SMPS iPad usage policy

Guidance found within this policy is designed to ensure all children and staff have a clear understanding of how iPads are used responsibly both within and out with school. The consequences of improper use are also clearly outlined.

- Using iPads only for work-related tasks
- Only to be used as extension if a clear task linked to learning
- Physical books should be used where possible however reading can be done on iPads using the EPIC or “Libby” app to find appropriate material for each child when there is not a suitable physical option for topic work or a specific task. ERIC and silent reading should be done with a physical book with exceptions of additional needs
- Following the school's e-safety guidelines when using iPads outside of school
- Not granting access to the device without permission

Not storing personal photos or videos on school iPads
The primary use of this policy is to keep children and staff safe and to encourage responsible use of this technology for all who come into contact with it. This policy feeds into the schools learning and teaching, ICT, anti-bullying and child protection policies.
Prior to issuing individuals with personal iPads, all relevant permission documents should be signed by both parents/carers and the pupil.

1. DATA PROTECTION and SECURITY

- All devices are enrolled into the school’s mobile device management (MDM) system on teams
- All pupils have a designated ID to log in
- No personal email accounts should be set up on an empowered device
- School 365 email accounts should only be used with the permission of the teacher
- All personal social media accounts such are both blocked and banned
- Passwords should only be reset using the school’s MDM system
- Pupils should not search YouTube videos on their iPad

2. USER RESPONSIBILITY

- iPads should be kept in the protective case provided at all times and treated with care
- iPads should be taken home overnight (with parent permission) to be used for learning purposes only and **brought to school every day fully charged** and ready for use
- iPads should only be taken out of their stored classroom space to be used for learning and teaching purposes and under the instruction of the teacher

- Teachers should ensure all iPads are safely stored away when not being used for teaching and learning purposes. Suitable storage areas might include pupil's personal drawers or a designated storage area where the teacher can store them safely during school hours
- iPads should only be used for guided teaching and learning purposes, not for non-educational purposes
- IPads should not be used in the lower stairwell at breaktimes
- Minecraft should not be on school iPads unless for a specific project which staff can explain to parents ahead of learning to give children time to download app. If using Minecraft at home, it should be deleted off the iPad when in school.

3. E-SAFETY

- Pupils should never tamper with or try to access iPads belonging to other individuals
- Photographs of individuals should never be taken without their consent
- iPads should never be used to post images, videos or audio without the consent of the individual in the image/recording and only then for teaching and learning purposes.
- Pupils should not have use photo albums, outlook to communicate with each other without explicit permission from staff in school. Airdrop will be disabled.

4. LOST, STOLEN OR DAMAGED DEVICES

- Should an iPad be lost, stolen or damaged this must be reported to the school immediately
- Repairs should never be carried out by yourself or any third party. It should be handed into the school immediately for repair

5. CONSEQUENCES FOR INAPPROPRIATE USE

- If a pupil does not follow the policy they receive a verbal warning
- If the pupil continues not to follow the policy, the iPad is removed until the end of the day
- If a pupil continues to not follow the policy, the iPad is removed for the week/weekend and family are called
- Any serious misuse of the iPad will result in the iPad immediately being removed and SLT involvement