

# Protocol for the use of iPads in school

## E-safety

Rossett School e-safety protocol is well established and is also applicable to iPads and students sign 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 the school's PSHEE programme and will continue to be addressed through assemblies and form time and any breaches of the policy will be dealt with through our 'Choices and Consequences' system. Students 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.

## Personal Safety

It is important for students to act sensibly to try to minimise this risk. Students should:

- keep iPads in their bags on the way to and from school
- follow the usual advice regarding 'being safe' – not walking alone when it is dark/making sure an adult knows where they are
- if approached then just hand over the iPad - school iPads are insured and a student's personal safety is more important than the iPad
- ensure their work is always backed up to iCloud so it can be retrieved

## Safety in School

Students should:

- ensure that iPads are kept in their bags when carrying them between lessons
- use the bag room for storing school bags safely, for example if the bag 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 students 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 the student's responsibility. If a bag is left unattended, and the iPad or bag is taken, it will be the student's 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

Students should:

- be aware of their 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
- not spend hours playing games on the iPad if they have already used it for homework

## Privacy

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

- make sure that the iPad is locked with a four digit passcode
- never tell any other student their passcode; even best friends might inadvertently pass this on to someone else
- ensure that their homepage has their name and form on it (so it can be returned promptly if lost)
- be aware that any attempt to access another person's iPad will result in a sanction within our 'Choices and Consequences' system.

## Camera Use

Protocols regarding photography of staff and other students are already covered in the 'Acceptable Use Policy' and students must remember that some students and staff prefer not to have their photograph taken so permission must always be gained first. If photos are taken without permission students should receive a serious sanction.

## Appropriate Use in School

- the use of the iPad is always at the teacher's discretion
- students are not be allowed to play games, go on Facebook or message on iPads in school at any time. If students are found to be using their iPads inappropriately during lessons or break/lunchtime students should be given an immediate C3. Any student who then persists should have their iPad confiscated. Confiscated iPads must be taken to the Finance Office and will be returned to the student at the end of the day.
- iPads should be kept in a bag or out of sight unless the teacher says otherwise