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## IPAD PROTOCOLS

- ❖ From the moment students enter the site to the moment they leave the site at the end of the day the iPad should only be out in lessons/form period or in the library/Sixth Form Quad for Private Study.
- ❖ As with planners, there will be an expectation that the iPads should be out on desks in lessons/form periods. Staff will inform students if they would prefer iPads to be left in bags.
- ❖ In lessons the iPad should be placed on the desk under the student planner when not in use.
- ❖ Staff will clearly distinguish between work that involves the iPad and work that does not.
- ❖ Students should only use the photo/recording apps in school when instructed to do so by a member of staff. The Student iPads can, and will, be checked at any point for inappropriate photos/videos. Students recording other students or staff without permissions will be sanctioned extremely seriously.
- ❖ Images and recordings must only be used for work purposes and must not be uploaded beyond our school network.
- ❖ No non-work-related communication should take place between students whilst the students are on site. Facebook, Twitter, iMessage, Instagram, Snapchat etc will be blocked in school but this also includes inappropriate activity between student email accounts.
- ❖ School iPads must remain in the school case at all times both in school and at home.
- ❖ Where a student uses their own iPad, this must be maintained in working order and, should it break, be mended within two weeks so that learning is not interrupted unnecessarily. Students are responsible for the maintenance of their own machines and school cannot repair any breakages.

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## IPAD RELATED SANCTIONS

- ❖ Any student using their iPad to significantly negatively affect the harmony of the school community will receive at least an internal exclusion and could jeopardise their place in the school community.
- ❖ Any student found uploading content to the internet inappropriately will be excluded.

- ❖ Any student taking pictures/recordings or found with inappropriate school-based content on their iPad will receive SfL points and may be internally excluded.
- ❖ iPad games should never be played in school. Any student playing games on their iPad will receive SfL points and may be internally excluded.
- ❖ Students using their iPad for non-work-related purposes during Private Study periods will receive SfL points.
- ❖ All sanctions apply at all times in school. This includes break, lunch and after school.

If a student forgets their iPad, brings it with no charge or forgets to hand the iPad back at the end of the day, the sanctions will be applied in the same way as they would forget their planner. Form tutors and Post-16 Manager will issue sanctions for the offences listed below:

- ❖ If a student forgets their iPad they will be issued with an SfL point by the form tutor. For a repeat offence, they should go to the Post-16 Manager.
- ❖ If a student brings their iPad with no charge they should go to the IT office where it can be placed on charge. Again, the form tutor will issue an SfL point.
- ❖ If a student fails to hand in their iPad at the end of the school day they will be issued with a SfL point. The Post-16 Manager will follow this up during the next school day.