

(Version 1)

# Ilington School iPad Owner's Guide

## Background

Ilington School provides an iPad for every pupil in Year 6, to be used for all aspects of teaching and learning as directed by class teachers. This policy covers all aspects of the handling and use of these devices. The School Acceptable Use Policy also applies.

## General Guidelines

All pupils are allowed access to electronic resources unless the school is notified in writing by the parent/guardian. The school's Acceptable Use Policy applies to iPad use **at all times and in all locations**.

## Monitored Use

Pupils should have absolutely no expectation of privacy when using the iPad. Any and all activity performed on the iPad can and will be monitored

All files stored on the system are the property of the school and are subject to regular reviewing and monitoring

## Ownership and Care

Each iPad is the property of the school. Pupils will have an individually assigned and labelled iPad which will be theirs for the duration of their attendance within Year 6 or equivalent

Pupils should **not**:

- Attempt to modify the iPad hardware in any way.
- Apply any stickers or decorations to the iPad.
- Remove the school-supplied case.
- Swap iPads with another pupil.
- Dispose of or sell the iPad.

## Management of iPad Configuration

The iPads will be managed by the school in the same way that the school's laptop and desktop computers currently are.

Pupils should not:

- Add or remove applications from the iPad.
- Create an iTunes account on the iPad.
- Change any configuration settings on the iPad, particularly network configuration.
- Erase the iPad on another computer.
- Synchronise the iPad with a computer outside of school.
- Clear their browser history, except as directed to by staff.
- Change or disable the access password on the iPad.

The school's Acceptable Use Policy applies to all school-supplied equipment and to all school supplied internet connections. Pupils are reminded that the AUP applies to iPad use in any location – home or school.

The school will provide backup and synchronisation facilities in school and pupils will have opportunity to sync their iPad for backup purposes at least once each week.

## Home Use

Pupils whose parents have completed the iPad Consent Form will be allowed to take the devices home.

**Note that this privilege may be revoked by the school at any time.**

Some notes on home use:

- Pupils should charge iPads at home and bring them to school charged.
- Do not bring your charger or sync cable to school.
- Pupils are allowed to connect their iPad to other WiFi networks but the school cannot provide any technical support in doing this.
- Parents are responsible for providing any content filtering or restrictions on their own networks.

## **Damage**

Occasionally, unexpected problems do occur with the iPad that are not the fault of the user (computer crashes, software errors, etc.). The school ICT team will assist students with having these fixed. These issues will be remedied at no cost.

## **“Hot Swaps”**

Temporary replacement iPads, known as Hot Swaps, are also available so that student learning is not disrupted by the repair process. Pupils are responsible for the care of the swap while it is issued to them. All of the same rules and regulations apply to Hot Swaps, and students are expected to treat them as if they were their own.

## **Accidental Damage vs. Negligence**

Accidents do happen. There is a difference, however, between an accident and negligence. The iPad warranty will cover normal wear and tear along with any defects that may arise during normal use of the device. After investigation by the school ICT team and possible determination by Apple, if the iPad is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and the cost of repair or replacement will be added to outstanding fees.

## **“Three Strikes”**

Each hardware-related support incident will be logged. It is highly likely that any pupil requiring significantly more technical support than the average will lose home-use privileges.

## **Lost and Stolen Equipment**

If any equipment is lost, the student or parent must report it to the school immediately. Students can let a teacher or administrator know, and the staff member will assist him/her.

The circumstances of each situation involving lost equipment will be investigated individually.

## **Stolen Equipment**

It is always a high priority to ensure the safety of our students while at school and we hope these precautions will help students be safe on the path to and from school. Student safety always comes first. If a student is faced with an unsafe situation, such as theft, the student is advised to let the assailant have the equipment and to contact the police.

## **Reporting Process**

If any equipment is reported as stolen, a police report must be filed and a copy of the report must be provided to the school by the parent. If there is not clear evidence of theft, or the equipment has been lost due to pupil negligence, the pupil and parent will be responsible for the full cost of replacing the item(s).

## **Financial Responsibility**

Outside of school hours, the iPads are not covered by the school's insurance policy. Any loss or damage will be the responsibility of the parent. The actual cost of replacement will be determined by Apple but will not exceed the retail value of like-for-like replacement.

## **e-Safety**

In order to support the school's e-Safety aims and to verify compliance with the Acceptable Use Policy, pupil iPads will be subject to random spot-checks of browser history and iPad content and configuration. Any inappropriate material or unauthorised configuration changes will be dealt with under the IT discipline process.

**Any pupil found to have cleared their browser history will be deemed to have breached the Acceptable Use Policy.**

Pupils are responsible for all content on their iPad including browser history, emails, documents and audio/video content. Any inappropriate material received should be reported to a teacher. If the material has not been reported, the pupil will be required to explain its presence.

## **Disciplinary Procedures**

The iPad programme runs on a 'three-strikes' rule. If problems are encountered, pupils may be subject to the following:

- Temporary or permanent withdrawal of home-use privileges
- Temporary or permanent withdrawal of school-use privileges
- Any other disciplinary measure detailed in the Acceptable Use Policy

Date:

Print pupil name:

Signed Pupil:

Print parent name

Signed Parent: