

Tynecastle High School

iPad User Agreement

In order for an iPad to be issued, all parties involved (students, parents/carers and the school) must agree to all of the terms and conditions outlined below.

These terms have been adapted for temporary loans during school closures.



As a student, I agree to:

- ✓ Look after my iPad carefully at all times. This includes my iPad, secure cover, charger and USB wire.
- ✓ Keep my iPad in its secure cover at all times.
- ✓ Charge my iPad up every evening.
- ✓ Only use my iPad to record audio or video with the clear and explicit permission of everyone involved in the recording.
- ✓ Never allow inappropriate content on my iPad and always abide by the school's ICT Responsible Use Policy (issued upon starting THS and on our website).
- ✓ Not to remove any security markings or allow my iPad to be subject to graffiti.
- ✓ Immediately report any damage, loss or theft of my iPad, secure cover, charger or USB wire to my Year Head or Mrs Cochrane.
- ✓ Ensure my work is backed up in my Office365 or iCloud account.
- ✓ Never alter the configuration of the iPad.
- ✓ Do not take the iPad on your daily exercise.



As a parent/carer, I agree to:

- ✓ Ensure that my son/daughter cares for and respects their iPad, secure cover, charger and USB wire.
- ✓ Immediately report any loss or theft which happens out of school firstly to the Police and then to the school.
- ✓ Ensure that the iPad is used solely by the student to whom it has been given by the school.
- ✓ Ensure that the iPad is returned to the school if my son/daughter leaves the school or at any other time upon the request of a senior member of staff.
- ✓ Ensure the iPad is used by my son/daughter in accordance with the iPad User Agreement and ICT Responsible Use Policy.
- ✓ **Monitor my son/daughter's use of the iPad on the Internet at home, to ensure that only appropriate websites are accessed.** (Advice on filtering your home WIFI can be found on websites such as www.saferinternet.org.uk)



The school agrees to:

- ✓ Provide the student with an iPad, secure cover, charger and USB wire.
- ✓ Provide students 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 son/daughter's use of their iPad.
- ✓ The school will not be responsible for any costs involved nor content accessed, when the Internet is used out of school.

Tynecastle High School Acceptable Use

We expect all parties concerned (students, parents/carers and the school) to follow all the rules and procedures above, in addition **to the school's ICT Responsible Use Policy**.

If however a student breaks these rules then the school reserves the right to restrict or remove the iPad. Specifically in this case:



If a student persistently refuses to use the iPad as outlined in this User Agreement, the iPad may be removed or remotely restricted.

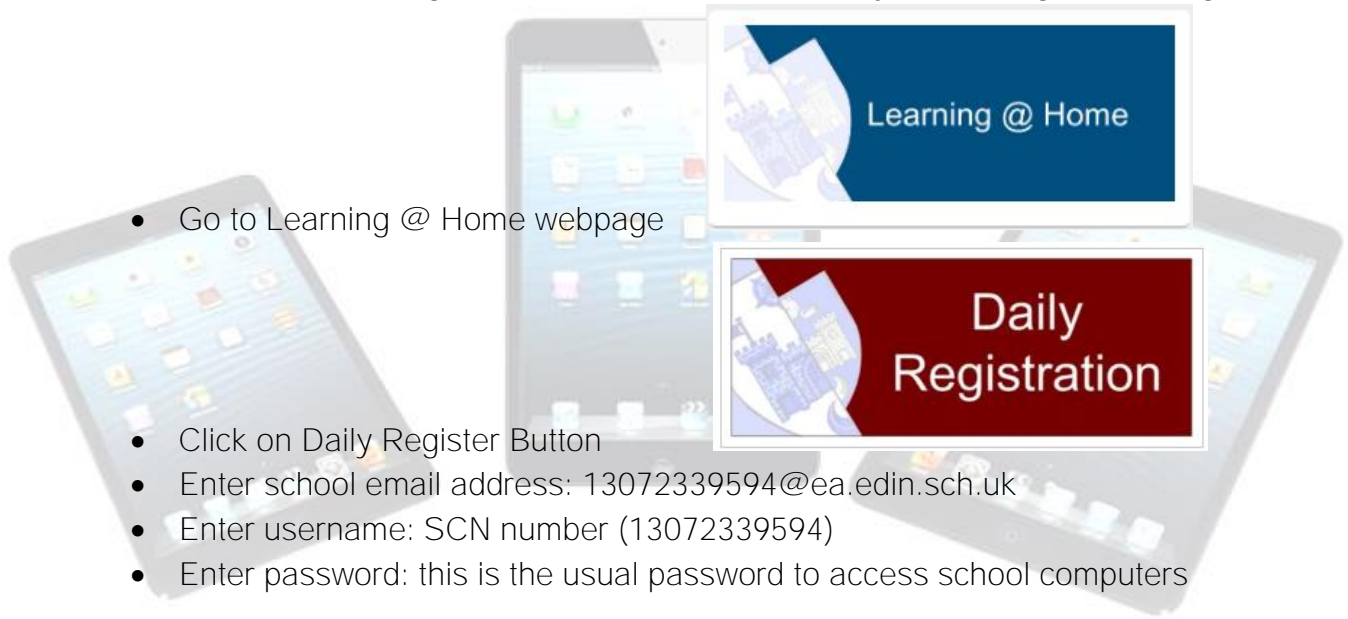
Student expectations during school closure

