

# iPad Responsible Use Contract for Parent/Carers and Pupils

## Background

Your child is going to get an iPad from his or her school. The iPad should be used at school and at home. The iPad will belong to the school, not your child.

This contract tells you about care and use of the iPad in school and at home. You should also read the school's *'Responsible Use Contract'*.

## General Guidelines

Your child will be allowed to access electronic resources on the iPad unless you write to us and tell us otherwise. Please read the information in the school's *'Responsible Use Contract'*. This contract applies at all times, at home and at school.

## Monitored Use

Any files stored on the iPad belong to the school. The school will check these files and any activity on the iPad regularly.

## Ownership and Care

The iPad belongs to the school. Your child will receive an iPad which they can use for this school session or until they leave the school.

Your child should not:

- modify the iPad hardware in any way
- apply any stickers or decorations to the iPad
- swap iPads with another pupil
- dispose of or sell the iPad

The school will provide a protective case. The iPad should stay in this case. The case protects the iPad's screen and can be used to position the iPad so that it is easy to type. The school will put a sticker on the iPad to identify it. This sticker should not be removed.

## Management of iPad Configuration

The iPads will be managed by the school in the same way as our laptop and desktop computers.

Pupils should not:

- remove applications from the iPad
- change any configuration settings on the iPad
- erase the iPad on another computer
- synchronise the iPad with a computer outside of school
- clear their browser history, unless school staff direct them to do so
- change or disable the access passcode on the iPad

The school's *'Responsible Use Contract'* applies to all school-supplied equipment and to all school-supplied internet connections. Your child should remember that the contract applies to using the iPad in any location – home or school.

iPads will be backed-up in school. They do not need to be backed-up at home.

## Home Use

Before your child can use the iPad at home, he or she must read the *'Pupil iPad Guidelines'*. Next, you and your child must read this *'iPad Responsible Use Contract'*. Then, you should and sign this contract.

The school may decide that the iPad cannot be taken home any more.

Some advice for home use:

- Your child should charge his/her iPad at home and bring it to school charged
- Your child should not bring the charger or sync cable to school
- Your child is allowed to connect his/her iPad to other WiFi networks but the school cannot provide you any technical support to do this
- You are responsible for enabling any content filtering or restrictions on your network
- You are responsible for monitoring your child's use of the iPad at home

## **Damage**

Sometimes, unexpected problems do occur with the iPad that are not the fault of the user (computer crashes, software errors, etc.). The school ICT team will help your child with having these fixed.

## **Accidental Damage vs. Negligence**

Accidents do happen. There is a difference, however, between an accident and negligence.

If the iPad is damaged, the school will investigate the cause of the damage. If the school finds that the iPad was intentionally damaged or damaged due to negligence by your child, your child may be disciplined. You may also have to pay the cost of repairing the iPad.

The school will monitor how many times the iPad needs to be fixed by the school or repaired. If this number is higher than average it is likely that your child will not be able to take the iPad home any more.

## **Lost and Stolen Equipment**

If the iPad, its case or its charger is lost, you or your child must tell the school immediately. The school will then look into the circumstances around this loss.

## **Stolen Equipment**

Your child's safety is the most important thing. If someone tries to steal your child's iPad, your child must give it to them. You or your child should then contact the police.

## **Reporting Process**

If you have contacted the police because the iPad has been stolen, the police will give you a report. You must give the school a copy of this report.

If there is no evidence to show that the iPad has been stolen, or if you or your child have lost the iPad, you will have to pay for the full cost of replacing the iPad.

## **eSafety**

There will be random checks on the browser history and content and configuration of your child's iPad. This is to make sure that there is no inappropriate material on the iPad or changes to its configuration.

Your child should not clear his/her own browser history. If they do, they will breach the school's *'Responsible Use Contract'*.

Your child is responsible for all content on their iPad. If they receive any inappropriate material from anyone else, they must explain why it is there.

If your child deletes their browser history or has inappropriate content on their iPad, they may be disciplined.

## **Disciplinary Procedures**

The following things may happen in order to discipline your child if any problems with the iPad occur:

- Temporary or permanent withdrawal of home-use privileges
- Temporary or permanent withdrawal of school-use privileges
- Any other disciplinary measure detailed in the school's *'Responsible Use Contract'*

## Parent/Carer and Pupil 'iPad Responsible Use' Contract

**You and your child** should read and sign this contract. 'Pupil Guidelines for the iPad' is a simpler version of this document. Your child should read this before they sign.

Please sign to acknowledge that you have understood and agree to the terms of this contract.

Name of your child: \_\_\_\_\_ Class \_\_\_\_\_

Signature of your child: \_\_\_\_\_ Date \_\_\_\_\_

Your name: \_\_\_\_\_

Your signature: \_\_\_\_\_ Date \_\_\_\_\_

*(Please feel welcome to request an additional copy of this contract for each parent/carers and/or siblings.)*