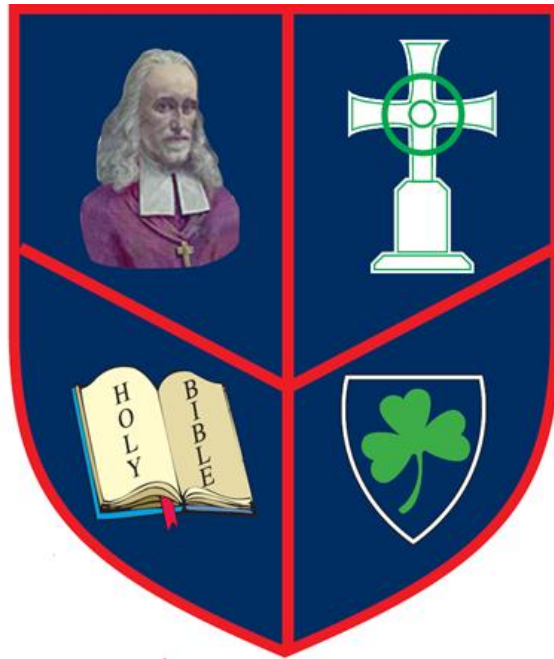


IPAD

POLICY



September 2023

Board of Governor (Chair): _____

Principal: _____

Introduction

In St Oliver Plunkett Primary School we recognise and value the increasingly wide opportunities that technology provides to our staff and pupils. Whilst it is our aim that all members of our school community avail as fully as possible of this technology, we also appreciate the need for safeguards to be in place.

This Policy is intended to be used in conjunction with our UICT Policy, which includes Safe Use of the Internet and E-Safety Policy, and also our Child Protection Policy. This Policy was agreed by the School's Board of Governors and been disseminated to all staff. It will be reviewed regularly.

Users' Responsibilities

- Users must use protective covers/cases for their iPads
- The iPad screens are made of glass and therefore are subject to cracking and breaking if misused: Never drop or place heavy objects (books, laptops, etc.) on top of any of the iPads.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen.
- Ensure your iPads are charged efficiently.
- Do not subject any of the iPads to extreme heat or cold.
- Do not leave unattended.

Safeguarding and Maintaining as an Academic Tool

- Users may not photograph any other person without the person's consent.
- Photographs of children must be in line with Consent Letter Agreement.
- The whereabouts of the iPads should be known at all times.
- It is a user's responsibility to keep their iPads as safe and secure as possible.

Prohibited Uses

- Images must not be shared with anyone else outside of school.
- The iPad is a school tool designed to enhance classroom practice. It is not for personal use, e.g. Facebook or social networking sites and should stay in school unless permission is given by the ICT co-ordinator or Principal.

Lost, Stolen or Damaged iPad

If any iPad is lost, stolen or damaged at any stage, the ICT coordinator or the Principal must be informed immediately.

IPAD CODE OF CONDUCT

- We will ensure that the iPads are stored securely at all times.
- Every iPad should always be carried in a case to reduce the chance of damage.
- Use of the iPad should be considered the same as any other technological tool provided by the school.
- We will not attempt, or need to buy, any app on the iPad as our teacher will already provide these for us.
- We will responsibly use the device to store personal documents such as videos, photos or audio material which is directly related to our school needs.
- We will only use the iPads for curricular purpose under a controlled environment in the presence of a member of staff.
- Use of the camera will only be permitted in the presence of staff members.
- As a child, we understand that we cannot give or lend any of our iPads to any other child/class in the school.
- We fully understand that we must never take any of the iPads home with us.
- If we know that an iPad is lost, stolen or damaged we will report it immediately to the teacher, Principal and ICT Coordinator.