Every school day, we expect Students to:

- Register online (via the school website)
- Check school email
- Check Microsoft Teams for work

Daily Registration

- Use the Safari to go to the school website: www.tynecastlehighschool.org.uk



- Go to Learning @ Home webpage
- Click on Daily Register Button
- Enter school email address: 13072339594@ea.edin.sch.uk
- Enter username: SCN number (13072339594)
- Enter password: this is the usual password to access school computers

Accessing Microsoft Office 365 for Email & Microsoft Teams

- Use Safari to go to the school website: www.tynecastlehighschool.org.uk



- Go to Learning @ Home webpage



- Click on Microsoft Office 365 button
- Enter username: SCN number (13072339594)
- Enter password: this is the usual password to access school computers
- Click on icons to check Outlook Email and Teams

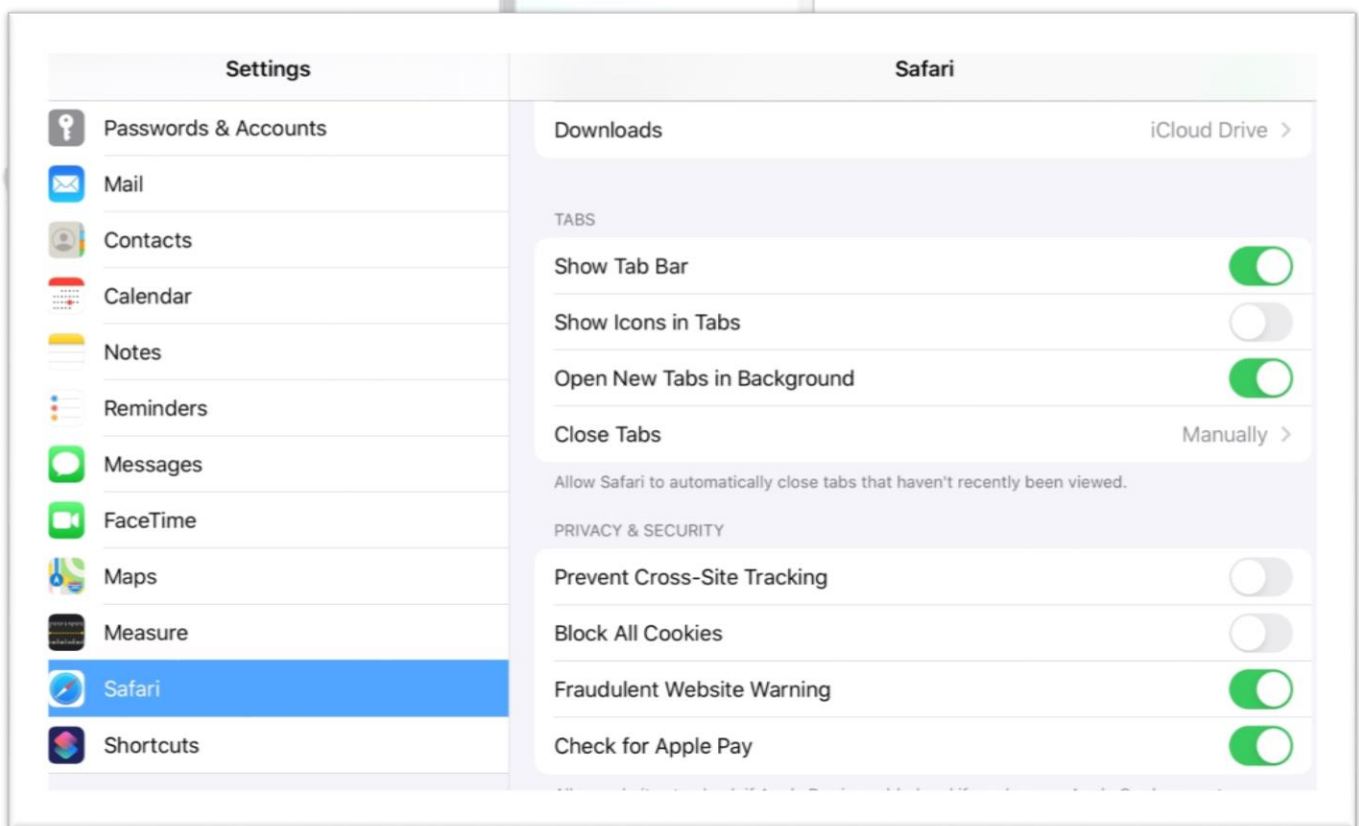
Please note:

In order to access Microsoft Teams in Safari, follow the instructions below:

- Click Settings icon



- Select Safari on Left Hand Side



- Make sure that “Prevent Cross-Site Tracking” is turned off on the right hand side.

If you require help, please contact admin@tynecastle.edin.sch.uk