JOHN PAUL ACADEMY
DIGITAL LEARNING PARENT GUIDE

This is a short guide for parents/carers to understand how iPads are being used in learning in our school.

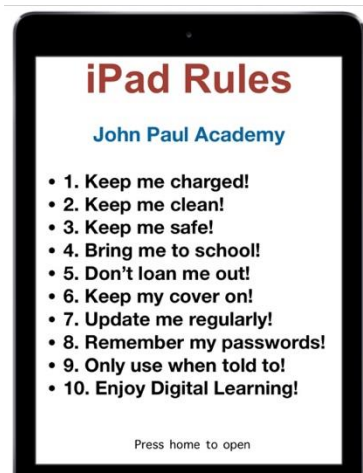## 1. INTRODUCING THE 7TH GENERATION IPAD

The iPad comes complete with its own protective case which doubles as a stand. See below;

Learners were also issued with a charger, and they should ensure that iPads are charged at home ready to be used in class.

2. LOOKING AFTER THE IPAD

Learners were issued with the following 'rules' to look after their iPads. These should ensure that the iPad is kept in good working order. It is important to ensure that updates are done regularly, and also to ensure that the iPad is always connected to the school network – by entering school network login details when required. Learners have all been advised of which teacher they should contact if they have any queries or problems with their device. Learners have also been advised that they must inform the school if the device is fault or broken.

3. ACCEPTABLE USE POLICY

All learners and their parents/carers have signed the 'AUP' which clearly outlines the conditions under which iPads can be used in school. Learners who breach this policy may find that their iPad is removed from them. We hope that everyone is responsible in using their iPad both in and outside school. Regular checks will take place throughout the term. The AUP documents can be found on the school website and Glasgow City Council's website.
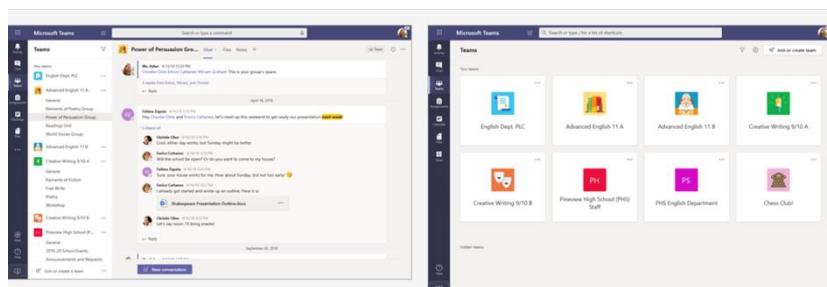
4. SOFTWARE APPS USED IN LEARNING

As you will already be aware, all learners have a 'Glow' account, which is the national education platform that all pupils and teachers in Scotland have access to. By having a Glow account, everyone has access to Office 365 online –

enabling them to use Microsoft products such as Outlook, Word, PowerPoint, Teams etc. Learners have downloaded these 'apps' onto their iPads and are using them to create, collaborate and communicate with others in their learning.

The following is a short guide to the apps we are using to share learning resources and communicate with learners.
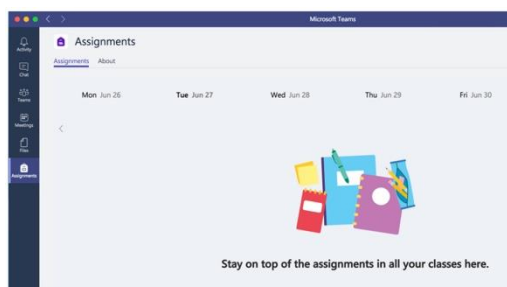
MICROSOFT TEAMS

Microsoft Teams is a virtual collaboration space that allows teachers to create an online classroom. All classes have a Microsoft Team set up, this allows teachers to share the learning taking place in the classroom online, useful resources such as videos and links to websites can easily be uploaded to the Team. Homework assignments can also be set and marked online using the 'Assignments' area. Below is an example of what Teams looks like for learners. *(Source: Microsoft support).*

To access a class Team, learners will click on the class (see right picture above), the learning and resources will be shared with the class through 'posts' created by the teacher (see left picture above). Teachers can also add Files into the Team and share all the paper based resources with learners electronically.

