

# iPad Acceptable Use Policy

## Introduction

One of the key factors in developing successful independent students is to guide and support them in how they interact with their iPad as a digital learning tool.

We expect all students to be safe and responsible when using technology whether it is their iPad (and any accessories, such as pencil, charger and case), PCs in school or their own mobile technology.

We believe it is essential that students are aware of online safety and know how to stay safe when using any new technology. We will continue in school to address online safety and communicate with students how to remain safe in the digital world in which we live.

All students are responsible for looking after their iPad (and any accessories, such as pencil, charger and case) and need to appreciate that they must look after it as though it was their own.

We ask that parents read the sections below with their son/ daughter so that they understand their responsibilities. These statements will also be discussed with all students as they start to use their iPad in class before the device comes home.

## Section 1: Students

As part of the responsibility and privilege of having an iPad assigned to me, I will bring the iPad to school every day and follow the following rules when in school:

1. I will only use the iPad (and any accessories, such as pencil, charger and case) for what I'm instructed to by my teacher.
2. I will not attempt to unlock another student's iPad nor edit or delete someone else's files without their permission.
3. I will keep the iPad in its case at all times and be careful when handling it. I will ensure the iPad lid is closed when moving the iPad around school. I will ensure that the pencil is kept in the case slot when not in use. My family will have to pay towards the costs of repairing any deliberate damage.
4. I will keep my passcode and Showbie login information secret. I will not use someone else's Showbie login at any point.
5. I will only take photographs or video of a person **with their permission**.
6. I will immediately hand over and unlock the iPad if asked to by an adult in school.
7. I will only install apps from the Trust App Store and will delete unwanted files/photos/ videos/apps to make best use of storage space on the iPad for learning resources.
8. I am aware that some websites and social networks have age restrictions and I will respect this. I will only log into approved websites (e.g. Showbie).
9. I will not attempt to visit internet sites that I know to be banned by the school.
10. The messages I send (such as in Showbie or email), or information I upload, will always be polite and sensible.
11. I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
12. I will not search using inappropriate keywords. I will not view, download or share inappropriate images.
13. I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission. I will never arrange to meet someone I have only ever previously met on the internet, unless my parent / carer has given me permission and I take a responsible adult with me.
14. If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will show a teacher/responsible adult.
15. I will respect copyright and only reuse images/video/audio with permission.
16. I will only AirDrop files when asked to. I will turn off AirDrop when not using it.
17. I will not accessorise or decorate my iPad case.
18. I understand that I may lose iPad access as a consequence of not following these rules. Consequences of policy breach might include, but are not limited to:
  - a) Temporary or permanent loss of iPad access
  - b) Financial contribution for damage or non-return
  - c) School sanction/ disciplinary action
  - d) Withdrawal of digital privileges (e.g., email, app access)

19. By using your school email account and any associated digital tools, you agree to follow the acceptable use guidelines. Prohibited activities include, but are not limited to:

- a) Harassment or Bullying: Sending messages that are abusive, threatening, discriminatory, or offensive.
- b) Spam or Phishing: Distributing unsolicited bulk emails or attempting to deceive others into sharing personal information.
- c) Misrepresentation or Impersonation: Falsely representing your identity or pretending to be someone else.
- d) Unauthorised Access or Hacking: Trying to access systems or accounts without permission.
- e) Excessive Personal Use: Using the account primarily for non-school-related personal communication.
- f) Marketing and Promotions: Signing up for or exchanging marketing, promotional, or booking-related content using the school email account.

## Section 2: Rules when taking the iPad home

- 1. I will keep the iPad in my bag at all times with any accessories, such as pencil, charger and case, until I get home.
- 2. I will keep the iPad (and any accessories, such as pencil, charger and case) in my house until I go back to school.
- 3. I will share my work with my family so they can see what I have learned.
- 4. I will complete tasks for home learning on my iPad if asked to by my teacher.
- 5. I will photograph and upload to my school's learning platform (such as Showbie) any home learning tasks set by my teacher that do not need an iPad.
- 6. I will not use the iPad at home after an agreed time with my family.
- 7. I will make sure it is charged for each school day.

