



1:1 iPad Acceptable Use Policy September 2017

About this policy: The purpose of this policy is to ensure that this technology can be used safely to improve the quality of learning, by enhancing what is already being done at home and at school. Parents of children participating in the 1:1 iPad Learning Project must read and agree to this policy. A child friendly version of this policy, called the 'iRules', can be found at the end of this policy.

Caring for the iPad:

- The iPad screen is made of glass and therefore could be cracked or broken by misuse. The iPad must remain in the case provided at all times. Avoid placing other items on top of the iPad. Do not place paper or other items within the iPad case as this could put pressure on the screen.
- Never drop or position the iPad where it could fall.
- Transport the iPad carefully within your school bag, ensuring there is not too much pressure placed upon it by other items. Treat your bag with care when the iPad is inside.
- Keep the iPad away from food, drink or other liquids as it is not waterproof.
- Only clean the screen with a soft cloth and never use any cleaning products.
- Do not subject the iPad to high or low temperatures (eg do not store in a vehicle)
- The case and iPad must not be defaced or decorated in any way (eg stickers or 'skins').
- Do not attempt to disassemble the iPad or carry out any repairs.

Security:

Please read the insurance information in **Use of the iPad in School** on the website which explains what is, and is not, covered by the insurance policy.

- All iPads are monitored and can be tracked and remotely locked/wiped by the school. Because of these security features, the iPad is useless to anyone else if stolen; its location can be identified, and the information passed to the police. The 'Find My iPad/iPhone' option must also be activated in settings.
- When outside of a secure place at home, the iPad must never be left unattended. If an unattended iPad is found, please return it to the school office immediately.

- When not in use at school, store the iPad in the locked storage cabinet in the classroom. At home, the iPad should be kept safe in a drawer or cupboard when not in use.
- Do not leave the iPad in an unlocked car or visible in a parked car.
- To avoid accidents, do not use an iPad while walking around.
- Take the iPad home every night to charge it and complete any homework set. Take care when inserting and removing the cable to avoid damaging it or the iPad. Bring it to school every day.
- Use a 4 digit 'pin' code (password) to keep the iPad secure but unlock it if asked by a member of staff.
- If the iPad is lost or damaged, inform the School as soon as possible.
 - Damaged iPads should be brought to school. While an iPad is being repaired, the School will attempt to provide a 'loan' iPad, if one is available, for use at school only. This loan iPad will not be taken home. Repaired iPads are then collected from the School.

Using the iPad:

- Always follow the **iRules**
- At school, only use the iPad if the teacher has given permission.
- At home, only use the iPad if your parent has given permission.
- Stop using the iPad immediately if asked to by an adult.
- The iPad is for use in lesson time only and may not be used at breaks or lunchtimes unless specified and supervised by an adult.
 - Sound should be muted or earphones worn at all times unless permission is given by an adult.
 - Accept and download apps or updates sent to the iPad by the School.
 - School apps must not be deleted.
 - If the iPad is running out of storage space, all personal content must be deleted in preference to school work/apps.
 - Do not allow anyone else to use the iPad unsupervised.
 - Ensure all content on the iPad complies with copyright laws e.g. no illegal downloads.
- Printing is discouraged and permission must be given by a member of staff before anything is printed. A system for transferring files from the iPad to the school network will be in place.

Keeping Safe:

- As the child is too young to have an account, the School will set up Apple accounts for use on the iPad and parents must accept full responsibility for monitoring this while the children are using the iPad at home.
- Never film, photograph or record audio of anyone without asking permission.
- Never upload photographs, video, audio or personal details of yourself or any other person to the public internet (eg social media).
- Report any form of bullying, intimidation or unkindness towards you or others to your teacher.
- Unlock the iPad and allow staff to access its contents when asked. Do not keep 'private' information on the iPad, because it's not a private space.
- Never share your password or attempt to access anyone else's files.
- Do not tamper with the iPad's operating system.
- Do not attempt to bypass the internet filtering or other restrictions. Only use the internet browser provided and do not install other browser apps.
- Do not use the iPad to access inappropriate content e.g. age restricted material or images/text that are not suitable for children, social media or apps that are not deemed suitable by the school.
- Take regular breaks from using the iPad and avoid using headphones with the volume too high.
- Do not remove or attempt to remove the school's management profile (user settings) from the iPad. This is in place to keep pupils safe.

iRules:

Polite:

- I will only use the iPad for learning activities when in lessons
- I will report any form of bullying, intimidation or unkindness towards myself or others.

Responsible:

- I will look after the iPad and never leave it unattended.
- I will bring the iPad to school every day, fully charged and in its case, within my school bag.
- I will update and backup the iPad regularly.

Kind:

- I will ask people's permission before taking a photo, video or audio of them.
- I will not try to guess other people's passwords.

Safe:

- I will only use the iPad at home or at school, not on the way.
- I will protect the iPad with a 4- digit code (password) and will not share this password with friends but will unlock the iPad and allow staff to access its contents.
- I will not use the iPad to access inappropriate content.

Respectful:

- I will not tamper with the iPad to get round restrictions.
- I will not mark the iPad, or its case, in any way.

Honest:

- I will tell the school as soon as possible if I lose the iPad or if it gets broken.
- I will not use the iPad for illegal downloads.

Good listeners:

- I will put the iPad away or stop using it if an adult asks me to.

I understand that if I break the iRules, there will be a consequence that could include confiscation of the iPad or having features (such as camera or internet access) disabled.

Acceptance of the Acceptable Use Policy and agreement (To be signed and retained by the School) Child to read and sign below: I have read, understood and agree to follow the **iRules**. I understand it is my responsibility to make good choices when I use the iPad. I understand that if I break the **iRules**, there will be a consequence that could include confiscation of the iPad or having features (such as camera or internet access) disabled.

Name:

Signature:

Date:

Parent to read and sign below:

As parent or legal guardian of the child above, I have read, understood and agree to comply with the iPad 1:1 Acceptable Use Policy. I understand that the iPad is being provided for educational purposes. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials whilst at home and understand my responsibility to monitor this, as well as my child's responsibility for abiding by the **iRules**. I am therefore signing and agree to indemnify and hold harmless Hyde Park School against all claims, damages, losses and costs, of whatever kind, that may result from my child's use of the iPad, related to any violation of the aforementioned policy. I accept full responsibility if and when my child's use of technology is not in the School and understand that my child is subject to the same rules and agreements outside of the School. I also understand that, in the case of repeated serious issues, the School would be forced to remove my child's use of the iPad completely. I accept responsibility for any cost, not covered by the insurance, for replacement or repair of the iPad, caused by neglect or abuse.

Name:.....

Email:.....

Mobile number:.....

Signature:.....

Date:.....