



Rossett School
Success for everyone

iPads for Learning Agreement

Year 7 (48-month Scheme)

September 2026

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Dear Parents/Carers,

Thank you for supporting our iPad for Learning scheme, which has been in place for a number of years to enhance the education of our students. We are committed to ensuring that iPads are used in lessons where there are clear educational advantages of doing so and use our own bespoke app for the setting of home learning.

We are aware of the risks associated with using technology in this way and we provide detailed guidelines in this document on how we will work together, with your assistance, to manage these risks.

Please take the time to read this document carefully, ensuring that your son or daughter is fully aware of the responsible and acceptable use of their new learning tool.

We thank you for your support.

Yours sincerely

Timothy Milburn
Headteacher

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Learning Trust Alliance Teacher Training Teaching School Hub

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Using the iPad Responsibly in School

The following Guidelines have been developed through consultation between staff and students in the RKL Trust. They cover a wide range of potential issues and it is important that all students are aware of them and of their personal responsibility to adhere to these guidelines.

Health & Safety:

It is important to be aware of the possible risks to health of sitting in uncomfortable positions and staring at the iPad for prolonged periods. The Red Kite Learning Trust has conducted a survey into incidents of musculoskeletal issues since the original iPad scheme started in 2012 and also works with a local Registered Ergonomist and Osteopath, David Annett with regard to advice on best use.

Advice for Students:

Try to limit the amount of time that you spend using your iPads.

Teachers will not be using them in every lesson and not for the whole lesson. However, if you have been spending a large amount of time doing your home learning on the iPad then please ensure that you take regular breaks and do not continue to then play games for hours after that.

Please be aware of the guidelines issued on this and do your best to follow them.

Personal Safety:

The likelihood of being approached outside of school by someone trying to steal the iPad is slim, but it is important that all students act safely to limit this risk.

Advice to Students:

Ensure that the iPad is kept in your bag when walking to and from school. Follow the usual advice about keeping safe, for example not walking around alone when it is dark and ensuring that an adult knows where you are. If approached, just hand the iPad over. It can be tracked and deactivated. If your work is backed up to iCloud then your work will not be lost.

eSafety:

Many of the eSafety issues that apply to the use of iPads already exist within school and have been addressed in our eSafety Policy. We shall continue to address this issue through Assemblies and Guidance sessions and deal with any incidents that occur in accordance with our current Positive Achievement system.

Advice for Students:

Make yourself aware of the ICT Acceptable Use policy, which is attached to this document. Please be aware that a member of staff has the right to look at the content stored on your iPad at any time and this will happen as part of random spot checks to ensure that the iPads are being used appropriately.

Privacy:

There is a risk that students may be able to pick up an iPad and look at each other's work or access private information on a staff iPad.

Advice for Students:

Please ensure that your own iPad is locked with a 4-digit passcode, or fingerprint and that your home screen has your name and form written on it (so that the iPad can be returned to you if lost).

Any attempt to look at a fellow student or teacher's iPad will be dealt with very seriously.

Using the Camera:

Issues about photographing staff and students are already covered in other policies, however, it is important to be aware that some staff and students are not prepared to have their photograph taken and that permission must always be sought first.

Email Etiquette:

Email is likely to become a key means of communication between staff and students. It is important that students are aware of the rules regarding this area and do not cause offence or add needlessly to staff workload.

Advice for Students:

Wherever possible avoid using emails to contact staff. If you are able to go and find that member of staff personally and speak to them directly then this is always preferable.

Any essential emails to staff, such as those sent to hand in work, should always be politely written. Start the email with Sir/Miss or the member of staff's name and always end with Thank you and your name.

Using the iPad Appropriately in School:

In Lessons:

Some teachers will use the iPads in lessons more than others. This is likely to vary dramatically throughout the year as some lessons/topics may be more suited to the use of new technology than others.

Advice for Students:

Your use of the iPad in school is always at the teacher's discretion. If the teacher has not asked you to use the iPad then it should be kept out the way, safely, in your school bag. If the teacher feels that you have not been using the iPad responsibly then they will ask you to put it away and issue a suitable sanction.

