

iPad / Own Device Policy

This agreement also covers all other tablet and hand-held devices of a similar nature including, but not limited to, iPods and Kindle Fire.

This policy aims to provide clarity on the responsible use of iPads and other devices. All staff, parents and carers are required to confirm their agreement to these rules governing the use of such devices. Please note that iPads supplied to pupils by charities may have their own regulations attached to their use. School iPads will be managed by the school in the same way as school laptops and desktop computers.

School iPads

Pupils and parent/carers must not:

- Attempt to modify the iPad hardware in any way
- Apply any stickers or decorations to the iPad
- Apply additional personal identifiers
- Swap iPads with another pupil
- Use chargers other than the one supplied with the iPad
- Sell or otherwise dispose of the iPad, case or charger

Management of iPad Configuration

Pupils and parent/carers must not:

- Add or remove applications from the iPad
- Create or sign into any iTunes account on the iPad
- Change any configuration settings on the iPad
- Erase the iPad using another computer, or return the iPad to factory settings
- Synchronise the iPad with a mobile phone, computer or laptop outside the school
- Change or disable the access password on the iPad, or share that password with anyone else

All other iPads (not supplied by the school)

iPads supplied and/or managed by parent/carers should not:

- Have unrestricted access to any mobile network
- Come into school with inappropriate material on them (i.e. age inappropriate, sexual or violent games/content or improper language)

Where inappropriate use or content is discovered, the head teacher will determine if permission to use the equipment at school should be withdrawn. Parents will be notified in writing that the equipment must not be brought into school by the pupil, and for how long that will remain the case. In this instance, the school will endeavor to work with parent/carers to resolve the issues, in order that disruption for the pupil is kept to a minimum.

Damage to the iPad

- Unexpected problems with iPads do occur, and these aren't always the fault of the user. The ICT Technician will be responsible for rectifying faults for all iPads belonging to the school.
- For iPads not belonging to the school, the ICT Technician will assist pupils and parent/carers where possible and if requested.
- It is recommended that iPads should come into school with a Griffin Survivor or equivalent case to minimise the risk of damage if the iPad is dropped.
- Parents/carers should be aware that in a school environment, accidental damage could occur. Any such damage would be the responsibility of the owner of the iPad, unless the negligence of any person could be established.
- Parent/carers who use third parties to repair or update equipment should ensure that they are reputable and competent to undertake the work. They should be made aware that the equipment is used in a school setting prior to a repair/update being made.

The school recognises that accidents do happen, and this risk may be higher in a school setting than would normally be expected in other circumstances. When damage is discovered, the parent/carer or staff member should report it to the pupil's class teacher. The ICT Technician will identify the nature of the damage and make a report to the Headteacher. The Headteacher will then determine how to resolve the matter should negligence or willful damage be suspected. The Headteacher or Governors will determine if the parent/carers are liable for the cost of repairs/ replacement of the equipment or any part thereof.

Lost and Stolen Equipment

Where an iPad is suspected to be lost, this must be reported to the school immediately. Staff at the school will ensure that the loss is investigated, and searches of school premises undertaken if appropriate. The head teacher will determine any further action if the iPad belongs to the school, and will co-operate with parents/carers and pupils where the iPad belongs to someone else. The same course of action should be taken if the iPad is suspected to have been stolen. It will be expected that parents/carers will report the theft/robbery to the police and co-operate with their enquiries as appropriate.

When school iPads are in the possession of pupils at home, and where a school iPad is lost or theft/robbery cannot be established by the police whilst the iPad is off school premises, it will be for the parents/carers and pupils to be responsible for replacement to an equivalent specification.

Insurance

Whilst outside of school and in the home, school purchased iPads are not covered by the school's insurance. Any loss, damage or theft will be the responsibility of the parent/carer. Parent/carers should make suitable arrangements for insurance to cover the cost of replacement (not exceeding retail value) or be prepared to cover these themselves.

Personal iPads remain the responsibility of the owner at all times, and it is for them to make suitable arrangements to insure the equipment to cover loss, damage or theft.

Complaints

Where a parent/carer has any difficulty or concern regarding the use of any iPad in school, they should raise it with the class teacher. If more serious issues arise, the Headteacher will determine the course of action required using any pertinent school policy including the Complaints procedure.

Whilst this agreement seeks to cover every eventuality, any errors or omissions will be looked at using other policies and procedures as determined by the Governors.

Having read this agreement, we the undersigned agree to be bound by its terms.

Pupil's name:.....

Parent/carer signature:.....

Print name:.....

Date:.....

Ellen Tinkham School

Authorised signatory:.....

Print Name:.....

Date:.....