

Home/School Agreement for iPad use

As we continue to develop our digital offer, we explore endless avenues in pursuit of the effective and cohesive use of digital technologies. One such way is affording our students the opportunity to take their iPad devices home with them.

After careful consideration, and extensive research, we have identified that the ability to use the iPad both at school and at home has an array of benefits, and we feel this is an important part of our school offer.

In order for this to be successful, we need to ensure the partnership between home and school continues to be a strong one. There are several commitments and requirements needed from all parties, and these are set out below.

Student Agreement for iPad use

The student will be the sole user of the iPad both at school and at home, therefore it is vitally important that the following is adhered to at all times. Failure to do so may result in the use of the iPad being restricted. Please discuss these requirements with your child so that they are aware and understand them.

I agree to:

- Use my iPad in ways **deemed appropriate** by my school and IFtL
- **Take care** of my iPad and charger.
- **Charge my battery every night** and bring my iPad to school **fully charged** every day.
- **Keep** my iPad in its **case**.
- Only use the **supplied charging cable** and plug to charge the device.
- Use my iPad in ways **deemed appropriate** by my school.
- Only use websites/apps **as directed** by the school.
- **Always** carry it around in a **school bag** and especially make sure that it is kept in a bag and **out of sight** when travelling to/from school.
- Keep my iPad **secured** with a passcode when not in use.
- **Keep food and drink away** from my iPad since they may cause damage to the device.
- **Never lend** my iPad to others or share my passcode.
- **Report any concerns** regarding **viruses** or **malicious problems promptly** to a member of staff.
- **Not write on, decorate, or customise** the outside of the iPad or its case, and will not allow it to be subject to graffiti from others.
- **Follow** the **online safety** information and e-safety briefings shared with you.
- Take care of my iPad at **breaktimes** not leaving it to be kicked or stamped on.
- Use the device in the way it is intended to be used – **not try to bypass systems and processes** to



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access content I do not have permission to access.

- **Not use private browsers** on my iPad

Parent Agreement for iPad use

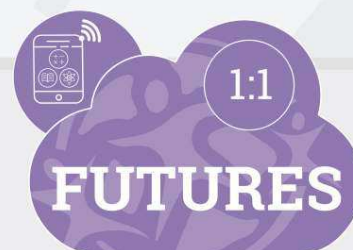
Whilst your child will be predominantly responsible for the iPad, where appropriate, there are reasonable precautions that both home and school need to take so that they are educated in best practice and supported in their technological development.

I agree to:

- Ensure that my child **cares for and respects** their iPad at home and doesn't take it out of the case at any time.
- Ensure that my child takes their iPad to **school every day**.
- Ensure that the iPad is **used solely by my child** and not other children.
- Provide my child with a **suitable bag** to carry their iPad in.
- **Monitor** the safety of my child's use of the iPad on the Internet at home **ensuring only appropriate websites and apps are accessed and your child's safety beyond the regular school day and whilst their iPad is at home**.
- Promote safe use by **ensuring my child is not trying to bypass processes and systems** on the device to access prohibited or unverified content.
- If available, ensure that the **iPad remains connected to a WiFi** signal when my child is using the iPad at home and outside school hours.
- **Return** the iPad and charger back to school when requested.
- **Report any loss, theft, or damage** (including accidental loss or damage) **to the iPad, charger, leads or case** promptly to the school.
- **Report any theft to the Police immediately** and get a **crime reference number** that will be passed on to the school.
- Be **financially responsible** for the **cost of repair or replacement** of my child's iPad, case, charger or leads if **lost, stolen or damaged**.
- **Report any faults** with the iPad or installed software promptly. You can email support@iftl.co.uk to report.
- The responsibility of repairs lies with the school however, on occasion when there is malicious or mistreatment of the device, we may require a contribution from parents/carers. Under no circumstances should a repair be attempted by a 3rd party or at home.
- If there is damage that requires repair or replacement at the cost to families, **the price will be determined at the time by Apple or an Apple Authorised Service Provider**.



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School Agreement for iPad use

In addition to the e-safety education the children receive as part of our curriculum offer, there are additional commitments required from us to ensure the effective and safe use of iPads in school.

