

iPad Acceptable Use Policy, Procedures and Information

As part of our commitment to produce 21st Century Learners, Russell Scott Primary School is to provide a Personal Learning Device – in this case the Apple iPad - and related resources to all of our Year 5 and 6 pupils. Excellence in education requires that technology be seamlessly integrated throughout a pupil's learning experience. The individual use of iPads is a way to empower pupils to maximize their full potential and to prepare them for further study and the world of work beyond.

Except where specifically stated otherwise, the policies, procedures and information within this document apply to all iPads used at Russell Scott Primary School. Pupils and **parents/ carers will also need to sign the school's Safe Use of IT and Internet Acceptable Use Agreement.**

1. RECEIVING YOUR iPad

1.1 Ownership of the iPads

For the purposes of the scheme, ownership of the iPads is defined as follows:

School-owned – Devices purchased directly by Russell Scott Primary School

1.2 Receiving your iPad

iPads for pupils in Year 5 and 6 will be distributed to pupils on set dates and times. Pupils will need to be accompanied by their parent/carer when taking home the device for the first time. This document, the school's ICT Acceptable Use Policy and the Payment of Insurance Agreement (where applicable) will also need to be signed before the device can be taken home.

2. TAKING CARE OF YOUR iPad

Pupils are responsible for the general care of the iPad and its charger that they have been issued with by Russell Scott Primary School. School-owned iPads that are broken or fail to work properly must be taken to Technical Support at Russell Scott Primary School for an evaluation of the equipment / repair / replacement.

2.1 General precautions

All iPad users will follow this Acceptable Use Policy and Guidelines (AUP) for this scheme.

- Only use a dry clean, soft cloth to clean the screen, no cleansers of any type.
- Cables must be inserted carefully into the iPad to prevent damage.
- iPads themselves must remain free of any writing, drawing, stickers, or labels that are not the property of Russell Scott Primary School.
- iPads must never be **left unattended in an unlocked car or any unsupervised area.**
- Pupils are responsible for keeping their iPad's battery charged for use in the school each day.
- Pupils **MUST NOT** take the iPad out of the provided 'Max Case' case under any circumstance- if there is a problem with the case, contact Technical Support at Russell Scott Primary
- Pupils **MUST NOT** remove any Russell Scott Primary School security labels.

2.2 Carrying iPads

The guidelines below should be followed:

- iPads should be carried around school carefully.
- Some bags / rucksacks hold other objects (such as folders and workbooks); these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen when being carried to and from school.
- iPads should not be carried in the same bag as liquids (drinks) or other things that could leak.
- iPads should be carried to and from school in a bag (eg book bag) that is not see-through.

2.3 Screen care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in your school bag that will press against the screen.
- Do not "bump" the iPad against walls, car doors, floors, etc. as it could potentially break the screen.

3. USING YOUR iPad AT RUSSELL SCOTT SCHOOL

- iPads are intended for use at Russell Scott School each day. Pupils should be using them to support their studies during lessons and in their home study
- Pupils should ALWAYS ask the teacher's permission to use the iPad in class. This is particularly important with regard to using the camera and voice recording facility.
- No pupil should record, film or photograph a lesson / teacher / pupil without asking permission first. This includes out of lesson time. If a pupil is found to be misusing the iPad in this way, it will be confiscated with a possibility that the iPad will not be re-issued (according to the nature of the particular incident) until a meeting has been held with parents.

3.1 iPads left at home

- Pupils are being issued with iPads to support their learning. It is expected that this will mean the iPad being used in the school on a daily basis. If a pupil consistently leaves it at home, then an appointment to discuss this with parents will be made with the appropriate member of staff
- Parents will be contacted and asked to drop the iPad off at school

3.2 iPad undergoing repair

- If an iPad needs repair, the pupil will not necessarily have use of an iPad for the duration of the repair / replacement (school has a limited number of spare devices)

3.3 Charging the iPad's battery

- iPads must be brought to school each day in a fully charged condition. Pupils need to charge their iPads each evening at home. In exceptional cases, where use of the iPad has caused batteries to become discharged, pupils may be able to connect their iPads to a power outlet in class, with a teacher's permission.
- Continued failure to come to school with a charged iPad, will result in a phone call to parents by the appropriate member of staff. If this continues, the device will be confiscated for a set amount of time.
- iPads are provided by the school with Apple approved chargers and USB to Lightning leads. Should either the charger or cable become damaged you should report it to Technical Services at Russell Scott. The school will then order a replacement which you will be required to pay for. It is important to note that it is the iPad that is insured not the charger or its lead.
- It is important that replacement manufacturer approved chargers and USB to lightning leads are ordered from school to be certain they are manufacturer approved replacements. DO NOT order a replacement yourself off the Internet or otherwise as there are too many copycat chargers and leads which can and often do damage iPads which is NOT COVERED by the insurance. The school will not be held responsible in the unlikely

event that the charging plug or charging lead provided by the school should cause any damage or injury due to failure from manufacturer defects material, mechanical or electrical.

