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## iPad Acceptable Use Policy for Staff

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### Shared as a whole school Policy

The policy, procedures and information within this document apply to all IPADS and other electrical hand held or mobile devices used in school.

Nelson Mandela School is committed to improving the access to learning and personal development opportunities of our pupils. We believe the use of the Apple iPad in teaching and learning can help towards these goals and iPads are provided to teaching staff 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 iPads 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).
- Only use a soft cloth to clean the iPad screen.
- Do not subject the iPad to extreme heat or cold
- Do not store or leave unattended in vehicles or vulnerable places.
- **If the iPad has been lost or stolen off the school premises, you will be responsible for it and a contribution would be asked for, towards replacing it. (Try and include the iPad in your home insurance cover)**
- The iPad is subject to routine monitoring by Nelson Mandela School. The iPad must be handed in upon request by senior member of staff for monitoring or maintenance.
- **Nelson Mandela School is not responsible for the financial or other loss of any personal files that may have been deleted from the iPad**

### Safeguarding and Maintaining as a Curriculum Tool

- Users may not photograph any person, without their consent
- Photographs of children can also be saved on the school's WebDAV folder which is linked to the curriculum server, which cannot be accessed from outside school premises.
- Items deleted from iPad cannot be recovered .
- Users in breach of the **Acceptable Use Policy** will be subject to disciplinary action in the event of illegal activity.
- The Whereabouts of the iPad should be known at all times; an APP 'find my phone' should be **switched on at all times** for this information.
- It is the user's responsibility to keep their iPad as safe and secure as possible.
- iPads must always be charged and ready to use.
- Memory space is limited. Curriculum content takes precedence over personal files and apps.

- The iPads are configured with certain restrictions in place and you must not try to make changes.

**Lost, Damaged or Stolen iPad**

- If the iPad is lost, stolen, misplaced or damaged, the Head teacher and IT Team must be informed immediately.

**Prohibited Uses**

- The iPad is a school tool designed to enhance classroom practice. FACEBOOK and other SOCIAL NETWORKING SITES are NOT ALLOWED during school hours.
- School e-mail address and ID cannot be used to access these sites
- ***Illegal Activities: Use of the school’s internet/e-mail account for financial or commercial gain or for any illegal activity is not allowed.***
- **Cameras:** Users must be in good judgement when using the camera. The user agrees that the camera will not be used inappropriately, nor will it be used to embarrass anyone in anyway. Any use of a camera in toilets or changing rooms will be considered as a serious violation and will be dealt with immediately.
- Staff **MUST** set a passcode on their iPad as they do on their smartphones – See IT team if unsure on how to do this.
- Any attempt to destroy hardware, software or data will be subject to disciplinary action
- JAILBREAKING is the process of which removes any limitations placed on the iPad by APPLE. Jail breaking results in a less secure device and is STRICTLY prohibited.

**Leaving**

When I leave Nelson Mandela School I will return the iPad to the IT Team.

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

Name .....

Signature.....

Date.....

HEAD Teacher / Computing Team .....

Signature: .....

Date: .....