We agree to:

- Provide an **iPad in a rugged case**, with charging lead and plug, to your child.
- **Educate** your child on effective ways to use the iPad to supplement and revolutionise their learning in class and at home.
- Effectively **manage** the devices on the school premises to ensure **safe access** to content.
- Apply the **web filtering** and **monitoring** software when on the internet at home, in school and on other networks.
- Monitor the data held in the filtering and monitoring system and do our best to identify patterns and trends that can then support how the iPads are set up.
- Use our best efforts to set the iPad to **block access** to harmful / inappropriate websites whilst in use at home and in school, where known.
- Provide **technical support** to aid in the use of the device in the school and where possible when it is used away from the school.
- Use our best efforts to ensure that the iPad is **protected** against viruses.
- **Teach** the children the skills of e-safety and **advise** them how to be online ambassadors.
- Explain and **model** how to take care of their device.
- Provide **ongoing maintenance** when required if the device is used correctly within these terms and conditions.
- IFtL and the school **will monitor Internet use** and any inappropriate material that is viewed will be recorded by staff and conversations/sanctions will be issued for misuse of the iPad.

It is imperative that the requirements set out in this home/school agreement are always adhered to.

Failure to do so will result in alterations being made to the home/school agreement, including preventing students from taking their devices home.

Our commitment is to ensuring effective use of an iPad for learning purposes.

Where the agreement stipulates financial responsibility in the event the iPad is damaged, lost, or stolen, a replacement fee will be required which will be the recommended replacement price determined at the time by Apple or an Apple Authorised Service Provider.

Steps in the event the iPad is lost, stolen, or damaged

In the event that an iPad is lost, stolen, or damaged, the procedures below need to be followed to ensure all avenues have been explored.



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Lost iPad

If you believe the iPad has been lost, you must:

- Inform a member of the School Leadership Team immediately.
- Check extensively at home, school, or in any other location where the iPad may be.
- Speak with family, friends, and teachers to find out if they know where it is.

As a school, we will:

- Inform the trust IT Team immediately
- Use the iPad location software to find out where the iPad is.
- Send an email to all staff to inform them that the iPad is missing.
- Place the iPad in Lost Mode – this will lock the device, play a sound to locate it, and will also display a message directing whoever finds the device to return it to the IT department at the school.
- Add it as an agenda item in the weekly staff meeting.

Stolen iPad

If you have evidence or suspicion that the iPad has been stolen, you must:

- Inform a member of the Leadership Team immediately.
- Check extensively at home, school, or in any other location where the iPad may be.
- Speak with family, friends, and teachers to find out if they know where it is.

As a school, we will:

- Inform the trust IT Team immediately
- Use the iPad location software to find out where the iPad is.
- Send an email to all staff to inform them that the iPad is missing.
- Place the iPad in Lost Mode – this will lock the device, play a sound to locate it, and will also display a message directing whoever finds the device to return it to the IT department at the school.
- Add it as an agenda item in the weekly staff meeting.
- Raise an incident with the local police and obtain a crime reference number.
- Assist the local police with their enquiries.

Damaged iPad



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If the iPad is damaged either in school or outside of school, you must:

- Inform a member of the School Leadership Team immediately.

To avoid the iPad needing to be repaired, the steps outlined in the Acceptable and Responsible Use Policy must be followed and it is imperative that the iPad is kept in a case at all times. If reasonable steps have been taken, and procedures followed, then the school commits to provide a replacement iPad for use.

I understand that my child is responsible for their actions, both in and out of school:

- The school also has the right to act if my child is involved in incidents of inappropriate behaviour, that are covered in this agreement, and other policies, when they are out of school and where it involves their membership of the school community (examples would be cyber-bullying, use of images or personal information).
- If my child fails to comply with this Acceptable and Responsible Use Policy, they lose access to the school network/internet, contact with parents may be made, and, in necessary cases, the involvement of the police may be required.

This document is agreed to by parents through digital signature on BromCom.

This document is agreed to by pupils using the QR code shared with them by school to record their digital signature.



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