

Responsible Use Policy - ICT and iPads

ICT including the internet, email and mobile technologies have become an important part of learning in our school. Wester Hailes Education Centre expects all students to be safe and responsible when using any ICT. Wester Hailes Education Centre will provide every student with an iPad and a range of e-learning tools and resources to assist and enhance their learning at school and at home.

We expect all parties concerned (pupils, parents/carers and the school) to follow all the rules and procedures listed below. If however a pupil breaks these rules then the school reserves the right to restrict or remove their access to any school ICT facility.

As a pupil, I agree to:

- follow the e-Safety rules and to support the safe and responsible use of ICT at Wester Hailes Education Centre.
- Log on to Wester Hailes Education Centre systems with my own username and password - never give out my password to anyone else or try to access another user's account.
- Not deliberately browse, download, upload or forward any material that could be considered offensive or illegal.
- Be responsible for my behaviour when using the Internet. This includes resources I access and the language I use. Make sure that all ICT communications with other pupils, teachers or others is responsible, sensible and appropriate.
- Not share images/videos of myself that are inappropriate with anyone and will report anyone who sends them to me to my guidance teacher.
- Keep my email inbox tidy and delete unnecessary emails regularly and report any unsolicited (junk) e-mail to my guidance teacher.
- Not access any service/software for which a fee is chargeable or software without the appropriate licence.
- Not give out any personal information such as name, address or phone number; this includes the details of other students or adults.
- Look after my iPad carefully at all times. Charge up my iPad every night and bring both the iPad and the supplied charger into school every day unless told otherwise
- Always store my iPad in its supplied case when not in use and store it in an appropriate school bag when outside my class. Not remove any security markings and not allow any devices to be subject to graffiti.
- Only use my iPad in lessons when instructed to by my teacher and close it or put it away when my teacher says so and only use programs that my teacher has agreed I can use in the lesson.
- I understand that the primary use of my iPad is for learning and making progress, which should be reflected in my apps, the way that I organise my iPad and how I use my storage space.
- Only use my iPad to record audio or video clips with the clear and explicit permission of everyone involved in the recording.
- Ensure that all work stored on my iPad is regularly backed up.
- Immediately report any damage, loss or theft which happens in school to Mrs Heritage. Report any iPad technical problems to Mrs Heritage.

As a parent/carers, if my child has been given an iPad I agree to:

- Ensure that my child cares for and respects their iPad.

- Immediately report any loss or theft of their iPad which happens out of school, firstly to the police and then to Mrs Heritage.
- Ensure that the iPad is used solely by the child that the school has given it to.
- Monitor my child's use of the iPad on the Internet at home, to ensure that only appropriate websites are accessed and only appropriate apps are installed.
- Ensure that the iPad is returned to the school in good condition if your child leaves the school, I understand that the iPad remains the property of Wester Hailes Education Centre.
- I understand that should the device be accidentally or maliciously damaged, vandalised, lost or stolen that the school reserves the right to charge to repair or replace the device.

The school agrees to:

- Provide specific pupils with an iPad and access to a range of e-Learning resources
- Give pupils an introduction to using ICT in school and caring for their iPad. This will include a session on security, e-Safety, maintenance and health and safety.
- Provide pupils with a range of learning opportunities which make use of the iPad, both in school and at home.
- Provide parents/carers with ongoing advice to help them support their child's use of their iPad.
- Make sure that the iPad is working and that any repairs are dealt with as quickly and effectively as possible.
- Provide wireless access to the Internet across the whole school site. Provision will be made after school to allow pupils to complete homework/carry out research using the internet if required. The school will NOT be responsible for any costs involved, nor content accessed, when the Internet is used out of school.