Kingswinford Academy
A part of Windsor Academy Trust

121 Devices
Digital Learning

Acceptable Use Agreement / Terms and Conditions

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At Kingswinford Academy we are committed to unlocking the academic and personal potential of all our students. Through enhanced digital learning across the curriculum, we are delighted to provide students (years 7-9) with an iPad, ensuring equal access to online learning both in and outside of school hours.

This document, along with the accompanying terms and conditions, commits students and parents to the principles and requirements outlined in this 121 digital learning acceptable use agreement, covering areas including the responsibilities of the school, what we are asking you as a parent/carer to do and what is expected of your child.

Once you have read this document, please ensure that you and your child sign the agreement and agree to this via the Google form link (the iPad will not be available for use at school or at home without this being signed and returned). This agreement ensures that we are all working together to achieve success.

Safety arrangements

Our students' safety and wellbeing is of the highest priority to us. To deter theft and to encourage care of the iPad we have installed the security measures outlined below:

- Devices reported as lost or stolen will be locked and tracked making them unusable and able to be recovered.
- All devices have safeguarding monitoring and filtering software installed to ensure that your child is staying safe online.
- Staff will monitor that students are using the devices safely whilst at school and parent/carers must do the same whilst students are at home.

Kingswinford Academy Agreement

- Provide the iPad in a case with a charging lead and plug (when first issued).
- Ensure that the device is working and that repairs are dealt with as quickly and efficiently as possible.
- Provide technical support to aid in the use of the device in school.
- Apply the web filtering and monitoring software when the device is on the school internet.
- Set the iPad to block access to harmful/inappropriate websites whilst in use outside of school.
- Provide ongoing support, assistance and maintenance when required if the device is being used correctly within these terms and conditions.

Student Agreement

I understand that this agreement applies to use of the iPad both inside and outside school and that all rules apply at all times.

- I will take good care of the iPad, case and any accessories provided, or any loan devices.
- I will never leave the iPad unattended in an unsafe place.
- I will use the iPad responsibly, safely and ethically.
- I will never lend the iPad to other individuals or allow my iPad to be switched for another.
- I will know where the iPad is at all times.
- I will ensure that the iPad is out of sight when/if using public transport.
- I will keep food/drink away from the iPad.
- I will not deface the iPad, its case or remove any labelling.
- I will not take apart any part of the iPad, the case or attempt any repairs.
- I will protect the iPad by only carrying/using it while in the case provided. I will not force the device into a locker, bag or desk as this may break the screen.
- I will bring the iPad fully charged into school so it is ready to use in lessons.
- I will only use the iPad at break or lunchtime if I am directed to do so by a teacher.
- I will only use the photo/video function of the iPad if directed to do so by a teacher and will never share these photos or videos.
- I will use the iPad in ways that are appropriate, meet the school's expectations and do not have a negative impact in the classroom.
- I understand that the iPad can be inspected at any time without notice.
- I will report it straight away if the iPad is lost, stolen or damaged.
- I will adhere to the 'strictly prohibited' activities outlined at the end of this document.
- I agree that I will not sign into any websites, software or accounts that are not appropriate for my age. What I sign into can be seen by the school.
- If I use entertainment apps, I will do so respectfully and appropriately, ensuring that my parents/carers are well aware of what I am logging into and using.
- I will not download films or other media directly to the device. If watching films or other media, I will do so using home or public WiFi.

Parent/Carer Agreement

I understand that this agreement applies to the use of the iPad inside and outside school and that all rules apply at all times.

- I will ensure that my child cares for and respects the iPad, accessories and any loan devices.
- I will ensure that my child brings the device to school fully charged each day.
- I will ensure that my child uses the iPad in line with this document and all applicable laws.
- I will report any damage to the device promptly to school.
- I will report if the device has been lost or stolen to the school and the police immediately and obtain a crime reference number to aid in this investigation.
- I understand that if it's clear that my child has maliciously damaged the device or accessories, I will be charged for the cost of the repair or a replacement.
- I understand that where there has been accidental damage on more than one occasion, I may have to make a contribution to the cost of repair or replacement.
- It is intended that this agreement is provided to supplement and work to support the school's existing e-safety policy.
- If my child is found to be misusing the device in any way, they will be sanctioned in accordance with the school's behaviour policy.
- I understand that the iPad has monitoring and filtering software installed to protect my child from accessing potentially harmful online content. However, I still recognise the importance of making sure my child is using the device responsibly, safely and respectfully at school and at home.
- I will ensure that the device, case and accessories and/or any loan devices are returned to the school when my child leaves the school or at any time upon the request of a member of school staff.
- If my child loses or breaks the charging lead and plug, I will replace it.
- I will ensure that my child does not download films or other media directly to the device. If they are watching films or other media, they will do so on home or public WIFI.
- I agree to the Terms and Conditions as outlined on page 4 - 7 of this document.

Terms and Conditions

1. All items of equipment issued, including hardware and software, remain the school's property and may be reclaimed at any time.

2. Use is conditional, subject to this agreement being signed.

3. Use is subject to the authorised user complying with the school's e-Safety policy.

4. The school will not be liable for the loss of data and or personal information contained on the device issued.

5. All software will be installed and licensed by the school, and only authorised Apps will be installed.

6. Any unlicensed software will be removed.

7. The school will monitor the use of the device at any time.

8. The school will provide maintenance and fault repairs once reported. The user must not attempt any repair to the device themselves, including arranging a repair by a third party. Any repairs undertaken other than those instructed directly by the school will result in the parent or carer being liable for the full replacement of the device.

