
Strathearn School

School Owned iPad Pupil Acceptable Use Policy (AUP) and Procedures

Date	Amendment
June 2019	
June 2022	Updated for 2022-25



School Owned iPad - Introduction

Strathearn School is committed to innovating with educational technology to enhance teaching and learning and communication within our School community. We embrace the opportunities which iPad technology offers us and permit the use of an authorised Apple iPad in a manner consistent with the established teaching and learning objectives of the School. We also recognise and encourage the use of the iPad for educational purposes at home.

This policy applies to all student users of Strathearn iPad hardware and software applications. It applies to all iPads used by our students, wherever they are physically located - within the School, used in a Partner School or at home. It is intended to complement the School's wider policy on E-Safety and all other relevant School policies. Due to the nature of information and communications technology the policy will undergo periodic review and as such the School reserves the right to amend any sections or wording at any time.

Section A – Overview of School Owned iPad

The School retains ownership of all iPads, cases, accessories and apps. iPads are provided to students on a loan basis and at all times remain the sole property of the School. The School will provide all required components to ensure the iPad operates effectively in the classroom and, should it decide to offer Wi-Fi access, maintains the right selectively to filter internet content and manage the use and connection of devices to the School network in line with its E-Safety Policy.

Section B – Use of the iPad

i. Taking Care of iPads

Students are responsible for the general care of the iPad, case and power accessories. iPads or cases that are broken or fail to work properly should be reported as soon as possible to the ICT Support Officer. The School may provide replacements or a repaired iPad at its own discretion. Before any repair or replacement a parent / guardian will be required to sign and return the appropriate paperwork provided by the School - see Appendix 1.

Power accessories and cases are not covered by the School, however replacement power cables can be purchased from the School Stationery Store run by the Finance Department. Damaged cases should be reported as soon as possible to the ICT Support Officer. Faulty Apple chargers should be replaced with another Apple charger of a suitable specification for charging the device. iPad chargers are larger than iPhone chargers and only proper Apple iPad chargers should be used with the School iPads at home.

ii. General Precautions

- iPads must never be left in any unsupervised area unless in a bag or locker.
- If left in School overnight the iPad must be left locked in the student's locker.
- iPads must not be put inside heavy school bags or bags with items that may damage the iPad.
- Students should take care of school bags with iPads in them.

iii. Carrying iPads

- The School supplied protective case must be used with the iPad at all times.
- Power chargers should be left at home as the iPad should hold a charge for the duration of lessons.
- Avoid placing too much pressure or weight on the iPad screen with books or folders especially if stored in full or heavy school bags. Consider taking a book out and carrying it to relieve the pressure.

iv. Using iPad at School (General)

- iPads are intended for use at School each day. In addition to teacher expectations for iPad use, School messages, announcements, planners, calendars and schedules may be accessed using the iPad. Therefore, students are responsible for bringing their iPad, fully charged, to all classes each day.
- If students leave their iPad at home, they are responsible for getting any assignments or coursework completed as if they had their iPad present. Spare iPads will not be available to students who forget to bring their iPad to School or who fail to charge their iPad.
- At all times, the class teacher's decision is final regarding use of iPads, collectively or individually.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Only apps provided by School in the Self Service app and School profiles may be placed on the iPad. School profiles are applied by the mobile device management system.

v. Using iPad at School (Photographs / Images, video and audio)

- Photographs may only be taken on the iPad when authorised by a member of staff in relation to school work. The iPad cameras are not to be used at any other time to save space and misuse of the iPad.
- Photographs / images, video, audio stored on the iPad will be deleted after they are needed except for important school work or coursework required files which should be backed up to cloud storage.
- In accordance with this and the School's Acceptable Use of the Internet Policy, the School reserves the right to randomly check any iPad for unsuitable content.
- No images, audio or video recordings taken with a School iPad may be uploaded from any device to social networking sites by students. If required these can be shared with staff for promotional purposes.
- Recording of Strathearn staff or other pupils is prohibited unless specifically permitted by the class teacher and/or the member of staff to be photographed, audio or video recorded.

vi. Charging the iPad Battery

- iPads must be brought to School each day in a **fully charged** condition. Students need to charge their iPads each evening. It may take up to 3 hours to fully charge the iPad.
- Only authorised Apple iPad chargers suitable for the provided iPad must be used.
- iPads can be turned off or put into airplane mode when they are not required to save battery power during the school day.
- Students are not permitted to use the power sockets in School to charge any device.

vii. Accounts, Passwords and Apple IDs

- iPads work with a School Managed Apple ID, specific to its allocated user. These Apple IDs are managed by the School. Apple IDs are used to backup iPad settings so, if a replacement is required, the settings are applied to the replacement iPad.
- All account details should be kept secure by the owner. Students are prohibited from sharing this password with anyone else except their parents or as requested by senior teaching staff.
- Students may not attempt to access other student or staff accounts or iPads at any time.
- Group work files can be shared via cloud storage so the group can work if others are out of School.

viii. Home Use

- Students are allowed to use their iPads outside of School with Parent / Guardian consent. The iPad can connect to other wireless networks to assist them with homework, coursework etc. It is the responsibility of the Parent / Guardian to monitor and oversee iPad use outside of School i.e. within the home setting.

