



Lostock Hall Community Primary School iPad Acceptable Use Policy

Compiled for Lostock Hall Community Primary School in
collaboration with:

Alexander Findlay
ICT Advisor, alex@theictadvisors.co.uk

and

Nigel Benson
Computing Coordinator at Lostock Hall CPS

iPad Acceptable Use Policy (and iPod Touch) for School

The policies, procedures and information within this document applies to all iPads, iPod Touches or any other IT handheld device used in school. Teachers and other school staff may also set additional requirements for use within their classroom.

User Responsibilities

Users must use protective covers/cases for the iPads.

The iPad screen is made of glass and therefore is subject to cracking and breaking if misused: Never drop nor place heavy objects (books, laptops, etc.) on top of the iPad.

Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen.

Do not subject the iPad to extreme heat or cold.

Users may not photograph any other person, without that persons' consent.

The iPad is subject to routine monitoring by Lostock Hall CPS. Devices must be surrendered immediately upon request by any member of staff.

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

Lostock Hall CPS is not responsible for the financial or other loss of any personal files that may be deleted from an iPad.

Staff will not remove student designated iPads from school to take home. Any updates or photographic transfers must be done on school site.

Staff may take an iPad on an educational visit but must ensure that it is password protected.

iPads as a rule are not to be used at break times unless a teacher specifies this specifically.

Additional Responsibilities for Pupils

For the moment children will not be taking iPads home from Lostock Hall CPS unless specifically specified by a teacher (who will ask permission from the computing coordinator).

Pupils must not use iPads in School corridors or outside of School buildings (unless with the Teachers' permission).

Pupils in breach of the Responsible Use Policy may be subject to but not limited to; disciplinary action, confiscation, removal of content or referral to external agencies in the event of illegal activity.

Safeguarding and Maintaining as an Academic Tool

Syncing the iPad to iTunes or iCloud will be maintained by a School administrator.

Items deleted from the iPad cannot be recovered.

Memory space is limited. Academic content takes precedence over personal files and apps.

iPads should be returned to the iPad cabinet when not in use.

It is a user's responsibility to keep an iPad safe and secure.

iPads being used by other users are not to be tampered with, in any manner.

If an iPad is found unattended, it should be given to the nearest member of staff.

Lost, Damaged or Stolen iPad

If the iPad is lost, stolen, or damaged, the ICT Technicians/Network Manager/Head Teacher must be notified immediately.

iPads that are believed to be stolen can be tracked through iCloud.

Prohibited Uses (not exclusive):

Accessing Inappropriate Materials – All material on the iPad must adhere to the ICT Responsible Use Policy. Users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.

Illegal activities – use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity.

Violating Copyrights – Users are not allowed to have music and install apps on their iPad.

Cameras – Users must use good judgment when using the camera. The user agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of camera in toilets or changing rooms, regardless of intent, will be treated as a serious violation.

Images of other people may only be made with the permission of those in the photograph.

Posting of images/movie on the Internet into a public forum is strictly forbidden, without the express permission of the Teacher or in the case of staff use; a member of the Senior Leadership team.

Use of the camera and microphone is strictly prohibited unless permission is granted by a teacher.

Misuse of Passwords, Codes or other Unauthorised Access: Users are encouraged to set a passcode on their iPad to prevent other users from misusing it.

Any user caught trying to gain access to another user's accounts, files or data will be subject to disciplinary action.

Malicious Use/Vandalism – Any attempt to destroy hardware, software or data will be subject to disciplinary action.

Jailbreaking – Jailbreaking is the process of which removes any limitations placed on the iPad by Apple. Jailbreaking results in a less secure device and is strictly prohibited.

Inappropriate media may not be used as a screensaver or background photo. Presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures will result in disciplinary actions.

Users should be aware of and abide by the guidelines set out by the School online policy.

Lostock Hall CPS reserves the right to confiscate and search an iPad to ensure compliance with this Responsible Use Policy.

Adult Users must read and sign below:

I have read, understand and agree to abide by the terms of the iPad Acceptable Use Policy.

Name: _____

Signature: _____

Date: _____

Please read the iPad Acceptable Use Policy below:

Student Pledge for iPad Usage

I will behave responsibly at all times when using the iPads and agree to follow the rules set out below:

I will take good care of the iPads in school.

I will never leave an iPad unattended unless teacher tells me it is safe to do so.

I will know where the iPad I am using is at, at all times.

I will keep food and drinks away from the iPad since they may cause damage to the device.

I will not disassemble any part of the iPad or attempt any repairs.

I will protect my iPad by only carrying it whilst it is in a case.

I will use the iPads in ways that are appropriate.

I understand that the iPads are subject to inspection at any time without notice.

I will only photograph people with their permission.

I will only use the camera or the microphone when my teacher tells me to.

I will never share any images or movies of people in a public space on the Internet, unless I am asked to do so by my Teacher.

I will not use inappropriate media as a screensaver or background photo.

I will not access another person's device or storage area, or interfere with other people's work or files.

I will not use the iPad for illegal activities e.g. use of the school's internet/e-mail accounts for financial or commercial gain.

I will not try to play on inappropriate games or search for/use certain apps without permission e.g. Youtube.

I will respect copyright.

I will ensure that sounds are muted at all times unless permission is obtained from the teacher.

I understand that any messages I send must be polite; I understand that spamming or mass emailing is not acceptable.

I will report any unpleasant material or messages sent to me.

I will not apply any decorations or stickers to a school owned iPad.

I agree to abide by the statements of this iPad acceptable use policy