

Information Technologies (IT) Acceptable Use Policy (AUP)

This agreement applies whenever IT is used.

Students are responsible for good behaviour when using ICT just as they are in a classroom or a school corridor. General school rules apply. iPads/IT are for students to conduct learning activities that may include research, production of content and communication with others.

Parents' permission is required for the use of iPads in school. Remember that access to devices and the Internet is a privilege not a right, and that access requires responsibility. Individual users of the iPads are responsible for their own behaviour and communications. It is presumed that users will comply with academy standards and will observe the agreements they have signed.

Personal Safety:

Statistically the likelihood of being approached outside of school by someone trying to steal your iPad is slim, but it is important that all students act safely to limit this risk.

Ensure that the iPad is kept in your bag when walking to and from school. Follow the usual advice about keeping safe, for example not walking around alone when it is dark and ensuring that an adult knows where you are. If approached, always hand the iPad over. It is insured and can be tracked. If your work is backed up to iCloud then your work will not be lost.

Usage during the school day:

ICT will be used throughout the day, in many different situations. For iPads there is a colour coded zonal system in place that directs students when they have 'free access' (green zones), when iPads should just be used for 'educational use' (yellow zones) and where iPads are strictly prohibited (red zones). **The use of iPads in red zones will result in disciplinary action being taken, up to and including exclusion for serious misdemeanours.** If you are in any doubt assume you are in a red zone.

Please make yourself aware of the colour coded zones and stick to these guidelines. At the start of lessons and registration, unless your teacher instructs differently, you should keep your iPad in your bag. Your teacher should not have to ask you to stop using the iPad; you will be instructed when your iPad is needed.

During lesson time (yellow zones) you should be focused on the task set by your teacher and only using apps and websites that you have been instructed to use during that lesson. You should not use any apps or websites that are not contributing to your learning (e.g. Playing games, viewing personal photos/videos, social networking, etc.). Apple Classroom should be enabled at all times.

You may be asked to display your iPad screen at any point and the screen should face the teacher where possible. Staff can 'spot check' your device at any point and ask you to unlock your iPad. Any inappropriate behaviour will be dealt with in accordance with our current Behaviour Management System and can result in sanctions up to and including permanent exclusion for serious or repeated occurrences.

Files and communications may be reviewed to ensure that users are using the system responsibly. Users should not expect that stored files would always be private from staff or parents. You should never delete 'my internet history' on your iPad and should report inappropriate or offensive content immediately. In school staff will guide students toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio, video games and other potentially offensive media. We would like to work together with parents and students to advise about, and guide, safe and acceptable usage (please see the parent support document)

All students should have a signed copy of the ICT Acceptable Use policy in their planners. We shall address issues and deal with any incidents that occur in accordance with our current Behaviour Management System.

Misuse of social media, cyber-bullying, abuse, the downloading or transmitting of offensive material counts as serious misdemeanour and can result in permanent exclusion. It can also be a criminal act resulting in prosecution.

Protocols for using email, all users.

Emails and messages are likely to become a key means of communication between staff, students and parents. It is important that staff, students and parents are aware of the rules regarding this area and do not cause offence or add needlessly to staff workload. **Your Manor email account is considered 'open' for the purpose of monitoring. This means that if misuse is suspected, your Manor email account may be accessed as part of any investigation.** Wherever possible, apart from emailing work, avoid using emails to staff. If you are able to go and find that member of staff personally and speak to them directly then this is always preferable.

Any essential emails to staff, such as those sent to hand in work, should always be politely written. Start the email with Sir/Miss or the member of staff's name and always end with Thank you and your name. As ever, you should be focused during lesson time and refrain from sending any emails or messages that are not related to the lesson you are in.

You should not necessarily expect a response from staff as we do not wish to add to their workload, certainly no responses should be expected between 4:00pm and 9:00am or on nonworking days. Emailing should be used as a means of passing on work or individual pieces of information that do not require a response. If you need to speak to a member of staff, you should find them in person or phone the school as normal. Staff will be instructed to refrain from emailing students and parents beyond 9:00pm to avoid disturbance.

You should only email people that you know or that you have been directed to email by staff or parents. You should not forward chain emails and should only use your school email address for school business.

Appropriate use in School:

In lessons: Some teachers will use the iPads in lessons more than others. This is likely to vary a lot throughout the year as some lessons/topics may be more suited to the use of new technology than others.

Your use of the iPad in school is always at the teacher's discretion. If the teacher hasn't asked you to use the iPad then it should be kept safely out the way in your school bag. If the teacher feels that you have not been using the iPad responsibly then they will ask you to put it away and issue a suitable sanction.

Break/Lunchtimes:

We want to encourage students to work collaboratively with their iPad in their own time. However we feel strongly that it is essential that students spend time away from the device and take a break. The iPad should not be taken or used outside, in the Lunchbox or in the corridors at break or lunchtime.

The only time it is acceptable is in the LRC or, in the event of a wet break/lunch and if it is being used sensibly, within a classroom or wet break location. Otherwise they should be stored safely in bags or lockers and should never be left unattended this may result in the iPad not being covered by the insurance.

Use at Home:

Teachers will set homework and assignments that may be completed on the iPad or by other means and the usual sanctions will occur if this work is not completed. As currently, the use of any technology in the home is under the guidance of parents.

