

# iGryphon

## An Introduction to E-Learning

Parents and Guardians



## E-Learning at The Gryphon School

The Gryphon is continually looking for new and innovative ways to yet further improve the quality of teaching and learning on offer to our students. As part of this, a focus on e-learning has become a central component of the school's wider vision over the last three years and we have been working incredibly hard on the iGryphon project.

The iGryphon project has three main aims. The first of these is to provide students, parents and guardians with access to all of our high quality learning resources online. We know that the key to success is practice and we want to support our students with this by providing them all with access to key learning resources on their own devices, anytime, anywhere.

The second aim is to provide students, parents and guardians with access to real time data around areas such as attendance, behaviour and attainment. We believe this real time access to data allows the school to work alongside parents and guardians to provide more regular positive feedback whenever possible and more effective intervention when it is required.

The third and final aim is to develop a digitally literate student body that are able to utilise technology to its fullest to benefit them within an educational setting. To help encourage this, a Bring Your Own Device, or BYOD, initiative has been adopted across the school. This means that we encourage students to bring their own mobile devices into school and to use these to assist with their learning wherever possible.

I hope that this booklet goes some way to explaining the various exciting and innovative aspects of the iGryphon project.

**Matt Doble**  
Head of Digital Learning

## iGryphon Portal

The portal is the home of everything iGryphon and provides you with access to every aspect of our digital offering in one place. You will be provided with your login details for the portal as soon as your son/daughter joins the school.

Once you have been provided with your login details, you can access the iGryphon portal at home by typing the following address into your web browser.

<https://intranet.gryphon.dorset.sch.uk>

The screenshot displays the Parent Intranet homepage for The Gryphon School. On the left is a dark blue sidebar with a 'Dashboard' menu containing 'News Items', 'Academic Support', 'Pastoral Support', 'Year Groups', 'Extra Curricular', 'ICT Support', and 'My Details'. Below this is a 'Staff Intranet' section with a search bar. The main content area is titled 'Parent Intranet' and includes a welcome message to 'Matt Doble'. It features a grid of document icons with titles: 'Curriculum Changes Overview (2015-16)', 'Review and Profile Changes (2015-16)', 'The Gryphon School SIAMS Report (December 2015)', 'SSCT Parents eSafety Newsletter (Spring 2016)', and 'The Gryphon Newsletter Spring 2016'. A sixth icon for 'SSCT Parents eSafety Newsletter Summer 2016' is shown below the grid. At the bottom of the main area is a banner for 'Arts Link Summer 2016' with a colorful abstract image. On the right side, there are three partner service tiles: 'iLesson' (Lesson resources, support materials and assignments, 'Coming Soon'), 'Progresso' (View your timetable, teacher and rooming information), and 'Bookings' (Book parents' evening appointments). At the bottom right is a 'Wisepay' tile (Pay for trips and top up your cashless catering account).

The portal homepage provides you with a range of news items and important documents. It also provides you with access to partner websites such as iLesson and Progresso via the buttons on the right hand side. These systems are outlined in the following pages.

## iLesson

iLesson is the home of all of our learning resources and homework tasks. Each department within the school has a section on iLesson and inside each of these every teacher has their own page. These are used to provide access to all of the resources that your son/daughter will need to be successful during their time at the school.



The content provided varies between departments, but every teacher is encouraged to upload as many resources as possible. The English page below for example provides additional support for students struggling with the use of metaphors, by providing them with a teacher explanation, helpful video and discussion forum on the topic.

Edit

### Metaphor

It is a **figure of speech** where something is described as though it is something else. Metaphors don't use 'like' or 'as' and imply that 'something is something else' - even though it is not. Examples:  
The sea was a marble statue, smooth and calm.  
The cotton candy in the sky sailed past her window.

"Similes and Metaphors" by The Bazillions

Create Topic

Download Forum

Topics	Replies	Last Activity
<a href="#">Similes and Metaphors</a>	<input checked="" type="checkbox"/> Show to others No replies	29/03/2016 @ 13:00 by Mo E. Roslund Gustavson

In addition to providing access to all of our learning resources, we use iLesson to set all of our homework tasks. This allows students, parents and guardians to access the task description and any support materials instantly, to view when homework tasks are due in, and students to message and receive additional support from their teacher directly.

All of the homework activities are then collated into each student's personalised digital diary, without the need for them to accurately record homework tasks in their planners.

Assignment Manager is accessed by clicking the assignments button at the top of iLesson, and will display all open homework tasks by default.

