupils have a 32GB iPad. Most, find the amount of storage space acceptable. Some pupils, however, find the amount of storage space challenging, and have to juggle the installation of school and recreational apps in order to maintain sufficient operating space. High use of video, photos or music, impacts more than other data on available storage space.

The current iPad models on the market are available with 64GB or more storage space. 64GB of storage is unlikely to be insufficient for school and recreational purposes.

## Your Options

If your daughter does not own an iPad and does not receive a 100% bursary, please purchase an iPad from your own choice of retailer or from Apple direct.

If your daughter has been allocated a 100% bursary for 2023/24, the School will provide an iPad for your daughter to use, which will remain the property of the School. **NB: The iPad must be kept in the provided case at all times.**

## iAPS – iPad Assisted Purchase Scheme

In previous years, Queen's provided parents an option to purchase an iPad through School. The scheme was withdrawn two years ago as very few parents took this option, making the cost of running the scheme disproportionate.

## Providing an Apple Pencil for your Daughter

Year 7-10 pupils will use an Apple Pencil in order to handwrite on their iPad and annotate documents. This initiative began in September 2020. This approach has environmental benefits – less paper and printing will be required. Teachers will publish PDF documents to parents using Firefly (the School's virtual learning environment), before pupils annotate the document and return to the teacher electronically for marking and feedback. Pupils will use Microsoft One Note as an electronic exercise book - they will still write with a traditional pen in a paper exercise book, in addition.

Please purchase an Apple Pencil from your own choice of retailer or from Apple direct. There are two models of Apple Pencil. The table below shows which model is compatible with which iPad.

iPad Model	Compatible Apple Pencil Model
iPad (6 <sup>th</sup> Generation, 9.7")	1 <sup>st</sup> Generation
iPad Pro (2nd Generation, 10.5")	1 <sup>st</sup> Generation
iPad Pro (3rd Generation, 11")	2 <sup>nd</sup> Generation
iPad (7th Generation, 10.2")	1 <sup>st</sup> Generation
iPad Air (3 <sup>rd</sup> Generation 10.5")	1 <sup>st</sup> Generation
iPad (8th Generation, 10.2")	1 <sup>st</sup> Generation
iPad Air (4th Generation 10.9")	2 <sup>nd</sup> Generation
iPad Pro (3 <sup>rd</sup> Generation, 11")	2 <sup>nd</sup> Generation
iPad Air (5th Generation 10.9")	2 <sup>nd</sup> Generation
iPad (9th Generation, 10.2")	1 <sup>st</sup> Generation
iPad (10th Generation, 10.9")	1 <sup>st</sup> Generation
iPad Pro (4th Generation, 11")	2 <sup>nd</sup> Generation

Pupils will be asked to personalise their iPad/Pencil with a coloured sticker, but the School would also recommend that parents keep a copy of the serial numbers.

If your daughter has been allocated a 100% bursary for 2023/24, the School will provide an Apple Pencil for your daughter to use at no cost, which will remain the property of the School.

## Cases

There are many cases on the market that will help to protect your daughter's iPad for school use. It is recommended that you choose a case with padded corners which offer an improved level of protection. The 'STM Dux' case is an example of this type of case. <https://www.stmgoods.com/product-category/ipad-cases/>



## Your Daughter's iPad Induction

In the first few weeks of the autumn term in September, your daughter will undergo a period of induction. During the induction process she will learn how to:

- Q Use her iPad in lessons
- Q Stay safe when using her iPad
- Q Learn how to use her planner app to manage homework and other tasks

## Advice on Apple IDs

An Apple ID is a user account provided by Apple to their customers. It serves several purposes, for example: identifying customers, paying for apps, using Apple services such as Facetime and iCloud. At Queen's, your daughter will not need an Apple ID in order to install apps provided by the school on her iPad.

If you or a family member owns an Apple device or computer, you are likely to already have an Apple ID. Apple's recommendation is that each family member should have their own Apple ID rather than sharing an account. Should you choose to give your daughter her own Apple ID that is fine. If your daughter is under 13, Apple's rules state that the ID should be in the name of the parent \*\*.

Each Apple ID is linked to an email address. The email address is also the username of the Apple ID. If you have chosen to give your daughter her own Apple ID, please ensure that your daughter has the username and password to access this email account.

All apps that your daughter will use for school work will be provided by the school. There is no need therefore to attach a credit or debit card to your daughter's Apple ID for school apps.

If your family has several Apple devices, you may have used a single Apple ID to install apps on all your devices. The advantage of this method is that the app only has to be paid for once. Your daughter having her own Apple ID does not compromise this situation. \* Your daughter will be able to logon to the Queen's app store to install school apps, and with the family Apple ID to install apps owned by the family. Some parents choose to keep the family Apple ID secret in order to control purchases from the app store.

