



## Protocol for the use of iPads in school

### E-safety

Our e-safety protocol is well established and is also applicable to iPads. You will have signed the Computer Network and Electronic Resources Acceptable Use Policy when joining Rossett. A copy of this can be found on the school website under 'policies'.

Issues of e-safety are central to our PSHE programme and will continue to be addressed through assemblies and form time as they are now. Any breaches of the policy will be dealt with through the school's Behaviour Policy. You should be aware that staff have the right to look at the content of the iPad at any time and will undertake spot checks as needed to ensure that they are being used responsibly.

### Safety in School

- Ensure that the iPad is in your bag if you are carrying it around between lessons.
- Use the bag room for storing your bag safely, for example if you know it will be unattended during a particular lesson or at break and lunchtime. The bag rooms have new high security locks and there will be supervised opening and closing at key times. There will only ever be access to the bag rooms when a member of staff is there to supervise.
- The PE changing rooms also have new high security locks and will be carefully monitored for those times when you have to leave the iPad in the changing rooms. There will only ever be access to the changing rooms when a member of staff is there to supervise.
- Unless the iPad has been locked away by a teacher its security is YOUR responsibility. If you leave your bag unattended, and the iPad or bag is taken, it will be your responsibility. Any insurance or replacement policy cannot cover an iPad taken from a bag simply left somewhere in school or on the fields unattended.

### Health and Safety

- Be aware of your posture when using the iPad, especially when using for long periods of time.
- Limit the amount of time spent on the iPad – iPads will not be used by teachers in every lesson and when using at home regular breaks should be taken.
- If you have used the iPad for homework then don't spend hours playing games.

### Privacy

To prevent others accessing the iPad and looking at work, or changing private settings, you should:

- Make sure that the iPad is locked with a four digit passcode.
- Never tell any other student your passcode; even best friends might inadvertently pass this on to someone else.
- Be aware that any attempt to access another person's iPad will result in a sanction within the school's Behaviour Policy.

### Camera Use

Protocols regarding photography of staff and other students are already covered in the 'Acceptable Use Policy' but remember that some students and staff prefer not to have their photograph taken so permission must always be gained first.

### Appropriate Use in School

- Use of the iPad is always at the teacher's discretion.
- You will not be allowed to play games on iPads in school at any time.
- The iPad should be kept in your bag or out of sight unless the teacher tells you otherwise.
- If the teacher feels you are not using the iPad responsibly they may tell you to put it away or confiscate it for the remainder of the lesson. They may also use the school's Behaviour Policy to give a sanction.