



iPads for Learning - Acceptable Use Policy

This purpose of this document is to set responsibilities and acceptable use guidelines for all students bringing an iPad into school and is intended to compliment the school's other policies on Acceptable use of ICT, WiFi and School Code of conduct.

Students that are authorised to bring an iPad into school are the following:

- Owners of iPads that were purchased through the school iPads for Learning (IFL) scheme
- Students who have signed up to the school 'Bring Your Own Device' (BYOD) scheme and bring their own device in from home that was not purchased through the IFL scheme

Parent/ Guardian Responsibilities

Priory School cannot accept responsibility for the loss or damage of the devices on or off-site.

iPads purchased through the iPads for learning scheme are covered by accidental damage and theft insurance to cover any such eventuality.

Any student who brings in an iPad as part of the BYOD scheme does so at their own risk and parents should secure their own insurance/accidental damage cover before signing their child's BYOD permission slip.

iPad Ownership and Requirements for usage in schools.

- iPads purchased through the scheme are intended for educational use. As such students must ensure that they bring their iPad into school **every day**. Persistent failure to produce the device in school may result in us being unable to claim the VAT back on the device, which could lead to the termination of your scheme contract and/or school sanctions.
- If a student wishes to bring in an iPad that was not purchased through the iPads for Learning scheme then they must first fill out a BYOD signup form and return this to the school postbox. A signup form can be requested from the school office. Any BYOD student must ensure that they have brought their iPad with them **every day** as teachers will book resources for lessons based on the number of scheme and BYOD students in a class. Persistent failure to bring the device to school may result in school sanctions.
- Students must ensure they have sufficiently charged their iPad for use during the full school day. There will be no access to charging facilities in school.
- iPads are not to be left unattended and all iFL scheme iPads must be fitted with the supplied protective case at all times. If an iFL iPad suffers accidental damage whilst not fitted with a case, the school reserves the right to refuse to repair the device.
- Spare iPads will not be available to students who forget to bring their iPad to school or who fail to charge their iPad.
- The school reserves the right to inspect a device which is suspected of not complying with this policy or the ICT Acceptable Use policy.

Passcodes and Security

iPads must be passcode protected. Students are prohibited from sharing their passcode with anyone else except their parents or a member of staff when requested.

Where possible we would also recommend enabling Touch ID for fingerprint recognition and 2-Factor authentication to better secure your device.

'Find my iPad' must always be enabled on any iPad purchased through the IFL scheme. It is highly recommended any BYOD scheme members to enable this feature as well to ensure that their device can be remotely located if it becomes lost.

Photographs, Images & Video

Photographs, images and videos may only be stored on the iPad in accordance with the School's Acceptable Use ICT policy. iPads may only be used to take photographs and videos in school with the permission of a teacher. Students and parents need to be aware that taking photographs and videos of individuals without their permission is a serious breach of school rules and may in some circumstances be illegal. Such activities are likely to incur severe sanctions and external agencies will be consulted if deemed necessary.

Posting school related images or photographs on any site on the internet is strictly prohibited.

Managing files and saving work

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work. Therefore, students **must** back up all work using facilities such as OneDrive, Foldr, Google Drive etc. If a student has any issues saving their work they should see the IT Support department for assistance.

Software

Any apps intended for personal use, paid or free, should be downloaded using a separate personal Apple ID to ensure that you do not lose them following the end of your time at Priory School.

Students may be required to install a management profile in order to join their device to the school network. Removing this profile will disable wireless access in school and therefore the ability to use the device in accordance with this policy.

Memory space on each iPad is limited and cannot be expanded. Academic content takes precedence over personal files and apps. Lack of available space is not an acceptable excuse for being unable to access curriculum apps and content and may result in school sanctions

Software upgrades

Upgrade versions of licensed Software/Apps may become available over time. Students will be expected to download all updates prompted by Apple when they become available. If a student incurs any issues as a result of a software update they should contact the IT Support Department immediately.

Lost, damaged and stolen devices

If the iPad is lost, stolen, or damaged, you must make a report to the Police. You will then be issued with a Police Crime number which can be used to make a claim through the iPads for Learning Insurance scheme. If you need to make a claim through the scheme please contact ipadsforlearning@tpstrust.co.uk

General Responsibilities for Students

- Use iPads in a responsible and ethical manner.
- Adhere to all school rules relating to the use of all iPad, computer and ICT resources.
- Use all computer resources in an appropriate manner to avoid damage to school equipment.
- Secure their iPad after they are finished working to protect their work and information.
- Report any email or message containing inappropriate or abusive language or if the subject matter is questionable.
- 'Find my iPad' will be configured as part of the initial setup to aid recovery of lost or stolen devices.

Prohibited Activities

In addition to the guidance outlined in the School's wider Policy on Acceptable Use of Computers and the internet students are **not** permitted to:

- Use private networks to connect to the internet such as mobile data though a SIM in an iPad or by tethering to a mobile phone.
- Illegally install or transmit copyrighted materials.
- 'Jailbreak' their iPad. This voids the warranty and terms of the agreement.
- Use another student's iPad, with or without permission.
- Disclose their own or use someone else's passcode/password or trespass in others' folders, works or files.
- Leave their device on the school premises overnight unless locked away in an individual iPad locker.
- Attempt to modify, upgrade or repair iPads issued under this policy.
- Send or display offensive messages or material.
- Use obscene, racist or sectarian language or content.
- Knowingly or deliberately cause damage to IOS, devices, computer systems or computer networks.
- Download illegal content or any other material which might be reasonably deemed to be unsuitable for use in a school setting.
- Use sound on their iPad unless directed to by a member of staff
- Play Games on iPads whilst in school.
- Use Social Media Apps on iPads whilst in school.
- Use iMessage or any other messaging app on iPads whilst in school.
- Use AirDrop whilst in school except when explicitly directed to by a member of staff.
- Install VPN apps onto any iPad being brought into school.
- Programs and Apps on iPads must not violate any terms of this or any other school policy.

Legal Propriety

- Students should comply with trademark and copyright laws and all licence agreements. Ignorance of the law is not immunity. If a student is unsure, he should ask a member of staff or a parent.
- Use or possession of software intended to subvert, disable or circumvent network security is strictly prohibited and violators will be subject to sanctions.
- Violation of the law may result in criminal prosecution or disciplinary action.

The iPads for Learning Team
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