



ST. JOSEPH'S INSTITUTION JUNIOR

TECHNOLOGY INTEGRATION IN PRIMARY 4

PARENT INFORMATION BOOKLET

CONTENTS

OVERVIEW	4
WHY IPAD?	4
BATTERY LIFE	4
MANEUVERABILITY / MOBILITY	4
ECOSYSTEM.....	5
RESPONSIVENESS AND INTERFACE	5
NEWER TECHNOLOGY	5
IOS 15	ERROR! BOOKMARK NOT DEFINED.
E³ DEVICE PROGRAMME	5
THE IPAD.....	5
APPLICATIONS USED	6
WARRANTY.....	7
DISTRIBUTION	7
IPAD USE	7
POLICY	7
PERSONAL DEVICE	7
PERSONAL USE.....	8
INSTALLING APPS	8
INTERNET USE.....	8
OFFENSIVE MATERIAL	8
BATTERY (CHARGING).....	8
TRANSPORT	8
STORAGE	9
CARE IN USE	9
BACK-UPS.....	9
CLEANING AND CARE	9
WARRANTY CLAIMS	9
LOSS OR DAMAGE.....	9
MOBILE DEVICE MANAGEMENT & CYBERWELLNESS	10
HEALTH CONCERNS	111
ERGONOMICS	111
GUIDELINES FOR HEALTHY VISION.....	122
OTHER	122
STUDENT AGREEMENT	123
ICT STUDENT USE POLICY.....	126
PROGRAMME STUDENT AGREEMENT	13
INFORMATION COMMUNICATION TECHNOLOGY (ICT) USE BY STUDENTS	16



PROCEDURES.....	16
STATE LAWS PERTAINING TO ICT	16
<i>Copyright Act (1987)</i>	16
<i>Computer Misuse and Cybersecurity Act (2013)</i>	16
<i>Films Act (Chapter 107)</i>	16
ACCEPTABLE AND UNACCEPTABLE USE OF ICT GUIDELINES.....	17
<i>Acceptable use:</i>	17
<i>Unacceptable use:</i>	17
<i>E³ Device specific guidelines:</i>	17



OVERVIEW

The COVID pandemic has set new precedents in learning in 2020. The 'new normal' is very much a digital age. Education is now making enormous use of digital technologies and as part of that, more learning environments are now accessing the benefits of these advancements. In order to better prepare our students and give them every advantage educationally in the future, our school has decided to adopt a personal learning device programme for students – E³ Programme. The students will also be well prepared when they transit to Secondary school where each student will also receive a personal learning device.

The E³ Programme refers to a school-based learning programme for deepening learning with technology. The E³ Programme, commenced in 2014, was offered to only selected pupils. Each student in the classroom has their own personal device that they use at school and home which allows their learning to transit smoothly between the two locations.

This programme has shown improvements in our student engagement and learning effectiveness. As such, we are committed to making this programme available to all students in SJI Junior.

WHY IPAD?

SJI Junior has continued to research and explore the possibilities of the different learning devices for use in the school throughout the life of this programme. We feel it is important that we choose the device that will be the most beneficial to our students and that will provide them with the most efficient way to assist and enhance their current learning. We closely investigated iPads, laptops and Samsung tablets, and have continued to look into other options throughout the past few years. After numerous reviews, we believe that, at this time, the iPad is the device most suitable for our students.

Some of the reasons why we have chosen to use iPads over the remaining devices are:

BATTERY LIFE

The iPad has a superior battery life compared to most devices. We are concerned with reports that laptops have a battery life of approximately 3 hours. Whilst this is, in theory, 50% of the school day, it leaves us susceptible to situations where a student may not have fully charged their device the night before.

MANEUVERABILITY / MOBILITY

One of our current goals is to have the students extending their use of media to create and enhance their work. As such, we needed to look at which device was easiest for the students to hold, move and manipulate.



