



# SHANKLEA PRIMARY SCHOOL

## Parents and Carers Leased iPad Acceptable Use Policy

Policy Control Details			
Date policy approved:	September 2018		
Prepared by:	Senior Leadership Team	Signature	Date
Approved for issue by:	Gareth Pearson	Signature	Date
Review period:	1 year		
Review required by:	September 2019		
Responsibility for review:	Performance Improvement Committee		

## Parents and Carers Leased iPad Acceptable Use Policy

The purpose of the use of personal devices at school is as a communication aid and educational tool. Using the device for personal reasons should only take place after express permission has been given from a teacher or other member of staff.

Every effort will be taken by staff to take care of and monitor the whereabouts of pupils' own personal ICT devices, however, please note there are no secure facilities provided at school to store personal ICT devices, and the school cannot be held liable for loss or damage to them. Parents should therefore check the device has come home with the child at the end of each school day and that there is no damage to it. Any problems should be reported as soon as possible either by telephoning the school, by email or text. Technical problems should be raised with the Jigsaw contact whose details are provided on your lease agreement.

Any digital images of pupils and staff which are present on a pupil's ICT device are considered personal data and are covered by the Data Protection Act. This means that the image must be processed in line with data protection principles, for example using or sharing it without permission. Parents must therefore undertake on the pupils behalf that they will not distribute pictures or video or any other material relating to pupils or staff without prior written consent from the school or the parents or guardians of the pupil/s concerned (distribution can be as small as emailing/texting to one other person or as large as posting image or video online).

Parents must check the personal ICT device daily for basic Health and Safety compliance to ensure it is free from defects and that the device battery is charged. It is important that parents ensure the device battery is able to hold a sustained charge as device chargers are not permitted in school as they will have not been PAT (Portable Appliance Tested) checked for safety by the appointed Northumberland County Council contractor.

The use of a personal ICT device at Shanklea Primary School encompasses the same rules and responsibilities set out in the "Pupils Acceptable Use Policy". This must have been agreed to, signed and returned to the school prior to approval being granted to bringing in a personal ICT device.

## Bring Your Own Device (BYOD) Agreement Form

*Disclaimer – please read carefully*

Shanklea Primary School accepts no liability in respect of the loss/damage to personal ICT devices while at school or during school off-site activities. The decision to bring a personal ICT device into school rests with the pupil and their parent(s)/guardian(s), as does the liability for any loss/damage that may result from the use of a personal ICT device in school. It is a condition of agreeing to allow pupils to bring in personal ICT devices into school, that the parent/guardian countersigning the permission slip accepts this disclaimer.

- I have read the Parents and Carers Leased iPad Policy and give approval for the use of a personal ICT device in school.
- I understand that the school accepts no liability in respect for any personal ICT device used in school by a pupil. I understand and accept the disclaimer.
- I have received a copy of the school's "Pupils Acceptable Use Policy" and understand that all the rules and responsibilities outlined within it also apply to the pupil's own personal ICT device.
- I will go through the "Pupils Acceptable Use Policy" with my child and get them to sign it and return it to school. I understand that it will not be possible to use the personal ICT device in School until the signed form has been received by school.
- I have received a copy of the school's "Parents and Carers Acceptable Use Policy" and will sign it and return it to school. I understand that it will not be possible to use the personal ICT device in School until the signed form has been received by school.
- I understand that if any rules within the school's "Pupil Acceptable Use Policy," "Parents and Carers Acceptable use Policy" or those within the BYOD Agreement, are broken there may be sanctions. This may include loss of access to the school network / internet, parents informed and the loss of permission to bring your personal ICT device into school.
- I have read and understand that any digital images of pupils and staff which are present on a pupil's ICT device are considered personal data and as such are covered by the data protection act. I undertake that such images will not be used or shared in any form without prior written consent from the school or from the parent or guardian of the pupil(s) involved.

**I have read, understood and will comply with the Parents and Carers Leased iPad Acceptable Use Policy.**

Child's Name..... Class.....

Parents Name.....

Parent/Carer's Signature..... Date.....

