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General Routines for iPad 1:1

General Information

STP : https://opal.moe.edu.sg/stp/pedagogical-practices/positive-classroom-culture/setting-expectations-and-routines

Setting clear expectations and routines for student behaviours is critical for effective classroom management, instruction, and lesson enactment. Expectations for student behaviours refer to what makes appropriate behaviours, as well as the consequences that result from inappropriate behaviours. Teachers need to be clear and consistent in their expectations, so that students understand what desired behaviours are expected of them and are more likely to conduct themselves well.

The following could be considered when setting expectations and routines for the students:

Explanation and demonstration

Keep it short

Make it meaningful and positive

Revisit and reinforce

Engage stakeholders

Type of Routine	Routine Details
General Routine	Access, Security & Classroom Routines
Learning Routine	Create subject specific learning routines by unpacking the pedagogical process to make the learning more structured.

Prepared By TEL@Edgefield Team

General Routines		Lesson Flow		
Categories	1:1 Area of Focus	Pre-Lesson	During Lesson	Post-Lesson
Access	Hardware	1. Your cables are well-tied 2. Check your cables are not exposed or faulty 3. Battery Bank kept in bag 4. Apple Pencil Cap is attached onto the pencil 5. Audio cables are kept in bag 6. Check device and buttons are working	1. iPads to be placed on tables at all times. 2. Keep the lid closed when iPad is not in use.	1. Secure device in locker when not in use 2. Clean your devices with a cloth when necessary 3. Keep your apple pencil with the cap inside a holder. 4. Close and ensure iPad is inside your bag to bring home.
	Software	1. Check all updates are performed. 2. Set a passcode for your iPad device. 3. Check that you have enough memory space in your device.	1. Maximise the affordance of the app for your learning.	1. Save all works into studentworks@edgefield.sg. 2. Save all files and delete unimportant files.
	Connectivity	1. Log into your edgefield email account 2. Check that your password is not expired	1. Ensure air-drop mode for receiving is set to everyone. 2. Only accept files that	1. Turn off wifi and bluetooth when not in used. 2. Set airdrop mode for

		or forgotten 3. Reset password if necessary 4. Log into SLS usings SLS account details 5. Log into SSOE2 wifi. 6. Turn on wifi and bluetooth	you know are safe and is from someone you know.	receiving to no one. 3. Log off from email and SSOE wifi accounts.
Security	Cyber wellness	1. Adjust brightness to better suit your eyes.	1. Give rest time in-between lesson if you feel a strain on your eyes. 2. Do not comment hurtful remarks to others. 3. Follow the teachers' instructions on the lesson process. 4. Use your device as instructed by your teacher and do not get distracted.	1. Rest your eyes by looking at far objects (Green preferably) or closing your eyes. 2. Do not airdrop photos or videos that can be deemed hurtful to others. 3. Do simple eye exercises such as massaging your eyes.
	Device Storage	1. Unlock and retrieve your devices from the locker or bag.	1. Leave your devices on the table that is within your sight.	1. Locked up your devices when not in use in the classroom lockers.
	Student Loan Policy	1. Check for any fault or damage on the device before loan. 2. Count and confirm the	1. Abide the Edgefield Technology Policy (AUP/Digital Citizenship Agreement) in student	

		number of iPad drawn. 3. Students to fill up loan form from ICT team in school. (Go to the Mac lab) 4. Push the push cart to class if necessary to loan the iPads.	handbook) when using loan devices from school. 2. Use the loan devices that is intended in the classroom. 3. Retrieve the iPads according to your register number.	
	Device Care	1. Ensure that the iPad has a protective cover. 2. Ensure that the Apple Pencil is kept in its sleeves.	1. Keep iPad face down on table at all times.	1. Ensure that the iPad has a protective cover. 2. Close the iPad with the cover. 3. Ensure that the Apple Pencil is kept in its sleeves. 4. Keep it vertical/ same directions as your files. 5. Coil your cables.
	Charging Station	1. Ensure iPad is fully-charged at home		1. Pls only charge the iPad in class when the battery is below 25% 2. Pls do not leave the iPad unattended when you are charging it
	Mobile Device Management	1. Ensure your iPad is enrolled into Mosyle	1. Accept and follow the teacher's instruction	1. Do not uninstall the MDM app or attempt to

	(MDM)	and Apple Classroom .	throughout the lesson.	jailbreak the device.
Classroom Routine	Managing 1:1 Environment	1. Listen to teachers' instructions on group activity (Pair vs groups).	1. Join 4 tables together for group activity involving more than 4 people 2. Join 2 tables together for pair-wise group activity. 3. Join the relevant group settings design on an online platform.	1. Go back to the original classroom arrangement. 2. Save all work in studentworks@edgefield.sg