



HONYWOOD COMMUNITY SCIENCE SCHOOL

POLICY DOCUMENT

iPad ACCEPTABLE USE POLICY

Approved _____

Date _____

Review Date _____

Introduction

When we introduced iPads in September 2011 we were one of the first schools in the country to do so, since then many schools nationally have done the same. The purpose behind this decision was that we believe the device supports successful independent learning as well as creating authentic learning experiences for youngsters. One of the key factors in developing successful independent learners is to guide and support them in how they interact with their iPad. We use a range of media to communicate this such as the Honywood Gazette, school assemblies and through bespoke Learning Session Three programmes.

We expect all youngsters to be safe and responsible when using technology whether it is their iPad, PCs in school or their own mobile technology. We believe it is essential that youngsters are aware of e-Safety and know how to stay safe when using any new technology. If a youngster has a mobile phone they must be very careful how they sync it with other devices especially with their school iPad. We will continue in school to address e-Safety and communicate with youngsters how to remain safe in the digital world in which we live.

All youngsters are responsible for looking after their iPad and need to appreciate that they must look after it as though it was their own so that when they eventually leave Honywood the iPad can be used by other learners in the school.

This document outlines the permitted use of Honywood loan iPads. All guidelines must be followed. Breaching these guidelines may result in disciplinary action and forfeit of the device.

1. All iPads remain Honywood property and are on loan to learners whilst they are on roll at Honywood.
2. iPads must be in school every day unless they are not permitted on a school trip. They must be presented on request and must be returned to the IT team upon the learner leaving school be that at the end of Cohort 11 or due to changing school. The school reserves the right to collect in any device immediately should it feel the need to do so.
3. All devices are collected in by the IT Team prior to the end of the Summer term for essential maintenance and audit requirements.
4. Learners are not permitted to accessorise their loan iPad case in any way.
5. All learners are reminded that if they wish to use their loan iPad to store sensitive information they should only do so when this is essential and this remains the responsibility of the individual.
6. All iPads are configured to use the school Wi-Fi network where they are subject to Watchguard filtering. Learners are permitted to configure their home Wi-Fi network however filtering in this instance will be regulated by their personal Wi-Fi supplier and parent/guardian.
7. Only official Apple iOS updates are permitted.
8. Software deployed by the school to the iPad must not be removed or altered in any way. All iPads are supervised and managed by our Mobile Device Management system (Meraki). You are not permitted to circumvent any of the iPad in-built security measures.
9. It is the learner's responsibility to back-up the device regularly using the guides supplied by the IT Team and available on the school website and in the App on their iPad called **iPad back-up**.

10. Only the learner's Apple ID supplied by the school is to be used on the loan iPad. The Apple ID and password must not be shared with anyone. Using multiple Apple IDs may result in the device being locked by Apple for 90 days.
11. The use of illegally obtained software, that is all software that has not been validly purchased via the App Store, is not permitted.
12. The sharing of Apps by using other people's Apple IDs is not permitted.
13. Only the Honywood IT Team are permitted to apply restriction codes to the device. Should a family want a restriction placed on the device please contact the IT Team directly and they will be able to assist.
14. The loan iPad must not be subjected to a 'Jailbreak' method in order to install uncertified apps. Any attempted 'Jailbreak' could result in total loss of data and the inability of the school to provide support and the iPad will be confiscated from the learner.
15. Use of the iPad for questionable activity including the deliberate viewing of inappropriate material via the internet is not permitted and a consequence will be put in place should this occur.
16. Learners are not to undertake activities that contravene the Computer Misuse Act or Malicious Communications Act.
17. Learners must show due diligence in regard of the security of their loaned iPad at all times. This includes times when they are not using the device.
18. Should parents/guardians choose to add payment details to an iTunes account any costs incurred remain the responsibility of the family or individuals involved.
19. The following apps are not permitted to be downloaded SKYPE, Tox, Viber WeChat, Instagram, Oovoo, SnapChat, Tango.me, Meowchat, Pinterest and any 'Lock folder' apps to obscure access to pictures/files stored on the iPad. Should any be found the iPad will be removed from the youngster for three weeks and then reviewed with the family. (We will update our community with other apps that are not permitted on our school website under the IT section in the Information Tab on the front page).
20. Should a user run out of memory space on their loaned device, school content will take precedence over personal content.
21. Should your iPad or charger (and cable) be damaged or stolen you may have to fund the replacement or make a contribution to cover the cost of the repair as all users must return a fully functioning iPad and accessories provided at the end of their time at Honywood.
22. When in a learning session users should only engage with those apps that support their learning. Consequences will apply for any learners using their iPads inappropriately during learning sessions.
23. Should your iPad stop working in any way, or be damaged or stolen you must inform the IT team immediately and not attempt any repairs either yourself or through any other means. The iPad must not be reset by anyone other than the IT department.
24. Charging of the device is the responsibility of the learner apart from those who have requested that their device remain in school.
25. iPads must remain in the protective case supplied by the school at all times. This includes the front cover and screen protector. Any damage or graffiti to the case may result in the learner having to fund a new case and consequences to the learner.

26. All learners must bring their iPad to school every day, should a learner fail to bring their iPad in for five consecutive days, a colleague from the school will make a visit to the home to collect it.
27. Learners may only use a number lock code on their device and are not permitted to use the fingerprint lock facility.

Signed agreement for the Learner - iPad Acceptable Use Policy

Learner Name:

Learning Group:

I have read, understood and agreed to the **iPad Acceptable Use Policy**

Learner signature:

Date:

Signed agreement for the Parent/Carer - iPad Acceptable Use Policy

I have read, understood and agreed to the iPad Acceptable Use Policy

Parent/carers signature:

Date:

Signed Agreement for the Parent/Carer - Access to the App Store

Please tick one of the boxes below:

1. We/I (are/am) happy for the App Store to be available on my youngster's iPad and understand that we will work together with the school to support how my youngster interacts with the device.

or

2. We/I wish for the iPad to be configured with no App Store on the device and should my youngster wish to have an educational app downloaded or updated, that we/I will request this via iPad@honywoodschool.com from my email address that the school currently has on its database.

or

3. We/I would like a more bespoke programme for my youngster's iPad and would like to be able to discuss this with the school.

or

4. We/I prefer that my youngster does not have an iPad.

Parent/carers signature: _____

Date: _____