



EPSOM

COLLEGE

iPad Policy for Pupils

1. Introduction

Epsom College is committed to using educational technology to improve further the learning experiences and achievements of all pupils and believes that the use of an iPad will enhance everyday learning and teaching.

The aim of this policy is to detail the responsibilities of pupils, parents and staff in ensuring that the College owned iPads are used appropriately and in line with this policy.

This policy applies to all pupil users of iPad hardware and software technology in Epsom College. It applies to all iPads used by our pupils, wherever they are physically located within the school.

It is intended to compliment the school's other relevant policies, including the Policy on Pupils' Use of ICT, Mobile Phones and Other Electronic Equipment and the Behaviour Policy.

2. Key Responsibilities

Pupil Responsibilities

Pupils' are expected to:

- Use Apple iPads in a responsible manner, taking full responsibility for the equipment allocated to them and ensure that it is returned to the College in good condition and full working order;
- Obey all College rules concerning behaviour and communication that apply to iPad or computer use;
- Use the iPad in an appropriate manner, adhering to the rules contained in this policy on passwords, images, the saving of work, internet access, iPad settings, apps and charging, recognising that these rules have been developed to safeguard pupils as well as the school equipment;
- Report any concerns about the iPad itself or material on the iPad immediately to their Housemaster/mistresses, Head of Year or a member of the IT Services Department.

Parent/Guardian responsibilities:

Parents are expected to:

- Ensure that their child keeps their mobile device safe and uses them in accordance with the College procedures outlined below;
- Allow their son/daughter to use their iPad at home to assist them with prep, coursework etc., monitoring and overseeing iPad use within the home setting;
- To ensure their son/ daughter's online safety by supporting the guidance provided by Epsom College.

Staff Responsibilities

Staff are expected to:

- Use the iPad in the classroom where necessary to enhance the teaching and learning experiences for their pupils;

- To monitor any use of iPads in a lesson with the Apple Classroom App;
- To follow all relevant policies and procedures;
- To be excellent role models, displaying good practice and providing leadership in the use of these devices.

If a pupil, parent or member of staff is unclear about their responsibilities they should contact their Housemaster/mistress, Head of Year or the Head of E-Learning immediately.

3. iPad Ownership

The iPad remains property of the College throughout the pupil's time at Epsom. iPads will be issued through the Head of Year and the tutor team of the relevant year group at the start of each academic year. At this time pupils will be reminded of the terms of use of this item of College equipment and sign a document confirming their understanding of these terms of use. iPads shall then be collected in during the final week of the summer term of each academic year to allow for servicing over the summer.

At the start of each academic year each pupil will be issued with the following equipment.

1. College issued iPad
2. College issued protective case (3rd Form pupils will be issued with a keyboard case from September 2019)
3. Charger Plug unit
4. Charger Lightning lead

The College expects a pupil to return all four items at the end of the academic year.

They should be returned in the same condition that the pupil received them. This includes the protective case, which should not be marked or written on, and which should remain on the iPad at all times to protect it from any damage.

Epsom College will have full supervision of all iPads used in school and in particular:

- The College retains ownership of the iPad, case, charger and any apps downloaded onto the iPad;
- The College owns the right to manage all iPad devices using a Mobile Device Management system (MDM).
- The College will provide all required components to ensure the iPad operates effectively in the classroom, including Wi-Fi access;
- The College maintains the right to filter internet content and manage the use and connection of iPad to the College network;
- Teachers will use the Apple Classroom App to monitor iPad use in lessons or preps, particularly in the Lower school;
- Any pupils who use an iPad in the school must sign up and adhere to the terms stated in this Policy, via the iPad Pupil Contract as well as adhering to the wider College Policy on Pupils' Use of ICT, Mobile Phones and Other Electronic Equipment;
- Pupils will not be permitted to use an iPad in school lessons unless it has been configured for use by Epsom College staff;
- Epsom College will have full supervision of the device via the schools MDM. This will include the ability to install applications, software, documents, eBooks on to the device and turn on/off different features at selected times of the day;

- Pupils should not turn off the Wi-Fi or Bluetooth features or place the iPad into Aeroplane mode unless authorised to do so by the College IT Service team.

