



# SIR THOMAS FREMANTLE SCHOOL

CO-EDUCATIONAL SCHOOL FOR STUDENTS AGED 11-19

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9<sup>th</sup> September, 2014

Dear Parents/Carers

## **iPad Agreement – 2014-15 (all students to complete)**

As you are aware, at STFS we have attempted to embrace the very latest in learning and teaching technologies. To support this, all students are currently issued with school iPads.

We are, however, determined to ensure that iPads are only used in lessons when there are clear educational advantages to doing so. We want the iPad to become a useful tool for learning and for setting far more challenging and engaging home learning experiences.

We are aware of the risks associated with using new technology in this way and we have tried to provide detailed guidelines on how we will work, (with your help) to manage these risks as much as possible. Students are also made aware of the risks of using the internet and particularly social media through training provided by both the school and external agencies.

I would be grateful if you would take the time to read this document carefully, and ensure that your son or daughter is made fully aware of all the issues pertaining to the responsible and acceptable use of this new learning tool.

With your support, we can ensure that your son or daughter gains the maximum benefit from using their iPad to support their learning at Sir Thomas Fremantle School.

There are two copies of the attached agreement form. One should be retained by you and the other signed and returned to us. This will then be retained on file.

Students will not be issued with a school iPad until the signed agreement has been returned.

Yours sincerely

D J Lyon  
**Headmaster**

## **Using the iPad responsibly in School**

The following Guidelines have been developed over the last year, through consultation between staff, parents and students. They cover a wide range of potential issues and it is important that all students are aware of the guidelines and their personal responsibility to adhere to them. This should be read in conjunction with our HHED, ICT & Internet Acceptable Use and Anti-bullying policies. These can be found on our website. A hard copy will be provided on request.

### **Health & Safety**

It is important to be aware of the possible health risks of sitting in uncomfortable positions and staring at the iPad for prolonged periods of time.

#### **Students:**

Try to limit the amount of time that you spend using your iPads. Teachers will probably not be using them in every lesson and not for the whole lesson, however if you have been spending a large amount of time doing your home learning on the iPad then please ensure that you take regular breaks and don't then play games for hours after that. Please be aware of the guidelines issued on this and do your best to follow them.

### **Personal Safety**

The likelihood of being approached outside of school by someone trying to steal the iPad is slim, but it is important that all students act safely to limit this risk.

#### **Students**

We recommend that to and from school, iPads are kept in bags even though the temptation to use them whilst waiting for the bus may be great. Follow the usual advice about keeping safe, for example not walking around alone when it is dark and ensuring that an adult knows where you are at all times. If approached and threatened, just hand the iPad over. It is insured and can be tracked. If your work is backed up to iCloud then your work will not be lost. Your personal safety is far more important than the iPad.

### **eSafety**

Many of the eSafety issues that apply to the use of iPads already exist within school and have been addressed in our ICT & Internet – Acceptable Use Policy. We shall continue to address these issues through Assemblies and Guidance sessions and through work with outside agencies.

#### **Students:**

Make yourself aware of the ICT and Internet Acceptable Use policy. By signing this agreement, it is assumed that you have read that policy also. It can be found in the policies section on our website.

Please be aware that any member of staff has the right to look at the content stored on your iPad at any time and this will happen as part of random spot checks to ensure that the iPads are being used appropriately. Please also note that every website accessed and every message, email or other communication via the iPad is recorded.

### **Privacy**

There is a risk that students may be able to pick up an iPad and look at other's work, or access private information on a staff iPad.

## **Students**

Please ensure that your own iPad is locked with a 4 digit passcode. Do not forget this.

Any attempt to look at a fellow student or teacher's iPad will be dealt with very seriously, in line with the current sanctions.

## **Using the Camera**

Issues about photographing staff and students are already covered in other policies, however it is important to be aware that some staff and students are not prepared to have their photograph taken and that permission must always be sought first. Please specifically remember that no photograph of another student or member of staff should be posted on social networking sites or exchanged electronically by students without the express permission of the person involved.

## **Email Etiquette**

Email is likely to become an increasingly popular means of communication between staff and students. It is important that students are aware of the rules regarding this area and do not cause offence or add needlessly to staff workload. Students will only be given a member of staff's STFS work email address.

### **Students:**

Wherever possible, avoid using emails to staff for anything other than emailing work. If you are able to go and find that member of staff personally and speak to them directly then this is always preferable.

Any essential emails to staff, such as those sent to hand in work, should always be politely written. Start the email with Sir/Miss or the member of staff's name and always end with Thank you and your name.

## **Social Network**

At school we use both Edmodo and Facebook. A number of school departments have their own Facebook pages which can be viewed by you once you are 13, in line with Facebook rules. If we become aware that students under 13 'friend' these pages, they will be removed. All students can access and use Edmodo. There are more details about responsible use of social networking within our HHED, ICT & Internet Acceptable Use and Anti-bullying policies. These can be found on our website.

## **Appropriate use in School**

In lessons some teachers will use the iPads more than others. This is likely to vary dramatically throughout the year as some lessons/topics may be more suited to the use of new technology than others.