3.4 Lock Screen/ Home Screen Image

- Russell Scott Primary School will issue a lock screen image as an added security measure; this cannot and should not be changed by pupils.
- Pupils may not change the home screen image as this has been locked to the preferred school image.

3.5 Security

- A 4 pin passcode for locking the iPad is enforced as a minimum for security purposes.
- Home Internet access will be filtered by the schools filtering systems (Securly Filter/Aware) to the same level that Internet access is filtered within school.
- All Internet activity performed by the personally assigned school owned iPad will be logged by the schools filtering system (Securly Filter/Aware) and any inappropriate activity will alert the school.
- The pupil who the device has been assigned to will be held responsible for all Internet activity carried on their personally assign school owned device.
- A school owned iPad is trackable through Apple technology and the school's MDM/Jamf.
- Devices lost/stolen can be remotely wiped (by the school's MDM/Jamf) and blocked making use of the iPad impossible to anybody who steals or finds the iPad.

3.6 Sound, music and games

- In school, sound must be muted at all times unless permission is obtained from the teacher.
- The iPad is only to be used appropriately as directed by the teacher in the lesson time in line with school rules and expectations.

3.7 Home Internet access

- Pupils ARE allowed to connect to home wireless networks on their iPads so that it can be used as a truly personal learning device.
- Russell Scott Primary School does not take any responsibility for providing any out of school access to the Internet.
- Home Internet access will be protected by the school's filtering systems (Securly Filter/Aware) meaning that content accessed at home will be filtered to the same level as it is within school and so certain sites/images will be unavailable (eg You Tube).

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the iPad / Home Directory

- Pupils must learn (by practise in school) to save their work to a suitable location on the iPad.
- This may well be within a software application such as 'Book Creator' or 'iMovie' or 'Explain Everything'.
- Devices have Foldr installed which is where pupils will save ongoing class work. These ongoing projects/teacher prepared resources can then be accessed at home
- All pupils have their 'own personal space' in Foldr that can only be viewed on their device. Pupils will be responsible for organising/filing their own work within this space.
- Pupils have access to a 'shared project space' within Foldr which will allow for wireless collaboration between pupils both within school and at home.
- It is the pupil's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not completing set work.
- Pupils will be expected to always store work safely and back-up important files (by saving them in Foldr).
- Pupils will be required to move finished school work from their 'iPad' or from their 'Home Folder' into their named folder located in the PUPILS folder on the 'Year Group Share' folder.
- Any tampering with or deleting of work that does not belong to them (that they can access within the 'Year Group Share') can be traced (by school's tracking of each device's App and Internet use) and will result in sanctions being taken – this could involve confiscating the device.

4.2 Network connectivity

Russell Scott Primary School makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, the School will not be responsible for lost or missing data.

5. SOFTWARE ON iPADS

5.1 Originally installed software

- The software / apps originally installed by Russell Scott Primary School must remain on the iPad in usable condition and be easily accessible at all times.
- From time to time the school may add software applications for use in a particular course.
- Periodic checks of iPads will be made to ensure that pupils have not removed required apps.

5.2 Additional software

- Russell Scott Primary School will manage the iPads so that they contain the necessary apps for school work.
- Pupils will be unable to download their own apps

5.3 Monitoring

- Pupils may be selected at random to provide their iPad for inspection as part of our routine monitoring.

5.4 Procedure for re-loading software

If technical difficulties occur, the iPad will be restored to original settings. PLEASE NOTE that any documents / data could be lost in this process unless it is backed up to in Foldr. The school does NOT accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

5.5 Software upgrades

- Upgrade versions of licensed software / apps are available from time to time via the App store. The school will remotely download updates to its core apps via the mobile device manager.
- We may occasionally require that a pupil returns their device to the Technical Services at Russell Scott Primary School in order to complete this process.
- ALL iPads will be required to be returned to school on set dates before each end of term holiday (Christmas, Easter and Summer) so that checks can be made and essential maintenance and major updates can be completed. iPads will then be returned to pupils for use over the holidays.

6. ACCEPTABLE USE

- The use of Russell Scott Primary School's technology resources is a privilege, not a right. The privilege of using the technology resources provided by Russell Scott Primary School is not transferable or extendable to pupils or other people / groups outside the school and terminates when a pupil is no longer enrolled at Russell Scott Primary.
- This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the technology resources may be denied, and the appropriate disciplinary action shall be applied.
- Violations may result in disciplinary action up to and including exclusion for pupils. When applicable, the police may be involved.