My Child's Work

Natesha Abbott

OpenClosedArchived

Open Assignments

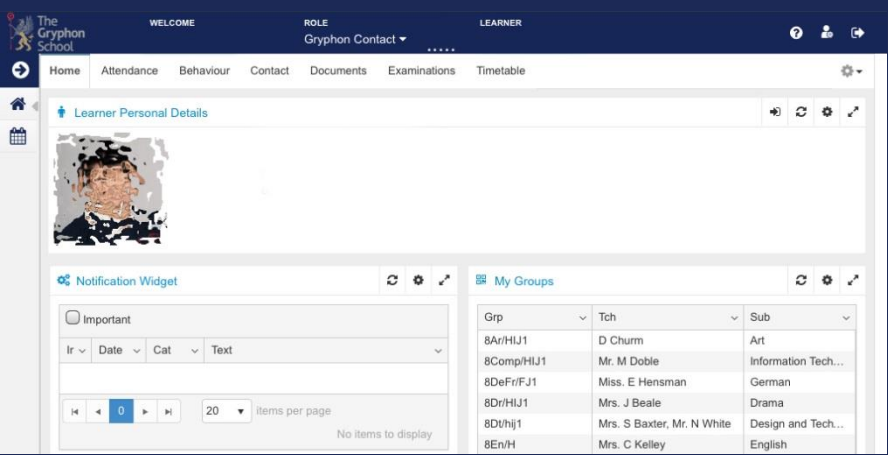
	Assignment Name	Subject	Issue Date	Due Date	Teacher		Completed	Overall Mark
i	Year 11 Easter Holiday H...	Modern Foreign Languages (MFL)	27/03/2015	13/04/2015	A Sampson		Not Completed	Not Released
i	Additional Past Paper	Science	17/03/2015	13/04/2015	M Hignett		Not Completed	Not Released
i	markschemes for Jan 13	Mathematics	07/05/2015	08/05/2015	A Wicks		Not Completed	Not Released
i	Vocab Express - Learning	Modern Foreign Languages (MFL)	17/03/2015	23/03/2015	A Sampson		Not Completed	Not Released
i	Method Maths	Mathematics	23/04/2015	01/05/2015	A Wicks		Not Completed	Not Released

It is important to note that the completed column on the parent version of Assignment Manager only indicates whether a student has marked the work as complete in their version of the application. This does **not** indicate whether a teacher considers the work to be completed or not.

# Progresso

Progresso is where we store all of the key information about our students. It is where we collate together information such as attendance, behaviour events, timetables and yearly reports on student progress. Both parents and students are able to access Progresso and make use of this real time access to data.

When you first access Progresso you will see your son/daughter’s teaching groups and teachers, and any notifications posted to your page about them.



You then have the ability to navigate through pages such as Attendance, Behaviour and Timetable, which will always be up to date.

Roll Call Attendance						
Category	Sessions		%			
Presents (Including Late)	66		95.65			
Present	66		95.65			
Late	0		0.00			
Absences	3		4.35			
Authorised	2		2.90			
Unauthorised	1		1.45			
Total	69		100.00			

The school provides students with virtual 'stickers' for positive behaviours and when students accumulate five stickers for a specific behaviour they are awarded a commendation. These awards are now all paperless and are tracked through the behaviour module with Progresso.

Learner Behaviour					
Behaviour Type	Entries	Points			
■ Positive	15	0			
1-Effort	4	0			
1-Good work	8	0			
1-Participation	1	0			
2-Helpfulness Commendatio	1	0			
Good Work Commendation	1	0			
■ Negative	0	0			
■ Neutral	0	0			
Total	15	0			

The documents section is a key area of Progresso as we now send all of our reviews and profiles home electronically. Under the documents tab you will find access to all personalised letters sent home about your son/daughter and will have access to all of their review and profile documents during their time at the school. If you are unable to access the review and profile documents online you will be able to sign up for paper copies when the first review is released.

Progresso also stores all of the data that we hold about you as a parent or guardian. This includes your address and emergency contact information. We now allow parents to update this information immediately online, without needing to complete a data capture form. You can do this by clicking the Manage Profile button in the top right hand corner of your screen, or the middle button shown below.



It is important that this information is up to date, as the system also allows the school to send out email and text message alerts about important events, including upcoming parents evening. You can also control your communication settings in the Manage Profile section.

## Parents' Evening Bookings


During each academic year you will have the opportunity to sign up to one parents' evening during which you can meet with relevant teachers. We make use of online bookings for each parents' evening to ensure that each parent/guardian has an equal opportunity to book appointments, as these do tend to fill up quickly. We do run a phone booking system alongside this for those unable to access the online system.

When you first access the parents' evening booking system you will be provided with a list of staff that teach your son/daughter. You can select as many of these as you wish using the screen below.

