

Penrice Academy

Acceptable Use Policy for Mobile Digital Devices including iPads

September 2014

Date of Review: May 2015

Introduction

Penrice Academy (“The Academy”) may grant a licence to use iPads or other mobile digital devices (together referred to as “iPads” in this policy) to staff and students for the purpose of promoting educational excellence by offering access to information and tools that enhance learning, innovation, research, creativity, communication and enable mobile learning. This policy outlines the acceptable use of iPads and is supplementary to The Academy’s other Acceptable Use Policies for ICT. iPads are a privilege that carry responsibility and behavioural expectations consistent with all Academy rules and policies [Behaviour Policy, Acceptable Use Policy for ICT]. iPads are provided and maintained for the benefit of the whole Academy community and students are encouraged to use and enjoy these resources, and to help ensure they remain available to all. Inappropriate use may result in disciplinary action.

Students are expected to have regard to this policy at all times to protect the iPads from unauthorised access and damage.

Scope

This policy covers all students attending the Academy. All parents/ carers signing this policy on behalf of students agree that they (parents/ carers) have overall responsibility for ensuring safe and appropriate use of iPads and compliance with this policy. This includes responsibility for the use of iPads through internet connections at the student’s home, or at a site other than The Academy.

Equipment

1. Suitable software (Apps) may be installed on the iPad by a student providing there is sufficient space for learning materials and work files. Apps will be removed at the request of The Academy. The Academy will decide whether installed Apps are suitable.
2. No action will be taken that damages, disables or harms the operation of the iPad. The iPad will be kept away from liquids, heat and protected at all times by suitable screen protection and a suitable case (see case recommendations on the Academy website).
3. The iPad will be used for the purpose of accessing information and learning tools to enhance learning. During school hours, iPads must only be used as and when directed to by a member of staff. Use at breaktime, inside or outside the Academy building is only permitted under direct supervision of a member of staff for a specific activity.
4. iPads must remain free of writing, drawing, stickers, labels or skins, unless provided or authorised by the Academy.
5. Responsibility for backing up work onto the iCloud or other suitable means rests with the student. This will be done daily.
6. For use outside the Academy, it is the responsibility of parents/ carers to provide an appropriate secure internet connection.
7. For use in the Academy, students will be provided with filtered, secure internet access. The Academy’s network is the only internet connection that students will use whilst in the Academy.
8. The Academy reserves the right to inspect the iPads at any time to ensure that they are being used in accordance with this policy. There is no right to privacy for any files, email, social network, or any other content stored or accessed using an iPad.
9. The iPad will, at all times, remain the property of the Academy. The Academy reserves the right to recall the iPad or confiscate the iPad at any time and alter, add or delete installed software or hardware.
10. iPads must be brought to Academy each day, fully charged. iPads must be charged overnight in a secure place.

Security and Privacy

1. Passwords/ pincodes will not be shared and will be changed at least once every three months. Students must use a mixture of numbers and letters and be at least 6 characters long.
2. Students must only use their own iPad. Students must not ask for another student's pincode/ password.
3. Students will not attempt to bypass the Academy's internet filtering. To do so is a breach of this policy.
4. There is no right to privacy when using an iPad. All files, emails, photos etc can be sampled by The Academy to ensure that the device is being used in an appropriate way. There will be a routine sampling process and if asked, students must make their iPad available for sampling.
5. The iPad must be set so that the lock activates automatically after a short period of time (e.g. 5 minutes).
6. iPads must never be left unattended in a public place, either on Academy premises or elsewhere. Nor should the iPad be left in plain sight within a vehicle. Lockers are available in Academy for students to store their iPads and other valuables.
7. In the event that the iPad is lost, damaged or stolen, this must be reported to the Academy immediately. If the iPad is broken or damaged, it must be taken immediately to the IT team for an evaluation. If the iPad is lost or stolen, police must be notified and the incident number reported to the Academy along with other reasonable details. There may be a £50 charge payable by parents towards replacement or repair costs should the iPad be damaged, lost or stolen. On a subsequent occasion of loss, theft or damage, this charge may increase.
8. All iPads must have a lock code (password) enabled. All iPads must be protected by 'Find My iPad' or other suitable tracker App.