Sanctions may be issued to pupils who fail to follow these requirements above and the guidance set out in the Epsom College iPad Policy or the Policy on Pupils' Use of ICT, Mobile Phones and Other Electronic Equipment.

4. Taking Care of iPads

Pupils are responsible for the general care of the iPad during the academic year. This year runs from handout at the start of the year to collection at the end of the year throughout term time and holidays.

In the event of any damage to, or loss of, the iPad then **pupils are responsible** for informing the IT Department as soon as possible. In the event that the IT Department believes the damage to be malicious or intentional, then your Head of Year and parents will be informed, and a pupil will be charged for the repair or replacement of the iPad.

Whilst we anticipate that the iPads will show signs of natural wear and tear over the year, all pupils have a responsibility to look after the personal device loaned to them

General Precautions

- iPads must never be left unattended or in any unsupervised area;
- iPads must be kept in secure place during non-lesson times (e.g. break, lunch or games).
- iPads should never be left out alone in the Quad. Any iPad found will be handed into IT Services Department if left lying around anywhere in the College.

Carrying iPads

- A College protective case must be fitted/used with the iPad at all times. This will protect the iPad from normal treatment and provide a suitable means for carrying the device within the school.
- iPads should also be carried in the College zip pocket file you are issued with.
- The screens are particularly sensitive to damage from excessive pressure on the screen. Pupils should avoid placing too much pressure and/or weight (such as folders and workbooks) on the iPad screen. The iPad screens can be damaged if subjected to rough treatment.
- iPads should not be left near to a heater/radiator as this too can damage the screen or iPad casing.
- Pupils should avoid excessive movement of school bags containing iPads, including dropping bags, and are asked to consider carefully where to place a bag if it contains an iPad.

This document details the best practice for using and treating the iPad appropriately. All pupils will receive a copy of this document along with the iPad Pupil Contract at the beginning of each academic year.

Damage to iPads

If an iPad is broken, damaged, lost or stolen it should immediately be reported to the IT Services Department, a Housemaster/mistress or a Head of Year.

As outlined above, it is anticipated that the iPads will show signs of natural wear and tear over the year, but all pupils have a responsibility to look after the personal device loaned to them. Any damage deemed malicious or intentional will be charged for as outlined in the letter to parents on iPad uses.

Careful consideration will be given as to whether a charge for a damage iPad will be levied on a pupil. This decision will be made by the IT Services Department in conjunction with the Head of E-learning. If a parent

believes that a charge is not appropriate, they can contact the Bursar who will make a final decision based on the evidence presented.

Below is an outline of indicative breakages and charges. These prices may be subject to change over the course of the year after publication depending on cost from the College Apple Supplier.

- Replacement iPad - £319
- Replacement Screen – cost depending on model from £35 to £95
- Replacement protective case - £35
- Replacement keyboard case (For 3rd Form pupils only from September 2019) - £80
- Apple charging lightning lead £20
- Apple charging plug £30

As detailed in the letter to parents, should a charge be made they will notified via email from the Head of Year or the Head of E-Learning.

If an iPad is deemed unusable, or requires repair, the College may be able to provide another iPad to use during this time but this will ultimately depend upon the availability of a spare iPad.

Misplaced, Lost or Stolen iPads

If an iPad is misplaced, lost or stolen then the IT Services Department should be informed immediately in order to allow them to track the iPad and locate it. It is for this reason that the Wi-Fi and Bluetooth should never be disabled on the device.

Details of it last position and any relevant information should be given to the IT Services Department, the Housemaster/mistress or Head of Year. If the iPad cannot be traced or found then a pupil may be charged for a replacement device. This will be a decision made by the Bursar after being provided with information detailing the circumstances by which the iPad became lost.

