



Rossett School

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Rossett School iPad Agreement

2017

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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 who 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 risk. Students should:

- Always keep their iPad in the school provided case
- 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 - 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



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- 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 an appropriate 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). Alternatively, place a name label on the back of the iPad.
- Be aware that any attempt to access another person's iPad will result in a sanction within our 'Choices and Consequences' system.

Camera Use

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** allowed to play games, go on Social Networking sites 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 C6. 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 sanction period – this could be up to 1 week.
- iPads should be kept in a bag or out of sight unless the teacher says otherwise

Using Your Own iPad In School

Students who use their own iPads in school are also required to follow the same guidelines for appropriate use as those who are part of the donation scheme.

Students are required to look after their iPad and take care when transporting the device, to ensure that it is as secure as possible (e.g. not visible when walking along the street or in a vehicle; not left unattended on a bus). It is also their responsibility to make sure the iPad is not subject to careless or malicious damage. Students must also take reasonable precautions to prevent the introduction of iPad viruses. If there is any doubt whether a virus has contaminated the iPad, the student must report the matter to the Network Office before connecting it to the school network.



Student Guidance For Use Of iPads In And Around School

- Take care of your iPad. Be responsible. Keep it safe.
- Only use another person's iPad with their permission. Keep your passcode secret.
- iPads must only be taken out in lessons when the teacher asks for them. iPads should be locked whilst the teacher is talking to the class.
- Photos/images should only be taken with the permission of the other person and should only be posted on the internet with staff permission.
- iPads are for learning – they should not be used for inappropriate activities such as social media, sending messages, games etc (unless your teacher has given permission to do so as part of the lesson).
- If you use your iPad inappropriately you will receive a Choices & Consequence sanction.
- If staff suspect that you are misusing your iPad they may ask to check your screen. Staff may also contact your parents/guardians if they are concerned.
- In certain circumstances staff may confiscate your iPad and it may be collected from the Finance Office.

And don't forget to... **Charge your iPads overnight before school**



Loss or Damage To iPads

School Case and Screen Protector

A STM Dux case will be provided for all new iPads. It is designed to safeguard the iPad with a magnetic closure and is fitted with strong, reinforced corners to protect the device from any drops or incidents. The iPad is only covered for repair if the damage is sustained when the iPad is in the school provided case.

New iPads also come with tempered glass screen protectors. They are scratch resistant and form an additional layer of protection for the iPad screen. These **must** be kept on the device, as per the insurance policy stipulations.

If the iPad is not kept within its case, with the screen protector on, our Insurer has the right to refuse the damage claim and the school will then seek to charge the full repair cost before the iPad is returned to the student.

Replacement cases are **not** provided as part of the scheme. However, cases can be purchased from the Finance Office for a fee. (**£18.00** for iPad Mini and **£20.00** for iPad)

Charging plugs and charging cables are also not covered as part of the donation scheme, so any replacement accessories will need to be purchased externally by a parent/carer.

Repair Process

Whilst everyday accidents happen, the Insurer will reject persistent, careless or malicious damage claims should they feel this is the case. Students must ensure they take care of their device to avoid this. This is an expectation as part of your acceptance of the Home School Learning Agreement.

In the event of a damaged school iPad, the student must return the device to the Resource Centre as soon as possible, along with a completed Claim Form. Claim Forms can be found from the Resource Centre. The form must be completed fully with a sufficient level of detail of how the damage occurred. The form needs to be signed and completed by the Parent/Carer before being given to the Student Support Officer for approval and signature. Any deviations from the requirements above could result in a delay or possible rejection of the claim.

The Insurers must be notified within 14 days of the original damage sustained. Please be aware that any damage claims reported after this timeframe may not be accepted.

There is also a £50.00 payment required from the parent/carer each time there is a damage claim. This money must be paid to Rossett School and can be given to the Finance Office.

A replacement device of similar age and model will be issued from the insurance company if a device is classed as BER (beyond economical repair). However, if the occurrence is



classed as malicious, deliberate or lost/stolen, it will not be covered for repair under the insurance policy and a replacement device will **not** be given.

Please note; there is a limit of 3 repairs per scheme.

Repair Times

It is always the aim of the Insurer and repair company to have the iPad returned back to the student as soon as possible. The Insurers have provided a timeframe of three weeks for any repairs to be completed. However, this can fluctuate depending on the volume of repairs that the repair company have received and the damage sustained, e.g. if any new parts are required.