Use of the Internet

1. The internet is available to students for educational purposes and whilst at The Academy, should be used by students for learning and educational activities.
2. Students should only access, and should only attempt to access suitable learning material. Using the internet to obtain, download, send, print, display or otherwise transmit or gain access to materials that are unlawful, obscene, or abusive is not permitted.
3. The Academy will contact appropriate authorities including the Police in the event of unlawful access to materials.
4. Access to materials must respect the work and ownership rights of people. This includes abiding by copyright laws.
5. Access to materials, webpages, files (documents or images) that are in anyway illegal, offensive, in bad taste or immoral will be in breach of this policy. As a general rule, if any person might be offended by the contents of a page then viewing it will be a breach of this policy.

Use of email

1. Email accounts are provided for students for the purpose of education and learning and their use should be restricted to this purpose.
2. Email messages should be polite and respect the views of others. The use of swearwords and aggressive behaviour is inappropriate.
3. Sending emails that are abusive, obscene, discriminatory, racist, harassing, derogatory or defamatory is a breach of this policy.
4. Anyone who feels they have been harassed or bullied or who has received offensive material in an email should inform the IT team immediately.
5. Wrongly delivered emails should be returned to the sender immediately.
6. There is no right to privacy using the Academy email accounts.
7. Only attachments sent by a known and trusted source should be opened.

8. Chain mail, junk mail, cartoons, jokes and gossip should not be sent or forwarded using The Academy's email accounts.
9. Email should not be used to download content which is subject to copyright protection.
10. Students should only send email messages from their own account. Students must protect their email with a password and not disclose this password to other students. Parents are asked to check email accounts regularly to ensure use is appropriate.

Use of social media

1. Social media offers the opportunity for students to collaborate, learn together and to share information. The Academy acknowledges the potential of social media to enhance learning. The inappropriate use of social media can pose a risk to the Academy's reputation and may jeopardise compliance with legal obligations. Students must not use social media in any way that would breach this policy and must immediately remove any content that breaches this policy.
2. Students (and therefore parents) are responsible for any content they communicate on social media platforms.
3. Inappropriate comments posted on social media sites about the Academy's performance, about any member of staff employed by the Academy or working for the Academy in any capacity are likely to result in disciplinary action.
4. Students should not post comments that are offensive, discriminatory, insulting or obscene.
5. Students must not infringe the intellectual property rights of others by using social media.
6. Use of the Academy's name or posting any information about Penrice Academy is not allowed without prior permission of the Academy.
7. Use of social media sites using the Academy internet is not permitted.
8. Students must not have Academy staff as 'friends' or 'followers' or as contacts on their social media sites unless there are exceptional circumstances e.g. the member of staff is a family relation. In all cases, students must seek permission from Mrs K Adams. Students must not invite staff to become friends or followers.
9. Students under the age of 13 are not allowed to access social media sites using The Academy's iPads. The use of Facebook and other social media sites under the age of 13 is expressly forbidden.
10. In general: the use of email and messaging networks within lessons is permitted only where for learning and when directed by a member of staff. Where such facilities are used, the conversations will be recorded by the member of staff for monitoring purposes. Students must uphold, at all times, the highest standards when making posts onto social media sites for the purposes of learning using the Academy's iPads. Any posts that harm the Academy's reputation will be regarded as serious disciplinary offences.

Use of music, games and digital images

1. Students may download music and non-educational games providing copyright regulations are followed and providing there is sufficient space on the iPad. The Academy reserves the right to remove non-educational games and music downloads.
2. The taking of photographs and video, and other digital images, using the Academy's iPads is permitted only for the purpose of enhancing learning.
3. Any images taken for the purpose of enhancing learning must only be used within the lesson and the lesson's activities as directed by the teacher.
4. At the end of the lesson or learning activity, digital images that are no longer needed must be deleted.
5. The use of digital images taken during lessons, outside the Academy, including posting or uploading images onto the internet or social media sites is expressly forbidden.
6. In general, the consent of parents to take images of students is requested annually by The Academy. Only images that have parental consent will be used by The Academy for the purpose of marketing or reporting.
7. The use of iPads to take photos or videos of students outside of lessons is strictly forbidden. Posting digital images of students onto the internet or social media sites is a serious breach of this policy and will result in disciplinary action.

