

iPad Device Acceptable Use Agreement for Students

I understand I must use school systems in a responsible way, to ensure there is no risk to my safety or to the safety and security of the systems and other users. I understand that everyone has equal rights to use technology as a resource and:

Daily Maintenance:

- **I understand that it is my responsibility to charge my iPad at home, with the charger provided by the school, ready for each school day.**
- I will at all times respect and care for my device, including making sure that it is always in the case provided by All Saints Academy.
- I will ensure that I minimise the risk of theft by using a school bag which keeps my device fully hidden when travelling to and from home.

E-Safety:

- I understand that All Saints Academy will monitor my use of the systems, devices and digital communications.
- I understand that All Saints Academy systems and devices are primarily intended for educational use within the Academy and at home. I will not use them for personal or recreational use unless I have permission.
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I should ensure I have permission to use the original work of others in my own work.

Misuse:

- I understand that any misuse of my device or non-compliance with the Acceptable Use Agreement will result in my iPad being temporarily removed.
- I understand that if I fail to comply with this Acceptable Use Agreement, I will be subject to disciplinary action. This may include loss of access to the school network and relevant sanctions the school deems necessary which may include contact with parents/carers and in the event of illegal activities involvement of the police.
- I will not remove the All Saints Academy asset number from the back of the device as this is used to identify the owner of devices internally.
- I understand the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).

iPad Damage or Loss Procedure

In the event of damage to the iPad, the following procedure is to be followed:

- The iPad is brought directly to the IT Support Team without delay.
- IT Support will take the iPad from your child and ask them to remove their passcode and dis-associate it from their Apple ID.
- IT Support will log details of the damage on their management system.
- IT Support will then send the iPad off to be repaired. This typically takes between 2- 3 weeks dependant on the extent of damage. While waiting for the repairs to be carried out teachers will ensure that your child can access tasks in the classroom without the use of their device.
- When the iPads are returned to the school they are tested to make sure they are working. IT Support will then email the student's Form Tutor so that the iPad can be collected.

In the event of loss/theft of the iPad, the following procedure is to be followed:

- If the device has been lost or stolen outside of the Academy site we require the Parent/Carer to report this to the police and obtain a crime reference number which must be passed to the Academy.
- IT Support will log details of the loss/theft on their management system.

I understand and agree to the iPad Device Acceptable Use Agreement for Students and the iPad Damage or Loss Procedure

Student's Name _____ Form _____

Student Signature _____ Date _____

Parent/Carer Signature _____ Date _____