



# PRIORITY

## INTEGRATED COLLEGE

· HOLYWOOD ·

### School Owned iPad Acceptable Use Policy



## INTRODUCTION

Priory Integrated College is committed to using innovative educational technology to enhance communication, teaching and learning within our College community. We embrace the opportunities that iPad technology has presented and permit the use of an authorised Apple iPad by students and staff in a manner consistent with the established teaching and learning objectives of the College. We also recognise and encourage the use of the iPad at home to promote learning.

This policy applies to all student users of iPad hardware and software technology in Priory Integrated College. It applies to all iPads used by our students, wherever they are physically located - within the College or used in a Partner school. It is intended to compliment the College's wider Policy on the Acceptable Use of Computers and the Internet and its E- safety Policy. Due to the nature of information and communications technology, the policy will undergo yearly review and as such the College reserves the right to amend any sections or wording at any time.

The following details define the proper use of the device in College and out of College hours.

## IPAD OWNERSHIP

The College retains ownership of all iPad devices, cases, accessories and apps. iPads are provided to students on a single year loan basis and at all times remain the sole property of the College. The College will provide all components required to ensure the iPad operates effectively in the classroom and through our Wi-Fi access. The College maintains the right to selectively filter internet content and manage the use and connection of iPad to the College network in line with its E-Safety Policy.

The College insures iPads against accidental damage and theft. It is the College's final decision if it deems any damage to be accidental or through misuse. For accidental damage, a replacement device will be provided and a repair procured. In the event of misuse of the iPad, privileges may be revoked and a monetary contribution from the student sought for its repair. If a device is lost a monetary contribution of £250 is compulsory for its replacement.



All iPads will be managed through the College's centralised management system. This remote system allows us to manage iPads if lost or stolen by locking them and erasing content. We will also be able to monitor the use of the iPads i.e. apps installed, internet filtering. Through this managed system the college has the ability to delete apps or turn off functions i.e. camera or internet. The College reserves the right to use any of the above in the management of their iPads.

## **TAKING CARE OF IPADS**

Students are responsible for the general care of their iPad. iPads that are broken, or fail to work properly should immediately be reported to the student's form tutor. General Precautions

iPads must never be left unattended or in any unsupervised area.

iPads must be left in lockers at break-time and lunch time.

### **Carrying iPads**

The College supplied protective case must be used with the iPad at all times.

Avoid placing too much pressure and/or weight (such as folders and workbooks) on the iPad screen. The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

## **USING YOUR IPAD AT COLLEGE**

iPads are intended for use at College each day. In addition to teacher expectations for iPad use, College messages, announcements, planners, calendars and schedules may be accessed using the iPad. Therefore, students are responsible for bringing their iPad, fully charged, to all classes each day.

Students who fail to bring the iPad to College or do not maintain a fully charged battery, will be issued with an equipment behaviour point. This is supported by our Classroom Behaviour Management Plan.

If students leave their iPad at home, they are responsible for getting any assignments or coursework completed as if they had their iPad present. Spare iPads will not be available to students who forget to bring their iPad to College or who fail to charge their iPad.



At all times, the class teacher's decision is final regarding use, or non use of any iPad, collectively or individually.

## CHARGING THE IPAD BATTERY

iPads must be brought to College each day in a **fully charged** condition. Students need to charge their iPads each evening. This may take up to 3 hours to fully charge the iPad.

The College will not replace iPad chargers and cables broken due to incorrect storage/misuse. All chargers and cables must be replaced with an authentic Apple charger or cable. Students will be responsible for the purchase of a replacement charger and cables. Chargers and cables will be available to purchase through the college.

## PASSWORDS AND APPLE IDS

Each iPad requires its own Managed AppleID, specific to its owner. This is set up at the start of the College year under criteria supplied by Apple. Parents. carers should note that this **does** not require credit card or any other form of funding. Apple ID password reset will be handled by the school itself. Pupils should speak to an appointed member of staff if they require a password reset.

Pupils should not use any other Apple ID other than the one provided to them at the beginning of the school year. Parents or family member Apple ID must not be used.

## PHOTOGRAPHS AND IMAGES (still or moving)

Photographs/Images stored on the iPad must comply with the College's E-Safety Policy and the Internet Use Policy. In the interest of student and staff care the College reserves the right to randomly check any iPad for unsuitable content.

No images or video material taken in College may be uploaded from any device to social networking sites.

Recording (video or photo) of classroom teachers and other students is prohibited unless specifically permitted by the class teacher.



## **SOUND, MUSIC, GAMES OR APPS**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Gaming on iPads whilst in College is strictly prohibited at all times. Furthermore, students are prohibited from accessing social media on their iPad at any time during the school day.

## **HOME USE**

Students are allowed to use their iPads at home and set up wireless networks on their iPads to assist them with homeworks, coursework etc. It is the responsibility of the Parent/Carer to monitor and oversee iPad use within the home setting.

## **MANAGING FILES AND SAVING WORK**

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for the failure to submit work. Therefore, students should back up all work using facilities such as iCloud or Google Drive.

## **SOFTWARE AND APPS**

The College will synchronise the iPads to contain the necessary Programs and Apps for College work. The Software/Apps originally installed by the College must remain on the iPad in a usable condition and be easily accessible at all times. From time to time the College may add or modify software applications for use in a particular course. This will occur remotely and it is the user's responsibility to permit the installation of these apps, and ensure all apps are installed as needed.

Periodic checks of iPads will be made to ensure that students have not removed required Apps or management profiles.

The College's remote management system (JAMF) monitors all app distribution. Students will not be able to access and download apps onto the iPad.



