



St Cyres School

**iPads for Learning Acceptable
Usage Policy**

2019/20



Pupil Name:

Using the iPad Responsibly in School

The following Guidelines have been developed and cover a wide range of potential issues. It is important that all pupils and parents are aware of them and their personal responsibility to adhere to these guidelines.

Health & Safety

Health

It is important to be aware of the possible risks to health of sitting in uncomfortable positions and staring at the iPad for prolonged periods of time.

Try to limit the amount of time that you spend using your iPads. Teachers will not be using them in every lesson and not for the whole lesson. However if you have been spending a large amount of time on the iPad, please ensure that you take regular breaks and don't continue to then play games for hours after that.

Health Tip

If you spend a lot of time on the iPad, or focusing on any one thing, you sometimes forget to blink and your eyes can get tired. Try the 20-20-20 rule : every 20 minutes, look away at about 20 feet in front of you for 20 seconds. This can help reduce eyestrain.

Personal Safety

Ensure that the iPad is kept in your bag when walking to and from school. Follow the usual advice about keeping safe. For example, not walking around alone when it is dark and ensuring that an adult knows where you are. If approached, just hand the iPad over. It is insured and can be tracked.

Online Safety

All pupils receive online safety guidance as part of the curriculum in both their ICT lessons and in PSE lessons. When using the iPad in school, iPads will be subject to the same comprehensive filtering system as all other school based IT. Similarly, using the school's Mobile Device Management software, the iPad will be subject to the same level of monitoring and filtering when it is used at home or on any public Wi-Fi connection.

Please be aware that a member of staff has the right to look at the content stored on the iPad at any time and this will happen as part of random spot checks to ensure that the iPads are being used appropriately.

Privacy

The iPad will be locked with a minimum 4 digit passcode. You must keep this passcode secret to prevent other people accessing the iPad and using it inappropriately. Remember that you will have a substantial amount of important work on this iPad and it is your responsibility to keep this work safe.

Any attempt to look at a fellow pupil or teacher's iPad will be dealt with very seriously.

Security

Each iPad will have a unique Serial Number which will link the iPad to you and this is shown at the bottom of the lock screen in very small letters. Remember that there are lots of identical looking iPads in the school with identical cases (although cases can be personalised, as explained below).

Using the Camera

The camera is a very useful tool for recording work, notes, experiments, etc. However, it is important to be aware that some staff and pupils are not prepared to have their photograph taken and that permission must always be sought first.

Under no circumstances must the camera be used to take and distribute images that might embarrass someone, or cause them any distress.

Email Etiquette

Email is likely to become a key means of communication between staff and pupils. It is important that pupils are aware of the rules regarding proper etiquette when sending emails. For example, you should address staff in an email in the same way that you would address them in person. If you are emailing a teacher for help with something, please remember that in order to get the help you require, you need to write the email in a polite and appropriate way. Always remember to politely sign off the email with your name.

Appropriate iPad use in School

In lessons

Some teachers will use the iPads in lessons more than others. This is likely to vary dramatically throughout the year as some lessons/topics may be more suited to the use of new technology than others.

Your use of the iPad in school is always at the teacher's discretion. If the teacher

hasn't asked you to use the iPad then it should be kept out the way in your school bag. If the teacher feels that you have not been using the iPad responsibly then they will ask you to put it away.

If pupils do not respond to requests to use the iPad appropriately, Directors of Pupil Progress reserve the right to remove the App Store and all non-school Apps from a pupil's iPad for a period of time.

Breaks and Lunchtimes

We want to encourage pupils to work collaboratively with their iPad in their own time.

You are allowed to use the iPad in any areas of the school (unless a member of staff has told you not to). This includes the Dining Room, the breakout spaces, LRC and any outside spaces. However, you must not use it whilst walking around the school in corridors, stairwells or when walking between lessons.

Please be aware that, as well as this being a safety issue, this may also invalidate any insurance claim if you end up dropping it or damaging it as a result of you using it when walking around.

Use at Home

One of the main benefits of this scheme is that it gives pupils access to learning materials from wherever they are, be it in school or at home. This might be in the form of Google Classroom, Apps, eBooks created by teachers in St Cyres, iTunesU courses, or any other online content.

Teachers will set homework and other tasks using Google Classroom on the iPad and the usual sanctions will occur if this work is not completed. Please note that Google Classroom can also be used on any personal piece of IT equipment such as home laptops, computers and pupil mobile phones.

You are allowed to download your own Apps (eg games) for use in your own time. However, these must not be used in school during lessons.

Being Prepared

Lessons will be disrupted if pupils forget the iPad, or have failed to charge it up overnight. **The iPad must be brought into school every single day and be fully charged.**

You must ensure that there is sufficient space on the iPad in order to store your school work and not overfill your iPad with games and music. You will be

encouraged to use Google Drive for much of your school work as this will enable you to access your work from any school or home device seamlessly.

The Case

A black STM Dux case has been purchased which are superior protective cases in order to keep iPads in the best possible condition and to help prevent screen damage. The School Council made the final choice of this type of protective case.

iPads must be kept in the case provided by the school at all times in order to maximise the protection offered to the device. **There will be no insurance claim for damaged iPads if the damage has resulted from the case not being used.**

The case has a transparent back which enables pupils to customise it and to make it easily identifiable as theirs. The school encourages pupils to do this, provided that the pictures and images used are appropriate. **Under no circumstances must pupils graffiti or deface the iPad case. In the event of any graffiti on the iPad case, parents will be informed and will be expected to purchase a new or second hand case from the school.**

Loss or damage to iPads

The school will work with parents and pupils to minimise incidents of loss or damage to iPads because the economic sustainability of the iPad scheme is dependent on us doing so. It is essential that pupils treat all iPads with care. The use of the correct case, as described above, is essential in maintaining the device and minimising damage.

