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# Guidelines for iPad Usage

These guidelines are to make sure your child understands the rules for looking after their Digital Mobile Device. Please read through the information below with your child and make sure he/she understands it.

## Your responsibilities:

- It is your responsibility to keep your device safe and in good condition. The device provided is fairly robust but could be damaged if you drop it or knock it into walls, desks etc. or if you throw it around in your bag.
- When carrying, it is essential to look after and respect this valuable resource. We are privileged to have access to this technology to enhance learning. You must always carry your device in its protective case. This will protect it from damage when travelling to/from or moving around the school.
- You should always be aware that just like you, all other students have fragile and very valuable devices in their bags. With this in mind, bags should not be thrown or pushed into other students' bags in the corridor or in the playground.
- Keep your device secure at break/lunch or during PE by using the lockers provided or in your own locker.
- Every student should always ensure they place their device securely on the desk when in class.
- You must bring your device to school fully charged every day.
- It is your responsibility to safeguard your work. Save everything onto your network 'My Documents' via the Documents app, utilise free cloud technology such as One Drive. If you do not know how to do this then find out! The Digital Leaders are available to help you.
- Keep the device away from liquids that could damage it.
- Keep your device's 'passcode' secret and change it regularly. (You are responsible for remembering it, we cannot recover it without resetting the device which means wiping it!)
- Be sensible about where, when and how you are using the device. For example, it is not sensible to have it on display whilst travelling to and from school, keep it in your bag.
- Sometimes your teachers might ask you to put your device to one side; you must respect that and do so immediately.
- When using it at home respect your parent's/guardian's rules in the same way you respect the school rules – if they ask you to put it away then do, if they say you cannot use it in your bedroom then don't!

## The Rules:

- The school reserves the right to examine the device at any time and carry out any changes deemed necessary to allow it to operate efficiently and securely.
- The devices are insured against accidental damage but there is a charge of £50, which your parents will have to pay if the device is damaged and needs to be repaired. If you damage your device deliberately then this will not be covered by the insurance and your parents will have to pay for the repair/replacement.
- Do not leave your device unattended. If you are not using or carrying it, it must be locked up either in your locker or one of the school's pin-code lockers. Please note these can only be used during PE/extra-curricular sports. If your device is stolen whilst unattended, the insurance will not pay for it and your parents will have to replace it at their own expense.
- Any damage or problems with your device must be reported to the IT Department, who can be found in room 34, in the first available break.
- Do not remove any software installed by the school.
- Do not remove the management profile that has been installed on the device.
- Do not install any software for which you do not have a valid licence - this is illegal.
- Do not attempt to 'jail-break' the device. Doing so will invalidate the warranty and insurance.
- Never shut the case with anything between the screen and the case as this will scratch/break the screen. It is also essential that nothing is jammed into any of the sockets as this could break the socket.
- Do not attempt to personalise or vandalise the device or the case as this will mean any damage will not be covered by insurance and you may have to meet the cost of repair. The cost of a replacement case is £20.
- Do not remove the name and security stickers that have been placed on the device.
- Avoid tightly wrapping up the charger cable or pulling it hard as this will expose the cables and make the charger dangerous to use. This sort of damage will mean you will need to buy a new charger as it will not be safe to use, as any exposed cables will mean you are at risk of receiving an electric shock. The cost of a new charger plug is £10 and a new charger lead is £7.
- If a device is damaged more than twice in a 12 month period or more than four times in total, the insurers reserve their right to turn down the claim. There is a limit of 3 claims for a screen repair per iPad. If this applies, then individual students will be responsible for meeting the full cost of the repair.
- You must submit the device willingly for periodic health checks and updates.
- You must adhere to the mobile device policy and not use your device between 8.50am and 3.25pm other than in the allocated Tech Zones.
- Don't download games and social media apps as you will not be able to use them on the device – although the app store will still allow you download any apps only 'white-listed' apps will open on the device (even if you've spent money on one!) You can put an app forwards to be 'white-listed' by emailing a link and a brief reason to helpdesk@sjb.surrey.sch.uk, however there is no guarantee it will be added!
- There are help guides and videos on the Helpdesk that cover many common functions.
- In the event of a dispute regarding the interpretation of the wording of this policy, the IT Manager's decision will be final.