



Prince Henry's Grammar School

SPECIALIST LANGUAGE COLLEGE



Prince Henry's Grammar School iPads for Learning Acceptable Use Agreement

May 2018

iPads for Learning at PHGS Acceptable Use Agreement



Using the iPad responsibly in school

The following Guidelines have been developed and cover a wide range of potential issues. It is important that all students are aware of them and their personal responsibility to adhere to these guidelines.

Health & Safety

Health

It is important to be aware of the possible risks to health of sitting in uncomfortable positions and staring at the iPad for prolonged periods of time.

Students:

Try to limit the amount of time that you spend using your iPads. Teachers will not be using them in every lesson and not for the whole lesson. If you have been spending a large amount of time doing your home learning on the iPad please ensure that you take regular breaks. Don't continue to play games for hours after already spending time on the device. Please be aware of the guidelines issued on this and do your best to follow them.

Personal Safety

The likelihood of being approached outside of school by someone trying to steal the iPad is slim. It is important that all students act safely to limit this risk.

Students:

Ensure that the iPad is kept in your bag when walking to and from school. Follow the usual advice about keeping safe, for example not walking around alone when it is dark and ensuring that an adult knows where you are. If approached, please just hand the iPad over. It can be remotely switched off and can be tracked.

e-Safety

Many of the e-safety issues that apply to the use of iPads already exist within school and have been addressed in our e-Safety Policy. All students have accepted the ICT Acceptable Use Policy, which they have signed in their planners. We shall continue to address this issue through assemblies and lessons and deal with any incidents that occur in accordance with school policy.

Students:

Please be aware that a member of staff has the right to look at the content stored on your iPad at any time and this will happen as part of random spot checks to ensure that the iPads are being used appropriately.

Privacy

There is a risk that students may be able to pick up an iPad, look at each other's work or access private information.

Please ensure that your iPad is locked with a 4 digit passcode but also ensure that your home screen has your name and form written on it. This will ensure that the iPad can be returned to you if lost. If you are unsure how to do this please seek assistance in school.

Any attempt to look at a fellow student or teacher's iPad, without permission, will be dealt with very seriously and in line with the current school behaviour policy.

Using the Camera (stills and video)

Students must not use the iPad as a camera or for videoing in lessons or around school in any capacity without the teacher's permission.

Video footage taken for school purposes should not be shared online or in any capacity.

Appropriate use in School

In lessons

Some teachers will use the iPads in lessons more than others. This is likely to vary widely throughout the year as some lessons/topics may be more suited to the use of this technology compared to others.

Students:

Use of the iPad in school is always at the teacher's discretion. Although the iPad should be out on your desk under your planner it should only be used when instructed by the teacher. In some instances, where it is not appropriate for the device to be out you will be asked to put the iPad away in your bag. If the teacher feels that you have not been using the iPad responsibly they will issue a suitable sanction.

Break/Lunchtimes

We want to encourage students to work collaboratively with their iPad in their own time, however, we feel strongly that it is essential that students spend time away from the device and take a break.

Students:

It is only acceptable to use the iPad during break and lunch in the school library. When in the library the iPad must only be used for work and not for game playing etc.

Use at Home

Teachers will set home learning tasks that do not depend on an iPad or other ICT

equipment. Although not essential this work may allow you to use your iPad. The usual sanctions will occur if this work is not completed by the specified deadline.

Being Prepared

Students:

The iPad must be brought into school every single day and be fully charged. Failure to do so will result in a comments being applied

Loss or damage to iPads

The iPad must remain in the school case at all times. The school will work with parents and students to minimise incidents of loss or damage to iPads. The economic sustainability of the iPads for Learning scheme is dependent on us doing this effectively. It is essential that students treat all iPads with care so that financial loss is limited.

If a school iPad is damaged and requires repair it should be returned to IT support. It is important that this is done as quickly as possible after the breakage occurs to prevent further damage to the iPad. We will not offer a replacement but will ensure the device is repaired quickly and returned to the student. If the IT support team determine that the damage is so extensive that economic repair is not possible and that the damage was accidental, the student will be issued with a replacement device. The school will repair the first two accidental breakages at the reduced cost of £50. For any deliberate or subsequent damages, we will request the full cost of the repair.