## **INSPECTION**

Students may be selected at random to provide their iPad for inspection so they comply with the iPad Policy/ E-Safety Policy/ Internet Access and Use Policy.

## **PROCEDURE FOR RELOADING SOFTWARE**

If technical difficulties occur the iPad will be restored from backup. The College does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

## **SOFTWARE UPDATES**

Upgrade versions of licensed Apps are available from time to time. Our management system will automatically update iPad apps and operating systems.

## **RESPONSIBILITIES**

### **PARENT/CARER RESPONSIBILITIES**

Parents/ carers are expected to talk to their children about the values and standards that they should follow on the use of the Internet just as they do on the use of all media information sources such as television, telephones, movies, radio, iBooks etc.

### **STUDENTS' RESPONSIBILITIES ARE TO:**

- Use Apple iPads in a responsible and ethical manner.
- Obey general College rules concerning behaviour and communication that apply to iPad and computer use.
- Use all computer resources in an appropriate manner so as to not damage College equipment.
- Report any email containing inappropriate or abusive language or if the subject matter is questionable.



## STUDENT ACTIVITIES SPECIFICALLY PROHIBITED

In addition to the guidance outlined in the College's wider Policies on Acceptable Use of the Internet and E-Safety students are **not** permitted to:

- Illegally install or transmit copyrighted materials.
- Change iPad settings (exceptions include personal settings such as font size, brightness, etc).
- 'Jailbreak' their iPad.
- Access without permission or use another student's iPad.
- Leave their device on the College premises overnight.
- Attempt to modify, upgrade or repair iPads issued under this policy.
- Damage devices, computer systems or computer networks.
- Send or display offensive messages or material.
- Use obscene language or content.
- Use other students Apple IDs or passwords.
- Trespass in others' folders, works or files.
- Download illegal content or material which is suspicious.
- Upload any photo or video content taken in College to any social networking sites.
- Graffiti the case of their iPad or another students iPad.

## IPAD IDENTIFICATION

Student iPads will be labelled in the manner specified by the College. iPads can be identified in the following ways:

- Serial Number through the device management system.
- Students' usernames.

## DISCIPLINARY MEASURES

If a student violates any part of the above policy, the following sanctions will apply:

### INAPPROPRIATE/ UNACCEPTABLE USE

**1st Offence** – Student(s) will have their iPad confiscated and taken to the College Office and collected by the student at the end of the College day. Details of 'Check-In' and 'Check-Out' will be recorded and a letter will be sent home with a warning regarding future use of the iPad.

**2nd Offence** – Student(s) will have their iPad confiscated and taken to the College Office and collected by the Parent/Carer at the end of the College day. Details of 'Check-In' and 'Check-Out' will be recorded, a detention issued and a further letter with an increased warning regarding future use of the iPad and the consequences of the 3rd Offence.

**3rd Offence** – Student(s) will have their iPad confiscated and taken to the Principal's Office. Loss of iPad and privileges for a length of time will be determined by the Principal.

Any student who persistently refuses to co-operate or violates any aspect of the provisions of the iPad Policy or the Acceptable Use of Internet Policy may face other disciplinary action deemed appropriate in keeping with the College's Behaviour Management Policy.

**Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, other agencies may be involved (e.g. Police).**

**A student will be required to hand over their iPad to a member of staff if:**

- there is a suspicion that the iPad has unsuitable material stored on it.
- a student has disrupted a lesson through improper use of an iPad.
- a student has misused their iPad to take photographs/video on the College premises which they have not received permission to do so.
- the iPad or any of its features has been used for any form of bullying.
- games are being played on the iPad in College time.
- the iPad has been used to breach any College rule/policy and general well being of staff and students

## IPAD RETURNS

iPads will be returned to the College Office when a student's enrolment is terminated through transferral, withdrawal, suspension or expulsion from the College during, or at the end of a College year.

The device should be returned to the College Office, with appropriate power cables in good working condition. The decision regarding good working condition lies with the college. The student will be liable for any damage to the device.



## iSummary

### iMust

- Bring the iPad fully charged to the College every day.
- Keep the iPad in the case provided by the College at all times and not damage the case.
- Only use the iPad as directed by my teacher in lesson time.
- Only use headphones in a lesson with my iPad when my teacher tells me to.
- Not attempt to use social networking sites and instant messaging sites during the college day.
- Ensure iCloud is switched on to enable my content to be backed up regularly.
- Use the iPad camera responsibly and with clear consent of any person being filmed.
- Ensure that the iPad has enough memory to store any work created or be able to download Apps requested by the College.
- Not add any additional iTunes accounts to the iPad.
- Not tamper with the software installed on the iPad.

### iAccept

- That the iPad remains the property of Priory Integrated College at all times.
- That if I cease to be a student at Priory Integrated College I must return the iPad before leaving.
- That the iPad will be fully managed and controlled by the approved school system (JAMF).
- That the teacher's decision in the use of the iPad during lessons is final.
- That any member of the College staff can request any iPad at any time to check its content and internet history. I will be required to provide the unlock code for the iPad when requested.
- I must inform my form tutor as soon as possible if my iPad stops working.
- I must report any loss, theft or damage to my form tutor.
- I will be required to replace the charger or cable if broken with an authentic Apple charger or cable.
- If I deliberately damage or lose an iPad I will be responsible for the cost of repair or replacement.
- That using the iPad irresponsibly or for any form of bullying will result in disciplinary action by the College.
- The College may remove any content from the iPad to create extra storage when necessary.
- Inappropriate use of the iPad within the College may result in confiscation for the remainder of the day.

I have read and agree to the iPad policy terms and conditions when using a school loaned iPad.

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_