



# HARRODIAN

## Pupil iPad Acceptable Use Agreement

Please read through this acceptable use agreement.

You must sign this agreement to use an iPad as part of your school studies (both at school and home when appropriate). Adhering to the following expectations will ensure iPads can be used to maximum effect in teaching and learning. This agreement will be sent to your parents.

1. I must bring my school iPad to every lesson. It is entirely up to teachers how and when the iPad is used during lessons, if at all. Failing to bring the iPad will result in an appropriate sanction.
2. I may only use my school iPad outside of lesson times if I am completing school-work in a supervised study location.
3. I must ensure my iPad is fully charged at the beginning of every school day, with at least 90% charge. I should never need to charge it in a lesson.
4. I must always keep the iPad in the case it was issued with.
5. I must always have my stylus with my iPad ready to use in lessons as required.
6. I must still bring a normal pen and pencil to lessons for any handwritten work. I will also bring a calculator, ruler and other required stationery and equipment as instructed by my teachers.
7. I must use my iPad for schoolwork and homework effectively and appropriately.
8. I must not waste time in school, using my iPad for non-learning activities during lesson time.
9. I must never watch videos or access gaming sites on my school iPad during the school day, unless directed to do so by a teacher.
10. All school-related digital work should be saved in OneDrive (Microsoft) or Google Drive.
11. I am expected to seek assistance promptly via the [Edutech Zone website](#) or iPad helpdesk if I have a problem with my school iPad or stylus.
12. I will always keep my iPad safe and secure, in my school bag and an appropriate (weatherproof) cover, during lunch, before / after school and when moving between lessons. I will store my bag (and iPad) in the area(s) designated by my Head of Year.
13. I must report any damage to my iPad to my Form Tutor immediately.

14. I must never take or edit photos or videos of other pupils or teachers without their permission.
15. Only pupils on the SEND register with permission to use a keyboard can use one in lessons (unless specific permission is given by the class teacher).
16. I must not attempt to bypass the School's security settings or Internet filters set up on my iPad. Doing so will result in an appropriate sanction.
17. I must not attempt to hack the settings on the iPad or attempt to stop a teacher controlling their iPad in a lesson by turning off Wi-Fi, Bluetooth or by restarting my iPad.
18. To ensure pupil safety, the school reserves the right to check my iPad at any time, including apps, photos, and messages.
19. I must report, to my Form Teacher or Subject Teacher, any unpleasant material or messages sent to me. I understand this report would be confidential and may help to protect other pupils.
20. I must not store large personal data on my school iPad, including media downloaded from streaming sites / platforms.
21. I understand and agree that the School will install device management software to provide school-specific configurations such as connectivity settings, application delivery and restrictions, and that my iPad will be filtered and monitored 24 hours a day both when offline and when connected to any WiFi network. I acknowledge that if filtering and monitoring detects any 'flagged' activity during a period of offline use, these warnings will be sent to the school the next time the device connects to a network. Sanctions may follow.
22. I will not connect to nor interfere with any school Apple TV device unless I have my teacher's permission.
23. I understand that if I break these rules or use my iPad in an inappropriate way, the school will issue an appropriate sanction, following the School's Behaviour Policy.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_