- Photographs may only be taken on the iPad when authorised by a member of staff in relation to School homework. The iPad cameras are not to be used at any other time to save space and prevent misuse of the iPad.
- It is advised that digital devices such as School iPads be charged overnight away from bedrooms.

ix. Managing files and saving work

- It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work. Therefore, students should back up all work to cloud storage such as OneDrive or Google Drive as provided to schools by C2K.
- Students can also access files and folders on the School C2K networked drives via My School -> My Files.
- All C2K provided storage areas have space to allow for School work to be saved for as long as students are in post primary education; so there is no need for files or emails to be deleted. However, folders and files should be organised by school year and subject, with meaningful filenames used. This advice also includes the C2K cloud storage, OneDrive and Google Drive.

x. Software and Apps

- The School's mobile device management system audits the iPads daily gathering data on installed apps, web clips, profiles that are on the iPads.
- Periodic checks will be made to ensure the iPads are being kept up to date and are in a useable state.

xi. Software Updates

- The operating system will show that updates are available from time to time with a red dot on the Settings icon. Students are expected to allow iOS updates a few days after they become available and should update at home when the iPad is charging.
- Upgrade versions of apps are available from time to time. Students will be expected to allow these updates when they are available.
- If there is a difficulty with update to iOS or apps, make sure there is enough free space on the device to allow them to install. Apps can be removed and added again via Self Service. Documents, videos and photos can be uploaded to cloud storage and then removed from the device.

xii. Procedure for reloading software

- If technical difficulties occur or illegal apps or networking profiles (e.g. non School approved) are discovered, the iPad will be reset. The School does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.
- Resetting iPads is a last resort measure carried out only if necessary when other solutions fail.

xiii. Inspection

- Students may be selected at random to provide their iPad for inspection to ensure they comply with the E-Safety Policy and the Acceptable Use of the Internet Policy.
- If a PIN or password is required to access the iPad students must share this information or face disciplinary action deemed appropriate in keeping with the School's Positive Behaviour Policy.

Section C - Acceptable Use Section

In addition to the School's Policy on the Acceptable Use of the Internet and the E-Safety Policy, the School permits use of an Apple iPad in a manner that supports the School's aims and objectives and is in line with all School policies.

This policy is provided to make all users aware of their responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the user terms and conditions named in this policy, privileges may be terminated, access to the School's network may be denied, and the appropriate disciplinary action shall be applied in line with the School's policies on the Acceptable Use of the Internet and the Positive Behavioural Policy.

i. Parent / Guardian Responsibilities

Parents are expected to talk to their children about the values and standards that they should follow on the use of the Internet and online services just as they do on the use of all media information sources such as television, books, movies, radio, telephones, advertisements etc.

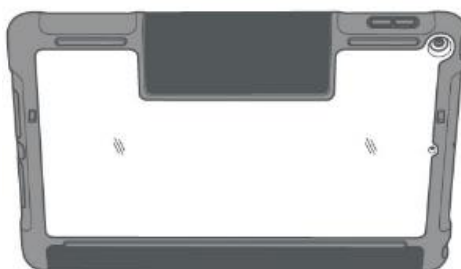
Parents and students should familiarise themselves with the details in Section B in case of accidents, theft or misuse.

ii. (ii) Student responsibilities:

- Use an iPad in a responsible and ethical manner;
- Obey general School rules concerning behaviour and communication that apply to all digital devices and their use;
- Use all School digital resources in an appropriate manner;
- Turn off and secure their iPad after they are finished working to protect their work and information;
- Report any app or system containing inappropriate content or questionable material;
- Report any email containing inappropriate or abusive language or if the subject matter is questionable;
- Report any damage to the iPad as soon as possible to the ICT Support Officer.

iii. Return of iPad

- There is a return of iPad form available from the School Office to help prepare for returning the equipment should a pupil leave the School early – see Appendix 2.
- As part of a planned recall of iPads the device should be returned to the School undamaged, when requested, in the supplied case, with an appropriate working Apple charger plug power adapter.
- iPads in their School case, with an appropriate authentic Apple iPad charger, will be returned to the School Office if a student leaves the School early.
- When returning an iPad, it must have a completed and signed return form to confirm everything has been returned, that outstanding items have been paid for and to note if there are any faults or issues.



