

Pikes Lane Primary School

One to One iPads



Acceptable Use Policy

Pikes Lane Primary Family iPad Project

Acceptable Use Policy

Pikes Lane Primary School is pleased to offer a one to one Family iPad for all Year 5 and 6 pupils (2017-18). The use of the iPad in a one to one set up provides an opportunity to enhance each pupils overall learning experience. Utilising the iPads at gives pupils the access to learning anywhere, anytime - both in classrooms and at home. This personalised learning also narrows the digital divide between pupils and promotes responsible use of today's ever changing technologies.

Please read the following User Agreement and sign at the end of the document.

You child will be provided with:

- 1) An iPad Mini
- 2) A Case
- 3) Lightning Cable (Battery charger)

(Bags and plugs are optional extras available to order from the school office and require a £5 Deposit returned at the end of the year.)

Safeguarding and maintaining the iPad as a learning tool

After signing this document pupils are permitted to take their iPads home we strongly recommend that a responsible adult to collect them from school at sometime, this is to ensure your child is safe. If you do not collect your child after school, their iPad should will remain in school unless written permission is provided by parents for pupils to take their iPad with them. When pupils take iPads then **batteries are required to be charged overnight** and be ready to be used in school. Charging at school is prohibited. Parents must ensure this happens iPads must be returned the following day.

Charging the iPad

If an iPad is left at home or is not charged, the pupil remains responsible for completing all work as if they had use of their iPad. Any Malfunctions or technical issues are not acceptable excuses for failing to complete school work, unless no other means of completion exists. Pen and paper can be used. Memory space is limited, school work takes priority and must be saved. Please ensure your child saves all work completed at home into their Showbie folders or submitted to iTunes U as requested by teachers.

Keep the iPad safe

The whereabouts of the iPad should be known at all times. It is a pupil's responsibility to keep their iPad safe and secure. Digital means of tracking the device such as 'find my iPhone' are not suitable for use and are disabled with a managed ID. For more information on Apple ID's see the link <https://help.apple.com/schoolmanager/#/tes78b477c81>. If an iPad is lost you must inform the school so that it can be locked remotely (this will call data loss).

iPads belonging to others

iPads belonging to other pupils 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. The iPad is an instructional tool and must be treated as such. Pupils may not use the iPad for non-academic purposes during school hours.

School Property

The iPads are the property of Pikes Lane Primary School and are subject to unannounced random content checks by Pikes Lane Primary School;

It should not be possible to

- Sync the iPad to any computer
- send/receive personal emails
- Pupils may not download any content to the iPad using a personal iTunes account;
- change to the iPads (backgrounds/wallpaper, etc)
- Log into another pupil's iPad
- Video streaming on the iPad during school is only permitted with a teacher's permission and only you tube kids will be permitted on pupil iPads.
- Pupils will not use the Internet to download music, pictures, or any other files without permission from the classroom Teacher.
- Pupils may not alter the 'profile' on any iPad owned by Pikes Lane Primary School.
- iPads should never be exposed to use proxy settings or jail break software
- On occasion some of these permissions will become available temporarily and there are regularly new inventions and innovative ways to circumvent the profiles. It is the responsibility of pupils and parents to ensure that these rules are not broken and report any issues immediately.

End of the Academic Year

All iPads will be collected in at the end of the Academic year for auditing and updating purposes. There may be times within the year where iPads must stay on the school network for updates, where possible we will give advance notice for this.

Care and Use of iPad

- iPads must be brought to school with a fully charged battery.
- The iPad issued to individual pupils become the responsibility of that pupil and family, do not loan your iPad to others,
- The iPads must be kept away from liquids and food - do not eat or drink while using the iPad.
- Care must be kept to keep the iPad from being damaged.
- The iPad **MUST** always remain in the school's purchased case.
- The iPad may only be cleaned with approved cleaning cloths and solutions;
- iPads must be locked and secured in a suitable bag when not in use.
- Do not remove the serial number or any other identifiers placed on the device by Pikes Lane Primary School.
- When transporting the iPad between home and school, proper care must be given to ensure the iPad is well protected.
- Keep the iPad out of sight while walking home or using public transport.

