

SIXPENNY HANDLEY FIRST SCHOOL

# ipad Acceptable Use Policy

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20<sup>th</sup> March 2018



## **iPad acceptable Use Policy**

The policies, procedures and information within this document apply 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.

### **Users Responsibilities**

- Users must use protective covers/cases for their iPads.
- Do not store or leave unattended in vehicles.
- Users may not photograph any other person, without that person's consent. In the case of children this needs to be from the parent.
- The iPad is subject to routine monitoring by Sixpenny Handley First School. 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.
- Sixpenny Handley First School is not responsible for the financial or other loss of any personal files that may be deleted from an iPad.

### **Safeguarding and Maintaining as an Academic Tool**

- iPad batteries are required to be charged and be ready to use in school.
- Items deleted from the iPad cannot be recovered.
- The whereabouts of the iPad should be known at all times.
- It is a user's responsibility to keep their iPad safe and secure.
- iPads belonging to 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 coordinator and Headteacher must be notified immediately. If the iPad is believed stolen the Headteacher will contact the police.

- iPads that are believed to be stolen may be tracked through iCloud. Users should not disable the find my device feature.
- Users removing their iPad from the school site accept liability for its loss or damage. They should ensure their personal home contents insurance covers school equipment
- If an iPad is deemed to be lost negligently, school may seek to recover the costs of a replacement.

### **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.
- 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/movies on the Internet into a public forum is strictly forbidden, without the express permission of the Headteacher.
- Use of the camera and microphone is strictly prohibited unless permission is granted.
- Misuse of Passwords, Codes or other Unauthorised Access: Users are required 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.
- Individual users are responsible for the setting up and use of any home Internet connections and no support will be provided for this by the school.
- Users should be aware of and abide by the guidelines set out by the School eSafety policy.
- Sixpenny Handley First School reserves the right to confiscate and search an iPad to ensure compliance with this Responsible Use Policy.