\* Apple Media Services Terms and Conditions. "You can use Apps on any device that you own or control." <https://support.apple.com/en-gb/HT201085>

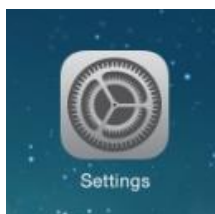
\*\* Apple also provide a method for families to manage their Apple IDs and in turn the products they purchase, called Family Sharing. Family Sharing allows a parent to create Apple IDs for their children aged under 13 in the child's name, approve app installations, and provide a single means of payment. Family Sharing is compatible with school systems and therefore gives another option for parents when creating an Apple ID for their daughter. Full information about how to set up Family Sharing is available from <https://www.apple.com/family-sharing/>

## Preparing the iPad for School Use (Year 8-13 Only)

Your daughter's iPad must meet certain requirements for it to be ready to be used at school.

- i) The iPad must be fully charged at home before each school day.
- ii) The iPad must have at least 6GB of available space at the start of the academic year. This is to provide sufficient space to accommodate school apps, and to complete work before it is copied to Microsoft One Drive (see page 13)

To check the amount of free space, open the Settings app and select "General", then "ipad storage". The amount of available space is indicated at the top.

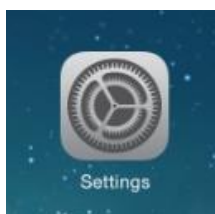


If you need to free some space, it can be helpful to see how current storage is being used. A list of apps is displayed in order of the amount of space they are consuming.

- iii) On delivery, all iPads are pre-installed with operating system software known as iPad OS. This software controls the fundamental features of the iPad as well as containing initial apps such as “Safari” (web browser).

In order to maintain compatibility with school systems and apps, it is necessary to update iPad OS to the latest version, before your daughter brings her iPad to school for the first time. Thereafter, the school will let your daughter know when to upgrade.

To check for the latest iOS software update: open the Settings app, select “General”, then “Software Update”. Please note that if you have a data cap on your home internet connection, that it may be costly to download and install the iPad OS update at home. If you prefer not do this, or if you do not have a wireless network, please contact Gary Blackwell (01244 312078 [ipadproject@thequeensschool.co.uk](mailto:ipadproject@thequeensschool.co.uk)).



- iv) The iPad must be “set up”. If your daughter is already using an iPad it will have been setup. If you have recently purchased an iPad, set-up begins the first time the iPad is switched on. Follow the on-screen steps. For further help please see <https://support.apple.com/en-gb/HT202033> . This method requires a wireless network at home – an alternative approach is to “set-up” using iTunes software on a Windows or Mac computer. If you do not have a wireless network or a computer at home, please contact Gary Blackwell (01244 312078 [ipadproject@thequeensschool.co.uk](mailto:ipadproject@thequeensschool.co.uk)).
- v) The iPad must be connected to Queen’s School IT systems. Towards the end of August, parents will receive full instructions by email on how to complete this step. Support will be available by email or telephone. *As part of this process, your daughter’s iPad will be enrolled in the school’s mobile device management (MDM) programme. MDM allows the school IT staff to provide apps on each pupil’s iPad (see p 13), as well as “shortcuts” on the iPad screen to school IT services such as “QS Connect” and the “Firefly VLE”.*



## Encouraging Proportionate & Appropriate Use

The UK Chief Medical Officers have published guidelines for parents about children's screen and social media use.

### UK Chief Medical Officers' advice for parents and carers on Children and Young People's screen and social media use

Technology can be a wonderful thing but too much time sitting down or using mobile devices can get in the way of important, healthy activities. Here are some tips for balancing screen use with healthy living.

<b>Sleep matters</b> Getting enough, good quality sleep is very important. Leave phones outside the bedroom when it is bedtime.		<b>Sharing sensibly</b> Talk about sharing photos and information online and how photos and words are sometimes manipulated. Parents and carers should never assume that children are happy for their photos to be shared. For everyone – when in doubt, don't upload!	
<b>Education matters</b> Make sure you and your children are aware of, and abide by, their school's policy on screen time.		<b>Keep moving!</b> Everyone should take a break after a couple of hours sitting or lying down using a screen. It's good to get up and move about a bit. #sitlessmovemore	
<b>Safety when out and about</b> Advise children to put their screens away while crossing the road or doing an activity that needs their full attention.		<b>Talking helps</b> Talk with children about using screens and what they are watching. A change in behaviour can be a sign they are distressed – make sure they know they can always speak to you or another responsible adult if they feel uncomfortable with screen or social media use.	
<b>Family time together</b> Screen-free meal times are a good idea – you can enjoy face-to-face conversation, with adults giving their full attention to children.		<b>Use helpful phone features</b> Some devices and platforms have special features – try using these features to keep track of how much time you (and with their permission, your children) spend looking at screens or on social media.	

