iPad Student Acceptable Use Policy

Summary of key policy guidelines

1. Except where specifically stated otherwise, the policies, procedures, and information within this document apply to all iPads used at Brentwood School. All students and their parents/carers will have already signed the School's ICT Acceptable Use Policy. This document represents an addition to that agreement; it does not replace it.
2. Use of mobile devices in class is under the choice, permission and direction of the teacher.
3. Electronic contact & discussions with your teacher **must be respectful and professional at all times** and must only be part of approved school activities.
4. **Do not record sound, video, take photographs in lessons** on any device unless for an activity under the direction and permission of a supervising teacher. Do not upload online, share or broadcast any such content unless given specific permission by your teacher.
5. You must ensure that your mobile device for class use has sufficient battery charge and storage capacity available for downloading school apps and performing educational activities.
6. The iPad insurance policy covers theft and accidental damage, but not loss or malicious damage. **All insurance claims must be reported to IT Support immediately (lease only).**
7. Protect our identities online by **not sharing passwords, not uploading personal details** of you or other Brentwood School users. Regularly check and review your privacy settings on online sites & accounts.
8. **Accessing someone else's computer, phone or tablet or school/online accounts** without that person's permission is forbidden and will be treated seriously under the existing school disciplinary system.
9. Always ensure that your mobile device, tablet device and any online accounts that you use have **passcodes switched on**, and that passcodes are not revealed or shared with others.
10. **Do not upload or share images, videos and other content** that is indecent or could embarrass or harass others, or could break the law.
11. Report any suspicious online sexual approaches or threatening behaviour to your teacher or Form Tutor, and also to the authorities (Child Exploitation and Online Protection Centre, CEOP) where appropriate.
12. **Bullying in any form, including online, is unacceptable. Report any harassment or bullying to your teacher or Form Tutor.**
13. Do not access unsuitable or inappropriate material online.
14. You are expected to organise and **backup** your work effectively using Google Drive.
15. **Copying files** (images, music, videos and text) that are copyright protected is against the law.
16. Do not install software onto the school network, or try to circumnavigate any of the network and ICT controls that are in place.
17. **The school may monitor your use of IT systems and online behaviour** to maintain safety and also compliance with this policy.

iPad Care and Guidance

Protecting our identities online

Be aware that identity theft is an online danger that is increasing, and you should take precautions to prevent this happening. Do not upload or reveal your, your family's or other Brentwood School users' personal details online (e.g. address, phone number, date of birth, financial details, passwords, etc.) Do not upload any images and/or comments that could embarrass you or other Brentwood School users and families – once uploaded it is often difficult, or even impossible, to remove such online content. Be aware that uploading digital photographs taken from a mobile device may reveal your precise GPS location at a given date and time, and therefore may reveal your movements and locations to those you would wish not to know. Avoid using your own photographs to identify yourself online, try to use an avatar or cartoon images instead.

Protecting yourself from Internet dangers

Report any suspicious or inappropriate sexual approaches, messages or similar online behaviour to a trusted adult such as your parent, Form Tutor or teacher; you may also report serious or urgent suspicions to the police by using the CEOP button available on many online chat & social networking sites, or seek help via the CEOP website (Child Exploitation and Online Protection). Do not store, transmit or distribute any inappropriate or revealing images of yourself or others.

The following link to the DfE (Department of Education) briefing note outlines the risks posed by the online activity of extremist and terrorist groups:

The use of social media for online radicalisation

Radicalisation is a process not an event – a process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups. During that process it is possible to intervene to prevent vulnerable people being drawn into terrorist related activity.

Terrorist organisations, such as ISIL, have made extensive use of digital technologies to spread their extremist ideologies and recruit members. ISIL is known to make active use of Facebook, Twitter, YouTube, ask.fm, Instagram, Tumblr, WhatsApp, Kik, SureSpot, and Viber, applications used extensively by many Brentwood School students.

