



宿务亚典耀圣心学校

Sacred Heart School – Ateneo de Cebu

H. Abellana St., Canduman, Mandaue City



INFORMATION AND COMMUNICATIONS TECHNOLOGY DEPARTMENT

EdTECH

EDUCATIONAL TECHNOLOGY EXPERIENCES WITH COMPETENT HEARTERS

Excellence in education requires that technology, as a learning tool, is seamlessly integrated throughout the educational program. One of the essential learning tools of the twenty-first century learners is the iPad. The use of iPads is a way to empower students to fully maximize their potentials and become digitally immersed in the current trends in technology for education. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

The iPad carts of Sacred Heart School – Ateneo de Cebu is part of the i3T (ICT Initiatives and Innovations in Teaching) program to provide tools and resources as educational technology for the 21st century learners. To maximize the utmost potential of the iPads as educational tool, the following guidelines are provided and are expected to be observed at all times.

I. iPad Cart General Guidelines

Orientation training is provided before the iPads are used for instructional purposes so that students will learn how the iPads will be used during instruction. During the iPad Orientation, the EdTech Specialist will review the “Acceptable Use Policy” of the Sacred Heart School – Ateneo de Cebu for the students to use the iPads during the school year.

- The iPad cart is a mobile iPad lab available for classroom usage.
 - iPads are exclusively intended for instructional purposes.
 - The iPad cart used for classroom instruction in a particular grade level should under no circumstances be used by any other grade levels.
 - All iPads are to be returned to the cart daily. Each iPad shall be accounted for before the cart is returned to its designated location.
 - No iPad should be set up as a teacher’s personal device.
 - A standard screensaver or background will be on the iPad and should not be changed without permission.
 - The school has synchronized the iPads so that they contain the necessary apps for school work. Teachers and students are advised not to synchronize the iPads or add apps to any of the iPad units.
 - The apps originally installed by the School must remain on the iPad in usable condition and be easily accessible at all times. Periodic checks of iPads will be made to ensure that students have not removed required apps and/or installed non-approved apps. If technical difficulties occur or non-approved installed apps are discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any apps or documents deleted due to a reformat. In this event, the student may lose the privilege of iPad use.
 - If teachers would like an app installed free or purchased – an app request form is provided to the teachers (app request is under subject for approval by the ICT Director.)
 - ✓ The ICT Department will update/install/sync apps once every 4 weeks (subject to change) – teachers must plan accordingly.
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II. Checkout Policy

- Since the iPad cart is being shared among several teachers, the School will provide a checkout system to schedule the cart. It is essential that teachers should monitor and keep the schedule.
- Reservations must be made through the online iPad cart reservation form, that can be accessed from the school's website.
- Reservation of the iPad cart must be done at least one week in advance.
- An iPad cart reservation calendar is provided to the teachers and viewable through the school's website to avoid conflicting schedules.
- In order to allow all classes equal time for iPad cart utilization, teachers **will not be allowed** to reserve the iPad cart for more than two consecutive class meetings. In addition, teachers are **not allowed** to reserve the iPad cart for more than two classes in a day. One goal of the iPad cart is for it to be available to all classes and shared equally.
- If teachers would find it necessary to cancel a reservation for the iPad cart, it is advised that cancellation of reservation should be done at least two days in advance of the reserved date.
- Each iPad cart has been provided with a lock. The cart should be locked when not in use.
- When placing iPads on the cart, make sure that the iPad numeric label matches the number of the cart's slot and the power adapter is plugged in properly for charging or syncing at the end of the day.
- The iPad cart will be checked out to a classroom by the teacher as a unit. The teacher has the responsibility for safe return of the iPad cart to its designated secure location in the school building no later than 4:00 P.M.
- The iPad cart will not be allowed in classrooms with substitute teachers.

III. Repairs/Damages

- Report any suspected problems with the iPads or apps to the EdTech Specialist.

IV. Rules & Responsibilities

The rules are simple – you are sharing the iPads in the carts with other students that meet in your classroom. Please be courteous and respectful of your peers.

Teacher's Responsibilities

- Teachers are responsible for the iPad cart in terms of movement of the cart within the classroom, locking and unlocking the cart, and making sure all iPads are returned to the designated secure location in the school building and are locked safely in the cart at the end of the usage.
 - Teachers should set a protocol for distribution and collection of the iPads from the students in order to ensure accountability.
 - Teachers need to monitor students' use on the iPad.
 - Teachers are advised to inform or notify the EdTech Specialist of any apps that need to be installed 5 days prior to its use. This will give the EdTech Specialist enough time to install appropriately the requested app(s) to all the iPad units.
 - Teachers should always prepare backup lesson plans to use if the school network is non-operational or the iPad needs repair.
 - Teachers should convey proper iPad usage to students and establish consequences when proper use is not adhered to.
 - Teachers should report an iPad in need of repair to the EdTech Specialist immediately.
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Student's Responsibilities

- Student iPad use will be in accordance with the SHS-AdC School's Acceptable Use Policy (AUP).
- Students must **always use the specific iPad assigned to them** through the corresponding numeric label located at the back of the unit.
- Students are advised not to swap iPads with other students as they are accountable for the iPad unit assigned to them.
- The iPad is for use as a tool for learning and must be handled with care.
- Student's **use of the iPad is a privilege, not a right. The privilege can be revoked.**
- Students should use only the apps provided on the iPad or assigned by the teacher.
- It is important that students always log out of apps after they have completed using the iPad. Failure of doing so would allow the next user access to information of the previous user.
- Students are advised not to save any data to the iPads.
- Students should only use the iPads for school purposes – teacher directed activities and must adhere to all regulations outlined in the SHS-AdC AUP.
- Infractions for improper use of the iPad will be handled by the classroom teacher and if necessary referred to the DOSS Director and/or School Principal
- If an iPad is in need of repair, the student should report the matter to the teacher immediately.

Be Consistent

- The teacher will ASSIGN a specific iPad unit to the student. The teacher should ensure the same iPad unit is used by the same student. The iPad numeric label located at the back of the unit should match the student number. iPads will not be issued for home use.

File / Content Management

- When using a shared iPad, managing files and content can be a bit tricky. With this in mind, and to ensure that content is preserved, students should consider the following options for file management, distribution and backup:
 - ✓ **Email** – simply use the SEND function – usually available in every app – to email documents to yourself from the iPad. When you receive the content, it will come from a generic email account associated with every iPad (for example, the sender will be "ipadcart-1955@shs-adc.edu.ph")
 - ✓ **Cloud Services** – many apps integrate with some popular cloud services, so use an existing account if you already have one or create a new account. This is a great way to store your personal and school-related documents in the cloud and accessible from anywhere you're connected to the Internet.

V. Rules: Respectful, Responsible and Ethical Use and Care of the iPads

- Follow normal school rules – no running, fighting, pushing, shoving, etc. around an iPad.
 - No food or drinks near the iPads. Carry the device with two hands and make sure hands are clean.
 - Set the iPad flat on your lap (not on papers or other materials.)
 - Do not lean on the top of the iPad.
 - Do not place anything near the iPad that could put pressure on the screen.
 - No pencils or pens should touch the screen. The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure. Type gently on the screen.
 - Do not "bump" the iPad into walls, floors, etc. as that would eventually break the screen.
 - Do not try to tamper with the configurations and settings of the iPad you are using. This will impact the experience for users sharing the device.
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- Do not change the wallpaper on the iPad. We don't always know how an image or message will be received by another person.
- Do not set a passcode.

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