ECOSYSTEM

One of our goals during the programme is to have students share and create new knowledge. After examining the various devices, we feel that, at this time, the support available for iPads in terms of learning applications and supporting devices is far more complete. This in turn helps us create a seamless learning ecosystem in school where students are able to share feedback and collaborate on new ideas quickly and effortlessly.

RESPONSIVENESS AND INTERFACE

After lengthy discussions and testing, we believe that the interface on the iPad is simpler than that of the other devices and allows students to get on to their work sooner. The simpler interface is also beneficial when students want to peer-teach and share information.

NEWER TECHNOLOGY

More schools are taking on the iPad as their choice device and are phasing out laptops. With more tablet related technology being developed, an increase of their use within both home and business, we believe that students will benefit from using the newest technology available. On this note, we foresee the number of resources for iPads in education increasing dramatically as more schools take them on.

DETAILS ABOUT LEARNING DEVICE

IPAD

Parents are advised to purchase the basic model of the iPad as this serves the purpose for teaching and learning in the school. The iPads will also need a specific set of Apps purchased and installed for school use (this is similar to installing software on a computer). The purchase of a new iPad will entitle the device, for free, to the Apple productivity and creative apps (eg. Keynote, Pages, Numbers, iMovie).

For this year, the school will be making use of the stylus (a third-party stylus that is of lower cost is recommended.) Other stylus available are Apple stylus or Logitech Crayon or a stylus that aids in drawing and to enhance the teaching and learning experience for the students. One example is that the students will be able to write on the apps directly instead of typing using the virtual keyboard. For more details on what the stylus can do in teaching and learning, please refer to the website for more details.

It is important that parents also budget for a case for their child's iPad. A case may protect the iPad from accidental scratching or damage when not in use. Whilst it is up to the parents which case they choose to buy, it is important that they choose a case that suits their child's use. We suggest cases that attempt to provide some protection from fall damage and do not interfere with using the iPad's cameras. The case should also include a placeholder for the stylus.



We also suggest purchasing an iPad screen protector. These help to reduce the risk of scratching the glass surface. Please note that some cases come with a screen protector and thus you do not need to buy a separate one.

Parents will need to be responsible for managing the Apple ID account of their child's device. You can refer to the school website on the resources that we have to show you how to create an Apple ID for children under 13. Parents can also find out more about Mobile Device Management as well as how to manage your child's use of the iPad online.

For hardware, we suggest parents purchase the items below:

- 2 Year AppleCare Protection Plan and/or equivalent
- Protective Case
- iPad standard model * (we are awaiting the new launch of iPads)

While the school has recommended getting a bundle with an external vendor for convenience. Parents may also opt to get their own iPad or use an existing one. Please refer to the website for more details.

** Parents are encouraged to get the iPad over the iPad Mini*

APPLICATIONS USED

Over the academic year, teachers will use these applications for teaching and learning. Teachers will set aside time during lessons to provide students sufficient hands-on practice. Parents are welcomed to install these applications at any time they wish but we advise parents to wait till your child's teacher require the use of these applications during lessons. The reason is because new applications are being developed each day, and it may be possible that a better and lower priced application becomes available.

The applications the teachers will use, but not limited to, are:

- Keynote - <https://itunes.apple.com/sg/app/keynote/id361285480?mt=8>
- Pages - <https://itunes.apple.com/sg/app/pages/id361309726?mt=8>
- Numbers - <https://itunes.apple.com/sg/app/numbers/id361304891?mt=8>
- iMovie - <https://itunes.apple.com/sg/app/imovie/id377298193?mt=8>
- Showbie - <https://itunes.apple.com/sg/app/showbie-for-ipad/id548898085?mt=8>
- Nearpod - <https://itunes.apple.com/us/app/nearpod/id523540409?mt=8>
- Popplet - <https://itunes.apple.com/sg/app/popplet/id374151636?mt=8>
- Classkick - <https://apps.apple.com/sg/app/classkick/id909904332>



WARRANTY

We suggest all parents ensure their child's iPad is covered by AppleCare's 2 year protection plan. We have included this in our bundle.