It is important that we can be clear how damage has occurred. In these instances, the student must report damage at the earliest opportunity. If it is during the school day and the damage occurs during a lesson the student must report the issue to their class teacher.

Cosmetic wear and tear, such as scratches and minor damage to the iPad, will not be repaired providing that the function of the iPad is not significantly affected.

If an iPad is lost or stolen, please contact the school as soon as possible by email or in writing giving details of the incident. Any theft should be reported to the police and a crime reference number obtained. In the event of a theft the device can be tracked and rendered inoperable remotely. The school will communicate with the parents or carer about an appropriate replacement device.

There will be a £50 excess payable in the event of a damage or loss incident that requires the device to be repaired or replaced.

Faulty iPads

If an iPad develops a fault it should be brought to IT Support without delay. If a quick solution can be found the IT support team will make every effort to return the device to the student as quickly as possible.

Ownership

iPads will remain the property of PHGS until the end of the loan period. Should you wish to take ownership of the iPad at the end of this time, we can offer you the opportunity to do so by making a payment to the school reflecting the market value of the iPad at that time. If a

student leaves the school before the loan period has ended it may still be possible to take ownership of the iPad at the market value which will reflect the age of the device at that point in time.

Any outstanding repair charges must be settled before being able to take ownership of the device and, if refreshing, before the new device will be issued. Once you have taken ownership of the iPad the school will no longer be responsible for the repair or maintenance of the device.

Returning the iPad

If you do not wish to purchase the device at the end of the loan period or your child leaves the school before the end of the loan period, the iPad must be returned to the school with its case, plug and charger and any outstanding repairs charges must be settled.

Using your own iPad in school

Those families who have decided to use their own iPads in school are subject to the same guidelines as those who are using a school iPad. The school cannot take responsibility for loss or damage and parents should make their own arrangements if they wish their own iPad to be insured.

Apps

The school will decide on the package of applications that they think will be of most benefit to students.

Student behaviour guidelines for iPads

Students are responsible for good behaviour when using iPads as they are in all other aspects of school life. Although the general school rules apply we have included some further guidance about appropriate behaviour and sanctions relating to iPads below:

- Any student using the device to significantly negatively affect the harmony of the school community will receive at least an **isolation and could jeopardise their place in the school community**.
- Any student found to be uploading content to the internet inappropriately will be **excluded**.
- Any student taking the device out of their bag without staff permission will be removed to **isolation**.
- Any student taking pictures / recordings or found with inappropriate school based content on their device will serve time in **isolation**.
- Games should never be played in school. Any student playing games will be **isolated**.
- Students using the device in any way other than that intended by the class teacher will receive a **detention**.

- Failure to have the device under the student planner at points in the lesson where the teacher has clearly indicated that the iPad is not required will result in a **comment** (no verbal warning).
- Students must know their password and be able to access FireFly. Any student who cannot access FireFly is not able to learn properly and should be issued a comment.
- If students are using Airdrop (used to connect devices and share files) inappropriately then the sanction for this is **isolation**. Students can use Airdrop as part of the learning element of their lessons.
- Any students using a VPN app will be removed to **isolation**
- Any student communicating with other students or adults including their parents or carers during the school day will receive an **isolation**.
- All sanctions apply at all times in school. This includes break, lunch and after school in the library.

iPads are provided for students to conduct learning activities that may include research, production of content and educational communication with others. Remember that access to the devices and the Internet is a privilege, not a right, and that access must be pursued with a level of responsibility.

Staff may review files and communications to ensure that students are using the system responsibly. Students should not expect that stored files would always be private.

During school, teachers will guide students toward appropriate materials. Outside of school, families bear responsibility for such guidance as they currently do with other information sources such as television, phones, movies, radio and other potentially offensive media.

If parents/carers would like their child's device to have additional filtering they should contact the school prior to the initial setup of the iPad.

In some circumstances there may be temporary or permanent ban on Internet use or use of school ICT equipment in general. Where applicable, police or local authorities may be involved.