



# SALESIAN COLLEGE

## iPad Responsible Use Policy (Students)

The use of the iPad as a 1:1 device at Salesian College is securely based on the premise that mobile technology can be used safely to improve the quality of the learning experiences that we offer to our students, both in College and at home.

This policy sets out the Rules, Terms and Conditions under which our 1:1 iPad programme operates. The parents/carers of any child participating in the programme must read and agree to the details of this policy, and the child must agree to abide by the iPad rules. The “Responsible Use Agreement” on the final page of this document must be signed and dated by the parent/carer and their child and must be returned to the College before an iPad will be issued.

This policy has been written around the central tenet that each student at Salesian College will **respect and protect** themselves, the College and the College community when using any type or aspect of Information Technology. We expect all students to be responsible for their own behaviour and it is essential that all students are aware of e-Safety and know how to stay safe when using Information Technology. We also expect students to take the greatest care of the iPad which is on loan to them. We expect parents to discuss the contents of this policy with their child before it is signed. Students can discuss any concerns with their Form Tutor or the Head of Computing. We expect all students to ensure that their digital footprint is a positive one.

Rewards and sanctions will be applied regarding use or misuse of iPads in accordance with the Salesian College Behaviour Policy.

### Provision of the iPad:

All iPads, chargers, cables and cases loaned to students remain the property of Salesian College. Should a student leave the College, the iPad, charger, cable and case must be returned to the College before that student’s final day.

An iPad is provided as a personal educational tool; it is not a personal iPad. It is important to appreciate the distinction. As a personal educational tool, it is intended that the iPad be used solely for educational purposes. Students and parents/carers must understand that Salesian College owns the computer network and the iPads loaned to students and that the College can set rules for their use.

## Costs associated with Damage, Loss, Theft and Repairs:

- **Please read the *iPad Repair and Replacement Policy on the Digital Learning (iPads) portal of the College web-site.*** This details the procedures which the College will follow in the event of any damage to, loss, or theft of an iPad. The College will, subject to parents/carers and students supplying the required information, arrange for repair or replacement of an iPad at the earliest opportunity, and will endeavour to provide a replacement iPad as necessary.
- **Damage to an iPad:** An excess charge will be applied to the first two claims for repair or replacement. Parents/carers of the child to whom the iPad is loaned are liable for this charge. The excess charge from September 2020 is £50. Should a third or subsequent repair/replacement be necessary, parents/carers will be liable for the full cost of the repair/replacement.
- **Loss of an iPad:** If the iPad is not recovered within 6 weeks, the full cost of a replacement will be charged to parents/carers.
- **Theft of an iPad:** If the iPad is not recovered within 6 weeks, the full cost of a replacement will be charged to parents/carers.

## Care of the iPad:

- Keep the iPad in the case provided at all times. This provides protection to the iPad and helps to minimise instances of damage.
- Keep the charger and cable at home.
- Do not deface or decorate the iPad or its case in any way.
- The iPad screen is made of glass. It can be cracked or broken by misuse or mistreatment. Do not place other items on top of the iPad. Do not place paper or other items inside the case as this could put pressure on the screen, causing damage.
- Ensure that items in your bag do not put pressure on the iPad. Always treat your bag with great care when the iPad is inside. Do not drop it, throw it, stand on it or sit on it. Similarly, treat other students' bags with great respect as these may also contain iPads.
- If you need to leave your bag (e.g. at lunch time), make sure that your bag is placed on the shelves in the Bays or Bag Store and that no-one will place another bag on top of it, or step on it, etc.
- Take care to ensure that the iPad is never dropped.
- Ensure that the iPad is always placed securely where it cannot fall, i.e. away from the edge of a table.
- The iPad and case are not waterproof. Keep both away from food, drink and/or other liquids or substances that may be in use in lessons (e.g. in chemistry).
- Clean the screen with a soft cloth. Do not use cleaning products.
- Do not expose the iPad to high or low temperatures (e.g. do not leave on a desk in full sun on a hot day).
- Do not attempt to disassemble the iPad or carry out any repairs.
- Charge your iPad every evening to ensure that it is fully charged for the start of every College day.
- Take care when removing or connecting the charging cable. Do not remove the cable from the iPad by pulling on the cable - hold the lightning connector.
- Report any problems with your iPad to the College's ICT Support Team (next to ICT1 or email: [ICTsupport@salesian.hants.sch.uk](mailto:ICTsupport@salesian.hants.sch.uk)) at the earliest opportunity.

