

Digital Device Home/School Use Agreement : The Orme Academy ACE *Digital* project

We are delighted to introduce you to The Orme Academy ACE *Digital* project. Our aim is to ensure that every student has individual access to an iPad during their education at The Orme Academy so that they have equal access to online learning in school and at home.

Our ACE *Digital* project will enhance students' learning, enable them to thrive in an ever changing modern world and fully equip them to be successful citizens now and in the future.

This document with the accompanying Terms & Conditions invites students to commit to the principles outlined in this TOA ACE Digital Project Home Use agreement covering areas including what The Orme Academy will do, what we are asking parents/carers to do, and what students will be required to do. After reading this document, we invite parents/carers and students to sign the agreement below. This will help to ensure that we are all working together to make the ACE *Digital* project a success for all involved.

Safety arrangements

Our students' safety and wellbeing are our highest priority. To deter theft and to encourage careful care of the iPad we have installed a couple of security features and are working closely with local Police on crime prevention.

- Devices reported as lost or stolen will be locked by TOA to make them **unusable** to anyone else
- Devices reported as lost or stolen will be **tracked** so they can be recovered

Responsibilities

The Orme Academy will...

1. **Provide** an iPad in a case, with charger, to your students.
2. Make sure that the device is **working** and that repairs are dealt with as quickly and effectively as possible.
3. Provide **technical support** to aid in the use of the device in the school and where possible when it is used away from the school.
4. Ensure that the iPad is **protected** against viruses.
5. Apply the **web filtering** and **monitoring** software when on the internet at home and in school.
6. Set the iPad to **block access** to the most harmful / inappropriate websites whilst in use at home and in school where known.
7. Give students an **induction** to using the iPads and how to care for the device and the software.
8. Provide ongoing maintenance when required if the device is used correctly within these terms and conditions.

Parents / Carers will...

1. **Ensure** that their child cares for their iPad when working at home and will **not** take it out of the rugged case at any time.
2. **Report** any loss or damage (including accidental loss or damage) promptly to the school.
3. **Report** any theft to the Police immediately and get a crime reference number that will be passed on to the school.
4. **Report** any faults with the iPad or installed software promptly.
5. **Ensure** that the iPad is **returned** if/when their child ceases to be a student on roll at The Orme Academy, or at any other time upon the request of a member of school staff.
6. Make sure the iPad is **not used** for any illegal and/or anti-social purpose, including access to inappropriate internet sites, or social networks.
7. Make sure that the terms and conditions for use of **social media apps** are adhered to.
8. Make sure the iPad is **charged overnight to at least 80%**, and bring it to school every day, along with other school equipment as per our Behaviour Policy.
9. Ensure that the iPad is maintained in good condition and agree that if there is a **negligent** loss or damage that cannot be repaired that **they will pay in full for the iPad**.

10. Ensure that if there is negligent loss or damage to the charging cable and/or plug the replacement will be at the Parent/Carers' cost.
11. **Follow** the e-safety briefings shared with parents/carers.
12. **Decide** if they should notify our insurer / take out additional home insurance cover for the iPad.

Students will...

1. **Look after** their iPad very carefully at all times.
2. Keep their iPad **in the case** that was issued in at all times.
3. **Only use** the supplied charging cable and plug to charge the device.
4. **Make sure** that the iPad is not switched with any other iPad.
5. Make sure at the battery is 80% charged at the beginning of each school day.
6. **Always** carry it around in a school bag and especially make sure that it is kept in a bag and out of sight when travelling to/from school.
7. Take care when it is transported that it is as safe as possible (e.g. cannot be seen in a vehicle; not left unattended on a bus etc.).
8. **Make sure** the iPad is not damaged by careless or deliberate actions, including anyone messing or playing around with it and using it for things it wasn't meant to be used for.
9. **Always keep** the iPad safe from viruses.
10. **Report** any concerns regarding viruses or malicious problems promptly to a member of staff.
11. **Not** write on, decorate or customise the outside of the iPad, its case, etc, and will **not allow** it to be subject to graffiti.
12. **Not leave** the iPad unattended at any time unless secure either in the school or at home.
13. **Follow** the e-safety briefings shared with students.

Terms and Conditions

At The Orme Academy all authorised users of the IT systems have to sign a User Agreement. This provides guidance on E-Safety and expected behaviours when using learning technologies.

1. All items of equipment issued including hardware and software remain the property of The Orme Academy, these maybe reclaimed at any time.
2. Use is conditional based on this Home School Agreement and the relevant User Agreement having been signed.
3. Use is conditional upon the authorised user complying with the The Orme Academy E-Safety Policy and the Acceptable Use of Technology Policies.
4. The Orme Academy will not be liable for the loss of data and/or personal information contained on the device issued.
5. All software will be installed and licensed by The Orme Academy. Only authorised Apps can be installed.
6. Any unlicensed software will be removed.
7. The Orme Academy School Staff, and IT staff, can monitor the use of the device at any time.
8. Staff iPads will be deployed with an app called Apple Classroom. This allows teachers to monitor groups of students in their class, enabling them to see what is on the screen of every student iPad in the group in real time. Apple Classroom allows staff to control students' iPads including locking the screen, only allowing certain apps or forcing all the iPads to a particular app or webpage.
9. The Orme Academy IT Staff will monitor the use of the iPads in order to protect users from access to harmful and inappropriate material, monitor for inappropriate use and to be able to effectively manage and support the use of the devices.
10. Antivirus software will be automatically updated.
11. The Orme Academy will provide maintenance and fault repairs once reported. The user (Staff Member / Parent / Carer / Student) must not attempt any physical repair or maintenance of the device themselves including arranging for repair by a third party. Any repairs undertaken other than those instructed directly by The Orme Academy will automatically result in the Staff Member / Parent / Carer being liable for the full replacement of cost of the device.
12. Connection to the internet is filtered and monitored by The Orme Academy. However, as with all filtering, this may not stop all forms of access to inappropriate content and therefore parents/carers should take the necessary steps to monitor safe access to the internet when the device is used away from the school although filtering of access to the most inappropriate websites will be in place.
13. The Orme Academy does not take any responsibility for the viewing or interaction of inappropriate sites or material from the device when away from the school.
14. The Orme Academy is not liable for any damages or costs arising from use of the internet.

15. The device should be re-charged at home overnight and the battery at least 80% charge prior to each school day. The Orme Academy does not accept responsibility for any electricity costs associated with charging the device.
16. The Orme Academy advises that parents/carers check with their own insurers that the item is covered for loss, damage or theft.
17. The Orme Academy will not replace the device if it is damaged through deliberate misuse, and will recover the full cost of the iPad.
18. Should the device be reported as lost or stolen the device will not be able to be used by anybody as The Orme Academy monitoring and safeguarding process will disable the device.
19. The Orme Academy will investigate any reported theft of a device and requires a Police Crime Number. Where circumstances permit a replacement device, this would be issued.
20. Surrender of a The Orme Academy device to the Police to aid in the detection or prevention of a crime will be undertaken by the school on presentation of the correct disclosure paperwork form the Police.
21. The device will be used at both the school and at home. Any pupil who fails to follow reasonable instruction will have the device removed, either temporarily or permanently.
22. Use of the device also falls under the The Orme Academy Behaviour Policy and Safeguarding Policy.

.....

I understand that by accepting a The Orme Academy iPad, I accept the conditions of the Digital Device Home/School Use Agreement and agree to act in accordance with the contents.

Student Name: _____ Year: _____

Student Signature: _____ Date: _____

Parent Name: _____

Parent Signature: _____ Date: _____