DISTRIBUTION

For Parents who have purchased the learning device from the vendor whom the school has identified, the distribution of the iPad will be sent to the home. For Parents who have purchased the learning device on their own or through Apple, you would need to bring the iPad to school to be enrolled. More details will be given from the school website.

Over the years, we have had greater success with the students who have had positive habits cultivated over the school holidays prior to the start of the school year. This familiarization allows students to explore the iPad, and be able to experience the novelty factor of the new device, before introducing it to the classroom.

IPAD USE

The nature of the learning environment is that students will have their device with them and available for use throughout the school day. This does not mean that they will be used in every lesson. Like other learning tools, the use of iPads will depend on the particular learning activity and this is at the discretion of the teacher. iPad activities will blend with others such as writing, reading, discussion, presentation and testing. Students will find that their use of the device will vary from day to day.

POLICY

SJI Junior ICT Student Use policy states that devices will be used for a maximum of 50% of the school day. This does not mean they will be used continuously for that time period, and may be used in small bursts to enhance some sections of a lesson.

PERSONAL DEVICE

A child's personal device is their own property. Students are not permitted to use another student's device. We suggest that parents use a similar guide for home, with the student being the only one who uses the device. This will reinforce the responsibility the child has for the device.



PERSONAL USE

Whilst at school the use of the iPad will fall under school policy and guidelines. Students will not be allowed to use the iPad for entertainment use when they are at school (eg. No gaming, and entertainment applications are allowed).

At home, the use of iPad will be at the discretion of the parents. Students are allowed to have their own, personal learning apps installed on their device, but these apps are not to be used at school. If students are found to have installed inappropriate apps on their devices, they will be punished according to school ICT use policies and disciplinary rules.

INSTALLING APPS

Students are not permitted to add or remove Apps without permission from their teacher or parent. We suggest that parents manage their child's Apple ID account so that they are aware of the apps that are installed on their child's device. Teachers will send home requests for the installation of Apps they require for school use.

INTERNET USE

The students will be provided with internet access while in school. Internet access at home will need to be provided by parents. Internet connectivity at home will be integral to the iPad use for school work at home. Families experiencing problems with this will be able to discuss this further with the school.

OFFENSIVE MATERIAL

Students are prohibited from accessing or storing offensive images, video or audio on any ICT device used at school. This includes content that is offensive to other cultures, religions and learning abilities. Students will be subject to school ICT use policies and disciplinary rules.

BATTERY (CHARGING)

It is the student's responsibility to ensure they charge their iPad battery each night. Battery chargers are to be kept at home.

TRANSPORT

iPads are to be covered in their case when they are being carried. This includes transporting the iPad around the school, between classes or to and from home. When arriving or leaving school grounds, iPads are not to be taken out of the student's bag.



STORAGE

When at home, it is the family's responsibility to take care of the iPad at all times. At home the iPad should be stored in a safe place, out of reach of younger children and away from areas of excessive heat.

At school during lunch and recess breaks or when the iPads are not in use, they will be stored within the student's locker (on top of all other items).

CARE IN USE

When in use, students need to ensure that the iPads are used in a safe and secure manner in all learning environments. Students need to ensure that their iPad is being used in a physically safe and supportive way. iPads must be held with **2 hands** when carried.

BACK-UPS

Students will be backing up their iPad to iCloud or a home computer with iTunes. This will help you rebuild another iPad with their data if something happens to the original iPad. Back-ups should be completed on a regular basis (every quarter). Students are to take responsibility for backing up their own device.

Apple provides a backup via iCloud within the iPad software. Each student has 200 GB of iCloud storage and should be sufficient for their school use.

Here is a link that will show you how to back up and restore your iPad content;
<https://support.apple.com/en-sg/HT203977>

CLEANING AND CARE

Students are responsible for ensuring that their iPad is always kept in a clean condition.

