

WLA Guidance – Care and Use of iPads (Student Version)

Introduction

The academy recognises the rapid expansion of modern technology and the growth in both the quantity and quality of applications suitable for use in academies. The academy is committed to developing the use of these new technologies to enhance the educational experience of students and to improve outcomes for them.

The academy will work with parents and students to ensure that the iPads are used to the greatest possible educational advantage both in academy and at home.

We embrace the particular opportunities presented by iPad technology and we will authorise the use of such devices provided that they are used in a manner consistent with the established teaching and learning objectives of the academy and that they are used in accordance with all relevant academy guidelines and rules.

This guidance document applies to all student users of iPad hardware and software in academy. It applies to all iPad usage by students when they are engaged in academy based or academy related activities, no matter where they are physically located.

Therefore, in relation to the use of iPads, any reference to "academy" includes any other physical location where students are engaged in academy activities and specifically includes, but is not limited to, other academies, commercial enterprises or public buildings which students are visiting either locally or further afield.

It is intended to complement the academy's ICT, Social Media and Internet Access Policy. Due to the rapidly changing nature of the technology the guidance may undergo periodic review and the academy reserves the right to amend any sections or wording at any time. Parents will be advised accordingly.

As the academy cannot accept responsibility for damage or loss to these devices, those which are currently owned must have an academy approved case. This guidance is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a student violates any of the user terms and conditions named in the ICT, Social Media and Internet Access Policy or its associated Appendices of which this guidance is one, privileges may be terminated, access to the academy's network may be denied, and the appropriate disciplinary action shall be applied in accordance with the relevant policies.

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 just as they do on the use of other media information sources such as television, telephones, movies, radio, iBooks etc.

Parents and students should familiarise themselves with the details of the iPad Insurance Plan in case of accidents, theft or misuse.

The academy Policy on the Acceptable Use of iPads

IPAD OWNERSHIP

The security of iPads remains at all times with the student and the academy accepts no responsibility for damage to iPads that are brought into the academy, that are left unattended or do not comply with the regulations of the academy or this policy.

The academy retains the right to filter internet content and to manage the use and connection of iPads to the academy network. Therefore, all iPads in use in the academy are subject to inspection at any time and particularly if staff have reason to believe that inappropriate use is being made of them. This may include inspection of private files held on the iPad.

TAKING CARE OF IPADS

The academy is not responsible for the care or maintenance of iPads; that rests with the students and their parents. If iPads are broken, or fail to function properly students should bring them to the Network Support Department in the first instance for an evaluation of the device. Advice will be given on how to proceed if it needs to be referred for repair.

General Precautions

- iPads must not be left unattended or in any unsupervised area at any time or for any reason.
- Do not subject the iPad to extreme heat or cold.
- The iPad will come with a robust, high specification protective case. This case will be capable of providing sufficient protection to prevent damage to the iPad arising from normal use. The iPad should remain in this case.
- iPad screens can be damaged if subjected to rough treatment and are particularly sensitive to damage from excessive pressure or rough treatment. Students should avoid - putting pressure on the iPad screen - placing weight (such as folders and workbooks) on the screen or - putting items on the screen which might cause scratches or other damage. - Only use a soft cloth or manufacturer approved solution when cleaning the iPad screen. Please consult the Apple iPad Support website for the manufacturer's guidance.

USING YOUR IPAD AT THE ACADEMY

iPads are intended for use at academy each day. In addition to teacher expectations for iPad use, ultimately, academy messages, announcements, planners, calendars and schedules may be accessed using the iPad. Students will therefore need to charge their iPad each evening as a full charge may take up to three hours.

Students who repeatedly (three or more times in a term) fail to bring the iPad to academy, or maintain a fully charged battery, may be subject to disciplinary sanctions.

If students leave their iPad at home, they are responsible for completing any work or assignments given in class. Spare iPads will not be available to students who forget to bring their iPad to the academy or who fail to charge their iPad.

The Academy Guidance on the Acceptable Use of iPads – in line with the WLA ICT, Social Media and Internet Use Policy

PASSWORDS

iPads should be protected by the application of a PIN (Personal Identification Number). Students are prohibited from sharing this PIN with anyone else except their parents or a member of staff when requested. Under no circumstances may any student use anyone else's password.

PHOTOGRAPHS/IMAGES

Photographs/images may only be stored on the iPad in accordance with the Academy's ICT, Social Media and Internet Access Policy. iPads may only be used to take photographs in the academy with the permission of a teacher. Students and parents need to be aware that taking photographs of individuals without their permission is a serious breach of academy rules and may in some circumstances be illegal. Such activities are likely to incur severe sanctions and external agencies will be consulted if deemed necessary. Posting academy related images or photographs on any site on the internet are strictly prohibited.

SOUND, MUSIC, GAMES, OR PROGRAMS

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Gaming on iPads whilst in academy is strictly prohibited.

Programs and Apps on iPads must not violate any terms of the ICT, Social Media and Internet Access Policy or any other academy policy.

HOME INTERNET ACCESS/IPAD USE

Students are expected to use their iPads at home and set up wireless networks on their iPads to assist them with homework, coursework etc. It is the responsibility of the Parent/Guardian to monitor and oversee iPad use within the home setting.

Instructions regarding App Purchases/Apple Accounts will be forwarded to Parents/Guardians.

MANAGING YOUR FILES AND SAVING YOUR 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 must back up all work using facilities such as iCloud, Dropbox etc.

SOFTWARE ON IPADS

The academy will install the core Programs and Apps for academy work. These Apps must remain on the iPad in usable condition and be easily accessible at all times. From time to time the academy may add or modify software applications for use in a particular course.

Periodic checks of iPads will be made to ensure that students have not removed required Apps.

Memory space is limited. Academic content takes precedence over personal files and apps.

Lost, Damaged or Stolen Mobile Device

If the Mobile Device is lost, stolen, or damaged, you must make a report to the Police immediately. You will then be issued with a Police Crime number which can be used to make a claim through the Insurance claim telephone number. The claim form or claim reference number should then be taken by the student, with the iPad box and any other accessories, to the Network Support Office where the claim will be processed. A replacement device will be provided as appropriate.

INSPECTION

Students may be selected at random to provide their iPad for inspection so that they comply with all relevant policies.

PROCEDURE FOR RE-LOADING SOFTWARE

If technical difficulties occur or inappropriate software is discovered, the iPad may be restored to the original academy settings. The academy does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

SOFTWARE UPGRADES

Upgrade versions of licensed Software/Apps are available from time to time. Students will be expected to download all updates prompted by Apple.

STUDENTS' RESPONSIBILITIES:

Use iPads in a responsible and ethical manner in accordance with the ICT, Social Media and Internet Access Policy.

Adhere to all academy rules relating to the use of all iPad, computer and ICT resources.

Use all computer resources in an appropriate manner to avoid damage to academy equipment.

Turn off and secure their iPad after they are finished working to protect their work and information.

Report any email containing inappropriate or abusive language or if the subject matter is questionable.

The "Find my iPad" app will be installed as part of the core provision to aid recovery of lost or stolen devices. This app must not be disabled at any time.

PROHIBITED ACTIVITIES

In addition to the guidance outlined in the Academy's wider Policy on ICT, Social Media and Internet Access Policy students are not permitted to:

Illegally install or transmit copyrighted materials

Change iPad settings (exceptions include personal settings such as font size, brightness, etc).

'Jailbreak' their iPad.

Use another student's iPad, with or without permission.

Disclose their own or use someone else's password or trespass in others' folders, works or files.

Leave their device on the academy premises overnight.

Attempt to modify, upgrade or repair iPads issued under this policy.

Send or display offensive messages or material. Use obscene, racist or sectarian language or content.

Knowingly or deliberately cause damage to IOS, devices, computer systems or computer networks.

Download illegal content or any other material which might be reasonably deemed to be unsuitable for use in the academy setting.

LEGAL PROPRIETY

Students should comply with trademark and copyright laws and all licence agreements. Ignorance of the law is not immunity. If a student is unsure, he should ask a teacher or parent.

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 action.

INAPPROPRIATE USE

The academy Disciplinary Policy recognises three types of misconduct – Minor, Major and Gross. In the context of inappropriate use of iPads, the following sanctions will apply:

Minor – Student(s) will have their iPad confiscated and taken to F2, Heads of year Office and collected by the pupil at the end of the academy day. Details of 'Check-In' and 'Check-Out' will be recorded and a letter will be sent home with a warning regarding future use of the iPad.

Major – Student(s) will have their iPad confiscated and taken to F2, Heads of year Office and collected by the Parent/Guardian at the end of the academy day. Details of 'Check-In' and 'Check-Out' will be recorded, a detention issued and a further letter with an increased warning regarding future use of the iPad and the consequences of the 3rd Offence.

Gross – Student(s) will have their iPad confiscated and taken to the Assistant Principal's Office. Loss of iPad and privileges for a length of time will be determined by the Assistant Principal. A suspension may ensue.

The academy authorities reserve the right to determine whether any particular offence is to be considered minor, major or gross. Any student who persistently refuses to co-operate or violates any aspect of the provisions of ICT related policies may face other disciplinary action deemed appropriate in keeping with the academy's Discipline Policy. Violations may result in disciplinary action up to and including suspension/expulsion for students. When necessary, law enforcement agencies will be involved.

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

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 their iPad to take photographs/video on the academy premises for which they have not received permission.

The iPad or any of its features have been used for any form of bullying, threatening or other offensive behaviour towards staff or other students

Games are being played on the iPad in academy time.

There is a suspicion that the student has breached the academy Policy on the Acceptable Use of iPads

The iPad has been used to breach any academy rule/policy.

Prohibited Uses (not exclusive):

All material on the iPad must adhere to the ICT Responsible Use Policy. Users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.

Use of the academy's internet/e-mail accounts for financial or commercial gain or for any illegal activity.

Users must be aware of copyrights protecting certain media, and must not knowingly or willingly breach copyright.

Users must use good judgment when using the camera. The user agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of camera in toilets or changing rooms, regardless of intent, will be treated as a serious violation.

Images of other people may only be made with the expressed permission of those in the photograph.

Posting of images/movie on the Internet into a public forum is strictly forbidden, without the express permission of the Principal or member of the Academy Leadership Group.

Use of the camera and microphone is strictly prohibited unless permission is granted by a teacher.

Any attempt to destroy hardware, software or data will be subject to disciplinary action.

Inappropriate media may not be used as a screensaver or background photo. Presence of pornographic materials, inappropriate language will result in disciplinary actions. Other materials stored on the iPad that could offend could also lead to disciplinary actions.

Individual users are responsible for the setting up and use of any home internet connections and no support will be provided for this by the academy.

Users should be aware of and abide by the guidelines set out in all relevant ICT policies.

The academy reserves the right to confiscate and search any ipad to ensure compliance with this academy policy.

It is the responsibility of the parent/carer to ensure that the device is kept in a suitable case at all times to limit damage/wear and tear.

I have read, understand and agree to abide by the terms of this Policy:

Signed: Date: