

# 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.



### 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.
- ✓ Bring my iPad into school every day. If I forget to bring it into school, my teacher will get me to work with a pencil. I will continue to bring pen, pencil, rubber, etc as I will still be using jotters as well.
- ✓ Only take my iPad out of my bag in school or in my home - never in the playground, when walking between classes or when traveling to and from school.
- ✓ Follow instructions from my teacher for when and how to use my iPad and to follow the iPad code which is displayed in classrooms.
- ✓ Only use applications on my iPad that my teacher has agreed I can use in the lesson.
- ✓ 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.



**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, secure cover, charger and USB wire 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 Digital Learning and Teaching Responsible Use Protocol (May 2020).
- ✓ 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](http://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.
- ✓ Ensure that the iPad is working and provide ongoing technical support.
- ✓ Give students an introduction to using and caring for the iPad. This will include a session on security, eSafety, maintenance and health and safety.
- ✓ Provide wireless access to the Internet across the whole school site. 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 follow a teacher's instructions or stay on task, they may be told to put their iPad away and work from a book/paper for the rest of the lesson.



If a student persistently refuses to use the iPad as outlined in this User Agreement, the iPad may be restricted to use in school only. Parents/carers will be notified if this happens.



In extreme cases, if a student persistently or seriously misuses their iPad, it will be removed from them by a member of the Senior Management Team or Support for Pupils for a period of time. If this happens parents/carers will be invited in to help the school resolve this matter.

### **Procedure in the case of damage to an iPad, Security Case, Charger or USB wire.**

If there is damage of the iPad, Security Case, Charger or USB wire, the following three steps will be followed:

1. Student alerts the school of the damage.
2. A member of staff will have a conversation with the parent/carer about a manageable financial contribution to the repair costs of the iPad, Security Case, Charger or USB wire.
3. Once this agreed contribution has been received, the student's damaged item will be replaced. Please note that this replacement may not be a like-for-like replacement due to immediate availability of devices or parts.

Current repair costs are (as of Nov 2020):

- £225 for a LCD replacement
- £100 for an iPad screen replacement
- £25 for a secure case replacement
- £25 for a charger replacement
- £11 for a USB wire replacement