- 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, etc.) on top of your iPad.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean your iPad screen.
- Do not subject your iPad to extreme heat or cold.
- Do not store or leave your iPad unattended in school or when in any public place. The whereabouts of your iPad should be known at all times.

If a school iPad is damaged and requires repair, this iPad should be returned to the relevant DoPPs office. **Pupils can expect to be without their iPad whilst the damage is being assessed/repared.** If the damage is so extensive that economic repair is not possible, the pupil will be issued with a replacement device of a similar

age.

If an iPad is **damaged**, parents will be issued with an insurance claim form which will need to be completed explaining exactly how the damage was caused and the circumstances around this. An insurance claim can only proceed if there is sufficient evidence explaining the nature and circumstances of the damage, and providing that the iPad was in the correct case and not being used inappropriately, as described in this document.

Families will be asked to pay for the cost of replacement or repair if it is caused by inappropriate use or lack of care. This will also apply in the unlikely event that a pupil is involved in damaging another pupil's iPad.

If an iPad is **lost or stolen**, parents will be asked to complete an insurance claim form giving details of the incident and parents will be required to report this to the police and to provide the school with an incident number. Subject to availability, a replacement iPad of a similar age to the lost device will be issued.

If you find an iPad that does not belong to you, it should be handed in to Reception immediately.

If your child is making a second insurance claim within a 12-month period, the school will issue a second insurance claim form to the parent informing them that any further break within another 12-month period from the date of this second claim will not be covered by the insurance scheme and that parents will be fully liable for future loss of breaks within this period.

Faulty iPads

If an iPad develops a fault it should be taken to the IT Support Team without delay. We will endeavor to take the iPad to the Apple Store as soon as possible after it is reported to us so that a repair or replacement can be issued.

Lead and 3-Pin Charger

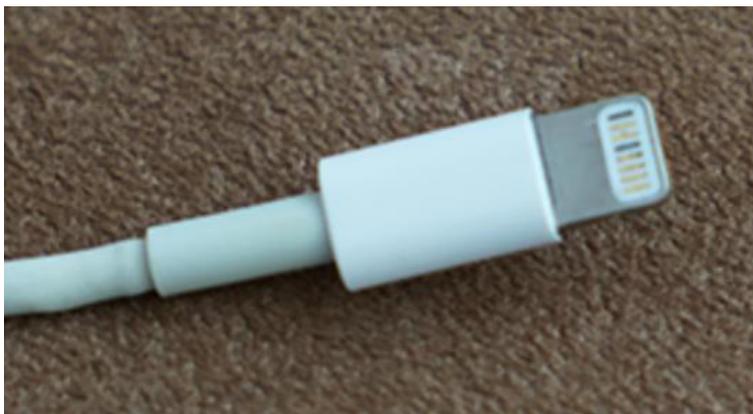
Pupils and parents need to be aware that the school is not able to provide insurance cover for either the 3-pin charger or the charger lead. The charger lead needs to be treated very carefully by the pupils as these are easily damaged if pupils do not handle them correctly.

The correct way of handling the charger lead is shown in the image below.



Under no circumstances must pupils remove the charger lead from the device by pulling on the lead itself.

Charger leads showing even the smallest sign of damage (as shown by the small 'bubble' in the cable in the image below) will not be covered by the school or indeed by Apple themselves.



Ownership

iPads remain the property of St Cyres School.

Pupil Guidelines for iPads

Pupils are responsible for good behaviour when using iPads just as they are in a classroom or a school corridor. General school rules apply.

iPads are provided for pupils to conduct learning activities that may include research, production of content and communication with others. Remember that access to devices and the Internet is a privilege, not a right and that such access requires responsibility.

Individual users of the iPads are responsible for their own behaviour and communications.

Files stored on the iPad will be treated in the same way as files stored on the school network, or indeed notes written in an exercise book. Staff may review files and communications on the iPad at any time to ensure that users are using the system responsibly. Users should **not** expect that stored files would always be private.

During school, teachers will guide pupils toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting or attacking others
4. Damaging or defacing iPads and/or cases
5. Violating copyright laws
6. Using others' passwords
7. Trespassing in others' folders, work or files
8. Intentionally wasting limited resources
9. Photographing or videoing others without their permission

To be signed by ALL pupils and parent.

iPads for Learning Agreement

The school has provided iPads and computers with Internet access to help your learning. These rules will keep you safe and help us be fair to others.

- I will keep my iPad secure using the passcode which I will keep secret.
- I will not interfere with another pupil's iPad, other people's work or their files;
- I will not waste time in lessons using the iPad for non learning activities.
- I will not behave in a way that can cause damage to iPads.
- The messages I send will be polite and responsible.
- I will not give my home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission.
- I will report any unpleasant material or messages sent to me. I understand this report would be confidential and would help protect other pupils and myself.
- I will ensure that I bring the iPad to school each day and that it is fully charged at the beginning of the school day.
- I understand that I must manage the storage space on my iPad effectively and ensure that personal files and Apps do not get in the way of school work.
- I understand that the school may check my iPad and may monitor the Internet sites I visit in school.

To be signed by a parent after attendance at an iPad event

Parent Name: _____

Parent signature: _____ Date: __/__/__

To be signed by the parent or pupil on receipt of iPad and case

Parent/Pupil name: _____ Form: _____

Parent/Pupil signature: _____ Date: __/__/__

Age Restrictions on Certain Apps

Holding an Apple ID account is not permitted until a pupil is 13 years old.
Therefore we ask that parents set up these accounts for their son/daughter.

Please sign below if your son/daughter is younger than 13 and you are happy to support in this setup:

Parent Signature: _____

