

# Home/School Agreement for iPad use

As we continue to develop our digital offer, we explore endless avenues in pursuit of the effective and cohesive use of digital technologies. One such way is affording our students the opportunity to take their iPad devices home with them.

After careful consideration, and extensive research, we have identified that the ability to use the iPad both at school and at home has an array of benefits, and we feel this is an important part of our school offer.

In order for this to be successful, we need to ensure the partnership between home and school continues to be a strong one. There are several commitments and requirements needed from all parties, and these are set out below.

## Student Agreement for iPad use

The student will be the sole user of the iPad both at school and at home, therefore it is vitally important that the following is adhered to at all times. Failure to do so may result in the use of the iPad being restricted. Please discuss these requirements with your child so that they are aware and understand them.

### I agree to:

- **Take care** of my iPad and charger.
- Bring my iPad to school **fully charged** every day.
- **Keep** my iPad in its **case**.
- Only use the **supplied charging cable** and plug to charge the device.
- Use my iPad in ways **deemed appropriate** by my school.
- Only use websites/apps **as directed** by the school.
- **Always** carry it around in a **school bag** and especially make sure that it is kept in a bag and **out of sight** when travelling to/from school.
- Keep my iPad **secured** when not in use.
- **Keep food and drink away** from my iPad since they may cause damage to the device.
- **Never lend** my iPad to others.
- **Report any concerns** regarding **viruses** or **malicious problems promptly** to a member of staff.
- **Not write on, decorate, or customise** the outside of the iPad or its case, and will not allow it to be subject to graffiti from others.
- **Follow** the **online safety** information shared from the school.



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## Parent Agreement for iPad use

Whilst your child will be predominantly responsible for the iPad, where appropriate, there are reasonable precautions that both home and school need to take so that they are educated in best practice and supported in their technological development.

### I agree to:

- Ensure that my child **cares for and respects** their iPad at home and doesn't take it out of the case at any time.
- Ensure that my child takes their iPad to **school every day**.
- Ensure that the iPad is **used solely by my child** and not other children.
- Ensure the bag my child has for school is suitable to safely transport the iPad.
- **Monitor** the safety of my child's use of the iPad on the Internet at home and ensure only **appropriate websites and apps are accessed**.
- **Return** the iPad and charger back to school when requested.
- **Report any loss, theft, or damage** (including accidental loss or damage) promptly to the school.
- **Report any faults** with the iPad or installed software promptly. You can email [support@iftl.co.uk](mailto:support@iftl.co.uk) to report.
- The responsibility of repairs lies with the school however, on occasion when there is malicious or mistreatment of the device, we may require a contribution from parents/carers. Under no circumstances should a repair be attempted by a 3<sup>rd</sup> party or at home.
- If there is damage that requires repair or replacement at the cost to families, **the price will be determined at the time by Apple or an Apple Authorised Service Provider**.

## School Agreement for iPad use

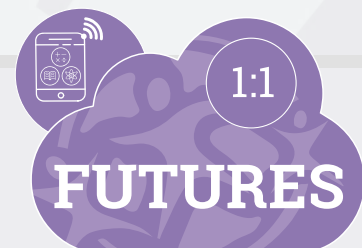
In addition to the e-safety education the children receive as part of our curriculum offer, there are additional commitments required from us to ensure the effective and safe use of iPads in school.

### We agree to:

- Provide an **iPad in a rugged case**, with charging lead and plug, to your child.
- **Educate** your child on effective ways to use the iPad to supplement and revolutionise their learning in class and at home.
- Effectively **manage** the devices on the school premises to ensure **safe access** to content.
- Apply the **web filtering** and **monitoring** software when on the internet at home, in school and on other networks.



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- Use our best efforts to set the iPad to **block access** to harmful / inappropriate websites whilst in use at home and in school, where known.
- Provide **technical support** to aid in the use of the device in the school and where possible when it is used away from the school.
- Ensure that the iPad is **protected** against viruses.
- **Teach** the children the skills of e-safety and **advise** them how to be online ambassadors.
- Explain and **model** how to take care of their device.
- Provide **ongoing maintenance** when required if the device is used correctly within these terms and conditions.

It is imperative that the requirements set out in this home/school agreement are adhered to at all times. Failure to do so will result in alterations being made to the home/school agreement, including preventing students from taking their devices home.

## Steps in the event the iPad is lost, stolen, or damaged

In the event that an iPad is lost, stolen, or damaged, the procedures below need to be followed to ensure all avenues have been explored.

### Lost iPad

If you believe the iPad has been lost, you must:

- Inform a member of the Leadership Team immediately.
- Check extensively at home, school, or in any other location where the iPad may be.
- Speak with family, friends, and teachers to find out if they know where it is.

As a school, we will:

- Use the iPad location software to find out where the iPad is.
- Send an email to all staff to inform them that the iPad is missing.
- Place the iPad in Lost Mode – this will lock the device, play a sound to locate it, and will also display a message directing whoever finds the device to return it to the IT department at the school.
- Add it as an agenda item in the weekly staff meeting.

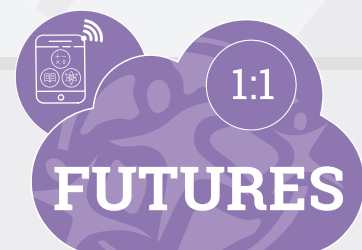
### Stolen iPad

If you have evidence or suspicion that the iPad has been stolen, you must:

- Inform a member of the Leadership Team immediately.



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- Check extensively at home, school, or in any other location where the iPad may be.
- Speak with family, friends, and teachers to find out if they know where it is.

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- Send an email to all staff to inform them that the iPad is missing.
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- Add it as an agenda item in the weekly staff meeting.
- Raise an incident with the local police and obtain a crime reference number.
- Assist the local police with their enquiries.

### Damaged iPad

If the iPad is damaged either in school or outside of school, you must:

- Inform a member of the School Leadership Team immediately.

To avoid the iPad needing to be repaired, the steps outlined in the Acceptable and Responsible Use Policy must be followed and it is imperative that the iPad is kept in a case at all times. If reasonable steps have been taken, and procedures followed, then the school commits to provide a replacement iPad for use.



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