Assignments (Class and Homework) will be posted regularly. There is a calendar in the Team to help Learners keep on top of deadlines.

Using Teams means that learners work will all be stored in one place, so they are less likely to lose work. We will also be using less paper/pens and creating less waste – so it is better for the environment.

Teams can also be used to have meetings online, Pupil Support Teachers have been using this to keep in touch with learners who have been at home self-isolating.

To find out more about how Teams works – visit Microsoft Teams – a parents' guide https://support.microsoft.com/en-us/office/distance-learning-with-microsoft-365-guidance-for-parents-and-guardians-89d514f9-bf5e-4374-a731-a75d38ddd588

SHOW MY HOMEWORK (SATCHEL ONE)

Show My Homework has been rebranded. It is now called 'Satchel One'. Learners have downloaded this app onto their iPads and Teachers use SMHW to alert learners when homework has been issued. SMHW has a calendar and a planner to help learners manage their workload and check deadlines. There is a link to Show My Homework on the school website, this shows all the homework issued each week by teachers across the school, parents/carers can check work issued to their child by accessing their class details.

Satchel One Parent App: Parents/Carers can also download the app onto their phone to keep track of homework individually issued to their child. To access your child's individual homework, a login 'PIN code' must be obtained from the school. **If you would like a PIN code to access your child's homework via the Satchel One app – please contact our ICT Co-ordinator, Mrs Lynch at gw07lynchcarol3@glow.sch.uk.**

5. REMOTE LEARNING (SELF-ISOLATION)

As we continue to deliver learning throughout the Covid19 pandemic, from time to time learners and teachers may be required to stay at home to 'self-isolate'. Using iPads has helped us to continue our learning remotely and pupils have been engaging with their teachers online when self-isolation has been necessary. Teachers issue work via the Class Team, or via email if appropriate. Learners have all been advised to check these daily and to ensure that work is submitted to teachers to keep up with their learning at home.

6. HELPING YOUR CHILD WITH DIGITAL LEARNING / TROUBLE SHOOTING

We would ask for your support in ensuring that iPads are kept in good condition, and are used for the purpose outlined in the Acceptable use Policy – this can be found on the school website. Encourage your child to check Teams and Glow/Email daily to keep up with the work issued by teachers by checking Teams and SMHW regularly. Please read the advice below that was given to learners to trouble-shoot any problems. If you need any further support or information, please contact Mrs Lynch.

The following information has been given to Learners in their **'Working With Your iPad'** guide to advise them on how to get the best out of their iPads in learning:

- **Proxy Authentication Message** – you may need to enter your Glasgow Schools Network (GSN) ID and password at some points – so the IPad is linked to the school network, and knows you. When this message appears, enter your school computer login and password. If you ignore this message – you will not be able to connect to the internet!

- **Glow** – you need to be logged into Glow for your apps to work properly, sometimes if the glow app has automatically logged out, this could cause issues with 'syncing' with your other apps since they all work in Office 365. Usually if there is a problem with something not working, eg Teams – this should sort it. If not, see your support teacher.

- **Use your One Drive** – your One Drive is your storage area on the IPad. Try to organise your One Drive – making folders for each of your subjects. This will help you keep all your files in a structured, easy to find system. There is a massive amount of storage here – you won't run out.

- **Use Office 365 software** – this is Microsoft's online version of Microsoft Office. Please use Microsoft products such as Word, Powerpoint etc when you are working. As above, these can be shared with your teachers or stored in your One Drive more easily than Apple's own products (Pages/Keynote etc).

- **Forgotten passcode / iPad disabled** – if you cannot remember your passcode (6 digit code) to open your iPad, contact your support teacher or Mrs Lynch to have this reset. Important DO NOT TURN OFF YOUR IPAD OR LET IT POWER DOWN IF IT IS DISABLED! The device will need to be 'wiped' if this happens and this can take some time.

- **iPad not working** - if in doubt, switch it off and on again (**Note** – do not do this if your iPad is disabled)! If something is not working, power down your IPad and restart it. Check the 'Settings' for updates. Log back into Glow – if necessary re-install apps through the Self-Service App. Wait for all your systems to sync, this can take several minutes.

- **Need Help?** – contact your support teacher by email. Tell them you have a problem – if they can't fix it, they will contact other teachers on the Digital Learning Group. If it still cannot be sorted, then it can be raised as an issue – we may need to take your IPad back to have the issue fixed. Teacher email contact addresses are provided.

