

1:1 Device Strategy Document

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Scope of the Policy

This policy applies to all Banstead Prep owned student devices as part of the 1:1 device strategy in Years 3, 4, 5 and 6.

This policy defines how Banstead Prep will manage implementation and operation of a 1:1 device and associated elements alongside the wider I.T. resources required within curriculum areas.

Specialised professional learning and development technology used to support the professional development of staff will form part of the strategy and deployment but is not considered part of the management and therefore is not covered by the scope of this policy.

This policy refers solely to the use of the Banstead Prep owned devices that are part of the digital strategy in Years 3, 4, 5 and 6.

Other policies outline the practice required for use of the systems and associated services. All authorised users are expected to comply with the Acceptable Use Agreement, Home Use Agreement and the E-Safety Safety Policy in conjunction with the individual approach to delivering the Banstead Prep Online Safety Curriculum.

Our Digital Strategy Statement of Intent

At BPS we believe that the use of digital technologies should support and enhance productivity and creativity. We wholeheartedly embrace the multitude of exciting and innovative ways technology can be used, regardless of age or learning style, to explore, record and present work. We believe that the best examples of digital technology use are seamless and unobtrusive, and our approach is to use devices as an additional tool, rather than the only tool. They enhance, rather than replace. Over the last few years, we have seen first-hand that technology can offer powerful support to preparing our children for an exciting future, encouraging them to aim high, dream big, and be themselves.

We acknowledge and respect the opportunities which technology, and more recently, AI presents in personalising learning, optimising productivity and empowering our learners for an ever-changing world. Amidst our enthusiasm and drive to embrace and adopt new technologies and AI at BPS, we proceed with excitement and caution, recognising the need to keep a focus on respecting these powerful tools; safeguarding against bias, ensuring accountability, prioritising the well-being and autonomy of all, and always putting the children's safety first. We are passionate about ensuring we strike the right balance, focused on ensuring any screen time is carefully evaluated for its worth, and will continue to put teaching a respect for technology at the forefront of our minds. We strive to provide an environment for the children to experience powerful technology, whilst maintaining our focus on keeping play, curiosity and childhood at the heart of all we do.

Our use of digital technology at BPS complements our rich curriculum, teaches our children a respect for the technology they utilise, and prepares our children for living in the 21st century.

Roles and Responsibilities

Name	Role	Contact
Ali Raja	Safeguarding and E-Safety Governor	ali.raja@bansteadprep.com
Jon Chesworth	Headteacher	jon.chesworth@bansteadprep.com
Lisa Crook	Deputy Head	lisa.crook@bansteadprep.com
Chris Cherry	Assistant Head (Safeguarding Lead)	chris.cherry@bansteadprep.com
Alice Perry	Digital Learning Lead	alice.perry@bansteadprep.com
Craig Maxwell	I.T. Manager	craig.maxwell@bansteadprep.com

BANSTEAD PREPARATORY SCHOOL SUTTON LANE BANSTEAD SM7 3RA
01737 363601 OFFICE@BANSTEADPREP.COM

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Technical Help Team	I.T. Services	support@bansteadprep.com
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Policy Principles

This Policy supports all authorised users, whether they are in attendance or working remotely. The Banstead Prep I.T. systems are available from any location for any authorised user.

Banstead makes use of I.T. systems, devices and services to promote and support individual learning and will require all authorised users to be able to access these from any relevant location. To ensure that there is a robust and secure system in place, this policy identifies the agreed processes and procedures that must be followed.

Only authorised users will be granted access to devices under the Year 3, 4, 5 and 6 strategy. The devices will be owned by Banstead Prep and will meet the E-Safety Policy and Child Protection and Safeguarding Policy requirements in terms of protecting individuals and the devices.

Policy Objectives

- An objective of this policy is to ensure that implementation, management, and operation of the devices is in compliance with applicable Data Protection Regulations, E-Safety requirements and Safeguarding policy.
- An objective of this policy is for all authorised users to be clear on the requirements and responsibilities around use of the devices.
- An objective of this policy is to ensure that Banstead Prep is making effective use of the devices in a transparent way, making clear what the purpose for use of the devices is.
- An objective of this policy is to ensure that the day-to-day implementation and management of the devices is as efficient and effective as possible, ensuring maximum benefit to learning.