9. Connection to the internet is filtered and monitored by the school. However, as with all filtering, this may not stop all forms of access to inappropriate content and, therefore, parents/carers should take the necessary steps to monitor safe access to the internet when the device is being used away from school. Filtering of access to the most inappropriate sites will be in place.

10. The school does not take responsibility for the viewing of and interaction with inappropriate sites or material from the device when away from the school.

11. The school is not liable for any damages or costs arising from use of the internet.

12. The device should be recharged at home overnight and the battery at 100% charge at the start of each school day. The school does not accept responsibility for any electricity costs associated with charging the device.

13. The school advises all parents/carers to check with their own insurers that the item is covered for loss, damage or theft.

14. The school will not replace the device if it is clear that it has been maliciously damaged and will recover the full cost of the iPad.

15. Like all school equipment there is insurance in place. However, there is a need for students to look after the devices and limit accidental damage. Our insurance incurs an excess where there are multiple claims on the same device. Therefore, where there has been accidental damage on more than one occasion, the school will need to discuss with parents a contribution to the cost of repair or replacement.

16. Should the device be reported as lost or stolen, the device will not be able to be used by anybody and will be disabled.

17. The school will investigate any reported theft of a device and will require a police crime number to aid in this investigation.

18. Surrender of a device to the police to aid in the detection or prevention of a crime will be undertaken by the school on presentation of the correct disclosure paperwork from the police.

19. The device will be used at both school and home. Any student who fails to follow reasonable instruction will have the device removed, either temporarily or permanently.

General Precautions and Further Information

Carrying your iPad

The protective case provided with the iPad will have sufficient padding to protect it from normal treatment and provide a suitable means for carrying the device. Never remove (or attempt to remove) any case that protects the iPad.

The guidelines below should be followed:

- iPads should always be within the protective case.

- Some bags/rucksacks hold other objects (such as folders and workbooks). These must be kept to a minimum to avoid placing too much pressure and weight on the device's screen if it is to be carried in this way.

Screen care

The device's screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad.

- Do not place anything near the iPad that could put pressure on the screen.

- Do not place anything in the case that will press against the cover.

- Do not 'bump' the iPad against lockers, walls, car doors, floors, etc, as it could potentially break the screen.

iPad undergoing repair or lost

- If an iPad needs repair or is lost, the school will aim to provide a loan device for the duration of this repair/replacement.

- If you damage or lose any iPad, school needs to be informed straight away.

- The insurance does not cover loss. If the device is lost it must be reported as lost immediately by emailing contractsupport@jigsaw24.com **and** cpu@cpu.co.uk or phoning 0333 240 9203 during business hours **or** contact a senior leader in school for them to support you with this process. The device will then be put into lost or stolen mode. When this mode is activated, the iPad will be locked which will prevent it from being used. The iPad will also beep continuously showing its location. When this mode is activated then the last known location of the device becomes available to the IT team. This location will continue to update if the iPad is moved. This will help us to find the iPad. Students and parents/carers are responsible for taking care of the iPad including ensuring it is not lost or stolen. As such, it is recommended that the iPad only be taken between school and home and is not taken/used anywhere else.

Using your iPad at school

- iPads must be fully charged at the start of the school day.

- iPads are intended for use at school each day. Students should be using them to support their learning during lessons.

- Students should only use iPads in lessons when told to do so by their classroom teacher.

- No student should record, film or photograph a lesson/teacher/student without securing permission first. This includes out-of-lesson time. If a student is found to be misusing access to an iPad in this way, sanctions will be put in place as per the school's behaviour policy.

Sound music and games

- Sound must be muted at all times unless permission is obtained from the teacher. The iPad is only to be used appropriately as directed by the teacher in lesson time in line with school rules and expectations.

iPad identification

- Students' iPads will be labelled in the manner specified by the school.

- When the home button is pressed, the student’s login information should be viewable on the screen.

Storing your iPad

- When students are not using their iPads, they should not be left unattended. They should be stored in their bags or lockers. If they are left in classrooms, then this should be agreed with teachers to ensure security can be maintained.

Saving school work from your iPad

    - There should be no work stored on the device itself. All learning should be stored in the student’s Google Drive storage and backed up through iCloud.

Installed software/apps

- The school will install all required applications automatically on your iPad.

- Apps installed and distributed by the school must remain on your iPad, be in a usable condition and accessible at all times. From time to time, the school will automatically distribute, install and update apps as required. This may also involve uninstalling applications no longer supported or licensed by the school.

Monitoring

- Whilst in school, all activity is monitored and logged as detailed in the acceptable use agreement and e-safety policy.

- The iPads have software to monitor and filter activity on the iPad at home. This is to ensure that students can be kept safe from potentially harmful content.

Refreshing devices

- If technical issues occur or illegal software is found, the iPad will be wiped and refreshed back to a standard school setup. This will result in all local data, including both applications and personal files, being removed. The school cannot be held responsible for the loss of this data.

Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials.
- Attaching the iPad to a hotspot or other wireless network not managed by the school, during the normal school day.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene or sexually explicit materials.
- Use of sites selling exam papers, book reports and other forms of student work.
- Changing of settings or setup that would stop the device working as it was originally set up and intended to work.
- Spamming – sending mass or inappropriate emails.
- Gaining access to other users' accounts, files and/or data.
- Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity.
- Participation in fraud or other forms of illegal behaviour.
- Any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components.
- Transmission or accessing materials that are obscene, pornographic, offensive, extremist, threatening or otherwise intended to harass or demean recipients.
- Bypassing any web filtering or computer management system installed on the iPad.
- Use or possession of hacking software is strictly prohibited and violators will be subject to investigation, sanctions by the school and could be reported to the police.