



Layton Primary School

Acceptable Use Policy - Pupils

January 2021

Acceptable use Policy

Parents/Carers

Your child is being provided with an iPad (family learning device) for use at home and school. This will enable your child to continue learning away from school, as well as being able to use the internet for homework or to keep in touch with teachers.

To make this work you need to commit to this agreement – signing this form means you have agreed to abide by the following conditions:

At home you will:

- Ensure that your child understands how to care for and protect their iPad.
- Ensure your child brings their **fully charged** iPad to school every day.
- Ensure your child uses a bag to transport their iPad safely to and from school.
- Report any loss or damage (including accidental) promptly.
- Report any faults promptly.
- Ensure that the iPad is returned when your child leaves the school (for whatever reason) or at any other time upon the request of a member of school staff.
- Make sure the iPad is not used for any illegal and/or antisocial purpose, including access to inappropriate Internet sites and storing of any inappropriate images or video.
- Ensure your child follows the school's 'Keeping Safe Online' guidelines.
- Not take the iPad outside of the UK.
- Failure to bring the iPad to school on more than 3 occasions will result in the iPad being kept in school.

iPad Number: _____

Name: _____

**Parent's
Signature:** _____

Date: _____

Acceptable use Policy

Pupils

You are being provided with an iPad for use at home and school (family learning device). This will enable you to continue your learning away from school, as well as being able to use the Internet for homework or to keep in touch with your teachers.

To make this work you need to commit to this agreement – signing this form means you have agreed to abide by the following conditions:

As a learner you will

- Look after your iPad carefully, all of the time, and ensure that it comes to school fully charged.
- Clean your iPad, using a wipe provided by school, at the start and end of the school day.
- Always use the case to enclose your iPad.
- Take care to keep your iPad secure and always use a bag to transport the iPad to and from school.
- Only use a soft cloth or approved electronic screen cleaning solution to clean the screen.
- I will never leave the iPad unattended or visible in a car or other vehicle.
- Make sure the iPad is not damaged by any careless or malicious behaviour by your friends or self.
- **Do Not** use the iPad for any illegal and/or anti-social purpose, or try to access any inappropriate Internet sites or chat rooms.
- Look after yourself (with regard to health & E-safety) when using the iPad.
- Do not use the iPad near water and take care with food and drink!
- Use your good judgement when using the camera and only photograph other people with their permission.
 - Devices must be returned to school on request.
 - It is the users responsibility to keep their iPads safe and secure.

Acceptable use Policy

Lost, Damaged or Stolen iPad

- If the iPad is lost, stolen or damaged, the school must be notified immediately.
- Any damage to the iPad must be reported immediately (either accidental or malicious) to the school and you will be responsible for **you have agreed to accept responsibility for any damage to your child's iPad and/or loss of a charger**. Any damage to your child's iPad, or loss of the charger, will incur a full replacement charge i.e. where a screen is smashed, we do not have permission for Apple to arrange unlicensed parts repairs, and have to purchase a new iPad device at current retail price – you would be invoiced for this. It is imperative that this device is used to support the daily home learning package that will be implemented.
- If the iPad is stolen you must immediately contact the police and get a crime reference number. You then need to report the loss to the school by completing a form to provide information about the incident.
- Please note that where an iPad has been stolen or irreparably damaged (either accidentally or maliciously) the school will endeavour to replace the iPad, but this cannot be guaranteed.

Prohibited uses (not exclusive)

- Accessing Inappropriate Materials and Media - Users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene or sexually explicit materials.
- Failure to adhere to the school's 'Acceptable Use Policy' and 'Keeping Safe Online' guidelines will result in the school requesting immediate surrender of the device.
- Cameras - The user must use good judgement 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.
- Images of other people may only be made with the permission of those in the photograph.
- Misuse of Passwords, Codes or other unauthorised access. Any user trying to gain access to another user's accounts, files or data will have to surrender their device to the school. Appropriate disciplinary action will be taken.
- Malicious Use/Vandalism - Any attempt to destroy hardware or software will result in immediate request to surrender the iPad to school. Appropriate disciplinary action will be taken.
- Jailbreaking - Jailbreaking is the process, which removes limitations placed on the iPad by Apple. Jailbreaking results in a less secure device and is **strictly** prohibited.

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Other

- Users are responsible for the setting up and use of any home Internet connections.
- The user must cooperate with any request to recall iPads back to school for whatever reason.
- The school reserves the right to withdraw any individual pupil from the 1:1 project based on attendance, punctuality or behaviour.
- The school reserves the right to terminate the 1:1 project at any time and request the immediate surrender of the iPad.
- **Layton Primary School is not responsible for any financial (inc. Internet/Broadband or any other loss of any personal files that may be deleted from the iPad.**

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

Parent/Carers name: _____

Parent/Carers signature: _____

Child's name: _____

Date: _____

Author	Claire Jones
Reviewed by	Claire Jones Clare Scott
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