Definitions

1:1 Device: An I.T. device, in the case of Banstead Prep, an Apple iPad, which is assigned to an individual for their use to support their work, both in and away from school and that they are not required to share with any other individual.

Home Use Agreement: The agreement between the individual being assigned the 1:1 device and Banstead Prep, detailing the terms of conditions of the assignment of the device including the requirements and obligations of both parties.

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Acceptable Use Agreement: The agreement that is in place between Banstead Prep and users of the I.T. Systems, detailing the terms and conditions of use of the system and the requirements and obligations of both parties.

Policy Statements

1. Management of the 1:1 devices in Years 3, 4, 5 and 6

- The management of the device will always be considered in the context of the Safeguarding and E-Safety policies.
- The purpose of the 1:1 device strategy is to directly support the learning of young people at Banstead Prep. 1:1 devices will be provided to the individuals within Years 3, 4, 5 and 6. All other year groups from nursery to Year 2 continue to have access to shared devices.
- The devices will be issued in a Banstead Prep branded case. The devices must be kept in these cases at all times.
- Device ownership, management and procurement will be managed by the Banstead Prep I.T. Services team.
- Insurance is provided for the devices against breakdown, theft or accidental damage through the iCare protection plan. It may not be possible to make a claim in the event of deliberate or malicious damage to the device. [Click here for the full terms and conditions of the iCare protection plan](#) and the [iCare Support Agreement](#).
- When devices are returned to Banstead Prep, they must be in good working order, fair wear & tear excluded. Devices that are not returned in this condition will be considered as damaged and managed as per section 8 of this policy.
- Pupils must bring their device into school whenever they attend.
- The device must be fully charged in preparation for use throughout the school day. A charger will be issued for home use.
- School will need to ensure that appropriate preparations, including the adoption and implementation of relevant policies, are in place before starting the deployment of devices to students.
- All authorised users will need to be 'present' in the iSAMS MIS to have an account generated, and therefore a device, issued to them.
- School must put in place an agreed process for informing I.T. Services of an appointed authorised user joining Years 3, 4, 5 or 6 e.g. a student joining mid academic year, so that a device can be made available for them on site. Should a student join before I.T. Services have been notified, there may be a delay in issuing a device to that student until the new starter's email address and information has been established from the MIS system.
- The device will remain in the care of the authorised user until they are requested to return the device. The return of the device may be requested at any time, including during holidays for maintenance.

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- At the end of their time at Banstead Prep, the device (including case and charger) must be returned by the student to I.T. Services for future deployment and use by others.
 - School must ensure that processes are in place to collect and check the device should a student leave during an academic year. They should ensure that this includes initial check for visible damage and the completeness of the device (including case and charger) before it is returned.
 - At the end of an academic year, the school must provide time and implement a process for the collection of any 1:1 devices that had been issued to those users who are leaving the school. The process should allow time to check that the device is the one that had been issued to the user and for any visible damage.
 - I.T. Services will ascertain which devices are still serviceable and will wipe the devices and make ready for new users.
- In conjunction with the I.T. and Estates team, Banstead Prep will provide secure locations within school for the storage of 1:1 devices when they are not in use, for example, whilst PE lessons are being conducted.
- School will provide a method for charging devices should it be required due to the nature of the tasks being carried out. 1:1 devices should come to school each day fully charged.

2. Internet access on a 1:1 device

- All devices are fully wireless enabled to allow for internet connectivity.
- Whilst in school, the device will be automatically connected to the internet through the Banstead Prep infrastructure. The school can choose to restrict access to the internet for the device in line with the local behaviour management and E-Safety policies.
- Users will be able to make use of other, including personally owned or private, internet connections on the device.
- I.T. Services will deploy security and web filtering software in line with United Learning policies to the devices, to ensure that internet access is conducted in a safe manner and users are protected from accessing inappropriate content. Filtering is in place whenever the device is used whether it is at school or in the user's home.
- Social media access will be restricted and social media sites must not be accessed using the 1:1 device when in school or away from school.