At Break/Lunchtimes:

We want to encourage students to work collaboratively with their iPad in their own time however we feel strongly that it is essential that students spend time away from the device and take a break.

Advice for Students:

The iPad should not be used outside, in the Canteen, or during break or lunchtime.

The only time it is acceptable is in the event of a wet break/lunch provided it is being used sensibly within a classroom.

Use at Home

Teachers will set home learning on the iPad and the usual sanctions will occur if this work is not completed.

The use of any technology in the home is under the guidance of parents.

Being Prepared

Lessons will be disrupted if students forget their iPad or have failed to charge it up overnight.

Advice for Students:

The iPad must be brought into school every single day and must be fully charged.

Failure to do so will result in the Positive Achievement system being applied in the same way that it is for missing equipment. It is your responsibility to make sure this happens at the start of the school day.

Using Your Own iPad in School:

With this year group it is not possible to provide your own iPad for use in school. The school has a limited supply of loan iPads it can offer instead. These are restricted to school-use only, and must be returned on leaving or joining a future iPad scheme. Please email RSiPads@rs.rkt.co.uk for further details.

General Student Guidelines for iPads (including Sanctions)

Students are responsible for good behaviour when using iPads, just as they are in a classroom or a school corridor. General school rules apply.

iPads are provided for students to conduct learning activities that may include research, production of content and communication with others.

Parents' permission is required for the use of iPads in school. Remember that access to devices and the Internet is a privilege, not a right and that access requires responsibility.

Individual users of the iPads are responsible for their own behaviour and communications. It is presumed that users will comply with school standards and will honour the agreements they have signed.

School networks and storage will be treated like school lockers. Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that stored files would always be private.

During school, teachers will guide students toward appropriate materials.

Outside of school, families bear responsibility for such guidance, as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

Advice for Students:

The following are not permitted:

- 1. Sending or displaying offensive messages or pictures**
- 2. Using obscene language**
- 3. Harassing, insulting or attacking others**
- 4. Damaging computers, iPads, computer systems or computer networks**
- 5. Violating copyright laws**
- 6. Using others' passwords**

7. Trespassing in others' folders, work or files

8. Intentionally wasting limited resources

Sanctions:

1. Violations of the above rules will result in a temporary or permanent ban on Internet use or use of school ICT equipment in general
2. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour
3. When applicable, police or local authorities may be involved

Loss or Damage to iPads

The Case and Screen Protector:

We will provide a case and screen protector for all new iPads. They are designed to protect the device and it is vital that the case and screen protector provided are kept on at all times. Damage sustained to an iPad whilst the case and / or screen protector are not on will not be covered for repair. In these instances, the school reserves the right to ask the student to leave the scheme immediately.

Replacement cases and screen protectors are not provided as part of the scheme. Should an iPad case or screen protector require replacing there will be a mandatory additional charge for this (over and above any Repair fee charged, even if the iPad is repaired at the same time).

If you replace the iPad case or screen protector yourself and damage is sustained to the iPad then we reserve the right to charge the full repair cost before the iPad is returned to the student if they are not deemed to be as robust as the school-provided case or screen protector.

The Charger and Charging Cable:

Replacement chargers are not included as part of the scheme. We do not hold a stock of replacement charging plugs or charging cables but these are easily purchased from an Apple Store.

Damage Requiring Repair:

We appreciate accidents will happen but it is essential that students treat their school iPad with care so that financial loss is kept to a minimum. This means there is a limit to the number of repairs that we allow per scheme before we ask a student to leave that scheme. This is generally one repair for each 12 months the iPad is in the student's possession.

Should a school iPad be damaged and require repair please follow the school's repair service procedure at (<https://www.rossettschool.co.uk/learning/ipads-for-learning/>) after first checking our Repair Terms & Conditions to ensure that the repair is not excluded, and that the correct repair fee has been paid*.

*In order for repairs to be carried out, the iPad Repair Form must be completed and the school's mandatory iPad Repair charge must be paid in advance of repair at the prevailing rate shown on our website. The repair charge is similar to an insurance excess. Some repairs are excluded or are covered at a higher rate please see the Repairs Procedure at <https://www.rossettschool.co.uk/learning/ipads-for-learning/> for the latest information.

