



iPad Acceptable Use Policy

Date created 19/12/2023

Date of review 19/12/2024

Committee Sharon Wood (Head teacher), Beth Hunter (Computing Lead), Annabel Simmons (iPad Lead), KRCS and GB Micros.

Contents:

Sub-heading:	Page:
iPad Acceptable Use Policy	1
Software and Apps	2
Charging the iPads	2
Additional Responsibilities For Pupils	2
Safeguarding and Maintaining as an Education Tool	3
Lost, Damaged or Stolen iPad	3
Cameras	3
Misuse of Password, Codes or other Unauthorised Access	3
Parent/Carer/Pupil Pledge and Commitment for iPad Usage	4
Sanctions	5
School Responsibilities	5
Home Usage	6

iPad Acceptable Use Policy:

The policies, procedures and information within this document apply to all iPad devices used in school and at home.

Teachers and other school staff may also set additional requirements for use within their classroom. Users must use protective covers/cases for their iPads.

Users in breach of the Acceptable Use Policy may be subject to but not limited to: disciplinary and charge action, confiscation, removal of content or referral to external agencies in the event of illegal activity.

The Carlton Junior Academy is not responsible for: the financial or other loss of any personal files that may be deleted from an iPad.

Software and Apps:

- Periodic checks will be made to ensure the iPads are being kept up to date and are in a useable state.
- Upgrade versions of apps are available from time to time.

Charging the iPad

- If you need to charge your iPad at home, only authorised Apple iPad chargers suitable for the provided iPad must be used.
- iPads can be turned off when they are not required to save battery power during the school day or at home.
- Pupils will only use the designated charging stations which are named for each child.
- There will be charging banks in each classroom so iPads can be charged at appropriate times during the day.

Additional Responsibilities for Pupils:

If an iPad is left at home or is not charged, the user remains responsible for completing all school work as if they had use of their iPad. Malfunctions or technical issues are not acceptable excuses for failing to complete school work, unless there is no other means of completion. Pupils must not use their iPad in school corridors, on their journeys to and from school or outside of school buildings (unless with the teacher's permission).

When completing homework, iPads will be locked so pupils can only access the appropriate apps at home. Teachers will let parents/carers know which app to use for which week. There will be a timer on the iPads so pupils are using them at an appropriate time. When using the iPads at home, parents and carers must ensure iPads are not used in bedrooms.

Safeguarding and Maintaining as an Educational Tool:

The whereabouts of the iPad will be known at all times, and will be tracked on all devices.

It is the user's responsibility to keep their iPads safe and secure. iPads belonging to other users are not to be tampered or interfered with in any manner. All iPads will have name labels so there is no confusion. If an iPad is found unattended, it should be given to the nearest member of staff.

Lost, Damaged or Stolen iPad:

If your child's iPad is lost, stolen or damaged, a school member of staff must be notified immediately, with a report on how it was lost, stolen or damaged. Parents will be required to compensate school to replace the iPad - (iPads are rarely subject to physical damage if cases are not removed). iPads must remain in school's protective casing at all times. iPads are labelled with pupil's P numbers, first name and last initial.

Cameras:

Photographs may only be taken when authorised by a member of staff in relation to: school, work or homework. The camera must not be used to take inappropriate or explicit photographs or videos, nor will it be used to embarrass anyone in any way, or violate any of the school's policies, which are available on our school's website. The iPad is subject to routine monitoring.

Misuse of Password, Codes or other Unauthorised Access:

The authorised user for the iPad is the pupil of The Carlton Junior Academy. The iPad must be used for educational purposes, or purposes set by the class teacher. Any user caught trying to gain access to another user's device, files or data will be subject to disciplinary action. The iPad Lead will have regular contact with KCRS and GB Micros to seek advice when/if needed.