3. Apps and App Deployment

- I.T. Services will deploy an agreed set of baseline apps relevant to students.
- Other apps may be added to the devices over time and these will appear automatically on the device after deployment.

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- Curriculum Leads will have oversight of the apps installed for their subject area and may be consulted on the suitability of an App.
- Students will be able to make app recommendations through regular Digital Leader meetings.
- I.T. Services will need to carry out a technical review of any proposed app to ensure that it meets the correct specification and that it does not duplicate functions that are already available through the Microsoft Office 365 environment or another installed app.

4. Functionality and Configuration of 1:1 devices

- Where printing is made available in school from the 1:1 devices, users are encouraged to minimise the cost and the environmental impact by sharing files electronically through the Microsoft Office 365 Apps which will be available on all devices.
- The devices will be automatically updated with security and functionality updates as required by I.T. Services.
- The devices will be managed through the Banstead Prep MDM platform that administers the device and controls the functionality. Some features of the device will be disabled to protect the security and functionality of the device.

5. Support for authorised users when working remotely

- Authorised users should contact the I.T. Service Desk on support@bansteadprep.com for any issues relating to their use of the device.
- The Service Desk hours operate from (9:00am until 5.00pm) during the working week and can be contacted by users including students and their parents directly.
- The I.T. Service Desk will be available during support hours to assist authorised users with connecting their devices to a home network/router/internet connection. Where this does not provide the connectivity required the user should contact their own internet service provider.

6. Issuing a 1:1 device to users

- All users of the I.T. system are required to read and sign the Acceptable Use Agreement. The use of 1:1 devices includes connection and use of the I.T. System.
- All users in Years 3-6 being issued with a device are required to sign a Home Use agreement, accepting the device and responsibility for its care. Insurance for the device is dependent upon this parental/carer signature.
- Should a student be unwilling to sign a Home Use agreement, school must inform the student's parent/carer and no device can be issued to the student.
- Should a student's parent / carer be unwilling to sign the Home Use agreement, the school should discuss with them personally, why they are unwilling to sign the agreement. The communication should clearly

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demonstrate how the student will be disadvantaged by lack of access to the range of learning resources and support that a 1:1 device can offer.

- No device can be issued to the student to be taken home without the agreement of the parent/carer.

7. Behaviour Management and a 1:1 device

- Where a student has repeatedly used their device in an inappropriate manner or there are issues regarding their safe ownership of a device, further actions including removal sanctions must be enforced. This sanction would remain in place until the school feels a satisfactory level of trust has been restored.
- School must maintain an up-to-date version of their approach to delivering the Online Safety Curriculum in conjunction with the E-Safety Policy, including consideration of the misuse of I.T. equipment.
- Staff must record, through CPOMS, any incidents where students do not have their devices with them.
- Spare or pool devices will not be issued to students who have forgotten their device. Students should be provided with writing equipment suitable for the work to be completed that day, with the requirement to copy up onto their device in their own time. The failure to come prepared to learning in the school should be managed through the Behaviour for Learning Policy.
- Students are expected to attend lessons with devices sufficiently charged for use. School will recognise that some activities result in higher battery drain and there may be circumstances beyond a student's control where a device requires charging. However, instances where a student does not attend lessons with a charged device should be considered a failing to be prepared to learn for the lesson and be managed in accordance with the Behaviour for Learning Policy.

8. Damage to or theft of a Banstead Prep 1:1 device

- Any damage to or loss of equipment (device plus associated peripherals such as the case and charger) that has been issued to an authorised user must be reported immediately to I.T. Services, who will help you log it with iCare.
- Should the equipment have been damaged, it must be returned to I.T. Services immediately for repair or replacement.
- Should the equipment be lost, it must be reported to the I.T. Services team immediately.
- The I.T. Services team will place the device in 'Lost & Stolen' mode which prevents the use of the device. It allows the location of the device to be tracked and this information will be passed to the user and the school to help in the recovery of the device.
- Claims will not be accepted for devices left unattended in publicly accessible places.