NOTE: iPads must only be repaired through the School's Repair Service and not by any third party

Third party, deliberate damage, or damage caused whilst out of the iPad case or screen protector will result in being asked to leave the scheme immediately and being issued with a **Leave At School iPad**. **Leave At School iPads** are not allowed home and are restricted to school use only. They have this restriction to help prevent further damage and to minimise the cost to parents and school. Homework can still be completed either at school during the working day, or at home via Showbie.com or Homework4. Student emails can also be accessed via Outlook.com.

Damage by another student(s):

iPad repair charges (and repair) are allocated against the student or students who caused the Damage. If the iPad is damaged by someone else the repair form must be submitted as soon as possible (with full information and witness names) to allow the school to corroborate this. Where insufficient evidence is provided or events cannot be substantiated the repair charge will fall to the student issued with the iPad, who has responsibility for its safekeeping.

Advice for Students:

Where another student has damaged your iPad, it is very important to get witnesses, (including teaching or support staff) and submit your repair form quickly with as much detail as possible so that we can confirm your version of events. If the incident can be confirmed then the other student will be charged for the repair.

Repair Times:

iPads will be returned back to students as soon as possible minimising the time a student is without it. A loan device can be supplied whilst they are without the iPad. Please contact RSiPads@rs.rkt.co.uk to request one prior to submission.

Loss or Theft of an iPad:

Please follow the advice on the iPad Lost/Stolen web page as soon as possible at <https://www.rossettschool.co.uk/learning/ipads-for-learning/>

NOTE: iPads lost or stolen whilst unattended are not covered under the scheme and you will be provided with a **Leave At School iPad instead** unless you pay the full cost of a replacement iPad.

This is not a new for old scheme. Subject to availability, a replacement used iPad of a similar age and model to the lost device will be issued. Where this is not possible the school reserves the right to replace the iPad with an older model from stock

Advice to Students/Parents and Carers:

If you believe your iPad to be lost, please report this to the school as shown on the Lost/Stolen iPad web pages at <https://www.rossettschool.co.uk/learning/ipads-for-learning/>

iPad for Learning – Donations

The school relies on all promised direct debit donations continuing over the full term of the scheme to make the iPads for Learning Schemes sustainable. Without this continued support, and that of other parents/carers, the school runs the risk of having to downsize the programme or close it completely.

You will have been provided with the donation amount and length of term of your scheme in your invitation letter and asked to set up your payments through the **Digital Poverty Alliance**, our charitable partner who manage the collection of donations on our behalf. To keep donations ongoing please update the Digital Poverty Alliance with any changes to your payment method or banking details as soon as they occur using their Parent Payment Portal at <https://digitalpovertyalliance.beaconforms.com/form/7f7507f3>. They can also assist you with any payment queries, including overpayments via their Parent Support Form at https://forms.office.com/pages/responsepage.aspx?id=Lh6fig5BcUyDDd_0t2DPGOMGNwsTHTVLqyzOlcvOCrNUN0s3V0pENk8xU0NHUIRQTUg3NFpIUkEwMS4u&route=shorturl

No-one will be excluded from access to an iPad in this Gift Aid scheme for financial reasons but there are limited resources for financial assistance. In these circumstances, please contact RSiPads@rs.rkt.co.uk in advance of signing up to the scheme to discuss the options available.

iPad Ownership:

The iPad remains the property of Rossett School at all times and must not be deliberately damaged, defaced, jailbroken or removed from its case.

We plan to offer eligible students the opportunity to purchase their device at the end of the scheme by making a payment to the school reflecting the market value of the iPad at that time.

To keep the costs of the scheme as low as possible it is not possible to purchase the iPad if a student leaves at any point before the iPad is offered for sale, as outlined above. It must be returned to the school using the instructions given on our Leavers webpage (at <https://www.rossettschool.co.uk/learning/ipads-for-learning/>) with all accessories (case, screen protector and charger) no later than the student's final day with us.

iPad Set-Up

1. Please choose a suitable picture for the home screen and ensure it has the student name and form displayed on it by inserting text
2. Ensure the iPad is fully charged each day before school
3. Keep the iPad in its protective case and screen protector at all times. Only a member of the IT Services team or iPads staff should remove the case and screen protector

ROSSETT SCHOOL: iPads for Learning Consent Form

Please complete and return this form to the iPad Administrator, via Main Reception, before a school iPad can be issued. This agreement applies to **all iPads used in school**, including Scheme iPads and Loan iPads.

