



Pupil iPad Acceptable Usage Policy

USERS RESPONSIBILITIES

- Cases for iPads are provided by the school and must not be removed or swapped with a different case, as doing so invalidates the insurance policy.
- The iPad screen is made of glass and therefore subject to cracking and breaking if misused or mistreated.
- Never drop or place heavy objects (books, laptops, etc.) on top of the iPad.
- Do not leave iPads on the floor.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen.
- Do not subject the iPad to liquids or extreme temperatures.
- Do not store or leave iPads unattended in vehicles.
- iPads must not be left in insecure areas.
- Users may not photograph any other person, without that person's consent.
- The iPad is subject to routine monitoring by Dunottar School, and the IT department can conduct random checks for any reason at any time without warning to ensure that they are being used appropriately.
- Only apps approved and procured through Dunottar School may be installed on the iPad.
- Do not sign into the iPad using a personal Apple ID account. Only Managed Apple IDs centrally managed by the school should be used. These are linked to your Microsoft 365 account.
- The iPads are provided as an academic tool for work related purposes and should only be used by the person to whom it has been issued.
- The charging cable & power plug supplied with the iPad is the user's responsibility to look after and replace if damaged or lost.
Note: Only Official Apple Charging Cables may be purchased/used with school iPads.
- The iPad Location Services must **always** be turned on.

SAFEGUARDING AND MAINTAINING IPADS AS AN ACADEMIC TOOL

- The whereabouts of the iPad should be known at all times.
- It is the user's responsibility to keep their iPad safe and secure at all times.
- If an iPad is found unattended, it should be handed in to the IT Department or Reception.

LOST, DAMAGED OR STOLEN IPAD

- In the event the iPad is lost, stolen or damaged, the IT Department must be notified immediately.
- The school does have insurance cover in place for theft and accidental damage. For occurrences that fall outside the scope of the insurance the cost of a replacement incurred may be passed on to the parents/guardians. Such cases will be dealt with on an individual basis.
- For stolen iPads a crime reference number must be obtained from the Police and reported to the IT Department within 24 hours, otherwise this will need to be replaced using the student's family insurance.
- The school cannot guarantee that a temporary replacement iPad will be available whilst waiting for repairs/replacements to take place. It is the user's responsibility to ensure that all work is saved onto OneDrive or iCloud storage. The school is not able to recover data from damaged/missing iPads.

PROHIBITED USES (NOT EXCLUSIVE)

- Accessing inappropriate materials – All material on the iPad must adhere to the IT Acceptable Use Policy. Users are prohibited from sending, accessing, uploading, downloading or distributing aggressive, offensive, threatening, obscene, or sexually explicit material.
- Illegal activities – Illegal access to data, data interception, identity theft, social engineering, creation/distribution of malware, fraud, blackmail, child pornography and any other form of cybercrime.
- Financial gain – Use of the iPad or any of the schools IT facilities including the internet to operate a private business or engaging in activity for financial or commercial gain is forbidden.
- Violating copyrights – Users are forbidden from storing copyrighted material on their iPad.
- Cameras – Users must use good judgment when using the camera. The user agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos. Photos should only



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be taken when instructed it is ok to do so by a member of staff.

- Jailbreaking – Jailbreaking is the process which removes any limitations placed on the iPad by Apple. Jailbreaking results in a less secure device and is strictly prohibited.
- Individual users are responsible for the setting up and use of any home internet connections and no support will be provided for this by the school.
- Users should be aware of and abide by the guidelines set out by the Schools Filtering and Monitoring and ICT Acceptable Use Policies.
- It is forbidden for any photos and videos to be published online without Dunottar School consent.

MONITORING / CONFIGURATIONS

- iPads are configured and monitored by IT Support using Mobile Device Management software. It is possible for the IT Department to obtain data/usage reports at any time on a particular iPad. These configurations and settings are centrally controlled and cannot be removed from a Dunottar iPad.
- The school reserves the right to access and inspect the contents of your email account and personal folders for any reason and at any time without warning.
- Users should always install the latest iPad OS and App updates when they become available. This will help keep the device secure as well as enabling the latest features.
- You are reminded that the use of ICT in school is a revocable privilege and not a right. Where the rules are broken and/or misuse has occurred you might lose the right to use ICT in school and/or face sanctions. For serious breaches the involvement of the police may be necessary.

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I have read and agree to the Acceptable Use of Technology for Students – iPad Usage Policy with my son/daughter.

Pupil's Name: _____

Pupil's Year: _____

Parent/Guardian Signature: _____

Date: _____