- Should the equipment have been stolen by a third party, the user is responsible for reporting the theft to the school and Police immediately and providing a crime number to the school.
- The I.T. Services team will place the device in 'Lost & Stolen' mode which prevents the use of the device. It allows the location of the device to be tracked and this information will be passed to the Police and/or other relevant parties.
- All issues relating to GDPR will be processed according to the Banstead Prep Data Protection Policy, including those relating to a stolen device.
- Surrender of a device to the Police to aid in the detection or prevention of a crime will be undertaken by the school on presentation of the correct disclosure paperwork from the Police.
- [Click here for the full terms and conditions of the iCare protection plan](#) and the [iCare Support Agreement](#).

9. Transportation of a 1:1 device

- All pupils in Years 3, 4, 5 and 6 are expected to look after their devices and must ensure that when transporting the devices, they will be carried in a secure manner, i.e. within a school bag.
- Devices must not be left unattended when being transported or within a public space unless appropriate security measures have been taken.
- Authorised users are permitted to use their devices in locations that comply with the E-Safety and Acceptable use of Technology policies and therefore may transport them to locations other than school or their home address.
- If pupils intend to transport their iPads overseas the school must be consulted before travelling to the destination.

10. Security of the device

- The 1:1 devices have the ability to report their location in the event of them being identified as lost or stolen.
- The devices will be encrypted to ensure that the data on the device is secure from access by unauthorised users.
- The devices are protected by the use of a pin number which cannot be changed by pupils so teachers can access devices as needed.
- I.T. Services can remotely reset / remove the pin number if it is forgotten by the user.
- Users must return devices to the school in average saleable condition and therefore devices cannot be engraved or otherwise permanently security marked.
- All devices will be labelled with a unique Banstead Prep 1:1 device identification number.
- The lock screen will display a student's full first name and surname initial to aid identification.

11. Returning device on leaving school

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- The iPad, case, charger and cable must all be returned in good condition to Banstead Prep, on or before the last day of a pupil's time at the school.
- If any items are not returned, or are returned in a condition which makes them unusable, the school may make charges to replace the non-returned or damaged items. Such cases will be dealt with on an individual basis.

[Appendix 1 – Acceptable Use Agreement](#)

[Appendix 2 – Home Use Agreement](#)

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1:1 iPad implementation

- Children in Years 3, 4, 5 and 6 are provided with an iPad for their exclusive use in school and at home
- iPads are an innovative, creative tool that offer exciting learning opportunities to enhance learning
- There is no additional cost for parents and the iPads will be insured by school
- Apps will be controlled by school using Mobile Device Management Software

Educational Context	
Why is my child receiving a device from school? I have devices at home already.	BPS are providing the device to ensure that the iPad is fully managed, up to date, secure and has all the correct apps and protection. We are providing web filtering and a full suite of apps that will allow your child to carry out digital work both at school and at home.
What are they going to be used for?	The iPad is a versatile digital tool that will be used to build an exciting creative element into the existing curriculum. The iPad complements the rich and broad BPS curriculum. Children will benefit from opportunities to be creative and to choose their own method of presenting their ideas.
How will my child present their work?	Children will use both their traditional books and an online portfolio that will contain digitally created work. Teachers will still mark work uploaded digitally, including verbal, recorded or written comments.
There's nothing wrong with the old methods and the children will still have to do written exams.	We firmly agree that there is still a place for traditional methods and that these should be balanced with aspects that only technology can make possible, e.g. easily accessing and engaging with expert subject knowledge; creating and publishing your own multimedia book; collaborating with others beyond the limits of a lesson. Many children have historically struggled with traditional methods, reliant as they are on a narrow and academic definition of learning, largely based on writing ability. Technology can offer a more level playing field and an opportunity for all to experience success. The children will still complete the majority of activities without the use of their iPad. We find that often iPad use focuses on creative activities that would not be possible without them and only in some lessons. It is not a case of 'either / or', rather 'here's a way to learn about it even more effectively'. Other examples of highly impactful use are an unobtrusive, quick use of dictate to help visualize a spelling or a child using text-to-speech to enable them to access complex texts.