Agreement

To help keep everyone safe and ensure technology is used responsibly, I agree to the following:

- I understand that if I am issued with a **Scheme iPad** or **Loan iPad**, it must remain in its protective case at all times. The case may only be removed by a member of the IT Services Team or the iPads Team.
- If my iPad is fitted with a screen protector, I understand that it must remain in place. It may only be removed by a member of the IT Services Team or the iPads Team.
- I will only access school systems and my device using my own school-issued username and password, and I will keep my login details confidential.
- I will not attempt to access another person's device, account, files or storage, or interfere with another person's work.
- I will use my iPad for schoolwork and homework.
- During the school day, I will not use my iPad for activities that are unrelated to learning unless authorised by a member of staff.
- I will use the iPad responsibly and will not behave in any way that could damage the device, other ICT equipment or the school's IT systems.
- I will communicate online in a polite, respectful and responsible manner.
- I will not share my home address, telephone number or other personal information online, or arrange to meet anyone I have contacted online, unless I have permission from my parent/carer and the school.
- I will report any inappropriate, upsetting or concerning material or messages to a member of staff immediately.
- I will bring my iPad to school every day, fully charged and ready for learning.
- I understand that the school may inspect my iPad, its contents and files, and monitor my use of the internet and school systems while on the school network.
- I understand that my use of the iPad is subject to the school's **Acceptable Use of ICT Policy**.
- I understand that the use of **Virtual Private Networks (VPNs)** is not permitted on the school site or while connected to the school network.
- I understand that a parental contribution is required towards repair costs for accidental damage, whether the iPad is a Scheme iPad or a Loan iPad. This contribution is similar to an insurance excess and is detailed in the school's **iPad Repair Service**, available on the school iPad webpages.

Additional Information for Scheme iPads

I understand that:

- The iPad remains the property of Rossett School until it is offered for purchase.
- Students may be offered the opportunity to purchase their iPad in Year 11 if they are leaving the school after GCSEs.
- A payment must be made to the school if I wish to keep the device.
- If I leave the school before these points, the iPad must be returned and cannot be purchased.

Additional Information for Loan iPads

I understand that:

- The iPad has been loaned to me by Rossett School.
- It remains the property of the school at all times.
- It must be returned when I leave the school or if I join the School iPad Scheme.
- Loan iPads are not available for purchase.

Student and Parent/Carer Declaration

By signing below, we confirm that we have read, understood and agree to comply with the expectations outlined in this agreement.

Student Name: _____

Student Signature: _____

Parent/Carer Signature: _____

Form: _____

Date: ____ / ____ / ____

Date: ____ / ____ / ____

Students Under 13 – Apple ID and Dropbox

Due to age restrictions, students under the age of 13 are not permitted to hold their own Apple ID or Dropbox account. If your child is under 13 years of age, please sign below to confirm that you are happy to support the setup and management of any accounts required for school use.

Parent/Carer Signature: _____

Date: ____ / ____ / ____

Summary of iPad Scheme

- Direct debit to be set up with Digital Poverty Alliance as directed in invitation letter unless alternative agreed in advance with iPads
- Valid consent form to be held on file
- iPad to be kept in protective case, with screen protector in place, at all times (or student provided with a **Leave at School iPad**)
- Repair fees mandatory and payable as set down in the school's Repair Web pages and subject to the prevailing rate and current Repair T&Cs
- iPad purchase available when offered by the school at the end of the scheme (at Market Value) provided no outstanding iPad charges are lying on the account
- iPad not available for purchase at any other time (must be returned by no later than the student's final day in school)
- Student removed from scheme and issued with a **Leave at School iPad** for violation of Repair T&Cs including, but not limited to, deliberate damage or vandalism, wilful neglect, removal of iPad from case, third party repairs and exceeding maximum repair allowance