

Pikes Lane Primary School



Key Stage 2 iPads at Home Acceptable Use Policy

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2017-18

We are pleased to offer iPad access for all Key Stage 2 pupils. Currently our pupils in years 5 and 6 receive an iPad each. Pupils in years 3 and 4 take iPads home alternate weekends (starting in the summer term 2018).

Vision and Values

We strongly believe that the use of the technology enhances, extends and enriches pupils learning experiences. Taking devices home allows pupils to access high quality materials at anytime, improving the transition between home learning and the classroom. The use of technology allows teachers to personalise learning, quickly distribute materials and give high quality effective feedback.

Equipment

After signing the user agreement you will be provided with:

- 1) An iPad Mini
- 2) A Case
- 3) A 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.)

Traveling

We strongly recommend that a responsible adult collects pupils from school to ensure that they are safe when traveling. If pupils are not accompanied by an adult their iPads will remain in school, unless written permission is provided by parents for pupils to take their iPads home. If an iPad is left at home at the start of a school day parents will be contacted and must return it to school as soon as possible. Pupils remain responsible for completing all work even if their iPad is at home. (Any malfunctions or technical issues are not acceptable excuses for failing to complete school work).

Home WiFi

iPads are a great learning tool with or without internet access. Connecting the iPad to your home wifi will allow pupils to access the internet and allow some features to work. Using your home wifi with the school iPads is much safer than using regular devices because the school iPads are fitted with a global internet filtering solution. That means pupils have the same protection when using their iPad at home as they do in school. This should be combined with parental supervision and good e-Safety Practice. Pupils should not be allowed to access social media sites such as Facebook, Twitter or Snapchat.

Communicating

Pupils can use their iPads to communicate in open forums on iTunes U and Showbie with teachers and class mates. All of these messages can be monitored. Pupils must not attempt to communicate with anyone using direct messages or any platform where messages can be password protected. This includes online chatrooms, email accounts or instant messaging services.

Saving Work

The documents can be saved from the iPad to Apple iCloud using the managed apple id associated with it. All documents on an iPad can be potentially viewed by school staff remotely. No confidential documentation should be moved onto the iPad. Teachers will sometimes ask pupils to Save work to Showbie or iTunes U accounts. These are the only platforms where pupils are allowed to contact teachers to submit work.

Other Pupils iPads

iPads belonging to other pupils are not to be tampered with in any way. 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 or at home without parental permission.

Safety Checks

The iPads are the property of Pikes Lane Primary School and are subject to unannounced random content checks by members of staff. iPads are digitally managed and restricted to protect pupils (in and out of school) and to ensure that they are utilised for educational purposes. The restrictions are reviewed regularly by staff. Parents also agree to check regularly that these restrictions are in place.

It should not be possible for users to:

- Sync the iPad to another computer
- Send or receive personal emails using the mail app
- Download any content to the iPad using a personal iTunes account
- Change the iPads backgrounds/wallpaper

- Log in using a different apple ID for iCloud
- Turn off bluetooth visibility
- Video stream using YouTube
- Use Apple TV or Music Services
- Remove 'profiles'
- Access social media, age restricted or inappropriate websites
- Change the name of an iPad
- Erase the internet search history
- Send iMessages or texts messages

If parents notice that these restrictions are no longer in place pupils must stop using devices and this should be reported to the school as soon as possible.

Malicious Practice

Under no circumstances should anyone deliberately try to remove the restrictions. iPads should never be exposed to proxy, VPN or jail break software. Inventions and innovations to remove restrictions are hard to foresee in advance and may become available in the time that a pupil has an iPad in their possession. Any internet searches related to removing restrictions will be treated as a serious disciplinary matter. It is the responsibility of pupils and parents to ensure that these rules are not broken and report any issues immediately.

Media

Parents will ensure that pupils follow copyright law. Use of any educational or recreational services that use media content such as BBC iPlayer, music streaming sites or image sharing sites must only be used with the supervision and permission of an adult.

Servicing and Updates

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

Responsibilities

By signing this agreement parents and pupils are agreeing that iPads **will:**

- be brought to school with a fully charged battery.
- stay with the parent, guardian or pupil and not be loaned to others
- be kept securely and safely away from potential damage (liquids, food, extreme temperatures, pets etc.)
- always remain in the school's purchased case
- only be cleaned with approved cleaning cloths and solutions

- be secured in a suitable bag when not in use
- be transported between home and school in an appropriate carrier
- be kept out of sight while walking home or using public transport
- notify school immediately if the iPad is lost, stolen, or damaged

By signing this agreement parents and pupils are agreeing that iPads will not be used for any of the prohibited uses below.

Prohibited Uses:

- **Remove serial numbers** or other identifiers
- **Access 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, 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 the iPad 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.
- **Journeys-** 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.

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 are followed to ensure the safe, efficient, and ethical operation of this iPad.

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 any problems with the iPad to the school.
- 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 I understand that the failure to return it will 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. If the iPad is damaged at home, parents may be asked to contribute towards the cost of repair before iPads can be taken home again. 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.

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

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
