

White Trees  
independent school



## Staff iPad Acceptable Use policy

Our vision is to provide pupils with the confidence, skills and ambition to achieve a successful and productive life. We aim to ensure they leave the school with a 'new day, new opportunity' ethos and are capable of becoming positive members of their communities. To do this, we have 3 principles that underpin our policies, practices and everything we do:

- Everyone can learn, achieve and has the potential to be successful
- Positive relationships are key to success and are underpinned by mutual trust, respect and caring for one another
- We have high expectations in everything we do

**W**onderful  
**E**xcellent  
**L**ovely  
**C**lever  
**O**utstanding  
**M**agnificent  
**E**nthusiastic

(Acronym created by White Trees pupils)

<b>Policy owner</b>	White Trees School	<b>Last review</b>	August 2023
<b>Date Created</b>	July 2021	<b>Next review</b>	August 2024

## INTRODUCTION

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

### User Responsibilities

- Users must use Touch ID and a PIN code (shared with the site leads)
- Users must not change the Apple ID password given to them
- Users must use the provided 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.
- 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 store or leave unattended in vehicles.
- Users may not photograph any other person, without that persons' consent.
- The iPad is subject to routine monitoring by White Trees Independent School.
- Devices must be surrendered immediately upon request by any member of staff.
- 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.
- White Trees Independent School is not responsible for the financial or other loss of any personal files that may be deleted from an iPad.
- If the iPad is taken home, then ensure it is safeguarded and the usage is entirely for White Trees Independent School educational purposes.
- All content should be treated as private and confidential.
- The iPad must not be used for any social media and networking purposes.
- If the iPad is taken home, then staff agree to be responsible for any accident, loss or damage.
- Staff should sign out and sign in when taking iPads home.

### Additional Responsibilities for Pupils

- Pupils must only use iPads with the permission of the teacher and their knowledge and **whilst fully supervised.**
- Pupils must follow the E-Safety Policy when using the iPads.
- Pupils in breach of the E-Safety 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.

### 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 a School IT administrator.

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- Items deleted from the iPad cannot be recovered.
- Memory space is limited.
- Academic content takes precedence over personal files and apps. No personal apps or files should be stored on the iPad
- The whereabouts of the iPad should be known at all times.
- It is a user's responsibility to keep their iPad safe and secure.
- iPads belonging to other users are not to be tampered within any manner.
- If an iPad is found unattended, it should be given to the nearest member of staff.

### **Lost, Damaged or Stolen iPad - Staff**

- iPads must be password protected for secure access for the user only.
- Passwords must not be disclosed to any unauthorised people.
- If the iPad is lost, stolen, or damaged, the ICT Technicians/Network Manager/Head Teacher must be notified immediately.
- iPads that are believed to be stolen must be reported to the police with a reference number obtained.

### **Prohibited Uses (not exclusive):**

- Accessing Inappropriate Materials – All material on the iPad must adhere to the ICT 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 music and install apps on their iPad.
- Cameras – Use of the camera and microphone is strictly prohibited unless permission is granted by a teacher.
- Users must use good judgment when using the camera and that it is for educational purposes. 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.
- Misuse of Passwords, Codes or other Unauthorised Access - Users are 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's e-Safety policy.

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- White Trees Independent School reserves the right to confiscate and search an iPad to ensure compliance with this Responsible Use Policy

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**Staff 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**

Published on	
By	
Chair of Gov Sig/Date	
Head Teacher Sig/Date	

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