



Parent/Carer and Pupil iPad Responsible Use Contract

Background

St David's 's Primary School will provide an iPad for every pupil in P6/7 for school and home use as part of a national 1:1 Pilot Project. The iPads will remain the property of the school and are to be used for all aspects of teaching and learning, as directed by class teachers, throughout the pupil's time at St David's. This contract covers all aspects of the handling and use of these devices. The school's *Technology and Internet Responsible Use Contract* also applies.

General Guidelines

All students are allowed access to electronic resources unless the school is notified in writing by the parent/carers. The school's *'Technology and Internet Responsible Use Contract'* applies to iPad use at all times and in all locations.

Monitored Use

All files stored on the system are the property of the school and are subject to regular review and monitoring. Pupils should have absolutely no expectation of privacy when using the iPad. Any and all activity performed on the iPad can and will be monitored.

Ownership and Care

Each iPad is the property of the school. Pupils will have an individually assigned and labelled iPad which will be theirs for the duration of their attendance at St David's Primary School.

Pupils should not:

- attempt to modify the iPad hardware in any way.
- apply any stickers or decorations to the iPad.
- swap iPads with another pupil.
- dispose of or sell the iPad.

A protective case will be provided by the school which can:

- prop the iPad into a "typing" position.
- fold closed in a manner that protects the iPad screen.

The school will apply a name sticker to the case and iPad so that teachers can easily determine ownership.

Management of iPad Configuration

The iPads will be managed by the school in the same way as our laptop and desktop computers.

Pupils should not:

- remove applications from the iPad.
- change any configuration settings on the iPad.
- erase the iPad on another computer.
- synchronise the iPad with a computer outside of school.
- clear their browser history, except as directed by staff.
- change or disable the access passcode on the iPad.

The school's *'Technology and Internet Responsible Use Contract'* applies to all school-supplied equipment and to all school-supplied internet connections. Pupils are reminded that the *contract* applies to iPad use in any location – home or school.

The school will provide backup and synchronisation facilities in school and pupils will have opportunities to sync their iPad for backup purposes.

Home Use

Key, simplified points in this contract can be found in 'Pupil iPad Guidelines.' Once parents and pupils have read and signed this 'iPad Responsible Use Contract' pupils will be allowed to take the devices home.

Note that this privilege may be revoked by the school at any time.

Some notes on home use:

- Pupils should charge iPads at home and bring them to school charged.
- Do not bring the charger or sync cable to school.
- Pupils are allowed to connect their iPad to other WiFi networks but the school cannot provide any technical support in doing this.

- Parents are responsible for providing any content filtering or restrictions on their own networks and for monitoring usage at home.

Damage

Occasionally, unexpected problems do occur with the iPad that are not the fault of the user (computer crashes, software errors, etc.). The school ICT team will assist students with having these fixed.

Accidental Damage vs. Negligence

Accidents do happen. There is a difference, however, between an accident and negligence. The iPad warranty will cover normal wear and tear, along with any defects that may arise during normal use of the device. After investigation by the school ICT team and possible determination by Apple, if the iPad is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and the cost of repair or replacement.

“Three Strikes”

Each hardware-related support incident will be logged. It is highly likely that any pupil requiring significantly more technical support than the average will lose home-use privileges.

Lost and Stolen Equipment

If any equipment is lost, the pupil or parent must report it to the school immediately. Pupils can let a teacher or administrator know, and the staff member will assist him/her.

The circumstances of each situation involving lost equipment will be investigated individually.

Stolen Equipment

It is always a high priority to ensure the safety of our pupils whilst at school. Pupil safety always comes first. If a pupil is faced with an unsafe situation, such as theft, the pupil is advised to let the assailant have the equipment and to contact the police.

Reporting Process

If any equipment is reported as stolen, a police report must be filed and a copy of the report must be provided to the school by the pupil or parent. If there is not clear evidence of theft, or the equipment has been lost due to pupil negligence, the pupil and parent will be responsible for the full cost of replacing the item(s).

e-Safety

In order to support the school's e-Safety aims and to verify compliance with the school's *'Technology and Internet Responsible Use Contract'*, pupil iPads will be subject to random spot-checks of browser history and iPad content and configuration. Any inappropriate material or unauthorised configuration changes will be logged and dealt with under normal discipline processes.

Any pupil found to have cleared their browser history will be deemed to have breached the school's *'Technology and Internet Responsible Use Contract'*.

Pupils are responsible for all content on their iPad including browser history, emails, documents and audio/video content. Any inappropriate material received should be reported to a teacher. If the material has not been reported, the pupil will be required to explain its presence.

Disciplinary Procedures

The iPad programme runs on a 'three-strikes' rule. If problems are encountered, pupils may be subject to the following:

- Temporary or permanent withdrawal of home-use privileges
- Temporary or permanent withdrawal of school-use privileges
- Any other disciplinary measure detailed in the school's *'Technology and Internet Responsible Use Contract'*.

St David's Parent/Carer and Pupil 'iPad Responsible Use' Contract

Parents/Carers and Pupils should read and sign this contract. 'Pupil Guidelines for the iPad' is a simpler version of this document and should be read by pupils before they sign.

(Pupils and Parents/Carers are also required to sign the school's *'Technology and Internet Responsible Use Contract.'*)

Please sign to acknowledge that you have understood and agree to the terms of this contract.

Name of pupil _____ Class _____

Signature of pupil _____ Date _____

Name of parent/carers _____

Signature of parent/carers _____ Date _____

(Please feel welcome to request an additional copy of this contract for each parent/carers and/or siblings.)