Personal Use of Ipads

The use of iPads outside Academy for personal activities is permitted providing the student complies with this policy. All activities on the iPad will be subject to routine sampling and checking procedures. If a student becomes aware that another student is in breach of this policy they must notify the IT team or another member of staff immediately.

Return of iPads

If a student leaves the Academy for whatever reason, the iPad must be returned during the final week of attendance at the Academy. The Academy reserves the right to recall the iPads without notice. Failure to follow the terms of this policy may result in the iPad being recalled by the Academy. Failure to return the iPad may result in a theft report being filed with the local police department, which may lead to criminal prosecution or civil liability.

Costs

Parents are required to provide a suitable case for the iPad (see recommended cases on the Academy website). The iPad must be kept in a suitable case at all times. Providing a student remains on the Academy role, in subsequent academic years parents are required to pay a £20 contribution. At the end of the academic year or when the student leaves the Academy, the iPad and charging lead will be returned to the Academy. Parents will be charged a £50 contribution for damage, loss or theft. Deliberate actions by students which result in damage, loss or theft may result in parents being asked to pay the full cost of repair or replacement. Repeated loss, damage or theft may result in the iPad not being available to the student outside of the Academy.

Monitoring

The Academy will monitor the use of email, social media sites, files, downloads and any other activity carried out on the iPad provided by The Academy. There is no right to privacy when using the iPad.

Changes to this policy

The Academy reserves the right to make changes to this policy from time to time. Any changes will be notified to students and parents. The policy will be reviewed annually.

This policy must be read carefully by parents and students. Use of the Academy's iPads must be in accordance with this policy and breaches may result in disciplinary action. Where appropriate, police or other outside agencies may be informed and/or other legal action taken. This policy applies to the use of digital devices (iPads) owned by the Academy. It also applies to the use of iPads owned by parents, but brought into Academy by students.

Summary iPad Policy

The points below summarise the agreement between parent, students and The Academy regarding the provision of iPads for students. More information is in the full policy, available on our website.

1. I will report any loss, theft or damage to the iPad to The Academy immediately. In the case of theft or loss, I will also report this immediately to the Police and tell the Academy the incident number of this report. I understand that the iPad is insured by The Academy and that a minimum charge of £50 will be made to parents in the case of loss, theft or damage to the iPad.
2. I will not use inappropriate, abusive or discourteous language when sending any electronic communications (e.g. email) or encourage others to use such language.
3. I will not use my iPad during break or lunchtime unless specifically asked to do so by a member of staff.
4. I will use my iPad in lessons in the way in which I am asked, and follow the instructions given by the teacher.
5. I understand that the iPad is provided for learning. Any work, files, apps, games, photos or videos on the iPad are stored at the Academy's discretion and will be removed if asked to do so.
6. I will not post, or encourage others to post, photos, videos or other material relating to Penrice Academy onto Facebook or any other social network site or website.
7. I understand the Academy will take disciplinary action if I am involved in an online activity that damages the reputation of the Academy, its staff or other students.
8. I will never leave the iPad in an unsecured or unlocked place.
9. I will inform the IT team or a member of staff if I witness or am informed of a breach of this policy or any improper use of an iPad by another student.
10. I will charge the iPad each evening at home and bring it into Academy every day.
11. I will provide a suitable protective case and screen protection for the iPad in line with the Academy guidelines on cases. I will ensure that the iPad is always suitably covered by a case with screen protection.
12. **I will not take any action that has the potential to damage the iPad or the iPad belonging to another student or member of staff.**
13. **I will return the iPad and charging lead to The Academy on request. I understand that the iPad and charging lead remain the property of The Academy.**
14. I understand that the iPad is provided for the purpose of learning and education and I will use the iPad for this purpose. Any Apps installed other than for this purpose will be removed on request by the Academy.
15. I will protect the iPad with a pincode/ password. I will keep this password confidential and update it at least every 3 months. I will not use or attempt to use the password of another student.
16. I understand that the use of the iPad will be monitored by The Academy and that there is no right to privacy when using the iPad. I understand that any activity carried out on the iPad may be monitored by The Academy.
17. I understand the Academy may take action against me if I am involved in incidents of inappropriate behaviour when I am out of school. Examples would include cyber-bullying, inappropriate use of images, damage to the iPad etc. The Academy will involve the Police or other agencies if appropriate.

Signature of student: _____

Signature of parent/ carer: _____

Date: _____