Parent/Carer/Pupil Pledge and Commitment for iPad Usage:

The school has developed a set of rules to help keep pupils safe whilst using technology e.g. iPads and the internet. Pupils will be reminded of their responsibilities whilst using technology. These rules will be kept under constant review and amended as required. Additional clauses may come into effect at any time, but will be communicated. The

Acceptable Use Policy must be signed and returned to the school via Microsoft Forms before a pupil can take their iPad home.

The Following Rules Apply to all Pupils:

- Treat my iPad with the upmost care and respect.
- Know my iPad is to be used for homework and educational purposes only.
- Use my iPad to complete my homework task and ask for help from my parent/carer if and when needed.
- Not to download apps, or make purchases on the iPad.
- Keep the stylus attached to my iPad when I'm not using it and keep the protective case on at all times.
- Never drop or place heavy items on top of my iPad.
- Keep food and drink away from my iPad.
- Only use my iPad in supervised areas at home and know it must not be taken anywhere else.

Online Safety:

- If asked to click on something (such as 'accept'), check with an adult first.
- Report anything I am unsure of to Mrs Wood, Miss Simmons, Mrs de Gilbert, Miss Hodgson or Mrs Hunter at school, after showing an adult at home.
- Support the school's Online Safety Policy (available on our website) and not deliberately upload/download any images, videos, sounds or text that could upset any member of the school community.
- Only use my log in and password when using online learning environments and keep them private.
- Never share any images or digital media of people on the internet.
- Understand that the iPad is monitored and filtered.

Parent/Carer Commitment:

- ✓ Monitor and oversee your child's iPad use within your home.
- ✓ Please do not allow your child to use the iPad unsupervised or in the bedroom.
- ✓ Help your child with homework set on the iPad.
- ✓ Do not leave the iPad in an unattended vehicle or a place where it can be stolen.
- ✓ Do not use the iPad for your own personal use.

- ✓ Understand that school cannot be held responsible for the content of material accessed at home. However, school will take the necessary measures to work with you to keep your child safe.
- ✓ Understand that iPads are tracked and monitored and filtered by school.
- ✓ Agree not to undertake repairs or modifications on the iPad.

Your Commitment:

I understand that if the iPad is damaged or lost, I will need to compensate the school to replace the iPad. The iPads cannot be repaired.

I have read and understood the iPad Acceptable Use Policy document, as well as this declaration. I give my permission to my son/daughter to use the iPad as outlined in this policy.

The iPad remains the property of The Carlton Junior Academy and must be returned when requested.

Sanctions:

That school has the right to take action with me if involved in incidents or inappropriate behaviour that are covered in this agreement when outside of school and where they involve my membership of the school community (examples: online bullying or use of personal information).

1. A letter home informing parent/guardian/carer of the nature and the breach of rules.
2. The Redhill Trust and/or police informed.
3. Suspension of iPad
4. Cost of damaged or lost items

School Responsibilities:

- We will manage pupil devices at all times.
- We will update apps when needed.
- We will provide every child with an iPad, iPad pen and case to help support their learning.
- We will ensure children with additional needs have access to tools to support their learning.
- We will maintain/repair iPads if there are problems resulting from use in school.

- We will set suitable filters to protect pupil online searches.
- We will ensure the iPad will run through secure filters at school and at home.
- We will use search reports will inform the teaching of online safety.
- We will teach Digital Citizenship to help children understand how to stay safe online (age appropriate).
- We will celebrate Safer Internet Day and regularly teach about Online Safety.
- We will have assemblies focussing on online safety.
- We will support parents if they wish to learn more about devices, their use and online safety.

Home Use:

- Pupils are allowed to use their iPads outside of School with parent/carer consent. The iPad can connect to other wireless networks to assist them with their homework. It is the responsibility of the parent/carer to monitor and oversee iPad use within the home setting and the pupil must be supervised by a responsible adult at all times.
- Photographs may only be taken on the iPad when authorised by a member of staff in relation to School homework. The iPad cameras are not to be used at any other time to save space and prevent misuse of the iPad.