

**RAMSEY MANOR LOWER SCHOOL**  
**SCHOOL IPAD & OTHER MOBILE DEVICES**  
**ACCEPTABLE USE POLICY**

Ramsey Manor Lower School is committed to safeguarding children and providing a safe, secure and healthy environment for them.  
Ramsey Manor Lower School is a Values Education School. Our Values underpin everything we do.

**STATUS: OTHER**

**DATE ADOPTED:** March 2013

Policy agreed by staff: JS date: March 2017

Policy agreed by Governors: RS date: March 2017

Date of next review: 2021 *(or as required)*

**INTRODUCTION**

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.

Teachers must create a passcode for their class iPad and should not share this with children.

Teachers must store the iPad in a secure place out of sight.

The Find My iPad option must be enabled and an icloud account set up to manage this feature.

The iPad is subject to routine monitoring by Ramsey Manor Lower School. Devices must be surrendered immediately upon request by any appropriate 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.

Ramsey Manor School is not responsible for the financial or other loss of any personal files that may be deleted from an iPad.

### **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 the class teacher.

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 with in any manner.

If an iPad is found unattended, it should be given to the Office manager or ICT leader..

### **LOST, DAMAGED OR STOLEN IPAD**

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

iPads that are believed to be stolen can be tracked through iCloud.

### **PROHIBITED USES**

Accessing Inappropriate Materials – All material on the iPad must adhere to the ICT Acceptable 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 – Teachers must adhere to the Copyright Laws.

Cameras – Teachers must use good judgment when using the camera. The teacher 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 must be in accordance with our AUP.

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.

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 eSafety policy.

Ramsey Manor Lower 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: .....