iv. Prohibited Activities

In addition to the guidance outlined in the School's wider policy on Acceptable Use of the Internet, students are **not** permitted to:

- Use or take another student's iPad;
- Use a staff member's iPad without consent;
- Use others' usernames or passwords;
- Trespass in others' accounts including email, folders or files;
- Take any photographs, video or audio recordings other than those directed by a member of staff;
- Upload any photo, audio or video content taken to any social networking sites;
- Use the School's Apple TVs without a staff member's consent or when unsupervised;
- Intentionally waste limited resources;
- Stream video or audio, e.g. live radio, when not part of a taught lesson;
- Album picture share with others;
- Airdrop to others without prior consent;
- Download illegal content or material which is inappropriate;
- Attempt to 'Jailbreak' their iPad [modify the iPad to remove restrictions imposed by the manufacturer or operator, e.g. to allow the installation of unauthorised software];
- Send or display offensive messages or material;
- Install or transmit copyright materials;
- Use obscene language or content;
- Damage devices, peripherals, computer systems or computer networks;
- Change iPad settings (exceptions include personal settings such as font size, brightness, etc);
- Attempt to modify, upgrade or self-repair devices issued by Strathearn School;
- Get repairs done independently. Any issues found must be reported to the School.

v. Legal Propriety

- Students should comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If a student is unsure, they should ask a teacher or parent / guardian.
- Use or possession of hacking software is strictly prohibited and violators will be subject to sanctions. Violation of the law may result in criminal prosecution or disciplinary measures.

vi. iPad Identification

Student iPads will be labelled in the manner specified by the School. iPads can be identified in the following ways:

- A sticker label with the student's name on the back of the iPad case is advised;
- The device name in Settings -> General -> About should match the student's username;
- The device Serial Number.

vii. Disciplinary measures

Any student who persistently refuses to co-operate or violates any aspect of the provisions of this policy or the Acceptable Use of the Internet Policy may face disciplinary action deemed appropriate in keeping with the School's Positive Behavioural Policy.

viii. Staff Action

A student will be required to hand over their iPad to a member of staff if:

- the iPad is not being taken care of appropriately;
- there is a suspicion that the iPad has unsuitable material stored on it;
- a student has disrupted a lesson through improper use of an iPad;
- a student has misused her iPad to take photographs, video or audio recording on the School premises for which she has not received permission;
- the iPad or any of its features has been used for any form of bullying;
- games are being played on the iPad during class time without permission;
- the iPad is being used to stream video or audio outside of a class lesson at teacher direction;
- the iPad has been used to breach any School rule or policy.

ix. Student and Parent / Guardian Agreement Form

Please complete the form on page 9 and return it to the Form Tutor. By signing the Student and Parental/Guardian Consent Form you are agreeing to abide by the School Owned iPad Pupil Acceptable Use Policy and Procedures, the E-Safety Policy and the Acceptable Use of the Internet Policy. This agreement lasts for the entire enrolment at Strathearn School.

There is a small fee to cover the iPad Air's insurance for the school year. Please note that this does not cover the Apple charger, power cable or case. If the charger is damaged or broken you will be required to replace it with an official Apple replacement. When the student receives the iPad you should check over the items received to note the condition they are in and to confirm that they are functioning. Should the School provided iPad case start to come apart or be damaged it should be reported to the School so it can be replaced or a suitable replacement can be sought.

The fee of £35 per year will be invoiced by the School Finance Office and is to cover insurance for the iPads. This covers any fees required to repair or replace loaned iPads in the first instance. After the first repair or replacement, parents are responsible to pay the full amount of repair or replacement for any further iPad mishaps within the time an iPad is allocated.

This policy may be updated/amended. New versions of this policy may be found on the School website or a hard copy will be available through the School Office.

Outside of the scheduled review of this policy, parents will be informed of changes via Parent mail.



School Owned iPad Agreement Form

Please complete and return to Form Tutor. The fee of £35 per year will be invoiced by the School Finance Department and is to cover insurance for the iPads. This covers any fees required to repair or replace loaned iPads in the first instance. After the first repair or replacement, parents are responsible to pay the full amount of repair or replacement for any further iPad mishaps within the time an iPad is allocated.

Student Section:

I accept and will adhere to the guidelines and conditions outlined in the School Owned iPad Pupil Acceptable Use Policy (AUP) and Procedures

Student name: _____
(please print clearly)

Form Class: _____

Student Signature: _____

Date: _____

Parent / Guardian Section:

I have read and agree to the conditions outlined in the School Owned iPad Pupil Acceptable Use Policy (AUP) and Procedures

Parent / Guardian name: _____
(please print clearly)

Parent / Guardian Signature: _____

Relationship to student: _____

Date: _____

Appendix 1



Date:

Dear Parent / Guardian,

It has come to our attention that your daughter has damaged her School iPad.