### **Students:**

Your use of the iPad in school is always at the teacher's discretion. If the teacher hasn't asked you to use the iPad then it should be kept out of the way in your school bag. If the teacher feels that you have not been using the iPad responsibly then they will ask you to put it away and issue a suitable sanction.

## **Break/Lunchtimes**

We want to encourage students to work collaboratively with their iPad in their own time, however we feel strongly that it is essential that students spend time away from the device and take a break.

**Students:**

Please do not use your iPad outside in poor weather. Please also do not spend all lunchtime on it. If staff see you using your iPad excessively, you will be asked to put it away.

**Use at Home**

Teachers will set home learning on the iPad and the usual sanctions will occur if this work is not completed. As currently, the use of any technology in the home is under the guidance of parents.

**Being Prepared**

Lessons will be disrupted if students forget their iPad, or have failed to charge it up overnight.

**Students:**

The iPad must be brought into school every single day and be fully charged. Failure to do so will result in a sanction.

It will generally not be possible to charge the iPad at school. It is your responsibility to make sure this happens before the start of the school day.

**The Case**

The cases provided have been carefully selected for their robustness. Students must not remove the cases or replace them with their own.

**Loss or damage to iPads**

The school will work with parents and students to minimise incidents of loss or damage to iPads because the economic sustainability of the iPads for learning scheme is dependent on us doing so. It is essential that students treat all iPads with care so that financial loss is limited.

If a school iPad is damaged and requires repair, this iPad should be returned to the school and, subject to availability and the cause of the damage, a replacement device may be loaned to the student until the repair is completed. If the damage is so extensive that economic repair is not possible, the student will be issued with a replacement device of a similar age.

Cosmetic wear and tear such as scratches and minor damage to the iPad will not normally be repaired providing that the function of the iPad is not significantly affected.

If an iPad is lost or stolen, parents will be asked to complete a form giving details of the incident and if appropriate, the police will be informed. Subject to availability, a replacement iPad of a similar age to the lost device will be issued.

If chargers are lost or damaged, the school must be informed. A replacement will be provided but the student will be charged. The student should not use their own replacement charger.

Families will be asked to pay towards the cost of replacement or repair if, in our view, it is caused by inappropriate use or lack of appropriate care. This will also apply in the unlikely event that a student is involved in damaging another student's iPad when it may be appropriate to request a parental contribution towards the cost of repair or replacement.

**Faulty iPads**

If an iPad develops a fault it should be brought to school without delay. If a quick solution is not possible, subject to availability, a loan iPad of a similar age will be issued whilst a repair is organised.

## **Ownership**

iPads will remain the property of Sir Thomas Fremantle School until the end of the loan period.

## **Using your own iPad in school**

We currently are unable to allow students to bring their own devices into school. This is something that will be reviewed in the future.

## **Student guidelines for iPads**

### **General**

Students are responsible for good behaviour when using iPads just as they are in a classroom or a school corridor. General school rules apply. iPads are provided for students to conduct learning activities that may include research, production of content and communication with others. Parents' permission is required for the use of iPads in school. Remember that access to devices and the Internet is a privilege, not a right - and that access requires responsibility.

Individual users of the iPads are responsible for their own behaviour and communications. It is presumed that users will comply with school standards and will honour the agreements they have signed.

School networks and storage will be treated like school lockers. Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that stored files would always be private.

During school, teachers will guide students toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

iPads should be looked after carefully at all times. They should not be left in unattended bags and care should be taken not to leave them in bags where they can be stepped on in classrooms, around school or elsewhere.

### **The following are not permitted:**

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, iPads, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources

### **Sanctions**

Violations of the above rules will result in a temporary or permanent ban on Internet use or use of school ICT equipment in general.

Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.

When applicable, police or local authorities may be involved.

**Parent student copy.**

iPads for Learning Agreement

The school has provided iPads and computers with Internet access to help your learning. These rules will keep you safe and help us be fair to others.

- I will only access the systems and my device with my own login and password, which I will keep secret.
- I will take every precaution to keep my iPad safe from theft and damage.
- I will not access another person's device or storage area, or interfere with other people's work or files.
- I will use the iPad for school work and homework.
- I will not waste time in school using the iPad for non-learning activities.
- I will not behave in a way that can cause damage to iPads, ICT equipment or to IT installations.
- The messages I send will be polite and responsible.
- I will not give my home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission.
- I will report any unpleasant material or messages sent to me.
- I understand this report might not be confidential but would help protect other students and myself.
- The school will provide students & parents with a copy of this agreement.
- I will ensure that I bring the iPad to school each day and that it is fully charged at the beginning of the school day.
- I understand that the school may check my files and may monitor the message I send and the Internet sites I visit in school and outside of school.
- I will not download apps other than those approved by my teachers.
- By signing this agreement I confirm that I am happy to receive an iPad mini, case and charger.

Parent's signature \_\_\_\_\_

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

Student's name \_\_\_\_\_

Student's signature \_\_\_\_\_

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

Headmaster



Date: 9<sup>th</sup> September, 2014

## School copy.

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Student's name \_\_\_\_\_

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Headmaster



Date: 9<sup>th</sup> September, 2014