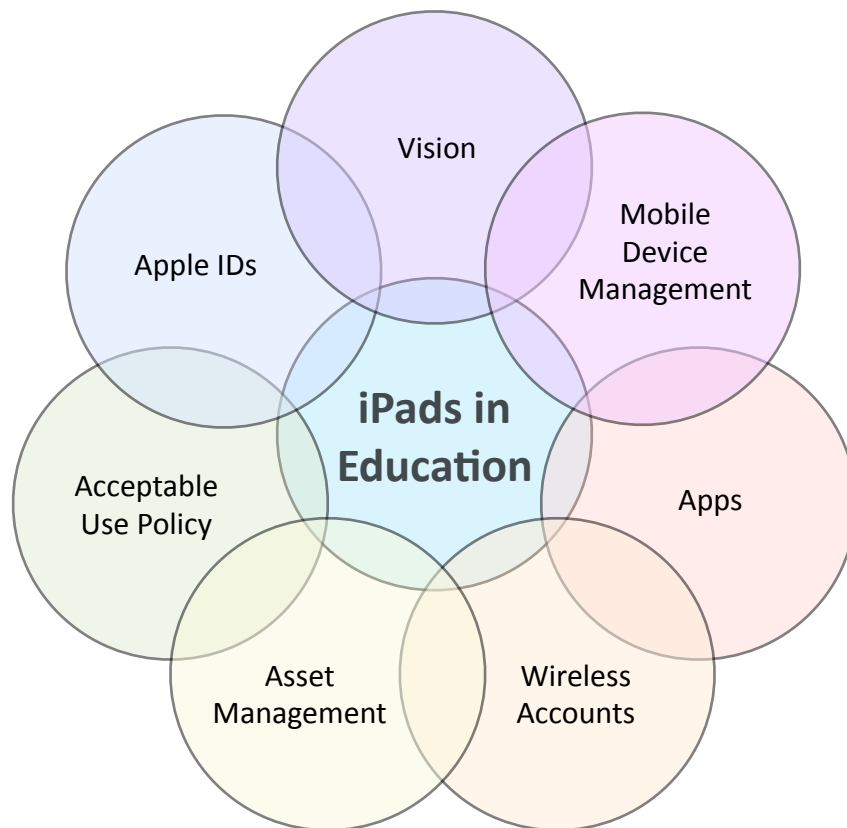


Digital Learning Team

*embedding technologies in learning and teaching
to improve outcomes for all learners*

iPad Overview



As the above diagram shows, there are many things to consider when investing in iPads for education. Setting up and managing iPads for use in education is not always a straightforward process. Time needs to be set aside for initial setup and the ongoing management of these devices as this is the sole responsibility of the purchasing establishment. The iPad is designed to be used and managed by a single user, therefore a shared model must be carefully considered prior to purchase, and will require a high level of support and maintenance.

Vision

A coherent long term vision will ensure that the investment in iPads is rewarded with a positive impact on learning and teaching.

When considering how best to deploy and manage your iPads, you will need to think about the following:

- How many iPads does your establishment already have?
- How are the iPads being used?
- How are the iPads distributed?
- What are your future plans for iPad investment?
- What impact are these devices having on learning and teaching?
- What impact are staff devices having on effectiveness and efficiency?

We strongly recommend using the Edinburgh ICT Self Evaluation Framework to determine the current position of your school before any new or additional iPads are ordered. This can be found here <http://digitallearningteam.org/toolkit/documents/>

iPads being used in educational establishments in Edinburgh must be set up and monitored in a specific way. This process takes time, and a little bit of technical knowledge. Guidance on how to set up new iPads correctly can be found here <http://digitallearningteam.org/ipad/setup/ipad-setup/>

If you already have a number of iPads that are in use you can still manage them the correct way. Use our iPad checklist available here <http://digitallearningteam.org/ipad/setup/ipad-overview/> to ensure that your iPads are set up and managed in line with the City of Edinburgh guidelines.

Mobile Device Management (MDM) - Meraki

The use of an MDM solution will allow you to remotely apply consistent security policies across all devices in your establishment, in line with CEC guidelines. It will also allow you to remotely manage Apps.

Meraki is a free cloud based Mobile Device Management (MDM) Solution. The use of Meraki will assist with:

- Configuration
- Basic security
- App deployment
- Asset management

Establishments must contact digital@ea.edin.sch.uk to gain access to their individual establishment Meraki network. Help videos for Meraki are available here <http://digitallearningteam.org/ipad/setup/meraki-basics/>

Apps

Purchasing Apps using Apple's Volume Purchase Programme for Education will ensure that you are complying with the Apple iTunes' Terms and Conditions and all your iPad Apps are legally installed.

