



## **iPad Acceptable Use Policy**

**The iPad is provided for educational use.**

The policies, procedures and information within this document applies to all iPads used in school. Teachers and other school staff may also set additional requirements for use within their classroom.

### **Users Responsibilities**

You will be provided with an ipad case which you are expected to use.

- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused: Please do not 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.
- Please do not subject the iPad to extreme heat or cold as this can cause damage.
- Please do not store or leave unattended in vehicles. It will not be insured.
- The iPad is subject to routine monitoring by Edgbaston High School. The school retains the right to filter internet content and to manage the use and connection of iPads to the school network. Please be aware that you may be asked for the iPad for inspection at any time.
- 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.
- Edgbaston High School is not responsible for financial loss or any 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 schoolwork 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 are expected to provide earphones for use with the iPad.
- Pupils must not use their iPad in School corridors on their journeys to and from school.
- Pupils 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.
- In the event of any disciplinary action or breakages, the completion of all class work remains the responsibility of the pupil.
- Ipad should be password protected. Pupils are prohibited from sharing this password with anyone else except their parents or a member of staff when requested.

**Under no circumstances may any student use anyone else's password.**

### **Camera Use**

- Users must use good judgment when using the camera. 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.
- Users may not photograph any other person, without that person's consent.

- In lessons, use of the camera and microphone is strictly prohibited unless permission is granted by a teacher.

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

**Posting school related images or photographs on any site on the internet is strictly prohibited.**

### **Safeguarding and Maintaining as an Academic Tool**

- iPads are required to be charged and be ready to use in school.
- Items deleted from the iPad cannot be recovered.
- 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 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**

- iPads are not insured by the school when not on the school premises.
- If the iPad is lost, stolen, or damaged, the eSafety Officer/Network Manager/Head Teacher must be notified immediately. If the iPad is stolen it must be reported to the police and a Police Crime number obtained.
- iPads that are believed to be stolen can be tracked through iCloud.
- If an iPad is damaged it will be repaired on one occasion, future repairs are the responsibility of the user.

### **Prohibited Uses (not exclusive):**

- Accessing Inappropriate Materials – All material on the iPad must adhere to the ICT Responsible Use Policy. Users are not allowed 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 must adhere to copyright law when downloading content on their iPad.
- 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.
- 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. It is the responsibility of the Parent/Guardian to monitor and oversee iPad use within the home setting.
- Users should be aware of and abide by the guidelines set out by the School eSafety policy. You may not change iPad settings (exceptions include personal settings such as font size, brightness etc).



## **The iPad Acceptable Use Policy Agreement**

**Please complete the form below and return to Mrs A Cirillo-Campbell by Friday 19 July.**

### **Summary of Student Agreement for iPad Use:**

I will take good care of my iPad.

I will never lend my iPad to others.

I will know where my iPad is at all times.

I will charge my iPad every night and not at school.

I will provide a pair of ear phones for use in school.

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 only 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 will not use my iPad in School corridors or on journeys to and from school

I agree to abide by the statements of the school iPad acceptable use policy

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

Pupil's Signature: ..... Form .....

Pupil's Name: .....

Date: .....