

Burton Leonard Church of England (VC) Primary School



iPad Acceptable Use Policy for Staff 2020-21

Staff

A Teaching iPad has been provided to assist you in carrying out your job more effectively. It is to be used in school for professional purposes. The classroom Teaching iPads have black cases and there are currently 6 in school, two per classroom. The following guidelines are general in nature as not every possible scenario can be thoroughly described during the induction period for the school iPad scheme.

Guidelines

- All iPad use must fully comply with the Burton Leonard School Internet and Safeguarding Policies and the ICT Acceptable Use Policy for Pupils.
- Burton Leonard Church of England (VC) Primary School has a Volume Purchasing Program in place for purchasing Apps for the iPad. Please ask the permission of Mrs Sally Drake (school administrator) before downloading any free educational Apps.
- You must have the pass code activated at all times on the Teaching iPad and the code must be kept secure. If the passcode becomes lost or is no longer secure, you should ask the Apple Administrator (Mrs Sally Drake) to reset the pass code.
- You are responsible for keeping the device secure and in working condition. Please take every precaution to prevent damage. The iPad screen is made of glass and therefore is subject to cracking and breaking if misused: neither drop nor place heavy objects on top of the iPad.
- Pupil iPads must be stored in the locked Charging Trolley overnight and the key kept secure. The key to the trolley should be kept in the staff room key safe with additional keys kept in the Head Teacher and school office for use by staff. During the day please keep the devices secure at all times.
- The Teaching iPads (in black cases) have been set up to be used by you for professional purposes. The iPad devices in red cases are for pupils and a Teaching iPad should not be given to a pupil to use.
- Any photographs or videos captured using the iPad device should be transferred to the school network. The Foldr App has been installed on the Teaching iPads and allows you access to the school network using your Windows Username and Password. Please take care to be selective when transferring media. Only transfer images and videos that are appropriate and which support pupil learning and the schools vision and values. You must consider whether you wish the images and videos to be available to all pupils and parents (Common K drive on the school network) or if the images should be restricted to staff use only (Staff Only T drive on

the school network). Please use folder hierarchy effectively so that these shared drives may be used efficiently. The Photo album on each Teaching iPad will be inspected periodically and images deleted each term as part of our iPad maintenance procedures. Staff should aim to only transfer selected and named images to the school drive and not whole albums, however if necessary, staff can use a download cable to transfer whole albums from iPad Photos to the school network via a teaching laptop when in school. Administrators will periodically check the shared drives to ensure that redundant images and videos are not over burdening the school server, and staff are using data storage appropriately.

- The iPad camera should not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor should it be used to embarrass any one in any way.
- Users must employ good judgement when using the camera. 'In general, Selfies' do not support pupil learning and staff should refrain from taking photographs of themselves and the pupils unless it is relevant to their learning. By setting a good example, you will spend less time in class asking your pupils to refrain from using the iPad camera for taking inappropriate images without permission.
- Please remember that sometimes the iPad desktop may be seen by pupils, so please ensure that nothing inappropriate is visible.
- All iPads in school can connect remotely to the Teaching Screens using AirServer software. It is essential that you observe the school policy on professional use, as the home screen of your teaching device can be visible to everyone in the classroom when connected to AirServer. Therefore, you must not use the device for personal browsing or to download any Apps that are not approved by the administrator.
- Loss or damage of the iPad should be reported to the school administrator immediately. Each iPad is numbered and the administrator can enable a 'lost' mode in School Manager which may help with recovery or alternatively, if it is offsite, to Lock and deactivate the iPad. The administrator can also remotely wipe the iPad of data if deemed necessary. Configuration means that the iPads can only be assigned to Burton Leonard use.
- Please do not attempt to modify the iPad in any way other than instructed by the school administrator. Do not apply any permanent marks, decorations or modifications to the cases or iPads themselves.
- Do not allow the pupils to use iPads unsupervised. Apple Profile Manager is used by Burton Leonard Church of England (VC) Primary School to manage settings, permissions and access to Apps for all pupils. If you wish to change a permission you should seek advice from the school administrator who will effect these changes for you once permission has been granted from the Head teacher.
- Headphones have been supplied by the school for use with the pupil iPads and have a cable with an appropriate headphone jack for the device. These should be stored in their bags in the headphone box overnight and kept next to the iPad charging trolley. Ensure that your pupils understand how to carefully pack the headphones away without damage.
- A booking timetable has been created and is on display in the library next to the iPad charging trolley. Please use this to book a session with the iPads if you wish to use them with your pupils.

- One teaching assistant is to collect the iPads from around school at 3.15pm and to return them to the Charging Trolley in the library. The teaching assistant will connect the iPads to the charging cables in the trolley and check that the headphones have been properly packed away. Pupils do not have permission to move iPads around school and must not be allowed to connect iPads to the charging trolley. Staff and Digital Leaders will log faults on the school system and use the iPad noticeboard for reporting technical issues.
- Members of staff are responsible for checking that the iPad trolley has been locked and the key secured when locking up the school on an evening.

Use of the iPad will require a few necessary tasks to keep the devices performing well.

- Clean the screen often with approved cleaning materials
- Make sure your hands are clean before using your iPads
- Keep the iPad away from food and drink
- Return the iPad to the correct tray in the iPad charging trolley and connect to the correct power source
- Log software and hardware issues on the school system as soon as possible.

Non-compliance with these Guidelines is a serious breach of trust with Burton Leonard Church of England (VC) Primary School and will be treated as a disciplinary matter.

Prohibited Uses (not exclusive):

Accessing Inappropriate Materials

All material on the iPad must adhere to the Burton Leonard School Internet and Safeguarding Policies and the ICT Acceptable Use Policy for Staff and Pupils.

Illegal Activities

Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity.

Violating Copyrights

Pupils are not allowed to download music for personal use to an iPad and should not attempt to install Apps on their iPad to download or live stream music. By default on the pupil iPads, access to iTunes and the App Store has been restricted through settings in Apple Profile manager. The prohibited use of music on an iPad extends to films, books and images with regard to copyrighted material.

Staff have access to iTunes on the Teaching iPads (black cases) for the sole purpose of downloading music that supports pupil performances and learning. Staff should exercise professional discretion when downloading music and films with respect to appropriateness, age restrictions and copyright. Staff must use the Burton Leonard Church of England (VC) Primary school account for downloading materials to the iPad. The school iTunes account is administered by Mrs. Sally Drake with her admin

email account. Staff must not use their personal accounts to download music or films to the iPad.

Cameras

Users must demonstrate good judgement when using the camera on the iPad. The user agrees that the camera will not be used to take inappropriate photographs or videos, nor will it be used to embarrass anyone in any way.

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

Posting of images/movies on the internet into a public forum is strictly forbidden, without the express permission of the Teacher or in the case of staff use, permission should be sought from the Head teacher.

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

Misuse of Passwords, codes or other unauthorised access.

Each Class has an individual Apple ID username and password. Pupils have a pass code to access the pupil iPads using Shared iPad. Staff may use a Teacher iPad to reset a pass code for a pupil using Classroom App and their individual Class Apple ID account and password. Only the school administrator has access to staff pass codes and these can be reset using Apple Profile Manager. Any misuse of pass codes must be reported to the school administrator.

Malicious Use/Vandalism

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

Jailbreaking

Jailbreaking is the implementation of a process on a device that removes limitations placed on the iPad by Apple. Jailbreaking results in a less secure device and is strictly prohibited.

Screen savers and background images

Inappropriate images may not be used as a screen saver or background photo. The administrator has used Apple Profile Manager to restrict access for pupils to screen saver and background photo settings. Staff should not change or personalise a Teacher iPad through the selection of screen savers as the current imagery is used to identify each classroom Teaching iPad.

Recommended use:

Saving documents

Foldr software has been installed on all iPads to allow staff and pupils to save documents on the school network and not locally on the iPad device. Foldr software allows staff access to pupil work stored on student home drives over the internet. Staff should save and share work with other members of the Burton Leonard teaching team by saving data to the Staff Only (T) drive. Pupils do not have access to (T) drive but Foldr software allows both pupils and parents access to the school Common (K) drive and their child's home drive (H) by means of their Windows permissions.

iPad Team

As part of the induction process, new staff members will be offered the opportunity to:

Complete the induction training to using Classroom App and Shared iPad before using an iPad.

Familiarise themselves with how the iPad can be used for basic ICT tasks, including accessing the internet, using Pages to create a word document, Keypoint to create a presentation and be confident with creating audio video recordings.

Try out the core and subject specific Apps that have been downloaded to their iPads

Attend all relevant training and complete tasks assigned for review and evaluation of the school iPad scheme.

Look for, trial and demonstrate innovative teaching practice using the iPad devices

Liaise with the Head Teacher with a view to integrating the iPad as a learning and teaching tool in specific lesson this academic year

Share good practice with colleagues and staff

Meet occasionally after school with other members of the team to evaluate progress and share teaching and learning expertise with the iPads

Provide feedback to the Head Teacher and contribute to an implementation strategy and programme for the use of mobile technology across the school.

Staff iPad User Agreement

I agree to use the iPads allocated to me for educational purposes only. I understand and will abide by the use of iPad regulations outlined above, in conjunction with the School's Acceptable Use of ICT policy and the Child Protection Policy.

I further understand that should I commit any violation the school may take disciplinary or legal action.

Amanda Tounson



Reviewed September 2020

Next review September 2021