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Practical Considerations	
Which year groups are going to have 1:1 iPads and when will they receive them?	Years 3, 4, 5 and 6 will be issued with an iPad. A protective case and charging cable will be issued with each iPad.
Will children bring iPads home?	The device will come home soon after the roll-out, enabling the children to carry out homework tasks digitally and continue with projects. We would not expect children to spend any more time on their iPad than the usual homework time guide. It will need to be charged overnight (the cost of keeping an iPad charged for one year is estimated to be just over £1).
What if my child arrives at school without their iPad?	Children should take responsibility for bringing the iPad to school each day and will be expected to take their iPad to lessons, as appropriate, just as they are asked to take relevant books and stationery.
What happens if my child's iPad is lost/stolen/damaged?	The iPads will be covered by an insurance policy. Stolen or accidentally damaged iPads will be replaced. We are aware that accidents happen. If this is the case, we will try to ensure that your child spends a limited amount of time without an iPad. This may not apply in cases where devices are lost or damaged due to neglect. Such cases will be dealt with on an individual basis. Further details regarding the school's insurance of the devices will be provided.
How is this being funded?	The school is financing this exciting initiative as we believe strongly in the benefits that a 1:1 iPad scheme will bring to teaching and learning. The iPads will be leased, enabling us to spread the payments over three years. The iPads remain the property of the lessor.
Doesn't this just put more pressure on teachers? How will they be supported to use the technology effectively?	Staff receive regular professional development and are kept up-to-date with innovation and E-Safety developments. In addition, like any tool, not all things are equal and not all teachers should be expected to use the technology in the same way, at the same time and to the same extent. Teachers are encouraged to make informed choices regarding digital elements when planning their lessons.

Responsible and Safe Use	
How will you ensure the devices are safe on the internet?	Use of the internet will be monitored and filtered through Banstead School's internet filtering wherever the device is used.
How can I control/monitor what my child does on their iPad at home?	iPad usage must take place in shared areas of the house and overnight charging of the device must occur outside the child's bedroom. The devices will always have internet filtering and be monitored by the school. We urge you to arrange further filtering through your internet service provider when they are connected to your home network.
I am worried about my child having too much screen time.	We distinguish between distinct types of screen time: consumption screen time when a child is exclusively consuming content such as games and videos can be negative in high volumes and is the type of screen time on which the media focuses. Another type, creative screen time, is when a child is deepening understanding and creating content to demonstrate their grasp of topics being taught.
How will you help children to understand how to remain safe in the digital world?	PSHCEE and Computing lesson sessions cover many issues and will continue to do so. These include e-safety, cyber-bullying, addiction to technology and use of social media. Children are encouraged to report any inappropriate online behaviour to staff. Parents are asked to ensure that they are fully aware of their child's iPad use, that they talk regularly with them about their activities on the iPad and other devices, and that parental expectations and standards are as strictly enforced in the digital world as they are in other areas of their child's lives. This will support school safety policies.
How is the school beginning to introduce use of AI and how will my child remain safe?	We acknowledge and respect the opportunities which AI presents in personalising learning, optimising productivity and empowering our learners for an ever-changing world. Amidst our enthusiasm and drive to embrace and adopt AI at BPS, we proceed with excitement and caution, recognising the need to keep a focus on respecting these powerful tools, safeguarding against bias, ensuring accountability, prioritising the well-being and autonomy of all, and always putting the children's safety first. Our Securly web-filtering systems divert AI chatbots to the Securly chatbot which is safe, policy-controlled and built for schools. When children are introduced to age-appropriate, carefully-considered AI tools, they will be encouraged to think critically about the purpose, successes and weaknesses of the systems, fostering in them both excitement and vigilance.

Technical Information	
Why have you opted for Apple?	Having done detailed research, we are convinced that this is the right educational choice, based on a balance of learning, teaching, cost, functionality and students' input. Based on wide range of factors, we have designed a scheme that focuses on providing the best opportunities for children and teachers. Apple is used frequently in fields outside of education, including in enterprise, government, healthcare and over 98% of Fortune 500 companies use Apple technology.
What happens if there is a problem with the iPad?	We have an efficient system of onsite support to ensure that any issues are dealt with swiftly. We have found that the iPad is a robust device with few technological issues.
What apps will my child need and will my child be able to download additional apps of their own choice?	The distribution of apps will be controlled by the school, using Mobile Device Management Software. This means that the apps will be chosen, paid for and managed by the school. Children will not be able to download further apps, although app usage and availability will change and grow over time.