5. Using the iPad in College

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school email messages, announcements, planners, calendars and schedules may be accessed using the iPad. Therefore, pupils are responsible for bringing their iPad, fully charged, to all lessons each day. In addition, pupils are expected to adhere to the following:

- If using the iPad to communicate electronically (e.g. via email) pupils must ensure this is carried out in the correct manner as set out in College policies;
- iPads will be monitored in lessons by teachers using the Apple Classroom App;
- iPads should be charged each evening – see section 5 for further details;
- Pupils should not lend or share their allocated iPad with other pupils unless expressly asked to do so by a teacher in a classroom situation;
- If pupils leaves their iPad at home, they are responsible for getting any assignments, coursework or prep completed as if they had their iPad present.

Spare iPads will not be available to pupils who forget to bring their iPad to school or who fail to charge their iPad. Pupils who repeatedly fail to bring the iPad to school/or maintain a fully charged battery will sanctioned in line with College policies.

6. Charging the iPad Battery

iPads must be in a **fully charged** condition for school at the start of each day. Pupils need to charge their iPads each evening. This may take up to 3 hours to charge the iPad fully.

Pupils are issued with the correct charging equipment at the beginning of each academic year. Pupils are only permitted to use the correct certified Apple iPad charger supplied by the College and should not use any other chargers.

If a pupil does not hand in a certified Apple iPad charger at the end of the academic year they will be invoiced for a replacement. If a pupil breaks, damages or loses a charger then this should be reported to the IT Services Department or their Head of Year, and a new one will be ordered and the pupil will be invoiced accordingly.

At all times the pupils are expected to have more than a minimum of 30% charge on their iPad for lessons.

7. Passwords and Apple IDs

Pupils are expected to take reasonable measures to secure access to the iPad by using a password/passcode or fingerprint ID if supported by the iPad. They are expected to follow the College IT guidelines for creating and changing passwords.

Pupils are prohibited from removing the password from the device or sharing this password with anyone else except their parents, or, if requested, by a designated member of the IT Services Department.

Pupils must not attempt to access other pupil iPads by 'guessing' or trial and error password attempts.

Each iPad requires its own Apple ID. Pupils will follow guidelines and instructions on creating their Apple ID. This Apple ID should be used only on the school iPad. Apple ID information should be kept secure to the pupil, and it is the responsibility of the pupil to recover any lost or forgotten passwords.

The College assigned Apple ID's should not be used on other personal or home Apple devices and are for use only on school iPads.

8. The use of Audio, Imaging, Media, Photographs and Video (Still and Moving) Apps, Hardware or Software and the iPad

Photographs/images stored on the iPad will be in accordance with the College's Policy on Pupils' Use of ICT, Mobile Phones and Other Electronic Equipment. The College reserves the right to randomly check any iPad for unsuitable content. Random inspections by the IT Services Department will take place each half term on six iPads across each year group.

No images or video material taken in school may be uploaded from any device to social networking sites*. (*The only circumstances this may be allowed is if requested for use on a College media platform by a teacher or the Marketing Manager.)

Recording, photographing or filming of classroom teachers and lessons is prohibited unless specifically permitted by the class Teacher.

Recording, photographing or filming of any pupil is prohibited unless specifically permitted by a teacher in class for use in a piece or work or by a pupil consenting to this for use in a piece of work.

The transfer of any media stored on the iPad by any means to another device is prohibited unless specifically permitted by a teacher.

Pupils who do not follow this guidance will be sanctioned in line with College policies.

9. Sound, Music, Games or Apps

The sound must be muted at all times, unless permission is obtained from the teacher for instructional purposes.

Gaming on iPads whilst in school is strictly prohibited at all times and apps on iPads must not violate any terms of this policy or the College's policy on Pupils' Use of ICT, Mobile Phones and Other Electronic Equipment.

Apps provided by the school for school use remain the property of school at all times.

10. Internet access at College

Pupils may only access the internet through the College provided internet access during term time when in school.

Pupils are not permitted to access the internet on their iPad whilst at school via their own mobile connection 3G/4G/5G functionality (or otherwise/ personal hotspotting) as this is unmonitored and unfiltered access.

