



## **iPad for Learning Agreement on Usage and Payment**

Please read through this acceptable use agreement which needs to be signed by students and their parents or carers. It must be agreed and signed in order to use an iPad as part of learning (both at school and home when appropriate). The details will keep you safe and help us be fair to all.

### **1. Set up of my iPad**

- 1.1 I will ensure my iPad is locked with a 6-digit passcode that I keep secret.
- 1.2 I will turn on iCloud backup and Find My iPad and keep them switched on.
- 1.3 I will not attempt to bypass the school's security settings or internet filters set up on my iPad.
- 1.4 I will not attempt to tamper with or jailbreak my iPad.
- 1.5 I will not attempt to install apps on my iPad as the school already provides core apps for my learning.
- 1.6 I will allow the school to check content on my iPad at any time; including apps, photos, and messages.

### **2. Storage and Transportation of my iPad**

- 2.1 I will keep my iPad in the protective case at all times.
- 2.2 I will keep my iPad clean and free from stickers/graffiti.
- 2.3 I will not use my iPad where it could be damaged easily (e.g. in rain, when running or moving between lessons etc.).
- 2.4 I will not leave my iPad unattended at school.
- 2.5 I will report any damage to my iPad to parents/carers and the school immediately.
- 2.6 I will only use the genuine device charger provided to me by the school.
- 2.7 I will keep my iPad safe and secure at all times.

### **3. Use of my iPad for learning in school**

- 3.1 I will use my iPad for school and home learning effectively and appropriately.
- 3.2 I will use my iPad for school learning only when the teacher has instructed me to do so.
- 3.3 I will use my iPad only in classrooms or the LRC when supervised by a teacher or adult.
- 3.4 I will keep the iPad face down on the table unless my teacher has asked me to use it for learning.
- 3.5 I will not waste time in school using my iPad for non-learning activities during lesson time.
- 3.6 I will put away my iPad immediately if my teacher feels I have not been using it responsibly.
- 3.7 I understand that I can only use my headphones in school, if a member of staff says that I can.
- 3.8 I understand that connecting my mobile device to a mobile hotspot is unacceptable in school.
- 3.9 I will not message others or play games during lesson or tutor time.
- 3.10 I will bring the iPad, fully charged, to school each day.

### **4. Use of my iPad for learning at home**

- 4.1 I will use my iPad at home purely for learning.
- 4.2 I will ensure it is kept safely as it is my responsibility.

### **5. Responsible behaviour with my iPad**

- 5.1 I will not use my iPad to send, take or edit messages, videos or photographs that may cause offence to anyone.
- 5.2 I will ensure that all my online activity, both in school and outside school, will not cause anyone, (my family, my school, the staff, students or others) distress, upset or bring them into disrepute.
- 5.3 I will only take or edit photos, images and videos of students and/or staff with their permission. I know that if I take pictures or videos of other students and staff without their permission, there will be a serious sanction.
- 5.4 I will not use anyone else's iPad without their permission or let anyone use my iPad; even if it is a loan device.
- 5.5 I will only log onto the school systems with my own username and password.
- 5.6 I will change the passcode used to get into my device regularly. If I think someone else knows it, I will change it immediately.

- 5.7 I will not reveal my password(s) or passcode to anyone.
- 5.8 I understand that my use of the Internet and other IT can be monitored, and that my teachers and other school staff will sometimes look at how I am using IT and what I am storing on my iPad.
- 5.9 I understand that my teachers will look at and assess the work I keep in my files.
- 5.10 I understand that when I use IT, this is logged on school systems and that my teachers can see this.
- 5.11 I promise that all IT communications with other students, friends, teachers or others is responsible, sensible and appropriate and, most importantly, that it is not offensive or upsetting in any way.
- 5.12 I understand that I must keep my email in-box tidy and delete unnecessary emails regularly so that I can receive school emails from my teachers and other staff.
- 5.13 I will be responsible for my behaviour when using the Internet. This includes the things that I look at and the words that I use.
- 5.14 I will not give out any personal information such as name, phone number or address (this includes the details of other students or adults) to anyone.
- 5.15 I will not share photos/images/videos of myself or anyone else that are inappropriate with anyone and will tell my Tutor or SPL if anyone sends something like this to me.
- 5.16 I will not copy someone else's work or images and pretend that they are mine.
- 5.17 I will report any concerns that I have about myself or anyone else online to a member of staff in school.

**6. Consequences if I do not keep to these guidelines with my iPad**

- 6.1 I understand that if I do something that I should not when using iPad; for example, look at sites I am not supposed to, download Apps that I should not, or use offensive language or images; that school staff will respond to this. This may involve a sanction, informing my parents/carers, and when it is really serious, the police and other people external to the school.

**7. Loss and Damage to my iPad**

- 7.1 If my iPad is lost or stolen around school, I will report this immediately to my teacher who will inform my SPL and the duty teacher to investigate. If the loss was negligent, I understand that my parents/carers are liable.
- 7.2 If my iPad is damaged in school accidentally, I will report this immediately to my teacher who will inform my SPL and the duty teacher to investigate.
- 7.3 If my iPad is damaged through poor behaviour, non-compliance with these rules, or my deliberate action I understand my parents/carers will be liable.

**8. Payments**

- 8.1 We, as parents and carers, agree to pay the full amount outstanding by August 2021 as outlined in the letter dated 18 June 2020 and will notify school as soon as possible if we foresee problems with this.
- 8.2 We understand that the iPad is an essential piece of school equipment and if lost or damaged we will need to replace it.

- By using IT facilities or by connecting my iPad to school systems I agree to WSFG using filtering and monitoring software to ensure child safety and that learning is focused upon in class.
- I understand that, by using my iPad at school, WSFG will install device management software to provide school specific configurations such as connectivity settings, application delivery and restrictions.
- I understand that if I break these rules or use my iPad in an inappropriate way, the school will issue an appropriate sanction, following the Positive Behaviour for Learning Policy.

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**Signatures**

	<b>Name PRINTED</b>	<b>Signature</b>	<b>Date</b>
Student:	.....	.....	.....
Parent or Carer:	.....	.....	.....
School:	.....	.....	.....