WARRANTY CLAIMS

Parents are able to deal with Apple directly in regards to any warranty claims. Apple also offers phone support and has been helpful with the few warranty issues that parents have reported to us.

LOSS OR DAMAGE

Loss or damage will be the responsibility of the parents through their own organised insurance policy.



MOBILE DEVICE MANAGEMENT & CYBERWELLNESS

One of the essential elements for the integration of technology is the management of the devices themselves. We are using the Mobile Device Management software called Mosyle Manager. With Mosyle Manager, we are able to install profiles onto the iPads which allow the school to limit web content, limit the apps the students have access to, and provide time schedules for certain apps to hide during the school day but then be available to students in the evenings and weekends.

Parents will have control of the iPad after 3 pm on school days. Parents can set time-outs, restrictions, restrict certain apps on the iPad as well. You can refer to the following links for more details.

1) MDM SCREEN GUIDE SETUP PDF LINK. [HTTPS://GO.GOV.SG/SJIJ-](https://go.gov.sg/sji-j-mdm1)

[MDM1](https://go.gov.sg/sji-j-mdm1)

2) MDM SCREEN GUIDE YOUTUBE LINK. [HTTPS://GO.GOV.SG/SJIJ-MDM2](https://go.gov.sg/sji-j-mdm2)

More details on how to manage use Screen Guide can be found in the school website.

We will be conducting a parent-child workshop In November to to enrich and enable parents and to help children adopt positive digital habits and/or manage presenting screen related issues in a practical and systematic way. This programme will be compulsory for both parent and child and more details will be followed up.

A hands-on Screenguide Workshop will be conducted in the following year to learn how to use the Screenguide.

We have taken the following steps to ensure your student and their property is safe:

- Students keep their iPads in their lockers (when not in use)
- iPads are not to be used outside of the classroom without the teacher's permission,
- The school internet connection is provided by the school and passes through all of the filters based on IDA's recommendation,
- Teachers address issues of cyber-safety throughout the year. They include:
 1. Information on personal information,
 2. Online dangers,
 3. Cyber bullying,
 4. Digital footprints.

At home, we strongly encourage parents to engage active supervision of their child's use of technology. The internet is an excellent learning tool and enables access to information that supports all areas of our curriculum. We suggest the following guidelines be followed when your child is using their devices at home:



- Supervise your child in a public room like the family room,
- Avoid your child accessing ICT in bedrooms or rooms that can be closed off to other members of the family,
- Ensure that you establish some expectations regarding internet use at home. You must not be afraid to demand their passwords for any apps or websites that they may be using,
- Check Internet browser's "History" menu to allow you to see the sites your child has visited recently,
- Ensure your child never provides personal information on a global system or identifies friends or themselves in photos available to the public,
- Educate yourself and your children about potential dangers online and how to make the right choices about online behaviour. Please note that students will be using the device for approximately 1 - 2 hours while in school. This needs to be kept in mind when parents are determining how much time to allow the students to use the device at home. Our school will endeavour to provide parents with support resources and information for appropriate and safe use of ICT tools.

HEALTH CONCERNS

ERGONOMICS

According to ergonomic studies, the best way to hold or use your iPad is on a table or other surface that raises the height of the tablet. In this method the tablet user is closest to a neutral position. A neutral position is one that places the least amount of stress on muscles and the body, which in this case will help prevent neck, back and shoulder pain while using the iPad.

As with any activity, staying in one position for extended periods is not ideal. Here are a few basic ergonomics tips to make iPad and tablet use healthier:

- Breaks - Take breaks often. Look around the room, stand up and move a bit,
- Stretches – Stretching your neck, arms, chest, back and fingers are important.
- New Positions – The iPad is very portable device, so find new positions to use the iPad in such as switching from laying down to sitting up or leaning back to standing, a little change is good for the user.
- Eye Safety -The new iPad's retina display has been said to reduce the amount of eye strain users may experience. While this news is great, we are also mindful to ensure that students at school are being cared for in regards to their eye health. During lessons, teachers' use of the iPad will be in short bursts, to facilitate the acquisition. We will be ensuring that if students need to use their device for longer periods of time, that they are shown techniques to look after their eye health and safety and given time to rest their eyes.



