

Tweedmouth **W**est **F**irst **S**chool *R*espect *R*esponsibility *R*esilience

iPad Policy 2018-19

We are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

I pad Acceptable Use Policy 2018-2019

The policies, procedures and information within this document applies to all iPads, iPod Touches or any other **COMPUTING** handheld device used in school. Teachers and other school staff may also set additional requirements for use within their classroom.

iPad Safety

All ipads have a password to access them, this password is the same for all ipads and is known to all staff and children. This prevents people from outside accessing the ipads. To access the internet an individual log in name and password is used by both staff and children, this is known only to them. The internet usage is monitored by our Lightspeed system (see e-safety policy).

User Responsibilities

- The iPad screen is made of glass and is therefore subject to cracking and breaking if misused; never drop or place heavy objects (book, laptops etc) on top of the iPad.
- Users must use protective cases/covers for their iPad.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen.
- Do not subject the iPad to extremes of temperature.
- Do not store or leave unattended in vehicles.
- Ensure all Ipads are returned to the unit to ensure charging takes place, this must be completed by an adult.

Safeguarding and Maintaining as an Academic Tool

- Users may not photograph any other person without that person's consent
- Photographs of children must be in line with Consent Letter Agreement
- The whereabouts of the iPad should be known at all times.
- It is a user's responsibility to keep their iPad as safe and secure as possible.

Prohibited Uses

- Images of other people may only be made with the permission of the person, or parents of the person, in the photograph.
- The iPad is a school tool designed to enhance classroom practice. It is not for personal use e.g. Facebook or social networking sites and should stay in school unless permission is given by the *COMPUTING* Co-Ordinator or Head Teacher.

Lost, Damaged or Stolen iPad

- If the iPad is lost, stolen or damaged, the *COMPUTING* Co-Ordinator or Head Teacher must be informed immediate

To be reviewed by the *COMPUTING* team in Sept 2019

Signed	ICT coordinator
Signed	Computing Team
Signed	Head Teacher
Signed	Chair of Governors