You can now purchase paid Apps through the Apple Volume Purchase Programme for Education (VPP). Despite the name, it is possible to purchase single copies of paid Apps through this scheme. Although the bulk discount is not applied, the Apps are still processed VAT free and so represent the best value for money for Educational Establishments. Gift Vouchers should not be used for purchasing Apps in Edinburgh. To be clear, every paid App on every device must have been paid for. To check that your establishment is registered for use with VPP please contact yppeducation@ea.edin.sch.uk

Further information on VPP is available here <http://digitallearningteam.org/ipad/setup/meraki-vpp/>

Wireless Accounts

Using a wireless account to connect your iPad to LT_OPEN means that the connection will be more stable, and you are better able to manage the traffic on your network. Pupil, Class and Staff accounts should only be used to log in to the internet for filtering purposes.

Your iPads should all be connected to LT_OPEN using wireless accounts. You require delegated Admin rights for your school in order to access these. Wireless accounts 'pair' with the iPad on first use and cannot be used with any other device after that. Therefore, you can openly publish these details on the iPad in case they ever need to reconnect. Further details of how to set up and manage wireless accounts are available here http://digitallearningteam.org/ipad/setup/lt_open/

Asset Management

It is important that you keep a record of the iPads that your establishment owns so that you can track and monitor them in case of theft or breakages.

We recommend asset managing your devices after initial setup and configuration has been completed.

From Meraki you can download a CSV file which will give you, amongst other things:

- Device name
- Serial number
- Device model
- The owner of the device (if this has been previously assigned)

We recommend that you physically asset tag:

- the iPad
- the iPad case (so it can be easily identified without taking it out of the case)
- the iPad charger
- the iPad wire

You may choose to do this with a metallic sticker, a permanent marker, or any other method that uniquely identifies each iPad and clearly marks it as property of the establishment. iPads should not be deployed in educational establishments unless they are clearly marked as property of the establishment or The City of Edinburgh Council.

Acceptable Use Policy

If staff and pupils clearly understand the establishment's expectations of acceptable iPad use there is less likelihood of breakages and inappropriate use.

It is essential that staff and pupils sign an acceptable use policy before iPads are distributed, even if they are not intended for personal use or to be taken home. For younger pupils, some work should be done around expectations of how the iPads will be used and looked after prior to deployment.

Examples of various policies can be found by clicking here:

<http://digitallearningteam.org/toolkit/documents/>

Apple IDs & iCloud Accounts

Correctly setting up your Apple ID & iCloud account is essential to ensure your iPads are used successfully.

You will need to create an Apple ID in order to install Apps on to your iPads. These must be created in a specific way in order to allow no payment details to be added. Details on how to do this can be found here <http://digitallearningteam.org/ipad/setup/apple-ids/>

It is important to know that once an Apple ID has installed an App, or redeemed a Volume Purchasing Programme (VPP) code for an App, that App is then tied to that Apple ID. If the App requires an update it will request the password for the Apple ID that installed it. Therefore, do not use a personal Apple ID on any device that is not solely for your own use.

How you manage your Apple IDs will depend on the deployment model in your establishment.

Staff iPads

Each member of staff should create an individual 'professional' Apple ID linked to their school email address. They should use iCloud for Backups. The details of this Apple ID should contain the school address so that if there is a change of staff the Apple ID can be swapped over to a new member of staff.

1:1 iPads for pupils over the age of 13

Pupils should create their own Apple ID and use iCloud for Backups.

1:1 iPads for pupils under the age of 13

Pupils should share a generic Apple ID per year group or class. These details should be held centrally within your establishment and not by a single member of staff. If using this method you must ensure that all iCloud functionality is turned off through a Meraki profile.

Class sets of iPads

These should all be managed by a central generic Apple ID. These details should be held centrally within your establishment and not by a single member of staff. If using this method you must ensure that all iCloud functionality is turned off through a Meraki profile.

More detailed guidance on Apple IDs can be found here <http://digitallearningteam.org/ipad/setup/apple-ids/>

Please note it is perfectly acceptable for multiple iPads to be managed with a single Apple ID, as long as paid Apps are correctly managed and purchased through the Volume Purchasing Programme (VPP).

Full details of all CEC iPad for Education Guidance is available here <http://digitallearningteam.org/ipad/>

For further advice and assistance please contact:

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