

**Believe
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**the Olive Tree
Primary School**

**iPad Acceptable Use
Policy**



The **OliveTree**
Primary School

Document Control

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iPad Responsible Use Policy

The policies, procedures and information within this document apply to all iPads or any other IT handheld device used in school. Teachers and other school staff may also set additional requirements for use within their classroom. Users must use protective covers/cases for their iPads. The iPad screen is made of glass and therefore is subject to cracking and breaking if misused:

- Never drop nor place heavy objects (books, laptops) on top of the iPad.
- Do not subject the iPad to extreme heat or cold.
- Do not store or leave unattended in vehicles.
- Do not photograph, or store photographs of any other person, without that persons' consent. The iPad is subject to routine monitoring.
- Users in breach of the Acceptable Use Policy may be subject to but not limited to; disciplinary and charge action, confiscation, removal of content or referral to external agencies in the event of illegal activity.
- The Olive Tree Primary School is not responsible for the financial or other loss of any personal files that may be deleted from an iPad.

Additional Responsibilities For Pupils

If an iPad is left at home or is not charged, the user remains responsible for completing all school work as if they had use of their iPad.

Malfunctions or technical issues are not acceptable excuses for failing to complete school work, unless there is no other means of completion.

Pupils must not use their iPad in school corridors, on their journeys to and from school or outside of school buildings (unless with the teacher's permission).

Safeguarding and Maintaining as an Academic Tool

iPad batteries are required to be charged and be ready to use in school.

Syncing the iPad to iTunes or iCloud will be maintained by the school administrators.

The whereabouts of the iPad should be known at all times, and will be tracked on all devices using the 'find my iPad' on the iPads'.

It is the user's responsibility to keep their iPads safe and secure.

iPads belonging to other users are not to be tampered or interfered with in any manner. If an iPad is found unattended, it should be given to the nearest member of staff.

Lost, Damaged or Stolen iPad

If the iPad is lost, stolen or damaged, the school business manager must be notified immediately, with a report on how it was lost, stolen or damaged.

Where the iPad requires a repair as a result of negligence, parents will be required to contribute to repair costs (iPads are rarely subject to physical damage if cases are not removed). Please refer to the school Charging & Remissions Policy for further information.

Cameras

Users must use good judgement when using the camera. The camera will not be used to take inappropriate or explicit photographs or videos, nor will it be used to embarrass anyone in any way, or violate any of the school's policies.

Images of other people may only be made with the permission of those in the photograph.

Use of the camera and microphone is prohibited unless permission is granted by a teacher.

Misuse of Password, Codes or other Unauthorised Access

The authorised user for the iPad is the pupil of The Olive Tree Primary School. The iPad must be used for educational purposes, or purposes set by the teacher.

Any user caught trying to gain access to another user's device, files or data will be subject to disciplinary action.

Jailbreaking

Jailbreaking is the process, which removes any limitations placed on the iPad by apple. Jailbreaking results in a less secure device and voids all warranties is strictly prohibited.

Users should be aware of and abide by the guidelines set out by the School E-safety policy.

Student pledge for iPad use:

- I will take good care of my iPad.
- I will never leave the iPad unattended.
- I will never lend my iPad to others.
- I will know where my iPad is at all times.
- I will charge my iPad's battery every night.
- I will keep food and drinks away from my iPad since they may cause damage to the device.
- I will not disassemble any part of the iPad or attempt any repairs.
- I will protect my iPad by only carrying it whilst it is in a case.
- I will use my iPad in ways that are appropriate.
- I understand my iPad is subject to inspection at any time without notice.
- I will only photograph people with their permission.
- I will only use the camera or the microphone when my teachers tell me to.
- I will never share any images or movies of people in a public space on the internet, unless I am asked to do so by my teacher.
- I will only use my iPad for educational purposes.

Pupil Acceptable Usage Policy

The school has developed a set of rules to help keep pupils safe whilst using technology e.g. iPads, Internet, blog and email. Pupils will be reminded of their responsibilities whilst using technology. These rules will be kept under constant review and amended as required. Additional clauses may come into effect at any time, but will be communicated. The Declaration Form MUST be signed and returned to the school.

The following rules apply to ALL pupils:

- I will be responsible for my behaviour when using technology because I know the rules are there to keep me safe.
- I will use school equipment and resources responsibly with respect when directed by my teacher or member of staff. I will take full responsibility for damage caused to school equipment if used inappropriately.
- I will only use my own login and password that has been given to me by my teacher when using the iPad, online learning environments and will keep them personal.
- I will only use the internet in school for school work and follow teacher or staff instructions.
- I agree not to join or use any social networking sites other than authorised school twitter class accounts (which are protected and monitored).
- I will turn off my device and tell my teacher or member of staff **IMMEDIATELY** if I see anything on the internet that's makes me feel unhappy or uncomfortable.
- I will NEVER give out my own or others personal details e.g. name, address, phone number.
- I will support the schools approach to E-safety and NOT deliberately download/upload any images, videos, sounds or text that could upset any member of the school community including content related to radicalisation.
- I know that the school can check my files, and internet sites that I visit will be filtered and monitored. The school may contact my parent/guardian/carer if the school is concerned about my online safety.
- I will NOT bring data storage devices (USB sticks, memory cards) into school without permission from my teacher.
- I will look after my iPad and not be careless with it.
- I will NOT bring my mobile phone into school without my parents knowledge.
- I will never use IT in an offensive way that may hurt or upset others.
- I will not tamper/edit/change/add/remove settings from the iPad without permission from my teacher.
- I understand I am responsible for my actions, both in and out of school:
- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour that are covered in this agreement when I am outside of school and where they involve my membership of the school community (examples would be Cyberbullying, Radicalisation or use of images or personal information).

Sanctions

1. A letter home informing parent/guardian/carer of the nature and the breach of rules.
2. Local Authority and/or police informed.
3. Suspension of iPad
4. Charge

School responsibilities

- We will manage pupil devices at all times.
- We will provide every child with an iPad, case and charger to help support their learning.

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- We will ensure children with additional needs have access to tools to support their learning
- We will maintain/repair iPads if there are problems.
- We will set suitable filters to protect pupil online searches.
- Filters (Global Proxy) is set so the iPad will run through secure filters at school and at home.
- Weekly online search reports will provide us with information about each child's online behaviour.
- Search reports will inform the teaching of E-safety.
- Weekly teaching of Digital Citizenship to help children understand how to stay safe online (age appropriate).
- Celebration of Safer Internet Day.
- Assemblies focussing on E-safety.
- We will support parents if they wish to learn more about devices, their use and E-safety.

PUPIL/PARENT IPAD ACCEPTABLE USE DECLARATION

Pupil:

I have read and understood the rules on using technology, I know that these rules are to help keep me safe (parents can sign on behalf of the child).

Name:

Date:

Signed:.....

Parent:

I have read and understood the 'iPad Acceptable Usage Policy' document and give my permission for my son/daughter to use the technology outlined in this policy. I understand that the school will take all reasonable precautions to ensure that pupils are safe and cannot access inappropriate materials online but this is on occasions unavoidable, with today's technology. My son/daughter is aware of the procedures in school should he/she find his/herself in this situation. I understand that the school cannot be held responsible for the content of material accessed.

I understand that I will be required to contribute to the cost of repairs in line with the school's Charging & Remissions Policy, for any damage to the iPad as a result of negligence.

I have read the rules and discussed them with my child.

Name:

Date:

Signed:.....