GUIDELINES FOR HEALTHY VISION

- 3 B's: Blink, Breathe, and Break. When looking at a computer or handheld digital device you blink two to three times less than you normally would. This can often lead to "dry eye".
- The 20/20/20 Rule. While working on the computer, reading your iPad, Kindle, etc., every 20 minutes look 20 feet away for 20 seconds to allow your eyes to refocus,
- Consult your Doctor. Let your eye doctor know you regularly use an electronic device. Your eye doctor may provide you with a separate lens prescription for digital devices, to lower eye strain.
- Get an annual eye exam. The only way to gauge the impact of using an iPad, iPod or other handheld device is to get a year-over-year look at your eye health,
- Monitor Lighting. Make sure you are in a well lit room, or outside. Eye strain is often a function of lighting. Glare, and low light can really hurt your eyes, and when you are looking at a digital device the back-lighting of the device combined with the room's lighting could be very detrimental.
- Using an app to monitor the rotation of the iPad. There are a number of applications that help users monitor device use and prevent prolonged usage. We will be sharing about these applications during our Parents' Workshop at the start of the academic year, and parents are encouraged to sign up to this workshop.

STUDENT AGREEMENT

A sample of the Student Agreement has been attached to this document. As part of our efforts to maintain a safe learning environment, students will be required to sign this agreement before using their iPad at school.

ICT STUDENT USE POLICY

A copy of the current ICT Student Use has been included at the end.

HANDY LINKS

How to back and restore content:

<http://support.apple.com/kb/HT1766/>

Cyber-safety resources:

<https://beta.moe.gov.sg/programmes/cyber-wellness/>

Apple iPad essentials:

<http://www.apple.com/support/ipad/essentials/>





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PROGRAMME STUDENT AGREEMENT (SAMPLE)

Student Name: **Date:**

In signing below you agree to abide by the following conditions in regards to your iPad:

General Use (Unless directed to otherwise by School Staff):

1. I will bring my Apple iPad to school each day unless told to leave it at home due to school events.
2. I will ensure the iPad is charged at the beginning of each school day.
3. I will ensure the iPad is in its protective case at all times.
4. I will leave my iPad charger at home.
5. I will close my protective case and hold my iPad with two hands when carrying it.
6. I will keep food and drink away from the iPad.
7. I will immediately report any accidents or breakages to my parents.
8. I will not sit on my bag when my iPad is inside.

Content

1. I will use the iPad only to support my school-learning Programme.
2. I permit my teachers and parents to perform checks to monitor that I have not installed illegal/unsuitable software applications and content and to check websites, which I visit.
3. I am responsible to ensure that backups of my device are made.



Safety and Security

1. I will only access websites at school that support my learning activities.
2. I will be cybersmart and cybersafe when using the internet.
3. I will demonstrate responsible behavior when using my iPad and other equipment with regard to other people.
4. I will use the iPad lawfully and in accordance with the school's ICT Use by Students Policy,
5. For security reasons, I am not to share account names and passwords with anyone unless requested by school staff or my parents/guardians.
6. I am responsible for the security and use of this device. When not in use at school, I will secure the iPad in my locker, which will be locked at all times and will only be accessible with the approval of my class teacher.

I understand that if the above conditions are not followed, I will not be allowed to use my iPad at school.

Name of Student: _____

Signature of Student: _____

Date: _____

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____

RATIONALE

Information and Communication Technologies (ICT) are valuable tools in the school's goal to educate the whole person. Technology devices offer great educational opportunities when we use them responsibly.

Technology can allow students to communicate, research, create media rich work, and develop lifelong skills; they also work to engage the students throughout their whole learning experience. If we do not follow school rules, it also can be harmful to us as we can access or send inappropriate material.