The full publication is available from <https://www.gov.uk/government/publications/uk-cmo-commentary-on-screen-time-and-social-media-map-of-reviews>

The following pages of this document provide supporting information about internet filtering and using Apple Screen Time to monitor and restrict iPad use outside school.

## Internet Filtering

When pupils connect their iPad to the school wireless network, access to websites is filtered. The filtering is provided by a company specialist in the education sector, and is used by several thousand schools. The same filtering applies to school computers in addition.

You may want to consider setting similar filtering on your own home internet connection, in order to help to protect your daughter when she uses her iPad, or another device, at home. Methods of setting up such filtering, plus further information about protecting children online, are available from “The UK Safer Internet Centre”

<http://www.saferinternet.org.uk/advice-centre/parents-and-carers/parental-controls-offered-your-home-internet-provider>

It is important to consider that internet filtering has several limitations. Significantly, it is a retrospective approach: until an unsuitable website is known about by the service provider, it cannot be blocked. In addition, filtering is subjective: what constitutes an unsuitable site by one, may not offend another. The UK Safer Internet Centre offers this advice for parents:

*“No filter or parental controls tool is 100% effective, and many of the risks that young people face online are because of their own and other’s behaviour. It is therefore important to talk to your children about staying safe online with your child and make sure they know that they can turn to you if they get into any difficulty.”*

Further advice is available from <https://www.saferinternet.org.uk/advice-centre/parents-and-carers>

It is also very important for parents to maintain a similar dialogue with their daughters in order to monitor how their iPad is being used, and in particular which apps have been installed. Some apps could bypass home internet filtering, for example, or School filtering. These apps create a Virtual Private Network (VPN) between the iPad and the Internet. Tunnel Bear and X-VPN are examples of such apps. In addition, parents should verify that any apps that their daughter installs, have been sourced from Apple’s App Store, or from Queen’s Apps – the School equivalent. By opening the “App Store” app and using the “Search” to locate a given app, it is possible to verify that any given app has been sourced from Apple or Queen’s.

You may wish to set a restriction to prevent your daughter installing apps (see information below).

Important: There are several filtering services, such as “**Qustodio**”, that can be installed on an iPad in order to filter access to inappropriate websites wherever the iPad is connected to the internet. Please do not install such services on your daughter’s iPad – they are incompatible with the school’s mobile device management system (MDM) (see page 9). This is a constraint imposed by Apple. If **Qustodio** has been installed on your daughter’s iPad already, please remove it before it is connected to School IT systems.

## Setting Restrictions

Apple Screen Time is a feature of iPad OS which you may wish to use. It provides the means to monitor your daughter's use of her iPad (and iPhone if she has one), in order to understand the amount and type of use. In addition, it is also possible to set restrictions to control when the iPad, apps, or categories of apps may be used. For example, it is possible to limit the use of social media apps for a set number of minutes per day, or prevent the use of the Messages app. You may therefore find Screen Time a useful tool to help your daughter to use technology appropriately and proportionately.

Further information about setting up Screen Time is available from Apple's website <https://support.apple.com/en-gb/guide/ipad/see-how-your-child-spends-time-on-ipad-ipad95622753/12.0/ios/12.0>

There have been several high-profile news stories where children have run up large bills on their parent's Apple account by making "In App Purchases". "In App Purchases" is a method used by some companies who sell apps – often games - via Apple's app store, to generate revenue whilst the app is being used. Typically, the initial app is free, but the total cost of the "In App Purchases" can be substantial. There are two ways of denying your daughter access to "In App Purchases": do not attach a credit/debit card to her Apple ID; disallow the "In App Purchases" feature in "Content & Privacy Restrictions" section of Screen Time on her iPad.

The "Messages" app on the iPad allows pupils to send messages to each other or to other Apple users. Parents may wish to limit the number of minutes per day that the "Messages" app can be used, by adding a limit in Screen Time. It's not possible to add a limit of zero minutes, but adding a limit of 1 minute per day effectively denies access to the "Messages" app.

Parents retain control of Screen Time by setting a secret four-digit passcode and not sharing it with their daughter.

**Important: Please do not deny access to the following features which will be required in school: Safari, Camera, iTunes Store, Deleting Apps, Installing Apps. (If you would prefer to monitor which apps your daughter installs, you may wish to disallow "Installing Apps". Please do not do so until October – your daughter will be asked to install the apps she needs for school use during September).**

**Important: Please also do not make any restrictions under the heading "Content Restrictions | Web Content". The filtering provided by using this method prevents access to some educational websites which are used in school. Similarly, in the Settings app, in the "Safari" "Privacy & Security" section, please do not change the setting to "Block All Cookies".**

## How the School Will Provide Apps and Other Resources

The school will provide all apps used for school work at no additional cost to parents. Pupils will install apps themselves from Queen's Apps by using a special icon on their iPad, and inputting their Apple ID username and password.

Queen's Apps will only display "paid-for" apps relevant to the courses each pupil is following. For example, pupils following the year 10 French course will see "paid-for" apps needed to complete Y10 French home and class-work. Those not taking year 10 French will not see these apps.

In addition, your daughter will use the Firefly student planner app in order to manage homework tasks and to hand in homework electronically; if asked to do so by her subject teacher.

Your daughter may install apps from Queen's Apps at home, providing you are happy for her to do so. Please note that if you have a data cap on your home internet connection, it may be costly to download and install the apps at home. If you prefer that your daughter does not do this, or if you do not have a wireless network, there will be ample opportunity to install apps in school.

At the end of the academic year, any "paid-for" apps that are installed on your daughter's iPad, for courses that she will no longer follow, will be automatically removed. The app can then be re-used by the school and distributed to another pupil.

Your daughter will also use other resources on her iPad such as those accessible on the school's virtual learning environment (Firefly VLE) or via internet websites.

## Backing Up

During induction, your daughter will be shown how to copy work from her iPad to Microsoft One Drive. This arrangement will provide your daughter with access to her work, wherever she has an internet connection, from an iPad, PC or Mac. Should her iPad become broken or faulty, no school work will be lost.

Pupils do sometimes forget to copy their work to One Drive. Moreover, as it is likely that your daughter will use her iPad for recreational purposes, you may want to consider additional methods to backup all of its content. There are two options: backup to a computer using iTunes software, backup to Apple's storage across the internet using iCloud. Further information is available from <https://support.apple.com/en-gb/guide/ipad/backup-ipad-ipad9a74df05xx/ios> .

## Security

During her induction, your daughter will be given advice about how to look after her iPad and how to stay safe when using it, or bringing it to and from school.

During the school day, pupils should keep their iPad with them, or secure in their locker. iPads should not be left in school overnight or during school holidays.

The school recommends that parents turn on “Find My iPad” prior to the iPad being brought into school for the first time. “Find My iPad” allows you or your daughter to: locate the iPad if it is lost, remotely erase the iPad, and prevent a thief from re-activating the iPad without your daughter’s Apple ID.

In order to turn on “Find My iPad”, open the “Settings” app, swipe down the left-hand column, and use “Search”. (Type in “Find My”.)

## Breakages and Faults

If your daughter’s iPad is broken or faulty, the school will loan her an iPad for up to 4 weeks – subject to availability – until the iPad is repaired or replaced.

iPads come with a standard 1-year warranty from Apple. During this period parents would make a warranty claim direct with Apple or via an Apple Authorised Repair centre. <https://getsupport.apple.com/>

## Terms & Conditions

Your daughter will enrol her iPad on the school's mobile device management (MDM) programme. During enrolment she will be asked to accept the following terms and conditions:

*I grant the Queen's School access to my iPad in order to: add or remove apps related to school work, add or remove webclips (shortcuts) to help me locate school IT systems and resources, help me to set or reset a passcode.*

Senior school pupils currently use IT in school after signing an "IT Agreement Form". The form states what is acceptable and non-acceptable use of IT whilst a pupil at the school. The extract below deals with iPad use:

When using my iPad I will:

- vi) Store my iPad in a locker secured with a padlock when I cannot keep it with me at school
- vii) Notify IT staff if I lose my iPad as soon as is practicable
- viii) Keep my iPad passcode and my Apple ID secret
- ix) Not use my iPad on public transport when travelling between home and school
- x) Only use my iPad in lessons when the teacher tells me to
- xi) Not use it outside my form room unless directed to do so by a teacher. Within my form room, I will be able to use my iPad to access learning resources, listen to music with earphones, use age-appropriate apps, and access the internet appropriately.
- xii) Use my iPad and not another pupil's
- xiii) Upgrade the iPad OS operating system and school apps only when instructed to do so by school IT staff
- xiv) Not remove the mobile device management profile on my iPad or enrol any other device onto the school mobile device management system
- xv) Bring to school with me each day: a fully-charged iPad, in a protective case, with a pair of earphones
- xvi) Copy school work to my One Drive in order to: provide a backup, ensure sufficient free space on my iPad.
- xvii) Not change the date or time in the "Settings" app

Apple's terms and conditions are available from <https://www.apple.com/legal/>