THE QUILL C OF E TRUST

Parent/Carer and Pupils Acceptable iPad and iPad Accessories Usage Policy

Version	Date	Author	Changes made:
0.1	04.12.2023	Karl Denton	New Policy
0.2	06.02.2024	Anna Black	Screen time updated from 8am to 8pm
0.3	22.11.2024	Sarah Rostron	Added iPad chargers, cables, case and screen protector into policy Added appendix with costs for iPads, chargers, cables, case and screen protector Add iPad cases and screen protectors Add Clean and hygienic section

All Parents/Carers and Pupils should sign this policy and return to their Class Teacher, or click the following link to complete an online form:

Parent/Carer and Pupils Acceptable iPad and iPad Accessories Usage Policy

Introduction

We are pleased to offer iPad access for all pupils at The Quill C of E Trust. The iPads, iPad charger, iPad charging wire, case and screen protector provided to pupils are the property of The Quill C of E Trust and are intended to promote progress in learning. Students are granted access to these devices for learning activities, under the supervision and guidance of school staff and parents at home.

Purpose

The purpose of this policy is to ensure that the use of iPads and all accessories relating (iPad charger, iPad charging wire, case and screen protector) within the educational setting is conducive to learning, safe, and respectful to all members of the school community.

Vision

Our vision is to build a digital future that is innovative and inclusive, where technology is used as a force for positive change and collective progress. Our goal is to create a digital environment that is accessible and empowering for all, regardless of background or ability. We use individual iPads to enhance our excellent educational offer allowing learners to flourish, raise their aspirations and prepare all for a future powered by technology.

Guidelines for Use

- **Educational Use:** iPads are to be used for educational purposes as directed by teachers, school staff and parents. If pupils take iPads home, they must bring them into school every day fully charged, as it is an essential learning resource. Parents will be contacted and asked to bring iPads into school if their child forgets to bring it in.
- **Respect and Responsibility:** Pupils are expected to treat iPads, iPad chargers, iPad charging wires, cases and screen protectors with care, respect that they are school property, and use them responsibly. They should take care of their iPad and iPad accessories like it's their own. They should keep the iPad and iPad accessories in a safe place when they are no longer in use. Pupils must not put their iPads on the floor or run with them. They must not lose their iPad, iPad chargers, iPad charging wires, cases and screen protectors. iPads and accessories must be placed in a bag for carrying, and must not be treated like a toy, but a learning resource. During lesson times, pupils must put their iPads down and demonstrate that they are ready to learn when teachers request pupils' attention.
- **Clean and Hygienic:** To ensure the cleanliness and hygiene of iPads and their accessories, it is essential that both parents/carers and pupils adhere to the following guidelines. iPads and iPad accessories should be always kept away from food and drink to prevent spills and contamination. Additionally, if these devices are used in areas where animals are present, efforts should be made to avoid exposure to fur and other potential hazards that may damage the iPad and iPad accessories. Regular cleaning of iPads and accessories with appropriate disinfectant wipes is encouraged to maintain a hygienic environment. By following these practices, we can ensure that our devices remain in good condition and safe for use by all pupils.
- **Appropriate content:** Accessing, downloading, or sharing inappropriate or unauthorised content is strictly prohibited. Pupils should not take pictures, videos or recordings of people without permission.
- **Internet safety:** Students must adhere to internet safety guidelines, avoiding websites, Apps, or content that may be harmful or inappropriate. School staff do have the ability to check pupils search history and will be alerted to any inappropriate searches; these will be dealt with according to the school's Behaviour and Safeguarding policies.
- **Screen time:** Staff will ensure that pupils have limited screen time; this will support optimum learning and promote positive pupil wellbeing. Screen time at home will be limited from **8:00am - 8:00pm** which will enable pupils to complete any necessary homework. We ask parents/carers to take responsibility for their child's screen time at home. Where prolonged use may be necessary, we encourage the children to follow the 20-20-20 rule, promoted by optometrists, which encourages users every 20 minutes, to look 20 feet away from their screens for 20 seconds.
- **Data Privacy:** Pupils should not share personal information or use the iPads to access personal accounts without permission.
- **Reporting Issues:** Pupils are encouraged to report any technical issues, damages, or concerns regarding the iPads, iPad chargers, iPad charging wires, cases and screen protectors to school staff promptly. Any problems or damage must be reported to the pupils' class teacher in the first instance.

Returning iPads, iPad chargers, iPad charging wires, cases and screen protectors before leaving the school

All school leavers are required to return their iPad and iPad accessories to the school at least **three** weeks before their final day. During this period, teachers will ensure that all equipment is returned. If any items are not returned, a charge will be made to the parent, and the value will be recovered before the pupil leaves (this charge will cover a like-for-like replacement; please see Appendix 1).

Following the policy
We will ensure that pupils are educated in following the guidelines above. If pupils do not adhere to the policy, then staff will use the school's Behaviour Policy to address any issues that may arise. For more extreme circumstances, parents may be contacted, and in such circumstances the school staff may limit pupil's iPad privileges, temporarily suspend device use, or use other appropriate measures as determined by the school or Trust.

If it is deemed necessary, where the iPad, iPad chargers, iPad charging wires, cases and screen protectors haven't been looked after appropriately, there may be a charge to Parents/Carers to replace or repair the iPad and/or accessories. If a replacement is needed, this needs to be a 'like for like' product from Apple. Details of replacements costs for iPads, chargers/cables can be found in Appendix 1 below.

Parent/Carer Responsibilities
Parents/Carers are expected to review this policy with their child and provide guidance on the responsible use of iPads, iPad chargers, iPad charging wires, cases and screen protectors. They should also support the school in monitoring their child's adherence to this policy.

Acknowledgment
Parents/Carers must acknowledge that they have read, understand, and agree to comply with this Parent/Carer and Pupils Acceptable iPad and iPad accessories policy and support their child to also do the same.

Declaration
I have read The Quill C of E Trust's 'Parent/Carer and Pupils Acceptable iPad and iPad accessories Usage Policy' and understand that, should the applicable rules not be followed, this could result in the school restricting my/my child's iPad use or taking other appropriate action.

Childs Name: _____

Pupil's Signature: _____

Parent/Carer Signature: _____

Date: _____

APPENDIX 1: Costs for replacing equipment (correct as of December 2024)

Item	Cost
iPad	£255.00
Charging Plug	£15.00
Charger Cable	£15.00
Pupil Case	£19.00
Glass Protector	£ 7.00