If you are concerned for the safety of a young person at risk of radicalisation, then please speak to someone immediately:

Designated Safeguarding Leads:

Senior School - Mrs Jenkin, Deputy Head Pastoral
Prep School - Mr Holtby, Deputy Head
Early Years and KS1 - Mrs Audas (Head of EYFS and KS1)
Childline, dial 0800 1111
Local police, dial 101 (non-emergency)
Confidential anti-terrorism hotline on 0800 789 321
In an emergency dial 999

For further information regarding Government initiatives to protect young people from radicalisation and being drawn into terrorism visit:

Prevent Duty Guidance
Channel/Prevent General Awareness online training
Prevent Tragedies

Use of chat, blogging and social networking facilities

These, and similar facilities, should be used safely, responsibly and not to excess, and should be accessed at times agreed by your supervising member of staff in accordance with school rules. The school iPad is to be used for accessing blogs and social networks for educational purposes and not for entertainment. You must not use offensive, derogatory, racist, sexist, unpleasant language comments/audio/imagery that could embarrass the school or its users, on any app, chat, blogging, e-mail, messaging, VLE or similar internal or external system. Please ensure that when using any such sites that your security and privacy settings are set to protect the safety and identity of you and your friends. Electronic contact with your teacher must be respectful and professional at all times.

Online bullying

Using apps, e-mail, text, messaging, chat, VLE, social networking, blogging, or any other electronic method to send or publish offensive or untrue messages or post unpleasant comments/imagery that could intimidate, harm, or humiliate other Brentwood School users or their families, is forbidden and could also be breaking the law. This includes 'trolling'.

Staying within the law

What you do or say online is covered by a number of laws, and increasingly people are being prosecuted for offensive and illegal comments made by electronic communications, and on sites such as Twitter, and Facebook, etc., so think before you post online or send. Unauthorised access to IT systems, accessing others' social networking accounts, email accounts etc., without their permission is an offence under the Computer Misuse Act.

General precautions

Only use a clean, soft cloth to clean the screen and keep your iPad in its protective case at all times. Do not exert undue force on any part of the iPad and ensure the iPad is well protected when placed in a bag with other items.

Use of the Internet

Use of the Internet may be monitored where concerns have been raised, and a web-filtering system is in place. You must not access, store or share 'unsuitable' or illegal material on your iPad, or try to bypass our filtering or password security controls. Access to unsuitable content includes: gambling, pornography, promotion of bullying, proxy bypass sites, or sites inciting hatred of a particular group. Any access to unsuitable content, whether intentional or accidental, must be reported to the supervising member of staff and IT Support.

Logons

By logging onto your iPad you agree to the guidelines and policies for ICT use at Brentwood School. You are responsible for any activity that takes place using your school logon or any other password-protected system. Your passwords for the school network and any other online facility must be kept secret and must be changed regularly - you will be required to do so twice a year. Inform IT support if you believe someone has obtained your passwords. Use passwords that are difficult to guess, and do not let anyone see you entering your passwords. It is good practice to have different passwords for different systems rather than the same password for all. Do not log on to an iPad using another person's password, or use such devices that have been left logged on prior to your use. When you have finished a session, exit and close any IT systems and always log off any password protected sites. **Your G Suite for Education logon and password is the same as your school account and will automatically synchronise with any update to your school password.**

iPad identification

Student iPads will be labelled in the manner specified by the school. iPads can be identified in the following ways.

- Record of serial number
- Pupil username displayed on the lock screen

Storing your iPad

When students are not using their iPad, they should be stored in a safe place. It is advised that students take their iPad home every day, to ensure the iPad is fully charged for each school day and to use to support independent learning. iPads should not be stored in a vehicle. If left in school, iPads must be kept in a fully secured locker.

Insurance cover

If there is a breakage please do not attempt to repair the iPad yourself as this invalidates our insurance and warranties.

All iPads are covered by the iCare insurance provided by our reseller Albion Computers Ltd. Devices are insured against theft and limited accidental damage as long as the conditions of the policy are met. Loss or malicious damage is not covered and individuals will be expected to replace or repair devices at their own expense in such circumstances. All incidents related to theft, loss or damage must be reported to IT Support immediately. During the lease, the iPad remains the property of Brentwood School and, therefore, will not be covered by a user's home contents insurance policy. As the cover for accidental damage is limited, the following charges will be made to pupils' fee invoices where the School has to make an insurance claim:

Claim 1 - £50

Claim 2 - £100

Claim 3 + - £200 per claim

Where a School iPad is not returned at the end of the lease term in a condition acceptable by lease company, resulting in a charge on the School, this charge will be passed on to the Pupil's fee invoice.

Software Applications

Applications

The software/apps originally installed by Brentwood School must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications remotely for the use for a particular course. In some cases, the software licence agreement may require that the application be deleted from iPads at the completion of the course. Students will not be able to install non-educational apps onto their device whilst they are enrolled at the School. Applications added by Brentwood School remain the property of the school and **will not** be accessible to students on iPads once they leave the school roll.

iPad Use in School

Use of Mobile learning technologies and school WIFI

The recording of sound, images or video in lessons by pupils is at the direction and permission of the supervising teacher. Do not upload online, share or broadcast any such content, unless given specific permission by your teacher. Mobile devices should have passwords set, not be left out of sight and should be locked when not in use. Use of a mobile device in lessons is at the permission and direction of the supervising teacher. You must ensure that sufficient capacity is available on your mobile tablet device for school educational activities.

Monitoring

Brentwood School has the right to monitor the iPad activity of students to ensure safe and proper use of its IT systems and to protect its members (staff and pupils).

iPads left in unsupervised areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds, the lunch hall, computer rooms, common rooms, the Bean Learning Resource Centre, unlocked classrooms, dressing rooms, and hallways. If an iPad is found in an unsupervised area, it will be taken to Lost Property or the Headmaster's reception. If this occurs, then a student will need to see an appropriate member of staff prior to the device being returned.

Sound, notifications, music and games

Sound must be muted at all times, unless permission is granted by a teacher. In addition, notifications for any apps should be turned off to avoid distractions in class. Music and games should not be played at school at any time unless instructed otherwise by a teacher. Non-educational games are strictly forbidden and will be deleted from a device if discovered. Furthermore, iPads should not be used during break and lunchtimes outside of designated work areas.

Device Management and Backups

Charging

Students are responsible for bringing a fully charged iPad to school each day – a fully charged iPad should easily last an entire school day. Sanctions may be used against those who fail to do so.

Online publication of Brentwood School related information

You must not submit or publish information about Brentwood School, or any of its users or its logo, unless part of an approved educational activity. This includes using apps, microblogging sites such as Twitter, blogging, social networking, personal web pages, VLE, e-mail systems, text, online forums and chat or any other web-based public information and collaboration systems or any app service.

Where information relating to Brentwood School, or its members (staff or pupils), is to be published online, the content must not defame, undermine, misrepresent or tarnish the reputation of the school or its users.

Backing-up work

Files stored on the school network drives are regularly backed up by IT Support, however, it is your responsibility to back up important work by regularly transferring copies home, or storing electronic copies of work in a safe place. If you have lost work on school IT systems, please contact IT Support to attempt recovery of files. You are responsible for the safe storage and backing up of work held on online services and websites. Always keep a copy of material stored in Cloud-based services, as these provide no guarantee of safety or security. The regular use of Google Takeout to backup files stored on Google Drive is highly recommended. Where possible, ensure content stored on your device is stored in Google Drive.

Copyright

You must not copy or store files, documents, music, videos, or any other material where copyright restrictions exist, unless permission by the copyright holder has been given. Any external work that is used by you in your studies and in coursework should be clearly referenced and acknowledged in accordance with Examination Board guidelines. Using copyright material without permission is an offence under the Designs Copyrights and Patents Act. It is recommended that you use Creative Commons' material where possible.

Prevention of viruses

Do not open attachments to emails, or click on links, if you are suspicious or uncertain who the sender is. If you suspect a virus is present on your iPad, please contact IT support.

Liability

Users' work areas are scanned daily for the presence of viruses, and files are automatically disinfected, but the school accepts no liability for any damage caused by computer viruses, however they originate. The school accepts no liability in the unlikely event that damage is sustained to your computer/tablet/mobile device as a result of it being connected to our network. Although our systems offer a very high level of protection, the school can ultimately accept no liability for data loss or its consequences.

Brentwood School
SENIOR SCHOOL

Declaration

By using personal, online and school-provided ICT facilities and systems at Brentwood School, I agree to comply with the rules described in this document and:

1. I understand that the school has the right to take action against me if I am involved in incidents of inappropriate behaviour through my use of ICT in school, and when I am out of school, and where such incidents involve my membership of the school community.

2. I understand that if I fail to comply with this agreement, I may be subject to disciplinary action. This may include: loss of access to facilities, removal of personally owned tablet/mobile/web enabled devices, detentions, suspensions and contact with parents and, in the event of illegal activities, the involvement of the police.

3. I understand that this agreement covers my use of school ICT systems and equipment, and my use of my own equipment in school when allowed (e.g. laptops, tablets, mobile phones, PDAs, cameras etc.). This agreement also covers my use of my own equipment out of school and my use of online facilities when its use impacts on me being a member of the school community.

4. The specifics of this document are subject to change as technology evolves, and I understand that the intent of this document will still apply and further guidance, from time to time, will be communicated to me.

Signed: …………………………………………………………………………………………………

Print Name:………………………………………………………………………………………………

Date: ………………………………………………………………………………………………….