### Choose Teachers for Year 8 Parents' Evening

Jessica's teachers are listed below. Click on each teacher you wish to book an appointment with, they will be highlighted to indicate they've been selected. To remove a teacher, click their name to deselect them. You already have some appointments with teachers, they have been selected for you. Add any other teachers you wish to see for Jessica by clicking on the **Add a new teacher** button.

<input checked="" type="checkbox"/>	Mr C Barker - Physical Education
<input checked="" type="checkbox"/>	Mrs S Baxter - Design and Technology (product) G
<input checked="" type="checkbox"/>	Miss F Blazquez Martinez - French G
<input checked="" type="checkbox"/>	Mrs T Bramley - Science G
<input checked="" type="checkbox"/>	Mr J Burrows - History G
<input checked="" type="checkbox"/>	Mr A Cummings - Physical Education
<input checked="" type="checkbox"/>	Mr M Dal Din - Design and Technology (product) G
<input checked="" type="checkbox"/>	Miss S Duffy - Geography G
<input checked="" type="checkbox"/>	Miss L Harry - Physical Education
<input checked="" type="checkbox"/>	Mr J Hodge - Religious Education G
<input checked="" type="checkbox"/>	Miss E John - Mathematics G
<input checked="" type="checkbox"/>	Mrs C Kelley - English G
<input checked="" type="checkbox"/>	Mr J Miles - Information Technology G
<input checked="" type="checkbox"/>	Mrs C Moore - Science G
<input checked="" type="checkbox"/>	Miss T Pakijavan - Physical Education
<input checked="" type="checkbox"/>	Mrs P Peacocke - Mathematics G
<input checked="" type="checkbox"/>	Miss J Peters - Physical Education
<input checked="" type="checkbox"/>	Mrs S Redmond-Fareham - Art G
<input checked="" type="checkbox"/>	Mrs J Salmon - Design and Technology (product) G
<input checked="" type="checkbox"/>	Mrs E Walker - Music G
<input checked="" type="checkbox"/>	Mr N White - Design and Technology (product) G
<input checked="" type="checkbox"/>	Miss A Whiting - Spanish G
<input checked="" type="checkbox"/>	Miss H Young - Drama G

 Add a new teacher

It is important to note that for subjects such as PE, where teachers may rotate around groups, and Science, where students may have more than one teacher, you will see the option to sign up with all of



the teachers. In cases such as these, students will be told which teacher is most relevant to them in advance of the evening and we ask that you sign up to see just one teacher per subject.

Once you have selected the teachers you wish to see you will be provided with a list of available appointments and be able to book any appointment listed in green.

Miss L Harry Physical Education	Mr A Cummings Physical Education	Miss T Pakijavan Physical Education	Mr J Hodge Religious Education G	Miss J Peters Physical Education	Mr J Miles Information Technology G <b>Teacher Full</b>
<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	Busy	<a href="#">Book</a>	Busy
Busy	<a href="#">Book</a>	<a href="#">Book</a>	Busy	<a href="#">Book</a>	Busy
<a href="#">Book</a>	Busy	<a href="#">Book</a>	Busy	<a href="#">Book</a>	Busy
Busy	Busy	Busy	Busy	<a href="#">Book</a>	Busy
<a href="#">Book</a>	Busy	<a href="#">Book</a>		<a href="#">Book</a>	Busy
Busy	<a href="#">Book</a>	<a href="#">Book</a>		<a href="#">Book</a>	Busy
Busy	<a href="#">Book</a>	<a href="#">Book</a>	Busy	<a href="#">Book</a>	Busy
<a href="#">Book</a>	Busy	<a href="#">Book</a>	Busy	<a href="#">Book</a>	Busy
Busy	<a href="#">Book</a>	<a href="#">Book</a>	Busy	<a href="#">Book</a>	Busy
Busy			Busy		Busy
Busy	Busy	<a href="#">Book</a>	Busy	<a href="#">Book</a>	Busy
<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	Busy	<a href="#">Book</a>	Busy
Busy		Busy	Busy		Busy
<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	Busy	<a href="#">Book</a>	Busy
<a href="#">Book</a>	<a href="#">Book</a>	Busy	Busy	<a href="#">Book</a>	Busy
			Busy	Busy	Busy
Busy	Busy	Busy	Busy		Busy
<a href="#">Book</a>	<a href="#">Book</a>	Busy	Busy	Busy	Busy
Busy		Unavailable	Busy		Busy
Busy	<a href="#">Book</a>	Unavailable	Busy	<a href="#">Book</a>	Busy
	Busy	Unavailable	Busy		Busy
Busy	<a href="#">Book</a>	Unavailable	Busy	<a href="#">Book</a>	Busy
		Unavailable	Busy		Busy
Busy		Unavailable	Busy		Busy
		Unavailable	Busy		Busy
Busy	<a href="#">Book</a>	Unavailable		Busy	Busy

Parents' evenings at The Gryphon do fill up very quickly and most teachers end up with busy appointment cards. If a teacher is fully booked, you will be provided with a 'Request Appointment' button. If you click this, the teacher will endeavour to provide you with a phone appointment or arrange to see you at an alternative time.