## Section 3: Parents/carers

1. Parents/carers will ensure that their son/ daughter will bring their iPad (and any accessories, such as pencil, charger and case) to school every day unless they are not permitted to for a school trip. Should a student fail to bring their iPad (and any accessories, such as pencil, charger and case) in for three consecutive days, a colleague from the school will make a visit to the home to collect it. The iPad (and any accessories, such as pencil, charger and case) must be presented on request and must be returned to the school's office upon the student leaving school, or due to changing school. The school reserves the right to collect in any device immediately should it feel the need to do so. Failure to return the iPad, pencil and case will result in us asking for a financial contribution for items not returned.
2. Students are not permitted to accessorise their iPad case in any way.
3. All iPads are configured to use the school Wi-Fi network where they are subject to Smoothwall filtering. Students are permitted to access their home Wi-Fi network, and the Smoothwall filter will still be in place.
4. However, parents and students maintain responsibility for the sites accessed when using the device at home. These are monitored through our Smoothwall filter.
5. Software deployed by the Trust or school to the iPad must not be removed or altered in any way. All iPads are supervised and managed by our Mobile Device Management (MDM) system (JAMF). You are not permitted to circumvent any of the iPad in-built security measures.
6. Only the student's Apple ID supplied by the school is to be used on the iPad. The Apple ID and password must not be shared with anyone.
7. The iPad and operating system (iOS) will be updated regularly through a request to students to ensure that it is left charging overnight, typically on a Friday evening. The school will let the students know if this is required.
8. The sharing of Apps by using another Apple IDs is not permitted.
9. Should the iPad, pencil, case or charger (and cable) be damaged or stolen you may have to fund the replacement from the Trust-approved stock or make a contribution to cover the cost of the repair. Please ensure that any damage is brought to the attention of the school when your son/ daughter is next in school. Should it stop working, you must inform the school when your son/ daughter is next in school.
10. Charging of the device is the responsibility of the student. A fully charged iPad will last the whole school day, and a fully charged pencil will last several days. Please ensure a regular routine of charging when your son/ daughter returns home and encourage them to take responsibility for this.
11. iPads must remain in the protective case, that has been supplied by the school, at all times. This includes the front cover and screen protector. Pencils should remain in the case slot unless being used.
12. Consequences of policy breach might include, but are not limited to:
  - e) Temporary or permanent loss of iPad access
  - f) Financial contribution for damage or non-return
  - g) School sanction/ disciplinary action
  - h) Withdrawal of digital privileges (e.g., email, app access)

## **PARENT/ CARER AND STUDENT AGREEMENT**

**This agreement requires 3 signatures.**

### **Section 1**

#### **Signed agreement for the student - iPad Acceptable Use Policy**

**It is important I take responsibility for my iPad, case and pencil. These are the rules I agree to follow:**

<b>In school</b>	<b>Travelling to school and at home</b>
Use it when asked to by the teacher	Keep the iPad and pencil in its case and in my bag
Only use my own iPad unless I'm given full permission to use another	Share my learning at home and complete tasks at home
Passwords are kept secret	Use the iPad at home only when my parents say it is allowed
<b>Always/Everywhere</b>	
I will only take photographs or record video/audio of a person <b>with their permission</b>	
I will not search for inappropriate words, images or videos	
If I see something I'm unhappy with I will share with an adult	
I will not share my personal details without a trusted adult's permission	
I will not use images/video/audio that is copyrighted	
I will keep the iPad in its case and keep the case as if it is new	
I will charge the iPad before taking to school	

**I understand that my family will have to pay towards the costs of repairing any deliberate damage I cause.**

**I will bring the iPad to school every day. I understand that there will be a consequence in school if I forget to bring my iPad to school for 3 days in a row.**

Signed:		Date:	
Student Name:		Class Name/ Tutor Group:	

## Section 2

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

I have read, understood and agreed to the **iPad Acceptable Use Policy** Section 3 and have discussed Section 1 and Section 2 with my son/ daughter.

Signed:			
Date:		Parent/ Carer name:	

## Section 3

### Signed Agreement for the Parent/Carer - Return of the iPad (and accessories) when your son/ daughter leaves school

I understand that all iPads, pencils and cases remain the property of Unity Schools Partnership.

I understand that the iPad, pencil and case **MUST** be returned to the school office upon my son/ daughter leaving school, or due to changing school.

I understand that failure to return the iPad, pencil and case will result in us asking for a financial contribution for any items not returned.

Signed:			
Date:		Parent/ Carer name:	

## Appendix 1: Data protection and data retention

1. By completing this form, you acknowledge and accept the following:
  - a) **Use and Retention of Data:** Information collected through this form will be used solely for the purposes outlined and retained in line with our Trust's Privacy Notices and Records Retention Policy. These documents are available on the Unity Schools Partnership website: [unitysp.co.uk/policies](https://unitysp.co.uk/policies)
  - b) **Right to Withdraw Consent:** Under GDPR, you have the right to withdraw your consent at any time. If you wish to do so, please contact [ltaylor@unitysp.co.uk](mailto:ltaylor@unitysp.co.uk)
  - c) **Impact of Withdrawal:** If consent is withdrawn, access to a school-issued iPad will be revoked, and the device must be returned promptly.
2. For more information, please contact [dpo@unitysp.co.uk](mailto:dpo@unitysp.co.uk)



