



BOHUNT
HORSHAM

2022 iPad

Setup Booklet

September 2022

How to setup your new iPad

1. Touch **the home button** to get started.
2. Choose your **language**.
3. Choose your **country or region**.
4. Select "Set Up Manually" at the bottom of the screen.
5. Choose a **Wi-Fi network** and enter its password, if necessary.
6. Tap Continue on the Data & Privacy page.
7. Setup Touch ID. You can skip this step by selecting Set Up Touch ID Later but security is important.
8. Setup your Passcode. We strongly advise parents knowing the passcode to the iPad.
9. Select "Set Up as New iPad" on the Apps & Data page.
10. Sign in with an existing iCloud **Apple ID** or tap **Use different Apple IDs for iCloud and iTunes** if that's how you have things set up. Alternatively, if you don't have an existing Apple ID, create one. We Recommend that parents know the details to this account and remove any payment options as the students are only ever required to download free apps. The students will need to know the password so they can download free app throughout the day as needed for lessons. You can create a new Apple ID by selecting "Forgot password or don't have an Apple ID?".
11. Tap to agree to Apple's **Terms and Conditions**.
12. Choose whether or not you want to enable **Location Services**. You can always change your mind later, but keep in mind you'll need to enable at least some location services to use apps like Maps.
13. Choose whether or not you want to use Siri.
14. Choose whether to send **Analytics information** to Apple when apps crash or other issues arise. If you'd rather not, just tap **Don't Send**.

And with that, you're done with the initial setup process, the students will need the device setup ready for the 1st day after collecting the device so they can be shown how to add the device to the school network.

Must have free Apps

Google Classroom - Google classroom is a blended learning platform developed by Google for schools that aims to simplify creating, distributing and grading assignments in a paperless way. It was introduced as a feature of G Suite for Education.



Google Classroom

Gmail – Gmail is a must for all students as this will allow you to receive important emails from your teachers and this will also allow you to communicate with them.



Nearpod: Students can follow lessons on their iPads and interact in real time with peers and the teacher.



Google docs, Google sheets and Google slides - The Google suite allows users to create and edit files online while collaborating with other users in real-time.



Garage band - Garage band is a line of digital audio workstations that allows users to create music or podcasts. It's music and podcast creation system enables users to create multiple tracks with pre-made MIDI keyboards, pre-made loops, an array of various instrumental effects, and voice recordings.



iMovie - iMovie is a video editing software application. iMovie uses imported or self recorded video footage. From there, the user can edit the photos and video clips and add titles, themes, music, and effects, including basic colour correction and video enhancement tools and transitions such as fades and slides.



ClassCharts student version- This app allows students to monitor homework assignments and deadline dates. Students can also view positive and negative points awarded by teachers.



Further subject specific free apps will need to be added to the devices throughout the school year.

Usage Expectations

Students are expected to have their iPads with them every day as they will be used regularly in lessons.

Students are expected to:

- Only use their iPads for school purposes when in school
- Only use their iPads when asked to by a member of staff
- Ensure their iPad is fully charged each day
- Keep their iPads in their bags during break and lunch
- Only use the school WiFi while in school to ensure that they are protected by our firewall
- Connect to Apple Classroom when requested by a member of staff
- Have their headphones with them to access lesson resources

Students must not:

- Use their own hotspot to connect to the internet
- Use a VPN while in school
- Play games on their iPad while in school
- Airdrop to other students without permission from a member of staff
- Take photos or videos of other students or staff without their permission

Consequences:

If a student is found to be misusing their iPad during the school day, they will receive a C1: Misuse of iPad, and they will also have their iPad confiscated for the rest of the day. We understand that this is not ideal, however, it is an essential part of training students to use their iPads appropriately. As a result, it is a rare occurrence for the majority of students.

Repairs and warranty

The iPad has insurance for **2 years** and an extended warranty for a total of 2 years. Please note that **insurance is only valid if the iPad is kept in the STM case provided** with the iPad. Replacement cases can be found here, <https://www.stmgoods.com/>. However, you might be able to find the case cheaper by looking at different shopping websites. The replacement case must be identical to the original to maintain the validity of the warranty.

If your child's iPad is damaged, please follow the instructions below:

1. Please go to <https://www.cpu.co.uk/CPU/default>
2. Click the button



+ Claims / Tracking

3. Follow the instructions to register your claim
4. Once registered, your child should take their damaged iPad to the IT Support Team in FIn, just opposite the entrance to the Library
5. The IT Support Team will process the claim and send the iPad to CPU for repair
6. Your child will be issued with a temporary iPad to use while theirs is repaired, as long as there are spare iPads available
7. Once the iPad has been returned to the school, we will let the student know that they are able to collect their iPad
8. They will need to bring their temporary iPad with them to exchange it for their repaired iPad

If your child's iPad stops working due to a fault with the iPad, this would come under the 2 year warranty and you should contact Jigsaw directly by phoning them on **03332400888**.