We have taken the decision to issue her with a replacement iPad as not having one is likely to impact her ability to participate fully in learning. However, this is on the condition that, should she damage another School iPad within the current academic year, you will be liable for the full cost of its repair or replacement.

I would ask that you sign and return the slip below to indicate that you agree to this condition. As soon as this slip is returned to School we will issue a replacement iPad.

Kind regards,

A. R. Anderson
VP Teaching and Learning

Please detach and return:

For the attention of Mr Anderson (VP Teaching and Learning):

My daughter _____ has damaged her School iPad and I understand that my daughter will be issued with a replacement iPad on the condition that, should she damage another School iPad, I will be liable for the full cost of its repair or replacement.

Signed (Parent / Guardian) _____

Date _____

Appendix 2 - iPad Return Form for leaving pupils

Before returning an iPad please provide the details requested below and sign to confirm the return of the iPad, school supplied iPad case and a working Apple branded charger power adapter.



Note: You should back up any files including photos and videos you want to keep from the iPad or cloud storage to a home computer. See the other side of this page for general backing up instructions.

Remember when backing up to use @c2ken.net for OneDrive and Google Drive access

Pupil School username _____ **@c2ken.net** (please print)

Pupil name _____ (please print clearly) **Form Class** _____

Please tick

Returning a fully working iPad in the school provided case

Returning a working Apple branded iPad charger power adapter



Unreturned school iPad case and Apple branded iPad charger have a replacement fee of £10 for the cover and £19.00 for the Apple charger to be replaced.

Payment attached or missing item/s if applicable: Y / N

Please circle

Condition of iPad Cover:

Please circle your answer

Ok / Broken

Condition of iPad screen:

Please circle your answer

Ok / Noticeably Scratched / Cracked / Broken

Other faults to note or comments:

Parent / Guardian Signature _____ **Date** _____

Pupil Returner Signature _____ **Date** _____

Thank you for your cooperation

Pupils can speak to the ICT Support Officer at break time or lunchtime in the Learning Centre if assistance is required

School iPad return general back up instructions

Any files not backed up from the iPad or from any cloud storage system used in Strathearn School **before** the iPad is returned should be considered lost as the iPad will be wiped and cloud storage accounts closed when you leave.

How to back up iPad schoolwork

Most Apps allow for work to be uploaded to cloud storage. It is the iPad users' responsibility to save important work to cloud storage and not locally to an iPad.

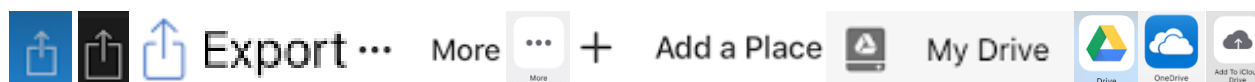
If you need to remove Apps to gain some working space on your iPad, remember the Self Service App allows allocated apps to be reinstalled at a later date if required. **Back up work from Apps before removing them.**

*Remember we use **@c2ken.net** for access to Microsoft O365 Apps like OneDrive and Google Apps such as Google Drive. Use **@strathearnschool.org** for iCloud files.*



Back up any files you wish to keep by uploading them to OneDrive or Google Drive from within the Apps you have used. If these are not an option check for it under 'More'. Use the OneDrive cloud storage if Google Drive is not available. iCloud Drive may be available in some Apps for storing files but it is only recommended if Google Drive and OneDrive are unavailable. Once used an iCloud Drive shortcut can appear on your iPad with which to access the iCloud Drive files.

Look for the following icons in Apps to be able to copy files to a cloud based storage location:



Back up any photos and videos you wish to keep by uploading them to One Drive or Google Drive (use the Select option to select groups of photos then tap the page with an arrow pointing up at the top left of the screen and select the Drive you wish to use). You can also Airdrop to send photos and small videos to another Apple device.

OR note: It is also possible to copy any photos and videos you wish to keep from your camera roll by connecting the iPad to a home computer and copying them from the iPad to your computer.

Apple Apps such as Pages, Numbers, or Keynote documents can be backed up by, using the **3 DOTS** icon in the upper right hand corner, from the menu choose **Send a Copy**. Next select the format you'd like the document in, choose the required App, i.e. Google Drive then tap on the location where to save and tap on **Save Here** and finally tap **UPLOAD**.

Finally, to ensure you have a backup of these files access the used cloud storage website on a home computer and download the files to an appropriately named folder.

Please fill in, sign and date the form on the other side of this page and return it with the iPad in the school supplied case along with a working Apple iPad charger plug (you may keep the lightning cable).



Thank you for your cooperation

Pupils can speak to the ICT Support Officer at break time or lunchtime in the Learning Centre if assistance is required