Under exceptional circumstances, a temporary device may be supplied, but this will need to be agreed upon by the Director of Finance in conjunction with the appropriate teaching staff.

Loss of an iPad

In the event that an iPad is lost, the 'FindMyiPhone' function will be used to relocate the device. It is imperative that the iCloud Account and Activation lock are not removed from the iPad.

If the iPad cannot be located, all personal items stored on the device will need to be erased promptly. This can be done through the iCloud website.

However, if a backup has been created for the iPad, this can be restored on another device and all work will be re-accessible.

Please note, loss or theft of an iPad is not covered within the iPad insurance policy.



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iPad Donations

The one-to-one iPad process is a non-profit donation scheme that is paid to the Learning Foundation, a registered education charity.

We are asking parents to donate £17 per month for 20 months. The amount that is suggested does not cover the full cost of running the scheme; additional money will be provided from school funds and grants that we may win from other sources.

Please note that parental contribution is a charitable donation towards the scheme, not a payment towards the iPad.

Advantages

- Monthly donations allow the cost to be spread
- Gift Aid and monthly donations ensure that the scheme is both sustainable and open to all
- iPad is insured for damage with repair arranged by the school
- Case is provided
- Access to iWork apps paid for by the school
- Access to school IT support

Donations are made using an online direct debit system. If there are any changes to payment methods or banking details, please notify Learning Foundation as they are managing the collection of donation on behalf of Rossett School.

It is also very important that we receive tax relief, which helps to make the iPads for Learning scheme sustainable, and request that you sign the gift aid box on the donation form.

Once we have received confirmation that a parent/carer has signed up to the iPad scheme, we will make arrangements to provide an iPad for the student – depending on date and availability.

We currently have allotted times to allow parents/carers to join the one-to-one scheme and they will be shown on the Rossett School website.



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iPad Ownership

The iPad will remain the property of Rossett School until the end of the three-year period. If you wish to take ownership at that time there will be the opportunity to do so by making a payment to school which will reflect the market value at that time. This is currently estimated to be **£50**.

If a student leaves the school before the end of the three years then it will still be possible to take ownership of the iPad. The market value will reflect the age of the device at that time. All iPads sold at the end of the scheme will then belong to the student or parent/carer and responsibility for repair, maintenance and insurance will transfer from the point of purchase.



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iPad Repair Cover – Terms and Conditions

- iPads in the school iPad scheme must be given to the Resource Centre when damaged, so that the device can be repaired by an approved repairer. The iPads **must not** be repaired through a third party under any circumstance as this will invalidate any subsequent insurance claims.
- iPads must be kept in **school provided case** with the **glass screen protector** in place **at all times**. This is a mandatory requirement of the insurance scheme. The case and screen protector should only be removed by the Network Office team.
- Insurance cover is for damage sustained in the school provided case only – loss of the iPad is the student's responsibility.
- The insurers must be notified within 14 days of when the original damage was sustained. Any damage claims reported after this timeframe may not be accepted
- There must be a claim form completed for each repair, signed by the student, parent/carer and the Student Support Officer. The information provided on this must be truthful and accurate. **Any attempt at making a fraudulent or deliberately misleading claim is strictly excluded under the insurance terms and will be declined immediately.**
- Before the claim can be processed, an advance payment to the school of a £50 excess is required
- Once the claim has been accepted by the insurers, the iPad will be sent off for repair. Please note; **absence of the screen protector and STM Dux case will result in a rejected claim.**

What Is Covered

- Accidental damage

Exclusions

Please note; the following are **not** covered;

- Accessories, such as cases, Apple charging plugs and charging cables.
- Loss/Theft
- Damage **not** reported within 14 days of incident, unless it occurs over a weekend or holiday. In this event, it must be reported on the next available school day.
- Damage as a result of third party repair.



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- Damage whilst the iPad has been left unattended in a public place e.g. in an outbuilding or in a locked car.
- Damage as a result of inherent defects, wear and tear etc.
- iPads damaged more than 3 times throughout the scheme.
- Mechanical or electrical breakdown
- Theft/Loss
- Intentional damage
- Wilful neglect



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Questions

If you have any questions or concerns regarding the iPad One-To-One scheme, please contact Miss Scott at iPad@rossettschool.co.uk