6.1 School responsibilities are to:

- Provide Internet access to its pupils within school
- Provide Internet filtering and monitoring of inappropriate materials whilst connected to the Russell Scott Primary School ICT Wireless network AND whilst connected to any private/home Internet service provider
- Provide network data storage areas associated with the use of the devices
- Provide guidance to aid pupils in using the devices in their learning and help ensure pupil compliance with the acceptable use policy.
- Russell Scott Primary School reserves the right to review, monitor, and restrict information stored on or transmitted via Russell Scott Primary School owned equipment and to investigate inappropriate use of resources which includes monitoring of Foldr collaboration.

6.2 Pupils are responsible for:

- Using devices in a responsible and ethical manner.
- Obeying general school rules concerning behaviour and communication when working on iPads or computers.
- Using all technology resources in an appropriate manner in order to avoid damage to school equipment or the school's network systems. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the pupil's own negligence, errors or omissions.
- Helping Russell Scott Primary School protect our device by contacting the Technical Services Team about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Pupils should always lock and secure their iPad after they have finished working to protect their work and information.
- Returning their iPad to Technical Services at the end of the loan period.
- Pupils who withdraw, are suspended or excluded, or leave Russell Scott Primary School for any other reason must return their individual School iPad on the date of leaving.
- Use of any information obtained via Russell Scott Primary School's designated Internet System is at your own risk.

- Russell Scott Primary School specifically denies any responsibility for the accuracy or quality of information provided by third parties which has been obtained through its services.

6.3 Pupil activities strictly prohibited with a School Owned iPad:

- Illegal installation or transmission of copyrighted materials.
- Sending, air-dropping, accessing, uploading, downloading, distributing, viewing, sharing, saving, filming or taking pictures of age-inappropriate, offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc...) that would stop the device working as it was originally set up and intended to work.
- Tampering with or deleting work not belonging to them which is stored in Foldr
- Use of the school's Internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- Participation in credit card fraud, electronic forgery or other forms of illegal behaviour.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Sending, air-dropping, accessing, uploading, downloading, distributing, viewing, sharing, saving, filming or taking pictures intended to harass, demean, bully or exploit recipients.
- Attempting to circumnavigate Russell Scott Primary School web filter and/or security measures by any direct or indirect means.
- Taking pictures of teachers, staff, pupils or visitors without permission.

6.5 Legal propriety

- Comply with trademark and copyright laws and all license agreements.
- Ignorance of the law does NOT guarantee immunity from prosecution. If you are unsure, ask a teacher or parent / carer.
- Plagiarism is a violation of Russell Scott Primary School's ethos. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text
- Use or possession of hacking software is strictly prohibited and violators will be subject to investigation and punishment by the School and could be reported to the police.

6.6 Pupil discipline

If a pupil is deemed to break any of the conditions as set out in this policy they will be issued with a warning. They will have a meeting with an appropriate member of staff to discuss the implications of their actions. The school will inform parents of the issue causing concern. If the pupil breaks a rule for a second time, the school will contact parents to discuss the situation and to apply the appropriate sanctions. This may include confiscation of the iPad.

7. PROTECTING & STORING YOUR iPad

7.1 iPad identification

Pupil iPads will be labelled in the manner specified by the school. iPads can be identified in the following ways:

- ✓ Record of serial number
- ✓ Russell Scott security label with iPad number
- ✓ Security images on lock screen

7.2 Storing your iPad

- When pupils are not using their iPads, they should be stored in a safe place. Pupils must take their iPads home every day, regardless of whether or not they are needed.
- iPads should not be stored in a vehicle or at the school.

7.3 iPads left in unsupervised areas

- Under no circumstances should iPads be left in unsecure, unsupervised areas at home or within school. Any iPad left in such areas is in danger of being stolen.
- If an iPad is found in an unsupervised area, it will be taken to Technical Services or the school office. If this occurs then a pupil will need to be seen by an appropriate member of staff prior to the device being returned.

8. REPAIRING OR REPLACING YOUR iPad

8.1 Protection for School- Owned Devices

The devices are insured by a policy organised by Russell Scott Primary School

UNINSURED EVENTS

UNINSURED DAMAGE

- iPads damaged when taken out of the case
- iPads damaged by somebody other than the pupil that is was assigned to
- iPad damage caused by not using/handling the iPad in accordance with Apple's instructions
- iPad damage caused deliberately or through neglect
- Pupils will be held responsible for ALL damage to their iPads including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. where this damage has been caused deliberately or through neglect.
- Should an uninsured event happen, the parent will be required to pay for the repair (organised by school) or full replacement value (if the repair will cost more than a new device). Until the parent pays for the device/repair, their child will not have an iPad to take home and will have to share any available devices in school (in-school use will not be guaranteed as we have limited spare devices). If the parent is not willing to pay for the repair/replacement, then Russell Scott Primary School will need to recover the value of the school-owned device (entrusted under this agreement to the pupil/parent), by passing on this cost to the local authority for collection.
- Parents should immediately report any damage by, in the first instance, emailing ipad.support@russellscott.tameside.sch.uk and by telephoning the school office (term time only). The device needs to be returned to school as soon as the damage has occurred.