Being prepared; lessons will be disrupted if students forget their iPad. Equally if they fail to have it charged. Therefore iPads should be charged every evening/night. In the long term the iPad may even replace the student planner.

The iPad must be brought into school EVERYDAY and be fully charged. Failure to do so will result in a sanction being applied, in the same way that it is now for missing equipment. It may be possible to charge the iPad in the

ICT Support room and it is your responsibility to make sure this happens at the start of the school day or during lunchtime. Earphones should also be part of normal school equipment brought to every lesson.

The Case:

Your iPad case must be of a high enough quality to protect the iPad to the standards of the insurance company covering your device. It must adhere to the policy for cases that we decide on and not include inappropriate imagery.

You must not remove your iPad from its case as this might mean it is not properly insured and any damage would not be covered by your policy. If you are having problems that mean that the iPad needs to be removed from its case you should visit the ICT Support Room and ask for advice.

Loss or Damage:

The school will work with parents and students to minimise incidents of loss to iPads because the economic sustainability of the "iPads for Learning" scheme is dependent on us doing so. It is essential that students treat all iPads with care and actively avoid unnecessary damage and misuse so that financial loss is limited. The 'Find my iPad' functionality should be switched on at all times.

If an iPad is damaged and requires repair it must be taken to the ICT Support Office and, subject to availability; a replacement will be loaned to the student on a daily basis until the repair is completed. If the damage is so extensive that an economic repair is not possible, the student will be issued with a replacement device of a similar age.

Cosmetic wear and tear such as scratches and minor damage to the iPad will not normally be repaired providing that the function of the iPad is not significantly affected. If an iPad is stolen, parents will report the theft to the police and obtain a report reference number. Subject to availability, a replacement iPad of a similar age to the stolen device will be issued.

Please note, we have a new repair process going forward with our roll out this year. In the event of a damaged device, the device will be sent to our Apple certified repair centre, and sticking to Apples policy the devices are swapped for a like for like replacement, the device will not be repaired. As a result of this, we are unable to transfer any data from the previous device to the new device, so please make sure you keep regular backups using the iCloud backup, as we will not be held liable for any lost data during this time.

The following conditions apply.

1. A maximum of 3 claims in the first year, the first being free, the second with an excess of £50 and a further £50 for any subsequent breakage.
2. Successful warranty claims are not counted.
3. If a student's iPad is being repaired the school will try wherever possible to make an iPad available in school time. It is the students' responsibility to return the iPad at the end of the day. Where this doesn't happen the student will be sanctioned.
4. Where the number of allowable repairs is exceeded we will repair the iPad but account holders will be billed for the repair/replacement. Account holders can get the iPad repaired themselves however the school should be informed so that a replacement is made available whilst the child is in school. The time without an iPad should not exceed 10 working days.
5. The iPad will remain at school and not be allowed home until the bill has been paid.
6. Account holders will still need to pay their monthly instalments for the full length of their contract.
7. As a matter of health and safety students should not use broken or damaged iPads.
8. We reserve the right, where there is evident lack of due care and attention, and especially where the case has been removed, to return the iPad to school stock, payments to date may or may not be returned, less the cost of repairs dependent on the circumstances.

9. The iPad is covered for accidental damage only whilst in the case and in reasonable condition, both at school and home.
10. Theft is covered where reasonable precautions have been taken and a police report reference number has been obtained.
11. Lost iPads are not covered and need to be replaced by the account holder.

In the unlikely event that a student is involved in damaging another student's iPad then the cost will be met by the parent of the child causing the damage.

Faulty iPads:

If an iPad develops a fault it should be brought to the ICT office without delay. If a quick solution is not possible, subject to availability, a loan iPad of a similar age will be issued whilst a repair is organised.

Ownership:

iPads will remain the property of Manor CE Academy until the end of the loan period. You should assume acting ownership of the iPad during the loan period; students and parents should use the device as their own.

Purchasing Apps and retention:

A large majority of apps will be obtained by the school and distributed via our MDM. All school iPads must have our Mobile Device Management (MDM) profile installed. As well as a delivery mechanism for educational apps it also allows us to see who has what apps and control these by age. It also has some limited usage tracking as well. This profile should not be deleted.

However, as part of taking ownership over the iPad, you should feel free to download any appropriate app that you see fit. In order to make this possible you will be asked to set up your iTunes account using your school email address. It is VITAL that you consult the cardholder before purchasing any apps that cost money or use iTunes vouchers. You should also be cautious with any app that is free to download but then charges for additional content. Setting up the iTunes account in this way will allow you and the school to retain any apps purchased which will be a benefit whenever you leave Manor CE Academy.

As mentioned, a huge majority of educational apps will be provided and teachers will be asked not to tell you that you need to download any app that costs money for their course. Staff might ask you to download apps that are free of charge but it is more likely that these apps will also be provided through our MDM. That said from time to time a member of staff may recommend an app that would support your studies and in this case you must discuss this purchase with the cardholder.

Using your own iPad in school:

Those families who have decided to use their own iPads in school will be subject to the same guidelines as those who are using a school iPad, but the school cannot take responsibility for loss or damage and parents should make their own arrangements if they wish their own iPad to be insured. 3G enabled iPads (iPads 3 or 4) should have their SIM card removed when in school and should be open to management through the academy's MDM profile.