## Potential BYOD Devices

A number of our parents have approached the school asking for advice and assistance in purchasing a BYOD suitable tablet to aid with their son/daughter's learning during their time at the school. Whilst we are unable to assist with purchases directly, we have created this document outlining four devices that we believe cater for a range of budgets and provide excellent e-learning potential.

Device and Cost	Amazon Kindle Fire £49.99	Google Nexus 7 £122.00	iPad Mini 2 £199.99	iPad Air £319.99
Image				
<b>Screen Resolution</b> A tablet screen is made up of a number of individual dots, or pixels. The more pixels present, the higher the quality of the picture on the screen.	7 Inch 1024px x 600px	7 Inch 1920px x 1200px	7.9 Inch 2048px x 1536px	9.5 Inch 2048px x 1536px
<b>Processing Power</b> The processor, or CPU, and RAM memory combine to define the speed of the device. The higher these numbers, the faster the device is likely to run.	1.3 GHz quad-core CPU 1024 MB RAM	1.5 GHz Dual Core CPU 2048 MB RAM	1.3 GHz Dual Core CPU 1024 MB RAM	1.5GHz tri-core CPU 2048 MB RAM
<b>Internal Storage</b> The storage within the device defines how many applications and documents the device can store.	8 GB (Expandable by up to 128 GB with microSD)	16 GB (Not Expandable)	16 GB (Not Expandable)	16 GB (Not Expandable)
<b>Camera</b> One of the key functions of a tablet in school is to evidence work and capture revision materials. The higher the mega pixels the better the quality of the photograph.	Rear Camera: 2 MP Front Camera: 0.3 MP	Rear Camera: 5 MP Front Camera: 1.2 MP	Rear Camera: 5 MP Front Camera: 1.2 MP	Rear Camera: 5 MP Front Camera: 1.2 MP

This document has been created as an informative piece only. Whilst every care was taken to verify the hardware specifications listed above we cannot be held responsible for incorrect or out of date information. We do recommend that you obtain independent advice before making any BYOD related purchase.

## Wisepay


Wisepay is the online system that we use to allow parents and guardians to pay for school trips and deposit money in students' cashless catering accounts. Additionally, the system now allows parents and guardians to provide permission for students to attend trips digitally.

Welcome to our Online Payment Area


### Log In

COOKIE INFORMATION - By logging in, you accept that cookies will be used during your visit to WisePay. [Further information >](#)


USERNAME/EMAIL  PASSWORD   [Forgotten Password ?](#)




Trip and Visit Payments




Food and Drink Payments






Travel Payments







Shop



Ticket and Event Bookings





Once logged into the system, you will be provided with a range of categories including trips, tickets for school events and food and drink. Inside categories such as trips you will then have access to provide permission and pay for any upcoming school trips.

Due to the additional security required around online payments, Wisepay is the one system that requires a separate set of login details. You will be provided with these in your welcome pack.

Cashless catering allows you, as a parent or guardian, to deposit a pre-paid amount into your son/daughter’s canteen budget. Students are then able to pay for food in the canteen using their fingerprint instead of needing to bring money into school.

Amount

£10

☒

£ 10.00 -

Pay Dinner Money

£20

☐

£ 20.00 -

Pay Dinner Money

£30

☐

£ 30.00 -

Pay Dinner Money

£40

☐

£ 40.00 -

Pay Dinner Money

£50

☐

£ 50.00 -

Pay Dinner Money

☐

£ 0.00 -

Enter own amount below

Other amount

£

Price - £ 10.00

Please [Log in](#) to make a purchase

(The price will be calculated based on the options you select above)

In addition to depositing funds to students’ accounts, you will be able to view how much has been spent on the account each day.

Across payments for trips and cashless catering, Wisepay accepts all major payment methods.

## What Makes a BYOD Device?

The school supports nearly all devices with an internet connection and the use of a web browser. The device that students bring in should however be used to assist with their learning and is not to be used as a toy during lessons.

Portable games consoles, such as a Nintendo DS which has an internet connection but whose main functionality is as a games console, is therefore not suitable as a BYOD device within lessons.

