



iPad Acceptable Use Policy

Mission Grove Primary School

This Policy has been written for and adopted by the Governing Body of Mission Grove Primary School.

VISION STATEMENT

For the children at Mission Grove to become well rounded individuals who have drive, passion and the confidence to do their best. Who leave with the skills to succeed and flourish in life. Staff have high expectations of themselves and others and are reflective practitioners. Mission Grove provides security, opportunities and enjoyment for all.

Approved by Governing Body

Date :

Review Date :

iPAD Acceptable Use POLICY

iPad Acceptable Use Policy

The policies, procedures and information within this document applies to all iPads, iPod Touches or any other Computing handheld device used in school. Teachers and other school staff may also set additional requirements for use within their classroom.

Users Responsibilities

Users must sign an Equipment Loan form upon receipt of the iPad.

Users must use protective covers / cases for their iPad.

The iPad screen is made of glass and therefore is subject to cracking and breaking if misused: Never drop nor place heavy objects (books, laptops, etc.) on top of the iPad.

Never carry more than 3 iPads at the same time.

Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen.

Do not subject the iPad to extreme heat or cold.

Do not leave unattended unless inside a locked cabinet.

Users may not photograph any other person, without that person's consent.

The iPad is subject to routine monitoring by Mission Grove Primary School. Devices must be surrendered immediately upon request by the Headteacher or Designated Person.

Users in breach of the Responsible Use Policy may be subject to but not limited to; disciplinary action, confiscation, removal of content or referral to external agencies in the event of illegal activity.

Mission Grove School is not responsible for the financial or other loss of any personal files that may be deleted from an iPad.

Additional Responsibilities for Pupils

See the 'iPad Acceptable Use Policy'

Safeguarding and Maintaining as an Academic Tool

iPad batteries are required to be charged and be ready to use in school.

Syncing the iPad to iTunes or iCloud will be maintained by the IT Technician.

Items deleted from the iPad cannot be recovered.

The whereabouts of the iPad should be known at all times.

It is a user's responsibility to keep their iPad safe and secure.

If an iPad is found unattended, it should be given to the Headteacher.

Lost, Damaged or Stolen iPad

If the iPad is lost, stolen, or damaged, the Head Teacher must be notified immediately.

iPads that are believed to be stolen can be tracked through iCloud.

Prohibited Uses (not exclusive):

Accessing Inappropriate Materials – All material on the iPad must adhere to the Computing Responsible Use Policy. Users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.

Illegal Activities – Use of the school's internet / e-mail accounts for financial or commercial gain or for any illegal activity.

Violating Copyrights – Users are not allowed to have personal music or install apps on their iPad.

Cameras – Users must use good judgment when using the camera. The user agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of camera in toilets or changing rooms, regardless of intent, will be treated as a serious violation.

Images of other people may only be made with the permission of those in the photograph.

Posting of images / movie on the Internet into a public forum is strictly forbidden, without the express permission of the parent of a pupil through the 'Agreement for Parents'

Use of the camera and microphone is strictly prohibited unless permission is granted by a teacher.

Misuse of Passwords, Codes or other Unauthorised Access: Users are encouraged to set a passcode on their iPad to prevent other Users from misusing it.

Any user caught trying to gain access to another user's accounts, files or data will be subject to disciplinary action.

Malicious Use / Vandalism – any attempt to destroy hardware, software or data will be subject to disciplinary action.

Jailbreaking – Jailbreaking is the process of which removes any limitations placed on the iPad by Apple. Jailbreaking results in a less secure device and is strictly prohibited.

Inappropriate media may not be used as a screensaver or background photo. Presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures will result in disciplinary actions.

Individual users are responsible for the setting up and use of any home internet connections and no support will be provided for this by the school.

Users should be aware of and abide by the guidelines set out by the School eSafety policy.

Mission Grove Primary School reserves the right to confiscate and search an iPad to ensure compliance with this Responsible Use Policy.

Adult Users must read and sign below:

I have read, understand and agree to abide by the terms of the iPad Acceptable Use Policy.

Name

Signature

Date