Your IPad has been provided for you by Glasgow City Council, for use in school and for doing school work at home – **it must be returned to the school when you leave**. Any issues with IPads must be reported immediately. Your nominated 'Support Teacher' will inform Mrs Lynch if this is necessary.

1. **What happens if my IPad gets broken?** – you must look after your IPad both in and out of school. If your IPad is accidentally damaged/broken, it must be returned to the school.

2. **What happens if my IPad is lost or stolen?** – **your IPad must be kept safe both in and out of school**. It must not be out of your bag outside class, or outside the school, or outside your home. If you think it is lost you must report this to your contact teacher immediately that you discover it is lost. If you think you know the last location you may have had the device, ensure your teacher knows this. Each IPad has a location tracker on it – we will need to report it as lost to CGI and they will attempt to locate it. If your IPad has been lost or stolen **you must immediately report this to the Police, get an 'Incident Number', then contact your nominated teacher and report this**, giving details of the Incident Number.

   There is no additional stock available – if your IPad is broken, lost or stolen you will not get a replacement.

OTHER APPS USEFUL IN LEARNING

APPS ARE ALL AVAILABLE TO DOWNLOAD FROM THE 'SELF-SERVICE' APP:
BBC BITESIZE – learning and revision materials for all subjects
BOOK CREATOR – online storybook creation
EXPLAIN EVERYTHING – interactive whiteboard / video
iMOVIE – video making / editing software
LANGUAGENUT – learn languages online
MICROSOFT LENS – digital scanner
MICROSOFT TRANSLATOR – online translation app
POST-IT NOTES – online sticky notes app
QUIZLET – interactive flash cards/quizzes
SCRATCH JNR – coding app
SMART NOTEBOOK – online note taking app
SPHERO – online graph/chart making app
SUMDOG – online maths games
TYNKER – coding app

USEFUL ACCESSORIES TO CONSIDER:
- **Stylus/pen** -these can be used to draw/write on the tablet.
- **Keyboard** – wired/remote keyboards can be used to aid typing and can be attached to the tablet by usb or Bluetooth - a wide range are available online.
- **Screen protector** – a film that can be applied to the screen to prevent scratches.

DIGITAL LEARNING LEADERS /SUPPORT TEACHERS:

YEAR	A	B	C	D	E	F
S1	C O'Byrne	C Johnston	M Daly	J Thomspon	E Dougall	K Docherty
S2	L Bennie	L Gillon	J Gillespie	F Bannon	A Atkinson	L Kinley
S3	M McGinley	K Gildea	O Fakunle	J Strezlecki	S Baird	M Clancy
S4	C O'Byrne	C Johnston	M Daly	J Thomspon	E Dougall	K Docherty
S5	L Bennie	L Gillon	J Gillespie	F Bannon	A Atkinson	L Kinley
S6	M McGinley	K Gildea	O Fakunle	J Strzelecki		

Mr Atkinson – gw09atkinsonanthony@glow.sch.uk
Mr Bannon - frankbannon@glow.sch.uk
Ms Baird – gw20bairdsharon@glow.sch.uk
Ms Bennie – gw15benniehelenlouise@glow.sch.uk
Ms Clancy – gw20clancymegan@glow.sch.uk
Mr Daly – gw13dalymichael@glow.sch.uk
Ms Docherty – gw10martinkirsty2@glow.sch.uk
Mr Dougall – gw15dougallelliot@glow.sch.uk
Ms Fakunle – gw10fakunleolutola@glow.sch.uk

Ms Gildea – kgildea@glow.sch.uk
Mr Gillespie – gw10gillespiejohn2@glow.sch.uk
Ms Gillon – gw10gillonlinda@glow.sch.uk
Ms Johnston – gw19wilsonclaire1@glow.sch.uk
Ms Kinley – gw08kinleylaura@glow.sch.uk
Ms McGinley – gw15mcginleymichaela@glow.sch.uk
Ms O'Byrne – gw11obyrneclaire@glow.sch.uk
Ms Strzelecki – strzeleckijusten@glow.sch.uk
Ms Thomson – gw13thomsonjacqueline@glow.ea.glasgow.sch.uk