Lost, Damaged or Stolen iPad

If the iPad is lost, stolen, or damaged, school must be notified immediately. iPads that are believed to be stolen can be locked and disabled (this may lead to data loss). The devices are supervised by mobile management software. Attempting to remove this software will notify the school and will lead to reclaiming the iPad. If the iPad is damaged at home, parents may be asked to contribute towards the cost of repair.

Insurance can be purchased for the iPads if parents wish for around £1.50 per month although we take every precaution to ensure damage is unlikely:

<http://www.money.co.uk/gadget-insurance/ipad-insurance.htm>

Prohibited Uses Include:

Accessing Inappropriate Materials - All material on the iPad must be strictly academic. Pupils 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/learning accounts IDs or devices for financial or commercial gain or for any illegal activity.

Violating Copyrights - Pupils are allowed only to have music and apps on their iPad's that have been provided by school. Use of the iPad must be in compliance with copyright laws.

Cameras - Pupils must use good judgment when using the camera. The pupil 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.

Use of the camera and microphone are strictly prohibited in the classroom and hallways unless permission is granted by a teacher.

Misuse of Passwords, Codes or other Unauthorised Access: Pupils are encouraged to set a passcode on their iPad to prevent other pupils from misusing it. Any pupil caught trying to gain access to another pupil's accounts, files or data will be subject to disciplinary action.

Malicious Use/Vandalism - Any attempt to destroy hardware, software or data.

Jailbreaking - Jailbreaking is the process of which removes any limitations placed on the iPad by Apple. Once Jailbroken, users are able to download additional applications, extensions and themes that are not otherwise available. Jailbreaking results in a less secure device and is strictly prohibited.

Pupils must not use their iPads on their journeys to and from school. Acceptable areas to use the iPad in School include classrooms, halls, the dining room and the library.

Inappropriate media may not be used as a screensaver or background photo. Presence of pornographic materials, inappropriate language, alcohol, drug or racist related symbols or pictures will result in disciplinary actions.

Home internet

Family iPads are set with a Global filtering solution therefore, the school internet filters remain on the iPad allowing for safe searches to be maintained.

E-Safety

Pikes Lane Primary School provides a high level of internet content filtering on our wireless network. Pupil use of the Internet during school hours is monitored by adults.

Parent Carer Responsibilities

It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.

As a parent/carer:

- I will supervise my child's use of the iPad at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home.
- I will supervise my child's use of the Internet and accounts including blog comments and groups.
- I will not attempt to repair the iPad, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the iPad.
- I will make sure my child charges the iPad every night.
- I will make sure my child brings the iPad to school every day.
- I understand that if my child comes to school without the iPad, I may be called to bring it to school.
- I agree to make sure that the iPad is returned to school when requested and upon my child's withdrawal from Pikes Lane Primary School and that the failure to return it may result in invoicing parents for the cost of a replacement.

Pikes Lane Primary School reserves the right to confiscate and search a pupil's iPad to ensure compliance with the Acceptable Use Policy. Pupils in breach of the Acceptable Use Policy may be subject to but not limited to; disciplinary action, overnight confiscation, removal of content or referral to external agencies in the event of illegal activity. In the event of any disciplinary action, completion of all class work remains the responsibility of the pupil. Pikes Lane Primary School is not responsible for the financial loss of any personal files that are deleted.

A digital copy of this policy is on the iBooks section of all iPads for easy reference.

I have read Pikes Lane Primary School's iPad User Agreement and understand that failure to abide by all of the applicable rules will result in disciplinary measures including exclusion.

Pupil Name (Print)

Signature/Date

_____ / _____

Parent Name

Signature/Date

_____ / _____

Parent Email/Contact No
