



## iPads for Learning at Benton Park Primary School Acceptable Use Policy

### Using the iPad Mini responsibly in school

*The following guidelines have been developed through consultation between staff and students. They cover a wide range of potential issues and 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 Mini for prolonged periods of time.

##### Students:

Try to limit the amount of time that you spend using your iPad Mini. Teachers will not be using them in every lesson and not for the whole lesson, however, if you have been spending a large amount of time doing your home learning on the iPad Mini then please make sure that you take plenty breaks and don't continue to the play games for hours after that. 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 Mini is slim, but it is important that all students act safely to limit this risk.

##### Students:

Ensure that the iPad Mini 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, just hand the iPad Mini over. It is insured and can be tracked. If your work is backed up to iCloud or through Acronis Access then your work will not be lost.

##### **eSafety**

Many of the eSafety issues that apply to the use of the iPad Mini already exist within school and have been addressed in our eSafety Policy. All students have accepted the ICT Acceptable Use Policy when they have logged into our school network. We shall continue to address this issue through assemblies and lessons and deal with any incidents that occur in accordance with our current Behaviour for Learning Policy.

##### Students:

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

## **Privacy**

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

### Students:

Please ensure that your own iPad Mini is locked with a 4 digit passcode, but that your home screen has your name and class written on it, so that the iPad Mini can be returned to you if lost. (The students will be shown how to change their home screen in this way).

Any attempt to look at a fellow student or teacher's iPad without permission, will be dealt with very seriously, in line with current Behaviour for Learning policies.

## **Using the Camera (stills and video)**

It is important to be aware that some staff and students are not prepared to have their photograph taken and that permission must always be sought first. Students that abuse the use of the iPad Mini camera will be dealt with using Behaviour for Learning sanctions.

## **Appropriate use in School**

### **In lessons**

Some teachers will use the iPad Minis in lessons more than others. This is likely to vary dramatically throughout the year, as some lessons/topics may be more suited to the use of new technology than others.

### Students:

Your use of the iPad Mini is always at the teacher's discretion. If the teacher hasn't asked you to use the iPad Mini then it should be kept out of the way, in your school bag. If the teacher feels that you have not been using the iPad Mini responsibly then they will ask you to put it away and issue a suitable sanction.

### **Break/Lunchtimes**

We want to encourage students to work collaboratively with their iPad Mini 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 acceptable to use the iPad Mini during break and lunch if it is being used sensibly.

### **Use at Home**

Teachers will set homework that may require you to use your iPad Mini and the usual sanctions will occur if this work is not completed. As currently, the use of any technology in the home is under the guidance of parents.

### **Being Prepared**

Lessons will be disrupted if students forget their iPad Mini, or have failed to charge it overnight. Persistent failure to comply with this will result in sanctions being applied.

### Students:

The iPad Mini must be brought in to school every single day and be fully charged. It will be possible to charge the iPad Mini in the classroom and it is your responsibility to make sure this happens at the start of the school day or during break and lunchtime.

## **The Case**

For this year it has been decided that **students must use the case with which they are provided.**

## **Loss or damage to iPad Minis and Ownership**

The school will work with parents and students to minimise incidents of loss or damage to iPad Minis because the economic sustainability of the iPads for Learning Scheme is dependent on us doing so. It is essential that students treat all iPad Minis with care so that financial loss is limited.

If a school iPad Mini is damaged and requires repair it should be returned to school and, subject to availability, a replacement device will be loaned to the student until the repair is completed. If the damage is so extensive that economic repair is not possible, the student will be issued with a replacement device.

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

If an iPad Mini is lost or stolen, parents will be asked to complete a form giving details of the incident and if appropriate, the police will be informed. In the event of theft of the device it can be tracked and rendered inoperable remotely. Subject to availability, a replacement iPad Mini of a similar age to the lost device will be issued.

Families will be asked to pay further sums towards the cost of replacement or repair if it is caused by inappropriate use or lack of care. This will also apply in the unlikely event that a student is involved in damaging another student's iPad Mini when it may be appropriate to request a parental contribution towards the cost of repair or replacement.

## **Faulty iPad Minis**

If an iPad Mini develops a fault it should be brought to school without delay. If a quick solution is not possible, subject to availability, a loan iPad Mini will be issued whilst a repair is organised.

## **Donations via Direct Debit**

Thank you for supporting the scheme with your generous donations. The school relies on your ongoing donations to make iPads for Learning Scheme sustainable. Please notify us immediately of any reasons for not making regular donations.

## **Ownership**

iPad Minis will remain the property of Benton Park Primary School until the end of the loan period which we anticipate to be 2 years. If all donations are made throughout the scheme then the opportunity to take ownership of the device will be offered.

If a student leaves the school before the 2 years have elapsed it will still be possible to take ownership of the iPad Mini and the market value will reflect the age of the device at that point in time. Should you not want to take ownership of the device, simply return it to school.

## **Using your own iPad in School**

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

## **Student guidelines for iPad Minis**

### **General Dos and Don'ts**

Students are responsible for good behaviour when using iPad Minis just as they are in a classroom or a school corridor. General school rules apply.

iPad Minis are provided for students to conduct learning activities that may include research, production of content and communication with others. Remember that access to devices and the internet is a privilege, not a right and that access requires responsibility.

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

During school, teachers will guide students towards appropriate materials.

The following are not permitted:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting or attacking others
4. Damaging computers, iPad Minis, computer systems or computer networks
5. Violating copyright laws
6. Using other's passwords
7. Trespassing in other's folders, work or files
8. Intentionally wasting limited resources
9. Using the camera and video camera in an inappropriate way or without the express permission of the teacher
10. Deleting or removing the pre-installed MDM profile

### **Behaviour for Learning Sanctions**

Professional judgement will be used to determine the severity of the offence and consequences will be applied accordingly.

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.