



## ST Mary's Priory Catholic Infant and Junior Schools

### iPad Acceptable Use Policy 2017

#### User Responsibilities

- The iPad screen is made of glass and is therefore subject to cracking and breaking if misused; never drop or place heavy objects (book, laptops etc.) on top of the iPad.
- Users must use protective cases/covers for their iPad.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen.
- iPads are the property of the federation and are to stay in school unless on a school trip/course
- Do not subject the iPad to extremes of temperature.

#### Safeguarding and Maintaining as an Academic Tool

- Users may not photograph any other person without that person's consent
- Photographs of children must be in line with Consent Letter Agreement
- The whereabouts of the iPad should be known at all times.
- It is a user's responsibility to keep their iPad as safe and secure as possible.

#### Prohibited Uses

Images of other people may only be made with the permission of the person, or parents of the person, in the photograph.

The iPad is a school tool designed to enhance classroom practice. It is not for personal use e.g. Facebook or social networking sites and **MUST NOT** be taken off the premises without the permission of the ICT Lead or Head Teacher.

#### Lost, Damaged or stolen iPad

If the iPad is lost, stolen or damaged, the ICT Lead or Head Teacher must be informed immediately

Please read and sign below:

I have read, understand and agree to abide by the terms of the iPad Acceptable Use Policy.

Name:
Signature:
Date:
Asset ID: