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## IPad Acceptable Use Policy for Children

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The procedures and information within this document apply to all iPads and other IT handheld or mobile devices used in school.

Nelson Mandela School is committed to improving the access to learning and personal development opportunities of its pupils. We believe the use of the Apple iPad in teaching and learning can help towards these goals and iPads are provided to staff and children for this reason

### User Responsibilities

- The iPads remain the property of Nelson Mandela School and are only used by staff and children
- Users must use protective covers/cases for their iPad at all times.
- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused e.g. dropped or excessive pressure put on screen (such as folders and books).  
*(The cost of a replacement screen is £110)*
- Only a soft cloth 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 vulnerable places.
- I will not give any personal information about myself, family or my friends while using the internet or email
- I will ensure that any emails or blog posts are polite, sensible and responsible.
- I understand that the school can and will check my files, blog posts and history to ensure that I use my iPad and the internet safely and properly.

### Safeguarding and Maintaining as a Curriculum Tool

- I will only photograph people with their permission
- I will never share any images or movies of people in a public space on the internet.
- I will keep food and drinks away from my iPad.
- **I will inform my teacher immediately if I see a website or emails that are offensive.**
- The location of the iPad must be known at all times. 'Find my iPhone app' must be switched on at all times.
- The operating system is locked; I am not allowed to reset the iPad to factory settings.
- It is my responsibility to keep any iPad that I am using safe and secure.

- **The iPad is a school tool designed to enhance classroom practice and not for personal use, eg FACEBOOK and SOCIAL NETWORKING SITES**
- **Cameras:** Users must be in good judgement when using the camera.
- I agree that I will not use the camera inappropriately, nor will I use it to embarrass anyone in anyway.
- Any attempt to destroy hardware, software or data will be subject to disciplinary action
- Nelson Mandela School Acceptable Use Policy applies at all times in all places where the iPad is used.

**Lost, Damaged or stolen iPad**

If any iPad is lost, stolen, misplaced or damaged, my teacher, the Head teacher and Computing Team must be informed immediately and I understand I may have to make a contribution to the above item if I was responsible for the care of that iPad

**I HAVE READ, UNDERSTOOD and AGREE to abide by the terms of the iPad Acceptable Use Policy at Nelson Mandela School**

Child's Name .....

Signature.....

Year group: .....

Date.....

HEAD Teacher / Computing Team .....

Signature: .....

Date: .....