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iPad and ICT

Acceptable Use

Policy

Students and their parent / guardian must have signed and returned the *ICT Acceptable Use Policy* before being able to use the ICT equipment or have an iPad issued.

Students are responsible for any technology they are personally issued by the school. The following guidance is aimed at supporting girls to take care of and use the IT facilities and their iPad to the best of their abilities. It is designed to be positive, and should not be seen as an exhaustive list of rules. Girls should always use any digital technology in ways which are productive, legal, kind and sensible.

Online behaviour

- Only use ICT systems in school, including the internet, email, digital video, mobile technologies, etc, for school purposes and keep to the school rules when using personal devices whilst in and representing Putney High School.
- Only log on to the school network/ learning platform with your own user name and password.
- Make sure that all ICT communications with pupils, teachers or others is responsible and sensible. Never post aggressive or offensive material on the system or the web at any time.
- Respect the privacy and ownership of others' work on-line at all times.
- Only create, browse, download, upload or forward material that could not be considered offensive or illegal. If you accidentally come across any such material, report it to a teacher immediately.
- Stay within the parameters of the school's internet filtering system and the profiles created, such as on the iPads. This is actively monitored to ensure online safety and appropriate use by all users.
- Ensure that online activity, both in school and outside school, will not cause the school, the staff, pupils or others distress or bring the school into disrepute.
- These rules are designed to keep everyone safe and that if they are not followed, school sanctions will be applied and parent / guardian may be contacted.

Online safety at all times

- Be very careful about giving out personal information such as name, phone number or address online; if at all unsure, ask a trusted adult for guidance.
- Only meet people you already know online unless a parent / guardian / teacher has clearly approved of this.
- Understand that online contacts may lie about their identity. Information on the web can be unreliable, so be very cautious about who and what I believe.
- Images of pupils and/or staff will only be taken, stored and used for school purposes in line with school policy. Do not distribute images outside the school network without permission.
- Support the school approach to online safety and not deliberately upload or send any content that could upset or offend any member of the school community
- Understand that all use of GDST systems is monitored and logged and can be made available to teachers if necessary.

- If anything makes you uncomfortable or worried, you can share this with a teacher or parent without being blamed.

Using your iPad

- iPads are intended for use at school each day. Students are responsible for bringing their iPad to all lessons unless specifically instructed not to do so by their teacher. If students leave their iPad at home, they are responsible for getting the work completed as if they had their iPad present. Unless specifically advised, students are encouraged to use their iPad during lessons to assist their personal learning in that specific lesson. The iPad should only be used to enhance the learning experience and should only be used in public areas of the school.
- For the consideration of others, all sound and music must be muted (or played via earphones/headphones) at all times unless permission is obtained from the teacher. Students are responsible for carrying earphones or headphones at all times.
- Photographs/images and video/audio recordings of an appropriate nature may be stored on the iPad. Photos and video or audio recording of staff or other students may only be taken with their prior permission; this applies to material recorded inside and outside of school.
- The FOLDER app is available to save files to the school network just like the computers. Students may also email documents to themselves for storage on the school network. Storage space will be available on the iPad but it will not be backed up. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. A video of how to use FOLDER is available in the iPad Handbook.
- Students are encouraged to use their iPads at home, as part of their learning or as an extension of it. Parents / Guardians, of course, have the right to control iPad access at home.
- Students can connect to wireless networks on their iPads including at home. The policies listed in this document are applicable to the use outside of school of a Putney High School-provided device.
- All students may take iPads on day trips, for research, to document their experiences, and to otherwise enrich their learning beyond the classroom. Students in Years 7-11 may only take iPads on residential trips with the explicit consent of both parents and the staff member in charge of leading the trip. However, due to the current limitations of

the devices in terms of setting restrictions and controlling privacy settings outside the school network we cannot take responsibility for the girls' use of iPads and the content that they may be exposed to while away and reserve the right to remove the devices if deemed necessary.

- Putney High School has its own Putney App Store, which houses over 300 apps which are used by the pupils for the benefit of their learning in and out of the classroom. Girls can download any app from the Putney App Store. The 'normal' App Store is not available as part of the eSafety agenda but girls can request any apps they think will benefit the school on the request form found on the front page of Firefly.

Looking after your iPad

- The protective case provided with the iPad has sufficient padding to protect the iPad from normal treatment and should provide a suitable means for carrying the device within the school. iPads should always be within the protective case. In order not to be charged for a replacement on return, students should not deface the iPad or its case in any way. When not in use, the iPad should be safely stored in a school bag or locker.
- iPads that malfunction or are damaged must be taken to the ICT Team immediately for investigation. If the iPad has been damaged in some way then an 'iPad Damage Report' must be completed. If the iPad needs to be left with the ICT Team for further action, then depending on availability, a loan iPad will be issued. In this case a 'Loan iPad Agreement' must be completed.
- iPads that have possibly been stolen must be immediately reported to the ICT Team for tracking and locating. In all such cases a 'Stolen iPad Report' must be completed. If loan iPads are available then one of these will be issued on completion of a 'Loan iPad Agreement'. In the event of theft, you must report it to the police. You will need to obtain a crime reference number and the details of the officer and station that you reported this to. Claims which are submitted without a crime reference number will not be accepted.
- iPads that are lost must be immediately reported to the ICT Team for tracking and locating. In all such cases a 'Lost iPad Report' must be completed, and signed by both you and your parents.
- In the event of damage or theft, the school will subsidise the repair / replacement cost of damaged or stolen iPad, subject to a £35 parental contribution payable immediately via ParentPay **for the first incident. The school will not subsidise the cost of second or subsequent damages.** The school will not subsidise the cost of a lost iPad; in this

instance the responsibility falls entirely on the parents / guardians to pay for the replacement of their daughter's lost iPad.

Misusing your iPad

- Individuals or group of students may be selected at random to provide their iPad for inspection. If a student's device is requested for an inspection, passwords to unlock device must be provided. Putney High School reserves the right to confiscate the device for any reason at any time if deemed appropriate by a member of staff.
- The misuse of iPads will be sanctioned in line with the behaviour policy and can include removing the privilege of having an iPad, restrictions on use. These are at the discretion of the Director of IT and Digital Learning.

STUDENT PLEDGE FOR IPAD USE – TO BE SIGNED

1. I will take excellent care of my iPad.
2. If my iPad is damaged, lost or stolen, I will report it immediately to the IT office.
3. I understand the iPad is my responsibility and I will not loan it to other individuals.
4. I will bring my charged iPad to school daily.
5. I will use my iPad in ways that are responsible, safe, appropriate, and meet Putney High School’s expectations.
6. I understand that my iPad is subject to inspection at any time, without notice and I will provide the iPad passcode to staff or my parents, immediately upon request.
7. I understand that the iPad is not a private device, and its contents, photos and data remains the property of the Putney High School.
8. I will not use my iPad to bully, harass, harm, or spread lies or misinformation about others.
9. I will use my iPad to access, submit, post, publish or display material that is legal, true, non-threatening, free of offensive content, and does not hurt someone’s reputation.
10. I agree to return the iPad, case, power cable and plug in good working condition when requested and I understand I will be charged at cost rate if I do not return them.

I agree to the conditions written in the Putney High School *ICT Acceptable Use Policy*.

Student Name (Please Print): _____ Form

Student Signature: _____ Date:

Parent Name (Please Print): _____

Parent Signature: _____ Date:

Students who leave Putney High School will be advised on the procedure and timescales to return their iPad.