



PUTNEY
HIGH SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST

iPad Agreement (Senior Students)

iPad Agreement Policy

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iPad Agreement – Senior Students

The following guidance is aimed at supporting girls to take care of and use their iPad to the best of their abilities in a safe and responsible manner. It is designed to be positive, and should not be seen as an exhaustive list of rules. Girls should always use any digital technology in ways which are productive, legal, kind and sensible, and under the GDST Acceptable User Agreement.

Using your iPad

- iPads are intended for use at school each day. Students are responsible for bringing their iPad to all lessons unless specifically instructed not to do so by their teacher. If students leave their iPad at home, they are responsible for getting the work completed as if they had their iPad present. Unless specifically advised, students are encouraged to use their iPad during lessons to assist their personal learning in that specific lesson. The iPad should only be used to enhance the learning experience and should only be used in public areas of the school.
- For the consideration of others, all sound and music must be muted (or played via earphones/headphones) at all times unless permission is obtained from the teacher. Students are responsible for carrying earphones or headphones at all times.
- Photographs/images and video/audio recordings of an appropriate nature may be taken with the iPad. Photos and video or audio recording of staff or other students may only be taken with their prior permission; this applies to material recorded inside and outside of school.
- Where provided, all students must use their Managed Apple ID (a.name@putneyhigh.gdst.net) on their school iPad. This provides 200GB storage space.
- Students are responsible for backing up all work on the iPad and it is recommended to use online storage rather than saving directly on to the iPad. Any work done on Pages, Keynote, and Numbers should be saved to iCloud. Any work done on Word, PowerPoint or Excel should be saved to OneDrive. We would recommend backing up of photos to iCloud or Google Photos.
- Students are encouraged to use their iPads at home, as part of their learning or as an extension of it. Parents/Guardians, of course, have the right to control iPad access at home.
- Students can connect to wireless networks on their iPads including at home. Parents are responsible for the content viewed on the device when not connected to the school network.

- All students may take iPads on day trips, for research, to document their experiences, and to otherwise enrich their learning beyond the classroom. Students in Years 7-11 may only take iPads on residential trips with the explicit consent of both parents and the staff member in charge of leading the trip. However, due to the current limitations of the devices in terms of setting restrictions and controlling privacy settings outside the school network we cannot take responsibility for the girls' use of iPads and the content that they may be exposed to while away and so reserve the right to remove the devices if deemed necessary.
- Putney High School has a curated App Store called Self Service, with over 300 apps which are used by the pupils for the benefit of their learning in and out of the classroom. The 'normal' App Store is not available as part of the online safety agenda but girls can request any apps they think will benefit the school on the request form found on the front page of Firefly.

Looking after your iPad

- We have invested in market-leading protective cases for the iPads, which should be used at all times. In order not to be charged for a replacement on return, students should not deface the iPad or its case in any way. When not in use at break and lunch, the iPad should be safely stored in a locker.
- iPads that malfunction or are damaged must be taken to the IT Team immediately for investigation. If the iPad has been damaged in some way then an '*Electronic Device Statement*' must be completed. If the iPad needs to be left with the IT Team for further action, then depending on availability, a loan iPad will be issued.
- iPads that have been stolen must be immediately reported to the IT Team for tracking and locating. In all such cases an '*Electronic Device Statement*' must be completed. If loan iPads are available then one of these will be issued. In the event of theft, you must report it to the police. You will need to obtain a crime reference number and the details of the officer and station that you reported this to. Claims which are submitted without a crime reference number will not be accepted.
- iPads that are lost must be immediately reported to the IT Team for tracking and locating. In all such cases an '*Electronic Device Statement*' must be completed.
- Students are responsible for their iPad and all peripherals supplied with it such as charger plug and cable, and are expected to return them at the end of the lease period for upgrade, or when they leave school, in reasonable condition.
- In the event of damage, the cost of the repair will be passed on to parents.
- The school cannot subsidise the cost of a lost iPad; in this instance the responsibility falls entirely on the parents/guardians to pay for the replacement of the lost iPad and case.

Misusing your iPad

- Individuals or a group of students may be selected at random to provide their iPad for inspection. If a student's device is requested for an inspection, passwords to unlock device must be provided. We reserve the right to confiscate the device for any reason at any time if deemed appropriate by a member of staff.
- The misuse of iPads will be sanctioned in line with the behaviour policy and can include removing the privilege of having an iPad and restrictions on use. These are at the discretion of the Director of IT and Digital Learning.

IT Student Pledge

1. I will take excellent care of my iPad and all digital technology provided to me.
2. If my iPad is damaged, lost or stolen, I will report it immediately to the IT office.
3. I understand the iPad is my responsibility and I will not loan it to other individuals.
4. I will bring my charged iPad to school every day and will use it in ways that are responsible, safe, appropriate, and meet Putney High School's expectations.
5. I understand that my iPad is subject to inspection at any time, without notice and I will provide the iPad passcode to staff or my parents, immediately upon request.
6. I understand that the school iPad is not a private device, and its contents, photos and data remains the property of the Putney High School.
7. I will not use technology to bully, harass, harm, or spread lies or misinformation about others.
8. I will only use digital technology to access, submit, post, publish or display material that is legal, true, non-threatening, free of offensive content, and does not hurt someone's reputation.
9. I agree to return the iPad, case, power cable and plug in good working condition when requested and I understand I will be charged at cost rate if I do not return them.

Students and Parents will be asked to read and sign this document electronically.