

# Empowered Learning- iPad Guide for Parents & Carers



adapt

succeed



aim high

↑ awareness

↑ drive

↑ aspiration

↑ purpose

↑ trust

## What is Empowered Learning?

Empowered Learning is an initiative where all pupils aged P6-S6 are provided with an iPad to support learning and teaching.

These devices significantly enhance the learning experience of pupils through equity of access, encouraging innovation, providing personalised support and equipping our pupils for future learning, life and work.

iPads are used at Craigmount High School as an integral part of learning and teaching and it is expected that pupils bring their iPads charged to school every day to engage with their learning.

## How are iPads issued and managed?

The iPads are a considerable investment by City of Edinburgh council and Craigmount High School.

To ensure that iPads are taken care of, all pupils and parents need to agree to a set of User Agreements before an iPad can be issued.

- Home School Agreement
- Responsible Use Agreement
- Craigmount iPad Code of Conduct.

All new enrolments will be handed an iPad guide and responsible user agreement link as part of the enrolment pack.

Once enrolled, we will request a Managed Apple ID for your child. Once this has been activated by the Empowered Learning team, we will set up and issue an iPad for your child. It can take up to a week for a MAID to be activated and an iPad to be issued.

We will not be able to issue an iPad to your child unless the agreement is signed in full. If you have more than one child at school, you will need to complete a separate agreement for each child.

## How are pupils and parents supported with using the iPads?

All new S1 pupils take part in a 'Getting to Know your iPad' series of lessons as part of their Digital Skills lessons. New pupils enrolling in other year groups will be provided with a training session from one of our pupil Digital Champions.

Pupils receive updates and information about how to use their iPads during our weekly 'Technology Tuesday' time in tutor. This information is shared with parents and carers each week via our Sway.

As there are such a range of ways in which iPads can support learning, pupils will also receive specific support and training about how to make the most of their iPads during lessons.

Pupils with Additional Support Needs will also receive advice and support about how to use iPads to best support their learning needs from the Support for Learning team.

There are also additional support materials available through our school website which link to wider City of Edinburgh Empowered Learning videos and training guides.



## What happens when an iPad is not working properly?

If an iPad is not working properly, please check the Empowered Learning page on our school website which has video guides for fixing common problems.

Our pupil Digital Champions are also available to answer questions during tutor time for Technology Tuesday at the Help Desk on the Concourse.

Our ICT Technician is also available to support with iPad issues during the school day. Pupils should see their Pupil Support Leader to organise this.

## What happens when an iPad is damaged?

If an iPad is damaged, your child should see their Pupil Support Leader.

We will send the iPad to be repaired and, in line with the User Agreements, issue a charge on Parent Pay. The initial charge issued will be for the lowest amount of £42.50. However, should the repair cost more, then a further charge may be added to the maximum of £150. Once paid, the iPad will be reissued to the pupil. Where a pupil requires an iPad to support any additional support needs, we will issue a temporary replacement.

Example costs are outlined in the table below. However, please be aware that these may be subject to change.

	Total Cost	50% of cost up to a maximum of £150
Screen only repair	£100	£42.50
Full screen replacement	£250	£115
Full iPad replacement	£300	£150

If there is a dispute over the responsibility for the breakage, the Pupil Support Leader will investigate. In the first instance, the payment steps will be issued to the iPad owner. Depending on the outcome of the investigation, payment charges may be removed or may also be added to another pupil's Parent Pay account.

## What happens when an iPad is lost or stolen?

All iPads have a unique asset number on the back which is linked to the pupil who has been issued the iPad. Any iPads which are found in school should be taken to the school office where the Office Staff will check the asset number and return the iPad to the pupil.

In the event that a pupil believes an iPad has been lost in school, pupils should firstly check all classes, social spaces and the School Office for the iPad.

The pupil should then speak to their Pupil Support Leader where we will request access to location setting to identify the location of the iPad. If the iPad remains lost (or is believed to be stolen) we will, as per the User Agreements issue a charge on Parent Pay for its replacement.

If the parent/carer believes the iPad is stolen, they should go to the police and obtain a reference number which should be shared with the school.



### What happens if an iPad accessory needs replaced?

The pupil should speak to their Pupil Support Leader to discuss. We are able to order the following items: case, charging cable, charging plug.

If required, we will order the item and issue the appropriate charge on Parent Pay.

	Total Cost
Case	£40
Charging Cable	£17
Charging Plug	£16

Once the item has been paid for, the School Office will hand out the item to the pupil.

### What happens if an iPad is locked?

We encourage pupils to use their school issued Microsoft 365 password as their iPad login as staff are able to access this information to help if needed.

If a pupil has used another password and this has been forgotten or incorrectly entered a number of times, the iPad will need to be handed in to the child's Pupil Support Leader who will record on the CRM iPad Register and pass to our ICT Technician so that it can be re-set.

### What happens with a pupil leaves Craigmount High School?

As part of the Empowered Learning project, the iPads handed in by the pupils leaving school in S4, S5 and S6 will be reset and recycled for use by the new S1 pupils.

Pupils will be expected to return iPads and all accessories, such as their charger and case, in good condition.

Pupils leaving Craigmount should hand in their iPads to their Pupil Support Leader or the School Office. The member of staff will check for damage and loss, and, if required, issue a charge on Parent Pay according to the damages list above.