Students must remember their responsibility to use technology in a positive way. Our communications must always be respectful of other people.



DEFINITION

Information and Communication Technology (ICT) means all computer hardware, software, systems and technology (including the Internet and email) and telecommunications devices in facilities that may be used or accessed from a school campus or connected to a school's communication network.

PRINCIPLES

1. The ICT in SJI Junior is provided for educational purposes only.
2. ICT and Technology devices are tools to supplement learning, not replace it.
3. Students using the school's ICT must not break the state's laws as listed in this document.
4. The school has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on all ICT devices by students, including emails.
5. Students and parents shall be made aware that access to ICT, particularly the Internet and email, can expose them to inappropriate material or potential harm and will be shown strategies to minimise these risks.



INFORMATION COMMUNICATION TECHNOLOGY (ICT) USE BY STUDENTS

This policy is subject to regular review as the use and availability of different ICT becomes available.

PROCEDURES

ICT devices and equipment are an integral part of the education at SJI Junior. If a student is in breach of school's disciplinary policy or uses these tools in an unlawful way, equipment and devices will be confiscated and substituted with other methods in consultation with the disciplinary committee. Further consequences may apply for serious breaches and misuse.

STATE LAWS PERTAINING TO ICT

Important statutes that are applicable to students' use of school ICT include:

COPYRIGHT ACT (1987)

Students may make reference or deal with copyright material for the purpose of study or education. However, generally only the author of original material has the right to reproduce, copy, publish, perform, communicate to the public and make an adaptation of the copyright material.

COMPUTER MISUSE AND CYBERSECURITY ACT (2013)

Students must not use any devices in a manner that may cause or generate harm to public domains and individuals. Producing and sharing content that are offensive and constitute to racial harassment and incite racial hatred are criminal offences.

This act also states that unauthorised access to or modification of data held in a computer, and unauthorised impairment of computer systems (eg. 'hacking' or infecting computer systems with a virus), are illegal.

FILMS ACT (CHAPTER 107)

Students must not use their devices to obtain, reproduce or advertise any material knowing that it contains restricted material. It is an offence to possess or copy, and distribute obscene material or party political materials. Students should be aware, for their own protection, that people who participate in the production and/or distribution of such material commit an offence.



ACCEPTABLE AND UNACCEPTABLE USE OF ICT GUIDELINES

ACCEPTABLE USE:

1. Following teachers' instructions
2. Accessing only the information the teacher has instructed
3. Being polite and courteous when emailing
4. Researching information for a topic or assignment given by the teacher
5. Correctly acknowledging the work of others according to Copyright laws
6. Respecting the privacy of others including other students and staff members
7. Informing the teacher if you are concerned that you have accessed inappropriate material or have witnessed another student accessing inappropriate material
8. Handling all ICT equipment with care

UNACCEPTABLE USE:

1. Using ICT without permission or without supervision by a teacher
2. Disclosing personal passwords to another student
3. Visiting any site that has not been approved by the teacher
4. Using the Internet to access offensive or inappropriate information
5. Interfering with emails or files belonging to others
6. Downloading anything without the teacher's permission
7. Sending a personal photograph without permission
8. Sending information or messages without the teacher's permission
9. Sending or receiving a message that has a false name or has used another's name without permission
10. Sending an email to bully, frighten, annoy or upset a person
11. Use that goes against school's disciplinary policies
12. Use that interferes with copyright laws or criminal code

IPAD SPECIFIC GUIDELINES:

1. Students are not permitted to use another student's personal device
2. Devices are not to be used for more than 50% of the school day
3. Devices are only to be used during class times or teacher directed activities
4. Devices are to be used in accordance with school and classroom rules. This includes, but is not limited to; the use of music, movies, games and applications
5. The school network is only to be used for school related purposes
6. Students are not permitted to take their devices out of their classroom during recess or lunch breaks without the permission of their teachers.

