

St Agnes' CE Primary School

iPad Acceptable Use Policy 2016



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iPad Acceptable Use Policy for St Agnes' Primary School

The policies, procedures and information within this document applies 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 Responsibilities

Users must use protective covers/cases for their iPad.

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 the iPad.

Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen.

Do not subject the iPad to extreme heat or cold.

Do not store or leave unattended in vehicles.

Users may not photograph any other person, without that persons' consent.

The iPad is subject to routine monitoring by St Agnes' Primary School. Devices must be surrendered immediately upon request by any member of staff.

Users in breach of the Responsible Use Policy may be subject to but not limited to; disciplinary action, confiscation, removal of content or referral to external agencies in the event of illegal activity.

St Agnes' Primary School is not responsible for the financial or other loss of any personal files that may be deleted from an iPad.

If the iPad is taken home then ensure it is safeguarded and the usage is entirely for St Agnes' educational purposes. All content should be treated as private and confidential.

The iPad must not be used for any social media and networking purposes.

If the iPad is taken home then staff agree to be responsible for any accident, loss or damage.

Staff should sign out and sign in when taking iPads home (Appendix A).

Additional Responsibilities for Pupils

Pupils must only use iPads with the permission of the teacher and their knowledge.

Pupils must follow the E-Safety Policy when using the iPads.

Pupils in breach of the E-Safety Policy may be subject to but not limited to; disciplinary action, confiscation, removal of content or referral to external agencies in the event of illegal activity.

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 a School IT administrator.

Items deleted from the iPad cannot be recovered.

Memory space is limited. Academic content takes precedence over personal files and apps.

The whereabouts of the iPad should be known at all times.

It is a user's responsibility to keep their iPad safe and secure.

iPads belonging to other users are not to be tampered within any manner.

If an iPad is found unattended, it should be given to the nearest member of staff.

Lost, Damaged or Stolen iPad

Staff iPads must be password protected for secure access for the user only.

Passwords must not be disclosed to any unauthorised people.

If the iPad is lost, stolen, or damaged, the ICT Technicians/Network Manager/Head Teacher must be notified immediately.

iPads that are believed to be stolen must be reported to the police with a reference number obtained.

Prohibited Uses (not exclusive):

Accessing Inappropriate Materials – All material on the iPad must adhere to the ICT Responsible Use Policy. Users are not allow to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.

Illegal Activities – Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity.

Violating Copyrights – Users are not allowed to have music and install apps on their iPad.

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

Users must use good judgment when using the camera and that it is for educational purposes. The user agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of camera in toilets or changing rooms, regardless of intent, will be treated as a serious violation.

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

Posting of images/movie on the Internet into a public forum is strictly forbidden.

Misuse of Passwords, Codes or other Unauthorised Access: Users are to set a passcode on their iPad to prevent other users from misusing it.

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

Malicious Use/Vandalism – Any attempt to destroy hardware, software or data will be subject to disciplinary action.

Jailbreaking – Jailbreaking is the process of which removes any limitations placed on the iPad by Apple. Jailbreaking results in a less secure device and is strictly prohibited.

Inappropriate media may not be used as a screensaver or background photo. Presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures will result in disciplinary actions.

Individual users are responsible for the setting up and use of any home internet connections and no support will be provided for this by the school.

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

St Agnes' Primary School reserves the right to confiscate and search an iPad to ensure compliance with this Responsible Use Policy.

Adult Users must read and sign below:

I have read, understand and agree to abide by the terms of the iPad Acceptable Use Policy.

Name

Signature

Date

Please read the iPad Acceptable Use Policy below:

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 keep food and drinks away from my iPad since they may cause damage to the device.

I will not disassemble any part of my 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 that 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 teacher tells 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 agree to abide by the statements of this iPad acceptable use policy



Appendix A

Staff iPad Home use sign sheet

Staff name	iPad no.	Date out	Signature	Date return	Signature	Issues/comment