



Thriftwood

Specialising in Business & Enterprise

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# Acceptable Use of iPads Policy

## Thriftwood School and College

November 2018

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**iPads are to be used as an educational tool by both staff and pupils. Portable access to the internet and appropriate use of apps will be used to aid learning motivate and engage pupils; supporting all curriculum areas including development of ICT skills.**

### **Responsibility of all users**

#### **Maintenance and housekeeping**

- Protective covers must be used on all iPads, and care must be taken to prevent damage to the iPad. The iPad must not be disassembled, or any repairs attempted.
- Food and drink must be kept away from the iPads as they may cause damage to the device.
- All pupil and staff work must be removed from the device, and apps closed before the iPad is returned to the ICT suite at the end of a session.
- iPads must be returned to a locked cabinet in the ICT suite, and plugged in to charge, **every** evening.
- Syncing the iPads to iTunes or iCloud will be maintained by the school ICT technician.
- The addition and deletion of apps will be carried out only by authorised personnel.

## **Safeguarding**

- All materials on the iPad must adhere to the Thriftwood Data Protection Policies and the Staff ICT Acceptable Use Policy. Sensitive data and personal files must not be kept on an iPad. Users are not allow to send, access, upload, download or distribute offensive, threatening, pornographic, obscene or sexually explicit materials.
- iPads must not be used for gambling or illegal activities.
- Users must use good judgement when using the camera/video, users may not photograph or video any other person, without those persons' consent or take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of the camera or video in toilets or changing rooms is strictly prohibited.
- The posting of images and videos on the internet into a public forum is forbidden without the consent of the Leadership Team. For further information, please see the Image Use Policy.