## Accessories:

- Apart from the case, Salesian College will not provide accessories for use with the iPad. However, if they wish, parents/carers may provide wired or Bluetooth accessories for their child's personal use.
- An Apple Pencil or stylus may be used with the iPad both at home and in College.
- Earphones may be used in College with a teacher's permission.
- If using earphones, you must keep the volume low to avoid hearing damage.
- You may use a keyboard or other accessory with the iPad **at home, but not in College**, provided the conditions detailed above are met (e.g. the iPad is not removed from its case).
- At the recommendation of the SENDCo some pupils maybe advised to use a keyboard with their iPad due to specific difficulties with organising and presenting their writing. This will also prepare them for using a keyboard in their public examinations. If this is the case, the parents/carers will be contacted personally by the SENDCo who will advise on the provision of a suitable keyboard. Where permission to use a keyboard in this way has been given, the student should bring the keyboard into College every day and should use it with their iPad.

## Security:

**You are expected to take all reasonable steps to prevent the items on loan to you from being lost or stolen. When outside of a secure place at home or at College, the iPad must never be left unattended.**

- All iPads are monitored by the College. Their location can be tracked, and they can be remotely locked/wiped by the College when they connect to the internet.
- The "Find my iPad" option will be activated in "Settings".
- The iPad case will have a label which shows your name. You must not remove this label.
- When not in use at College, the iPad should be kept in your bag. Your bag, containing the iPad, must be left on the shelves in the bays or bag store at break or lunch. Your bag must not be left on the floor or anywhere else (e.g. outside the Refectory or Chapel).
- When not in use at home, you should keep the iPad in a secure place.
- You must not leave the iPad in a car regardless of whether the car is locked or unlocked.
- You must use a passcode to keep the iPad secure. If you forget your passcode and continue to attempt to access the iPad with an incorrect passcode, access to the iPad will be disabled. If the iPad becomes disabled you will need to contact the IT Support team who may be able to unlock the iPad remotely.
- The Salesian IT Support team will set the restrictions on the student iPads as required by the College. Students, parents, and carers must not attempt to change these.
- If your iPad is damaged, take it to the ICT Support team at the earliest opportunity.
- If your iPad is lost, you must take all reasonable steps to find it. If lost in a public place, inform the appropriate public body (e.g. police, transport company etc.) within 24 hours and obtain an incident reference number. Inform ICT Support team at the earliest opportunity (next to ICT1 or email: [ipadsupport@salesian.hants.sch.uk](mailto:ipadsupport@salesian.hants.sch.uk)).

- If your iPad is stolen, inform the police within 24 hours and obtain a crime reference number. Inform IT Support team at the earliest opportunity (next to ICT1 or email: [ipadsupport@salesian.hants.sch.uk](mailto:ipadsupport@salesian.hants.sch.uk)).
- If your iPad needs to be taken away to be repaired, the College will endeavour to provide a temporary replacement.

## Using the iPad

- You must follow the Salesian College iPad rules at all times.
- In College the iPad must be connected to the College WiFi and must not be connected to any other device for the purpose of internet access.
- At College, only use the iPad when a teacher gives you permission. You must follow the rules for iPad use which may be put into place by individual teachers.
- Stop using the iPad immediately if asked to do so by an adult.
- You must allow Salesian Staff and parents/carers immediate access to your iPad when asked. Do not keep “private” information on your iPad as it is not a private space.
- You must not do, write or publish anything that you would not be prepared to show your parents/carers, the Headmaster, or a future employer.
- You must not create, access or distribute any material which could be regarded as illegal, obscene, racist, violent, threatening, demeaning or pornographic in nature.
- You must tell a parent/carer or teacher immediately if you access accidentally, or if anyone tries to engage you in communications or activities which could be regarded as illegal, obscene, racist, violent, threatening, demeaning, or pornographic in nature.
- If any illegal, obscene, racist, violent, threatening, demeaning, or pornographic material is found to be stored on your iPad, the iPad will be confiscated immediately and the content will be reviewed with parents/carers.
- If parents/carers or teachers have any concerns relating to illegal, obscene, racist, violent, threatening, demeaning, or pornographic material or communications, they must report these to the College’s Safeguarding Team.
- You must respect copyright laws and ensure that sources are always referenced in your work.
- The iPad is for use in lesson time only. You must not use it during the morning or lunch breaks unless you are working and being supervised by a teacher. Any such work must be done inside in a classroom, in the library or in the DBC.
- The iPad must not be used outside during morning break or lunch or before or after school.
- Do not use the iPad in public spaces or on public transport.
- During lessons, sound should be muted at all times, unless permission to use sound is given by a teacher.
- Photographs and videos must only be taken/made when you are told to do so by a teacher as part of a learning activity.
- Apps and updates will be pushed out to your iPad by the College and may sometimes be removed remotely.
- You must not remove apps which have been installed by the College.
- You are not able to download other apps.
- You must not attempt to Jailbreak your iPad.

