



The
Grammar
School
Nicosia



1963

STUDENT IPAD USAGE POLICY

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1 Student iPad Usage

All new students at The Grammar School are required to have an iPad on their first day of school. Details on usage and specifications are provided below.

This policy must be read together with the School's Artificial Intelligence (AI) Policy, especially where iPads are used to access AI tools or online learning platforms.

1.1 Device Requirements & Purchase

- **Minimum requirement:** 64GB (128 GB recommended), Wi-Fi enabled.
- **Supported models:** iPad from 7th Generation onwards
- **Purchase options:** Authorized Apple resellers and credible online sources. Several resellers and vendors offer special student discounts. *If a registration letter is required to obtain a discount, you may request one from the school.*
- **Existing devices:** Acceptable if they meet school specifications.

1.2 Apple ID & App Installation

Parents are encouraged to create the Apple ID using the child's school email, where possible, which is provided during Orientation day. *Students transferring from The Grammar Junior School already have the school email.*

Students must bring the iPad from the first day of school. School-linked apps and accounts can be finalised once the student receives their school email.

List of required education apps

Required educational apps must be installed at home. It is recommended to download the following apps **only after receiving your school email**. Microsoft apps are provided free of charge for as long as you are a student at The Grammar School, as access is linked to your school email. For more details, please refer to the Email Policy in the Welcome Guide.

- **OneDrive**
- **Outlook**
- **OneNote**
- **Microsoft Teams**
- **Microsoft Office Suite** (specifically Word, Excel, and PowerPoint)

Throughout the year, teachers may require students to download additional applications on their iPads.

1.2.1 Content & Apps

Music Games & Social Networking: Not permitted during school hours unless approved by a teacher.

- **Data Backup:** Encouraged via iCloud or Dropbox.

1.3 Purpose of the Programme

The 1:1 iPad programme enhances digital learning by fostering individualized and collaborative education. iPads help students develop critical thinking, problem-solving, and information filtering skills.

1.4 Classroom Usage

iPads will be used daily at the teacher's discretion but will not replace traditional pen-and-paper methods. They support various learning activities, including literacy, numeracy, and creative problem-solving.

1.5 Benefits of iPads in Education

Research shows that iPads improve student motivation, independence, and engagement. They also help teachers tailor instruction and enhance home-school communication.

1.6 Security & Restrictions

Parents can manage app access using Apple's built-in controls while the school monitors internet usage, ensuring safe browsing.

1.6.1 Security - Before, After, and During School

- The security of the iPad is the responsibility of the parent outside school hours.
- iPads are not permitted for use before or after school, on school grounds. They must remain in the classroom during break time.

1.6.2 Parent/Guardian Responsibilities

Parents are expected to be involved in their child's digital education and online safety. The following are expected of parents:

- **Device Safety and Compliance:** Ensure that the iPad is kept safe and used according to school guidelines.
- **Home Use Monitoring:** Allow their child to use the iPad for homework and coursework at home while monitoring and overseeing its use.

- **Online Safety:** Ensure the online safety of their child by monitoring internet use.
- **Insurance Awareness:** Be familiar with any iPad Insurance Plan details to cover accidents, theft, or misuse.
- **App Management:** Ensure non-educational apps are organized in a “Home” folder.

1.7 Insurance & Liability

- **Insurance is recommended** as school insurance does not cover iPads.
- **Parents assume full responsibility** for loss, theft, or damage.
- **Protective case required.**

1.8 Usage of iPads

- **Outside school hours:** iPads are parents’ responsibility.
- **During school:** Usage is regulated; not allowed to use during breaks.
- **Confiscation:** Possible if a student violates the iPad Usage Policy.
- **Charging:** Students must charge their iPads at home.

1.9 General iPad Care Guidelines

- **Protective Case Requirement:** All students must purchase and use the protective case as specified by the School.
- **Screen Sensitivity:** iPad screens are sensitive to excessive pressure. Avoid placing heavy items (such as folders and workbooks) on the iPad screen or subjecting it to rough treatment.
- **Movement Precautions:** Avoid abrupt movements of school bags containing iPads to prevent damage.

1.10 Using iPads at School

- **Daily Use:** iPads are required at school each day for accessing school messages, announcements, planners, calendars, schedules, and classroom activities. Students must ensure their iPad is fully charged and brought to all classes.
- **Overnight Storage:** iPads must be taken home each night for charging. They should not be left at school overnight.
- **Sharing Policy:** Students should not lend or share their iPads with others unless directed by a teacher.

- **Forgotten or Uncharged iPads:** Students who forget their iPad or fail to charge it are responsible for making up any missed classwork or homework. The school will not provide spare iPads.
- **Repeated Non-Compliance:** Students who fail to bring a charged iPad to school three or more times in a term will be subject to the school's "**Discipline Policy**".

1.10.1 Non-Acceptable Usage in Class/School

Students are expected to adhere to the **proper usage guidelines**. Any student failing to follow these guidelines will be reported by the teacher and will face consequences as outlined in the "**Mobile Phone Use Policy**" and the "**Discipline Policy**".

The following are considered violations:

1. Using AirDrop without teacher permission.
2. Disrupting lessons with improper use of sound, music, or notifications.
3. Accessing the internet or games during class or break time without teacher permission.
4. Using prohibited apps, such as TikTok, Instagram, Facebook Messenger, WhatsApp, etc.
5. Storing or displaying abusive or offensive language.
6. Sending or receiving iMessages, using FaceTime, or searching for inappropriate content during school hours.
7. Accessing another student's device, applications, or content without permission.
8. Storing or displaying offensive or inappropriate photos, images, or videos.
9. Recording sound or video in class without permission.
10. Capturing images without permission.
11. Uploading any media content captured at school to social media.
12. Students must not share personal, private or sensitive information about themselves or others through apps, messages, websites or online forms unless instructed by a teacher for school purposes.

2 Frequently Asked Questions

What impact will iPad usage have on collaboration in the classroom?

Observations made by teachers around the world show that collaboration, peer teaching and student engagement in cooperative tasks is enhanced with personal device usage.

How often will iPads be used in the classroom?

Students must have their iPads available for use throughout the school day. iPad usage will vary from day to day depending on the learning focus and according to the teacher's discretion.

Will iPads replace pen/pencil and paper?

Pen/pencil and paper will continue to be used every day in the classroom. iPads are primarily a learning tool and not intended to replace pen/pencil and paper.

What types of learning activities are students likely to be involved in while using iPads?

Teachers will select applications and websites that support the teaching of literacy, numeracy, problem-solving, critical, and creative thinking activities.

Why is the school proposing the use of iPads?

- iPads use a very friendly interface and include a rich library of resources and a plethora of educational software is available.
- They are light, highly portable devices.
- The iPad operating system has the reputation of being robust and intuitive.
- The Apple App Store tests all new apps before releasing them to the public, ensuring no inappropriate content appears.
- Apple updates are pushed through automatically ensuring users are consistently using the most up to date versions of the software. The Apple ID system allows users to change devices without losing any apps or information.

What mechanisms are available to allow parents to control iPad usage?

Apple provides restrictions that can be set up to allow parents to manage, monitor, and strictly control what apps and access children have on the iPads, as well as the websites they can visit.

How will iPad protection be managed (including to & from school)?

A protective case must be purchased to protect the iPad.

How does my child get an Apple ID?

Parents should create an Apple ID using their child's email address. Students may use a personal email address but recommended to use the school-issued email address. Creating an Apple ID for a child under 13 will not impact any existing Apple IDs that a parent may have since this new Apple ID will use the student's unique email address.

What if my child already has an iPad?

If your family already has an iPad device and you would like to send this to school with your child, you do not need to purchase a new device at this time if it is in the list of models acceptable by the school.

What protection/filtering will be in place to protect students?

The school shares responsibility with parents, to protect the students from the impact of inappropriate material on the internet. The school may record details such as the user, time, website or resource accessed, and the device used. The school regularly monitors these logs for breaches.

Where can I purchase an iPad?

There are several options you may wish to consider.

- You may provide an iPad you already have at home. Please consider personal items such as photos that you may wish to remove before you send the iPad to school with your child.
- Any authorized Apple reseller in Cyprus.
- Via the internet, from a credible source.

Some authorized Apple resellers may offer discounts to students of The Grammar School. In such cases, they may require proof of enrolment, which can be requested from the school.

Do we need insurance? What happens if my iPad is damaged or broken?

- Strongly recommended as this usually covers the iPad on a 24h basis. iPads brought to school are NOT covered by the school's insurance.
- The parents assume full financial responsibility for the iPad in the event of damage, loss, theft, and any other instance of negligence and/or abuse.

Security - Before, after and during school

The security of the iPad is the responsibility of the parent outside of school hours. **Students are not allowed to remove iPads from classes during break time.** Students will be responsible to carry their iPads to a specialist class if required.

Can parents regulate what apps are installed or deleted on the device?

Yes. Restrictions can be set by parents to regulate which apps are installed or deleted on the device, as well as access to the iTunes store. Parents wishing to explore this can find useful guides online.

Will students have access to social networking sites?

The use of social networking is not permitted during school hours unless otherwise instructed by the teacher.

How does my child back up the information that is on the iPad?

The school encourages students to back up any data that they have stored on their devices. They can do this by synchronizing their iPad to a computer or using technology such as iCloud and Dropbox to back up any data.

Will the battery last all day at school?

The battery life of the iPad is sufficient for up to 10 hours. Students will be educated about the importance of charging their batteries and how to do this. Charging facilities will not be provided at the school.

Can my child's iPad be confiscated?

During the school day, a student's iPad may be confiscated if the student breaches the Student iPad Usage Policy.

Will students be allowed to have music and games on the iPad?

Students will be permitted to have legally downloaded music and games stored on the iPad. Parents are strongly encouraged to monitor the appropriateness of the games installed onto the iPad. Any non-educational apps must be grouped into a 'Home' folder.