Equally, as set out in the College's policy on Pupils' Use of ICT, Mobile Phones and Other Electronic Equipment virtual private networks (VPNs) are not allowed to be used with the iPad at any time. Epsom College is not responsible for any material accessed by a pupil in this manner.

11. Home internet access and iPad use

Pupils are allowed to use their iPads at home for schoolwork and set up wireless networks on their iPads to assist them with preps, coursework etc. but it is the responsibility of the Parent/Guardian to monitor and oversee iPad use within the home setting.

Parents/Guardians should be mindful of personal information stored by pupils on College loaned iPads e.g. credit card/bank details/photographs. Epsom College will not accept responsibility for personal data that pupil's store on their iPad.

Epsom College complies with the principles of the GDPR; the College will process data lawfully and fairly and any data held will be kept secure and safe within its managed system. Details of how and why the College collects personal information can be found in the Privacy Notice for Pupils which can be found on the College website.

12. Managing files and saving work

It is the pupil's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

Pupils will be guided through the creation, maintenance of backups and the use of Cloud accounts on the iPad/Office 365 suite and pupils will be responsible for backing up their own work on a regular basis.

13. Software on iPads - Originally Installed Software/Apps

The College will provide software on iPads necessary for schoolwork. The software/apps originally installed by the school must remain on the iPad in usable condition and be easily accessible at all times.

From time to time the College may add or modify software applications for use in a particular course. The College's remote management system monitors all apps that are added and may be flagged if inappropriate apps are added.

Periodic checks of iPads will be made to ensure that pupils have not removed required apps.

14. Inspection of iPads

Pupils may be selected at random to provide their iPad for inspection so they comply with this iPad Policy as well as the policy on Pupils' Use of ICT, Mobile Phones and Other Electronic Equipment.

15. Procedure for reloading or updating software

If technical difficulties occur or illegal software (e.g. non-Epsom College iTunes Apps), is discovered, the iPad will be restored to the default factory settings.

The College does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

Upgrade versions of licensed Software/Apps are available from time to time. Pupils will be expected to download all updates prompted by Apple.

16. iPad identification

Pupil iPads will be labelled in the manner specified by the College.

iPads can be identified in the following ways:

- Serial Number also known as the mobile device management system ID
- The College's UIN (Unique Identifier Number)
- The College will enforce the enabling of Location Services on iPads in order to use the 'Find My iPad' app. This will be used as a security measure to minimise loss or theft. Therefore as stated in Section 2 of this document, Bluetooth and Wi-Fi should not be turned off.

17. iPad security – Safety and Security

The College has invested in a Mobile Device Management system. This MDM system allows Epsom College to do simple things like send out apps and file automatically, to reset passcodes, update software and set restrictions to ensure iPads, when in school, work in accordance with the acceptable use policy.

This MDM system must never be removed from the iPad device. Importantly, it allows the school to protect the data on the iPad, so in the case of the iPad being lost or stolen the iPad can be locked, wiped, tracked and traced.

The College will regularly check that this remains in place the safety and security of the device.

18. Styluses

The College require all students in the 3rd form through to the 5th form to have a stylus for use with their College iPad. Therefore, a stylus has now been added to the College kit list and students will need to provide their own stylus to use as they would a scientific calculator, pen or pencil. Students will be responsible for the stylus, maintaining its working condition and must bring to each lesson. If the student breaks, damages or loses their stylus it is their responsibility to repair or replace this.

The rationale for the introduction of the stylus is to allow greater functionality, productivity and use of College iPads across the curriculum. The styluses will allow students to make more use of the iPads in day to day lessons including being able to annotate, note take and further develop their IT skills across the curriculum.

The document Guidance on Apple Pencils and Styluses, outlines the range of styluses that are available at different price points and with varying functionality.

19. Changes to this Policy

Due to the changeable nature of information and communications technology, this policy will undergo periodic review and as such, the College reserves the right to amend any sections or wording at any time.