

St Margaret's Primary School
Falkirk Council iPads
Acceptable Use Policy



Rationale

St Margaret's Primary School is committed to moving pupils forward in a 21st Century learning environment. As part of this plan, pupils in P6 and P7 have been provided with an iPad through the Connected Falkirk Programme. With **classroom teacher approval**, students may use the tools and apps loaded on their devices and access information from the Internet in order to aid classroom learning. The link below will take you to the Frequently Asked Questions page for Connected Falkirk.

<https://www.falkirk.gov.uk/services/schools-education/school-life/connected-falkirk.aspx#willschoolshavesparedeviceswhataboutbreakages>

Falkirk Council ICT acceptable use policy for pupils can also be found in the policy section of our school website. [St Margaret's Primary School - School Policies \(st-margarets.falkirk.sch.uk\)](http://st-margarets.falkirk.sch.uk)

Terms and Conditions

Pupils in P6 and P7 should bring their device to school each day.

Devices must be brought to school each day with a minimum of 50% charge.

Please share this policy with your child at home and complete and return the tear off slip attached.

- ☐ I will keep my device in a designated place until I am given permission to use this in class for learning.
- ☐ I will only use my device in the classroom under adult supervision. Devices are not permitted in the corridors, dinner hall, playground, cloakroom areas or toilets. This includes before school starts (iPads should be kept in schoolbags until pupils are in class) and during wet break/lunchtimes.
- ☐ If I take my device outside for outdoor learning (with the teacher's permission) I should ensure I have a safety cover for my device before I take it outside.
- ☐ I can only go online/use the Internet at school when a teacher gives permission and an adult is present.
- ☐ I will tell a teacher or parent at once if I see web pages or content that is offensive or scares me.
- ☐ I will not share any personal information (address, DOB, telephone number etc) whilst online/using apps.
- ☐ I will keep my passcode safe.
- ☐ I will let my teacher know if I have forgotten my passcode and not re-enter multiple times as this can cause the ipad to lock and reset.
- ☐ I will not use the Internet to download music, pictures, or any other files without permission from the class teacher.
- ☐ I will only use the camera and microphone if permitted to do so by a teacher.
- ☐ I will **not** take photographs/video of other pupils or adults.
- ☐ I will not use the camera to take inappropriate photographs or videos, nor will it be used to embarrass anyone in any way.

- ☐ I will only AirDrop content to another pupils iPad if instructed by a teacher.
- ☐ I will not accept any content via AirDrop unless instructed to by a teacher.
- ☐ I will only access video content if permitted to do so by a teacher for educational purposes.
- ☐ I will not use my device to share copyrighted files.
- ☐ I will not use my device to send/receive **personal** emails or messages during school hours or on school property.
- ☐ I will ensure that any emails or blog posts are polite, sensible and responsible.
- ☐ I will not send or display offensive or inappropriate messages or images.
- ☐ I will not insult another user on the internet.
- ☐ I will not trespass into other users' email or social media accounts.
- ☐ I will do my best to ensure the safety and care of my device.
- ☐ I will ensure I have a means of identifying my device as other students in the class have similar devices.
- ☐ **I will only utilise my device during teacher authorised times for educational purposes.**

Consequences

We have procedures in place to ensure the safe use of student devices.

If children break any of the terms and conditions above the device will be confiscated for a period of time agreed by the class teacher. A further breach will result in the iPad being removed for a longer period of time and parents/carers will be contacted.

Pupils are required to bring their iPad to school each day for learning. If they forget they will be given a reminder. Pupils who repeatedly forget to bring their iPad will keep it in school and not be allowed to take it home.

- ☐ I understand that if I break any of the above rules the consequences outlined above will be put in place.
- ☐ I will report any loss or damage to the iPad to my teacher as soon as possible.
- ☐ If I continue to forget to bring my device to school I will not be allowed to take my device home.

Please return the tear off slip below prior to your child being re-issued with their iPad.

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Pupil's full name:

Class:

Pupil Signature:

Parent Signature:

Date: