



## iPads for Learning - Acceptable Use Policy

Priory School recognises that technologies our students are and will be using in the future is moving at a fast and exciting rate.

The Priory School is committed to developing the use of these new technologies to enhance the educational experience of students and to improve outcomes for them.

We embrace the particular opportunities presented by iPad technology and we will authorise the use of such devices provided that they are used in a manner consistent with the established teaching and learning objectives of the school and that they are used in accordance with all relevant school guidelines and rules. This policy is intended to compliment the school's other policies on Acceptable use of ICT and relevant behaviour and conduct policies.

Students may use their own iPad or one provided through the iPads for Learning scheme.

### **Parent/ Guardian Responsibilities**

Priory School cannot accept responsibility for the loss or damage of the devices on or off-site and as such, we have secured comprehensive insurance for the devices purchased through the scheme.

### **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** from the start of Term in January 2018. 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. Details of the signup process will be distributed after the close of the scheme ordering phase. 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 must be fitted with the supplied protective case at all times. If an iPad suffers accidental damage whilst not fitted with a case, the school reserves the right to refuse to repair the device.
- The school will provide a list of core educational apps which must be installed on any device that is to be brought into lessons. Both scheme and BYOD students must ensure that they have all required apps installed and updated on their iPads at all times. Persistent failure to do this may result in school sanctions.
- 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 and the ICT Acceptable Use policy.

## **Passwords**

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.

## **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.**

## **Sound, music, games or programs**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Playing Games on iPads whilst in school is strictly prohibited.
- Using Social Media Apps on iPads whilst in school is strictly prohibited.
- Using iMessage on iPads whilst in school is strictly prohibited.
- Programs and Apps on iPads must not violate any terms of this or any other school policy.

## **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 iCloud, Dropbox, Google Drive, Office 365, Foldr etc.

## **Software**

Any paid software required by the school to be installed on the iPads will be purchased and deployed by Priory School. All students will be required to use their school email address for the distribution of school-purchased apps. Multiple Apple ID's can be used on an iPad so that students can retain any personal apps when leaving Priory School.

Students are required to have a management profile installed when joining the wireless 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 is limited. Academic content takes precedence over personal files and apps.

## **Software upgrades**

Upgrade versions of licensed Software/Apps are available from time to time. Students will be expected to download all updates prompted by Apple.

## **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.

## **Student responsibilities**

- 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.

## **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 teacher or parent.
- Use or possession of hacking software 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  
November 2017**