To be suitable for use in the classroom a BYOD device needs to have the following functions:

- The ability to connect to a WiFi network
- The ability to download and install a variety of mobile applications through an appropriate application marketplace (Such as iTunes or Google Play)
- The ability to open and view word processed documents (Office 365 is free to all students at The Gryphon School)
- The use of a camera to take still pictures and/or video recordings (This is non-essential but is very beneficial for class activities and projects)

## Bring Your Own Device Guidelines

The BYOD initiative is a privilege for students and not a right. Students who choose to bring a device into school need to be aware of the following guidelines and follow them at all times.

1. I will always use my device in accordance with the school's Acceptable Usage Policy
2. My device is my responsibility and is not insured by the school
3. My teachers and any other members of staff have the right to decide when I should and shouldn't be using my device
4. At school my device is a learning tool. When used in class it should be used to enhance my learning and not as a toy to play games
5. I will only photograph/video people with explicit permission from them and a teacher, and I will never share or distribute images of students, teachers or other members of staff
6. I will keep my device on silent at all times
7. I will make sure that I have permission from the teacher before using headphones in class
8. I understand that cyberbullying is a serious issue and I will not use my device to participate in any way in activities that could be perceived as bullying
9. If my device needs charging whilst at school I will use the charging lockers – not a plug socket in a classroom
10. I understand that failure to comply with any of the above rules will result in my device being confiscated from me and if necessary further disciplinary action will be taken by The Gryphon School.

## Useful BYOD Applications

### iGryphon App



A mobile version of the central portal of all information required whilst at the school, including links to iLesson and Progresso.

### Office 365



Free access to Microsoft Office 365, including Word and PowerPoint is provided for all students during their time at the school.

### Foldr



A free file sharing application which allows you to access files from, and upload files to, your school workspace.

### Socrative



A real time questioning application, allowing teachers to set quizzes and assessments which provide immediate feedback.

### Dragon Dictation



An app that turns speech into written text, allowing students to speak their coursework into their tablet or laptop.

### Microsoft Remote Desktop



A mobile, PC and Mac based application allowing students to connect to their school workspace and use all of our software at home.

## Safety and Storage

When a student brings their device into school it is their responsibility. The school is unable to provide any kind of insurance to cover damage to devices. If, as a parent or guardian, you feel an insurance policy is important then it is your responsibility to arrange this before the device is brought onto the site. We strongly recommend that the device is kept in a case at all times to avoid accidental damage.

To allow students to safely store their devices during the day, we have a number of passcode operated charging lockers which can be utilised on a first come first serve basis during break and lunchtime. These are located in the iHub (at the top of the LRC). These lockers are not a long term storage solution and devices should not be left in them overnight. Although students are welcome to use the charging facilities of the lockers they will need to provide their own chargers and must ensure that their chargers are in good working order before using them on site. For safety reasons only the device and its charger are allowed to be stored in the locker.

To operate the lockers students need to place their device inside (on charge if desired). Using the keypad they enter a 4 digit code of their choosing. Once the green lights stop flashing they re-enter their code and the lock is activated. To unlock students simply re-enter the code. It is the student's responsibility to remember the code for their locker. If they do forget the code then there is a master code available in the iHub. A series of security questions will be asked to verify that they are the owner of the device.



## Support

To support our student, parents and guardians with the use of e-learning across the school we have a dedicated iHub, manned by our Student Digital Leader group as well as an IT Helpdesk managed by a full time support team.

The iHub is located at the top of the LRC just outside of the Careers office. The iHub is open during break and lunchtime every day and is manned by our Student Digital Leaders. The Student Digital Leader group is a collection of fully trained students who provide peer support on a variety of e-learning topics, including:

- Connecting to the school Wifi
- Downloading and using the iGryphon App
- Accessing their school files on their mobile device
- Setting up email
- Wireless printing
- All other e-learning queries

Parents and guardians are provided with technical support through our IT Helpdesk system. The system is manned between the hours of 8am and 4pm and is available via the following phone number:

Phone: 01935 810 158

Outside of these hours, and for parents and guardians preferring to access support online, support tickets can be submitted to the following email address:

Email: [support@gryphon.dorset.sch.uk](mailto:support@gryphon.dorset.sch.uk)

We endeavour to respond to all support tickets within 24 hours, Monday to Friday.

## Additional Information

If you would like any more information about the school's e-learning strategy, or would like to provide us with any feedback then please do not hesitate to get in touch using our support email address, which is:

Email: [support@gryphon.dorset.sch.uk](mailto:support@gryphon.dorset.sch.uk)



BYOD Art created with Mrs Carvell