LOSS

- Loss of the device IS NOT covered by the insurance. If a device is lost, the parent will be required to pay the full replacement value. Until the parent pays for the device, their child will not have an iPad to take home and will have to share any available devices in school (in-school use will not be guaranteed as we have limited spare devices). If the parent is not willing to pay for the replacement, then Russell Scott Primary School will need to recover the value of the school-owned device (entrusted under this agreement to the pupil/parent), by passing on this cost to the local authority for collection.
- Loss includes loss of the device in any way other than an obvious, reported criminal act occurring (eg burglary)
- Lost items such as cases and cables will be charged at the actual full replacement cost.
- After searching thoroughly for the device (for no longer than 24hours), the device needs to be urgently reported as LOST by, in the first instance, emailing ipad.support@russellscott.tameside.sch.uk and by telephoning the school office (term time only so that we can activate a tracking system).
- If the device cannot be tracked, it will be remotely blocked so that it will be completely useless if anybody should find it.

INSURED EVENTS

THEFT, FIRE, FLOOD and ACCIDENTAL DAMAGE ARE INSURED

Below are brief instructions on how to make an insurance claim online. The whole process must be completed **within 7 days** of the insured event occurring.

1. Report the insured event to school immediately by emailing iPad.support@russellscott.tameside.sch.uk and by telephoning the school office (term time only)
2. If a theft has occurred, the police will need to be informed immediately so that a crime number can be issued to you (you will need this for the claim) and the security measures outlined above can be activated. All of the product details that you need if communicating with the police are contained on the iPad Pocket Card.
3. Russell Scott School's admin team will contact you if further details are required.
4. Do not organise your own repair or replacement (this will undermine the warranty/insurance). All repairs must be carried out by the school's authorised Apple repair centre.
5. Your child may not have access to an iPad while the claim is being processed (as we have limited spare devices)

NOT INSURED:

- Loss
- General wear and tear
- Mechanical/electrical breakdown
- Defective design
- Theft from unattended cars where the item was not locked away from view
- iPad left unattended in a public place
- iPads damaged when taken out of the case
- iPads damaged by somebody other than the pupil that it was assigned to
- iPad damage caused by not using/handling the iPad in accordance with Apple's instructions
- iPad damage caused deliberately

9. PUPIL PLEDGE

Pupil pledge for iPad use

1. I will respect my iPad as if it were my own and take good care of it at all times.
2. I will never leave the iPad unattended.
3. I will never lend my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will charge my iPad's battery at home each evening.
6. I will keep food and drink away from my iPad (because it may cause damage to the device).
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will never remove or change my iPad cover and will protect my iPad by only carrying / using it while in the case provided.
9. I will use my iPad in ways that are appropriate, meet Russell Scott Primary School expectations, and are educational.
10. I will not place decorations (such as stickers, markers, etc...) on the iPad itself.
11. I will not deface (scratch or peel) the security iPad stickers on any school iPad on loan to me or anybody else.
12. I understand that my iPad is subject to inspection at any time without notice.
13. I will remind my parent to file a police report and obtain a crime number in case of theft, vandalism, and other acts covered by insurance.
14. I understand that the device remains the property of Russell Scott Primary School, but I am responsible for the care of the iPad, charger and lead whilst it is in my possession.
15. I understand that all online activity will be filtered and monitored to help protect me and keep me safe.
16. I will take all possible action to prevent damage or loss caused by neglect or abuse.
17. I will remind my parent to inform the school, within 24 hours, of any damage to, loss of or theft of the school-owned iPad.
18. I will take my iPad to school EVERY day.
19. I will store my files as described in this agreement
20. I will keep my iPad out of view when travelling to and from school
21. I understand that the Apple charger and lead provided by the school are for my use only and I am responsible for looking after them and keeping them safe. I will not share my charger or lead with anyone else.
22. I will follow the schools 'Safe Use of IT' agreement.
23. If I am ever unsure about anything to do with my iPad, or the use of my iPad, I will ask my teacher or IT.
24. I will not share my passcode with others.
25. I will follow all of the rules set out in the 'iPad Acceptable Use Policy' and the 'Safe Use of IT Policy'.

Russell Scott Primary School maintains the right to update this agreement at any time that they feel necessary. The latest and most up-to-date copy can always be found here: <https://foldr.russell-scott.co.uk/flinks/RSiPadAUP/download/>

**YOU WILL BE SENT AN eFORM AGREEMENT
TO COMPLETE VIA PARENTMAIL SOON**