- You cannot print from your iPad. Work must be saved to your personal area (Student Work Drive) on the College drive (through “Foldr”) before it can be printed. Printing should be kept to a minimum, in line with the College printing policy.
- Take regular breaks from using the iPad.

### **Saving Work:**

- Whilst working, regularly save a copy of your work to your iPad. When you have finished, save your final copy to your personal space on the College drives (StudentWork Drive) through “Foldr”. This ensures that it is stored securely and that it is backed up. The work will be accessible on other devices should your iPad break, be lost, or stolen. Do not save data locally to your iPad without also saving to the College drives.
- Work deleted from the iPad cannot be “undeleted”. If you save all work to your personal area on the College drive, this will not be a problem.
- If you do save material locally on the iPad, you must back it up regularly at home by connecting to a computer which has iTunes installed. Parents/carers will need to set up an iTunes account and must accept full responsibility for monitoring this.
- Backing up is your responsibility. You cannot back up your iPad in College.
- If storage space becomes low, you must delete personal content before deleting College work.

### **Staying Safe:**

- You must never film, photograph or record audio of anyone without their permission and the permission of your teacher.
- You must not upload photographs, videos, audio, or personal details of yourself or any other person to the internet (e.g. you must not upload to social media).
- You must not share content that puts you or anyone else at risk in any way. This includes revealing passwords, personal details, photos or your location. You must tell a parent/carer immediately if someone asks you for these details.
- Internet access is filtered and monitored in College. You must never attempt to bypass the College’s filtering systems or restrictions, for example by connecting your College iPad to a personal mobile device’s internet connection.
- You must report any form of bullying, intimidation, inappropriate use of the iPad, or unpleasantness to an adult immediately.
- You must not share any personal password or attempt to access anyone else’s files.
- You are not permitted to use social media accounts on your iPad.
- **At home, it is your parent/carer’s responsibility to monitor and control internet access.**



## **SALESIAN COLLEGE iPad RESPONSIBLE USE POLICY AGREEMENT AND iPad LOAN RECORD (STUDENTS)**

***Student to read and sign on the next page to show agreement with the statements below:***

- I have read, understood and agree to follow the Salesian College iPad rules for students as set out in the iPad Responsible Use Policy (Students).
- I will abide by the College Computers and Internet Use policy.
- I understand that the above iPad remains the property of Salesian College and that I will immediately hand it over for checking whenever requested by a member of the College staff.
- I understand that if I do not follow the iPad rules or if I use the iPad inappropriately, it may be confiscated, or certain features (e.g. the camera) will be disabled.
- I will return the iPad when requested or if I leave Salesian College.

***Parent to read and sign on the next page to show agreement with the statements below:***

- As the parent/carer or legal guardian of the child named above, I have read, understood and agree to comply with the Rules, Terms and Conditions as set out in the Salesian College iPad Responsible Use Policy (Students).
- I understand that the iPad is provided for educational purposes.
- I understand that whilst the College will take all reasonable steps to restrict access to offensive, inappropriate and controversial materials on College premises, it is my child's responsibility to abide by the iPad rules.
- I understand that it is my responsibility to restrict iPad use and access to offensive, inappropriate and controversial materials when my child is not on College premises.
- I accept full responsibility for my child's use of the iPad when my child is not on College premises and understand that my child is still subject to the Terms and Conditions of the Salesian College iPad Responsible Use Policy when not in College.
- I understand that Salesian College retains the right to remove my child's use of the iPad following any serious violation of the conditions of the iPad Responsible Use Policy (Students) by my child.
- I accept full responsibility for any costs for repair to or replacement of the iPad as detailed on Page 2 of the Responsible Use Policy (Students).

# SALESIAN COLLEGE iPad RESPONSIBLE USE POLICY AGREEMENT

## iPAD LOAN RECORD (STUDENTS)

*Please return this page to the College and keep the rest of the iPad Responsible Use Policy Agreement for your own records.*

Student's Name (PRINT) ..... Form .....

I have read the statements relating to students on Page 6 of the iPad Responsible Use Policy and agree to abide by their terms:

Student's Signature ..... Date .....

I have read the statements relating to parents on Page 6 of the iPad Responsible Use Policy and agree to abide by their terms:

Parent/Guardian's Signature ..... Date .....

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*Office Use Only*

iPad Model: .....

iPad Serial Number ..... Date of Start of Loan .....

Return Information
Date .....
Signed off by .....
Comments: