

Burton Leonard Church of England (VC) Primary School



Acceptable Use Policy for Pupils

The purpose of this policy is to ensure that pupils are aware of their responsibilities and behaviours when using the iPads in school.

The Burton Leonard Church of England (VC) Primary School iPad scheme

iPads are available in school for pupil use for educational purposes only. The iPads belong to the school but pupils can use them during lessons. Before pupils use a school iPad they must be appraised of acceptable and responsible use and have signed the iPad Acceptable Use Agreement for Pupils (page 4). Parents are also required to read and discuss the contents of the agreement with their child before signing the agreement.

Pupil learning

The staff and governors at Burton Leonard Church of England (VC) Primary School believe that the introduction of iPads into the school will enrich pupil learning and broaden their technological experience.

Class room management

- Teachers in school will use the Apple Classroom app to supervise pupil use of the iPads. The Classroom app allows teachers to view a pupil's home screen from their own hand held device as well as provide them with the option to lock a pupil's access to an iPad remotely.
- Classroom app will be used by teachers when supervising a group of pupils working with iPads so that they can monitor their activities on the device.
- Teachers have ability to drive and lock pupils to an app, using the Classroom app. The Classroom app will be used to keep pupils on task and monitor their progress remotely.
- The Classroom app will be used by teachers to navigate pupils to a chosen online resource and use session time effectively.
- The Classroom app will be used to share pupil work by casting their home screens to the teaching screen.
- Classroom app will be used to assign devices to pupils and to log them out remotely at the end of a session.

Care of iPads and headphones

Teachers will provide their pupils with clear expectations when handling the iPads, including constructing the case to support work/viewing modes and how to correctly use and store the iPad headphones.

Teachers will clearly identify iPad monitors in their class who are responsible for distributing and

collecting both headphones and iPads.

General precautions

- Pupils and staff will never subject the iPad to extreme heat or cold
- Pupils and staff will never put excessive pressure on the iPad screen
- Pupils and staff will not put heavy folders or books on top the iPad screen
- Pupils and staff will not modify or decorate the iPad in any way

Damage

Sometimes there may be a problem with an iPad that requires the attention of the school technician. There is a difference between an accident and carelessness. Pupils must respect the iPad or they may lose the privilege of using it.

Guidelines for acceptable use by a pupil

Pupils are expected to use the iPad and internet access offered by the school in a responsible manner, and should follow the guidelines below:

- Always follow a teacher's instructions
- Only access information which the teacher has agreed upon
- Applications may not be downloaded by a pupil
- Backgrounds and screen savers may not be altered by a pupil
- Pupils are prohibited from accessing Settings on their pupil iPad to make unauthorised changes.
- Electronic messages may not be sent during lessons unless specifically requested by their teacher.
- All photos, videos and recordings taken at school must be saved onto the school network and not locally on the iPad. Foldr app has been installed on all iPads to allow pupils to follow this rule.
- Permission must be obtained from the teacher before using the camera and audio recording functions
- Permission must be sought before taking a photograph of someone
- Polite and courteous language must be used when communicating electronically
- The work of others must be acknowledged using copyright laws
- The privacy of staff and peers must be respected
- The teacher must be informed immediately if inappropriate material has been accidentally accessed
- The iPads, their cases and the headphones must be handled carefully and respectfully

Unacceptable Use

- Using the iPad, iPad camera or recording functions without permission or supervision by a teacher.
- Using the internet to access offensive or inappropriate information
- Downloading anything without a teacher's permission
- Bullying, frightening, annoying or upsetting a person using the iPad is strictly prohibited

An iPad Acceptable User Agreement is to be signed by pupils and parents agreeing to the terms of use before pupils can work with an iPad in school. (copy of current agreement attached at page 4)

CONSEQUENCES

Using iPads at the Burton Leonard Church of England (VC) Primary school is a privilege. If a child breaches any of the school's code of conduct and acceptable use policies, appropriate disciplinary action will be applied which may include losing the privilege of using an iPad in school. If there is a serious breach of the school rules, then further sanctions will be applied in accordance with the policies on promoting good behaviour.

And finally, if applicable, mandatory reporting to law enforcement agencies may be involved.

Adopted: 15.2.17

Next review: February 2018

Readopted: February 2018

Next review: February 2019

Amanda Tounson

A handwritten signature in black ink, appearing to be a stylized version of the name 'Amanda Tounson'.

Burton Leonard Church of England (VC) Primary School

iPad Acceptable Use Agreement for pupils

- I will treat the iPads in school with respect and care.
- I will not leave an iPad unattended.
- I will keep food and drinks away from the iPad to prevent damage.
- I will not remove the iPad protective case or change the appearance of the iPad.
- I will only use iPads in ways that are appropriate.
- I will never try to download Apps to an iPad.
- I will never try to change the background or screen saver on an iPad.
- I know that I do not have permission to access Settings on an iPad.
- I will never try to download music or films to a school iPad using a personal account.
- I will only use the camera or microphone on my iPad when instructed by my teacher.
- I will not use the iPad to send electronic messages unless specifically asked by a teacher.
- I will only photograph people with their permission.
- I will never use the internet to share images, sound recordings or films stored on the iPad, unless I am specifically asked to by a teacher.
- I will not hide an iPad so others cannot use it.
- I will use the Foldr app on the iPad to store my work on my student home drive (H) on the school network.
- I will not attempt to use someone else's pass code to access an iPad.
- I will respect the work of others and their copyrights.
- I will not connect an iPad to another device or accessory unless specifically asked to by a teacher.
- I will not access, upload or download inappropriate material using the iPad.
- I will not use the iPad to play games or access social media website unless I have permission from a teacher.
- I will not use the iPad to bully, threaten or upset others.

Signed by:

Parent:

Child:

Date:

Child's name:

Year group:

**Burton Leonard Church of England (VC) Primary School
Pupil Pledge for Reception Pupils**



I will handle all computers in school carefully.



I will always follow my teacher's instructions when using computers in school.



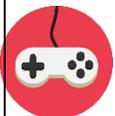
I will not take pictures with a camera unless my teacher gives me permission.



I will always ask permission before I take a photograph of someone.



I will not play sounds on a computer unless my teacher gives me permission.



I will only play games on a computer in school if I have permission from a teacher.



I will only watch films on a computer in school if I have permission from a teacher.



I will always remove my headphones when asked by a teacher.



I will always be polite and kind when using a computer.