



NENDRUM COLLEGE COMBER

iPAD ACCEPTABLE USE POLICY

This policy is founded on the principles of the UNCRC and particularly with regard to Article 17:

‘Every child has the right of access to information from a variety of sources. Children must be protected from materials that could harm them.’

Signed Chair Board of Governors: _____

Date Ratified by Board of Governors: _____

Review Date: August 2023



Nendrum College Comber iPad Acceptable Use Policy

At the discretion of the class teacher, students will be issued an iPad with predetermined applications (Apps) installed to help support teaching and learning within the classroom. Technology resources at Nendrum College Comber are provided for the purpose of supporting the educational mission of our school. The school's goal in providing the iPad is to promote improved learning experiences by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning. We embrace the opportunities that iPad technology presents us with and authorise the use of an authorised Apple iPad in a manner consistent with the established teaching and learning objectives of the school. This policy applies to all student users of iPad hardware and software technology in Nendrum College Comber. It applies to all iPads used by our students, wherever they are physically located - within Nendrum College or used in a Partner School. It is intended to complement our wider policy on Acceptable Use of ICT. Due to the nature of information and communication technology the policy will undergo periodic review and as such the school reserves the right to amend any sections or wording at any time.

The use of a Nendrum College Comber iPad is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with having such a device as a teaching and learning tool. If a student violates any of the Terms and Conditions in this policy, privileges may be terminated and the appropriate disciplinary action applied.

Photographs/Images and Videos of Other Students/Staff

Photographs/images and video/audio recordings may be stored on the iPad. Photos and video or audio recording of other students and staff may only be taken with their prior permission. Any violation of this will result in sanctions being applied. This applies to material recorded inside and outside of school.

In the event that photographs and/or video/audio material including other students and staff is captured on an iPad it is expected that such images and material will be removed from the device as soon as is reasonably possible and transferred onto the school's network drives.

Managing your files and saving your work

Students will be able to save work completed on the iPad using Google Drive (accessed through their school email account). Students are only allowed to use their Google Drive storage space for saving materials and work directly related to Nendrum College Comber.

School responsibilities are to:

- Provide Internet and Email access to its students.
- Provide Internet Filtering of inappropriate materials whilst connected to the Nendrum College Comber Wireless network.
- Provide data storage through Google Drive and the students' school C2K account.
- Provide guidance to aid students in using the devices in their learning to and help assure student compliance with the acceptable use policy.



Student activities strictly prohibited:

- Searching for and/ or downloading unsuitable content.
- The use of messaging, personal email, personal apps and recreational use of the iPad
- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Exam Board policy or public law.
- 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 iPad settings (exceptions include personal settings such as font size, brightness, etc) 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/e-mail accounts for financial or commercial gain or for any illegal activity.
- Participation in credit card fraud, electronic forgery or other forms of illegal behaviour.
- Vandalism (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) of school equipment will not be allowed.
- Changing standard screensaver or background on the iPad
- Transmission or accessing materials that are obscene, pornographic, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing Nendrum College Comber's web filter through a web proxy.
- Use of Air Drop
- Pupil use of camera unless permitted by teacher.



STUDENT PLEDGE

Student pledge for iPad use;

- I will take good care of the iPad.
- I will never leave the iPad unattended.
- I will keep food and drink away from the iPad (because they may cause damage to the device).
- I will not disassemble any part of the iPad, the iPad case or attempt any repairs.
- I will never delete or download applications.
- I will use the iPad in ways that are appropriate, meet Nendrum College expectations, and are educational.
- I will not place decorations (such as stickers, markers, etc) on the iPad itself.
- I will not deface the serial number or identification sticker on any iPad.
- I understand that the school will not be responsible for damage or loss caused by neglect or abuse belonging to the pupil or the school.
- I agree to return the iPad to my classroom teacher at the end of the lesson and plug into the correct station.
- I agree that I will not sign into my own iTunes account on the iPad.

PLEASE RETURN TO FORM TEACHER

I have read and understand the Nendrum College Comber iPad Acceptable Use Policy, Procedures and Information and agree to the conditions as outlined.

Student Name: _____

Student Signature: _____ **Date:** _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ **Date:** _____