

Ormskirk School - iPad Acceptable Use Policy

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

Using your iPad safely and responsibly

- You may not photograph any other person, without their consent. If another person wants you to delete a photograph you have taken of them on your device, you must do so immediately. (See 'What you must not do' for further clarification about the use of iPad cameras.)
- Your iPad will be monitored by Ormskirk School. You must allow your device to be inspected if asked.
- You must not use your iPad in school corridors, or at break time or lunchtime (unless you have a teacher's permission).
- Your iPad is a learning tool, not a games console. A maximum of 6 games are allowed on the device at any time. If an unacceptable number of games are installed, they will be deleted and you may lose your right to download apps.
- Ormskirk School is not responsible for the financial or other loss of any personal files that may be deleted from an iPad.
- The use of iPads/tablets in lessons is controlled by the teacher. Do not use your device if told not to.
- It is your responsibility to ensure you back up your work to the school network or the cloud using iFiles, iCloud or similar services.
- Try to avoid using your iPad for long periods without taking a break. Make sure you sit in a comfortable position.

Maintaining your iPad as a learning tool

- iPad batteries are required to be fully charged and be ready to use in school at the start of each day.
- **Syncing the iPad to iTunes via a USB cable is not allowed and will not work.** You can download purchases from the iTunes store on your iPad wirelessly.
- Items deleted from the iPad cannot be recovered. Make sure you back up your work using iFiles.
- Memory space is limited. Academic content takes precedence over personal files and apps.
- You must know where your iPad is at all times. It is your responsibility to keep safe and secure.
- iPads belonging to other users are not to be tampered within any manner.
- If an iPad is found unattended, it should be given to the nearest member of staff.

If your iPad is lost, damaged or stolen

- If the iPad is lost, stolen, or damaged, the ICT Technicians/Network Manager must be notified immediately.
- In cases of theft, the police should be contacted immediately and a crime reference number recorded.

Taking care of your iPad

- Your iPad must remain in its case at all times. Do not stand the iPad in an upright position when typing.
- 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.
- Do not leave your iPad unattended at any time.
- Carry your iPad in a suitable school bag.
- Be careful when using your iPad in public places outside school. You should avoid doing this where possible.

Students using own devices

- Students who bring their own devices to school must abide by the same Acceptable Use Policy.
- Any student who does not adhere to the terms of the policy will face disciplinary action which may result in them being banned from using their device in school.

Email etiquette

- School email should be used for school/learning related activity only.
- You are allowed to email staff, but only do so if necessary. All emails should be written **politely**, starting with 'Dear Mr/Miss/Mrs ...' and ending with a 'thank you' and your name.

Things you must not do (not exclusive):

- 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.
- Posting of images/movies 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/microphone is strictly prohibited unless permission is granted by a teacher.
- Games must not be played in school at any time.
- You are not allowed to access, or attempt to access inappropriate materials. All material on the iPad must adhere to the ICT Acceptable Use Policy.
- You are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.
- Never try to gain access to another user's accounts, files or data without their permission.
- Malicious Use/Vandalism – Any attempt to destroy hardware, software or data will be subject to disciplinary action.
- You must not try to remove any restrictions placed on the iPad by the school. This results in a less secure device and network 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.
- Ormskirk School reserves the right to confiscate and search an iPad to ensure compliance with this Acceptable Use Policy.

Student Pledge for iPad Use

- I will take good care of my iPad.
- I will never leave the iPad unattended.
- I will never lend my iPad to others.
- I will know where my iPad is at all times.
- I will charge my iPad battery every night
- I will keep food and drinks away from my iPad since they may cause damage to the device.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will protect my iPad by only carrying it in its case and standing it in the approved positions.
- I will use my iPad only in ways that are appropriate.
- I understand that my iPad is subject to inspection at any time without notice.
- I will only photograph people with their permission, and will delete images of people I don't need.
- I will only use the camera or the microphone when my teacher tells me I can.
- I will never share any images or movies of people in a public space on the Internet, unless I am allowed to do so by my teacher.
- I agree to abide by the terms of this iPad acceptable use policy.

Signed (pupil):

Name:

Progress Group:

Date:

Parent signature:

Please sign and return to Progress Tutor