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# HARROGATE GRAMMAR SCHOOL

EXCELLENCE FOR ALL

## **Harrogate Grammar School iPads for Learning Agreement**

**January 2018**

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## Dear Parents/Carers

Thank you for supporting our iPads for Learning scheme, which we feel sure is of great educational benefit to all our students.

We are determined to ensure that iPads are only used in lessons where there are clear educational advantages of doing so. We want the iPad to be a useful tool for learning and for setting far more challenging and engaging home learning experiences.

We are aware of the risks associated with using new technology in this way and we provide detailed guidelines in this document on how we will work (together with your assistance) to manage these risks as much as possible.

I would be grateful if you would take the time to read this document carefully, and ensure that your son or daughter is made fully aware of all the issues relating to the responsible and acceptable use of their new learning tool.

With your support we can ensure that your son or daughter gains the maximum benefit from using their iPad to support their learning here at Harrogate Grammar School.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Richard Sheriff', written in a cursive style.

Richard Sheriff  
Headteacher

## **2. USING THE IPAD RESPONSIBLY IN SCHOOL**

**The following Guidelines have been developed through consultation between staff and students. They cover a wide range of potential issues and it is important that all students are aware of them and of their personal responsibility to adhere to these guidelines.**

### **Health & Safety:**

It is important to be aware of the possible risks to health of sitting in uncomfortable positions and staring at the iPad for prolonged periods. The school has conducted a survey into incidents of musculoskeletal issues since the original iPad scheme started in 2012 and also works with a local Registered Ergonomist and Osteopath, David Annett with regard to advice on best use.

#### **Advice for Students:**

Try to limit the amount of time that you spend using your iPads.

Teachers will not be using them in every lesson and not for the whole lesson. However, if you have been spending a large amount of time doing your home learning on the iPad then please ensure that you take regular breaks and do not continue to then play games for hours after that.

Please be aware of the guidelines issued on this and do your best to follow them.

### **Personal Safety:**

The likelihood of being approached outside of school by someone trying to steal the iPad is slim, but it is important that all students act safely to limit this risk.

#### **Advice to Students:**

Ensure that the iPad is kept in your bag when walking to and from school. Follow the usual advice about keeping safe, for example not walking around alone when it is dark and ensuring that an adult knows where you are. If approached, just hand the iPad over. It can be tracked and deactivated. If your work is backed up to iCloud then your work will not be lost.

### **eSafety:**

Many of the eSafety issues that apply to the use of iPads already exist within school and have been addressed in our eSafety Policy. We shall continue to address this issue through Assemblies and Guidance sessions and deal with any incidents that occur in accordance with our current Positive Achievement system.

#### **Advice for Students:**

Make yourself aware of the ICT Acceptable Use policy, which is attached to this document.

Please be aware that a member of staff has the right to look at the content stored on your iPad at any time and this will happen as part of random spot checks to ensure that the iPads are being used appropriately.

### **Privacy:**

There is a risk that students may be able to pick up an iPad and look at each other's work or access private information on a staff iPad.

#### Advice for Students:

Please ensure that your own iPad is locked with a 4-digit passcode, but that your home screen has your name and form written on it (so that the iPad can be returned to you if lost).

Any attempt to look at a fellow student or teacher's iPad will be dealt with very seriously.

#### **Using the Camera:**

Issues about photographing staff and students are already covered in other policies, however, it is important to be aware that some staff and students are not prepared to have their photograph taken and that permission must always be sought first.

#### **Email Etiquette:**

Email is likely to become a key means of communication between staff and students. It is important that students are aware of the rules regarding this area and do not cause offence or add needlessly to staff workload.

#### Advice for Students:

Wherever possible avoid using emails to contact staff. If you are able to go and find that member of staff personally and speak to them directly then this is always preferable.

Any essential emails to staff, such as those sent to hand in work, should always be politely written. Start the email with Sir/Miss or the member of staff's name and always end with Thank you and your name.

#### **Using the iPad Appropriately in School:**

##### In Lessons:

Some teachers will use the iPads in lessons more than others. This is likely to vary dramatically throughout the year as some lessons/topics may be more suited to the use of new technology than others.

#### Advice for Students:

Your use of the iPad in school is always at the teacher's discretion. If the teacher has not asked you to use the iPad then it should be kept out the way, safely, in your school bag. If the teacher feels that you have not been using the iPad responsibly then they will ask you to put it away and issue a suitable sanction.

#### **Break/Lunchtimes:**

We want to encourage students to work collaboratively with their iPad in their own time however we feel strongly that it is essential that students spend time away from the device and take a break.

#### Advice for Students:

The iPad should not be used outside, in the Hub, or in the Hall at break or lunchtime.

The only time it is acceptable is in the Learning Resources Centre or in the event of a wet break/lunch provided it is being used sensibly within a classroom.

### **Use at Home:**

Teachers will set home learning on the iPad and the usual sanctions will occur if this work is not completed.

The use of any technology in the home is under the guidance of parents.

### **Being Prepared:**

Lessons will be disrupted if students forget their iPad or have failed to charge it up overnight.

#### Advice for Students:

The iPad must be brought into school every single day and must be fully charged.

Failure to do so will result in the Positive Achievement system being applied in the same way that it is for missing equipment.

It is possible to charge the iPad in the Learning Resource Centre but there are limited resources to do so. It is your responsibility to make sure this happens at the start of the school day.

### **Using your own iPad in school**

Those families who have decided to use their own iPads in school are subject to the same guidelines for appropriate use as those who are using a school iPad.

However, the school cannot take responsibility for any loss or damage to these devices and parents should make their own arrangements if they wish their own iPad to be insured or repaired.

Please see our iPads for Learning web pages for further information for those supplying your own iPad. A list of core Apps and details of the cost of the discounted Apps Bundle option is on the website under Other Information for Parents.

### **Student guidelines for iPads**

#### **General:**

Students are responsible for good behaviour when using iPads, just as they are in a classroom or a school corridor. General school rules apply.

iPads are provided for Students to conduct learning activities that may include research, production of content and communication with others.

Parents' permission is required for the use of iPads in school. Remember that access to devices and the Internet is a privilege, not a right and that access requires responsibility.

Individual users of the iPads are responsible for their own behaviour and communications. It is presumed that users will comply with school standards and will honour the agreements they have signed.

School networks and storage will be treated like school lockers. Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that stored files would always be private.

During school, teachers will guide Students toward appropriate materials.

Outside of school, families bear responsibility for such guidance, as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

**Advice for Students:**

**The following are not permitted:**

- 1. Sending or displaying offensive messages or pictures**
- 2. Using obscene language**
- 3. Harassing, insulting or attacking others**
- 4. Damaging computers, iPads, computer systems or computer networks**
- 5. Violating copyright laws**
- 6. Using others' passwords**
- 7. Trespassing in others' folders, work or files**
- 8. Intentionally wasting limited resources**

**Sanctions:**

1. Violations of the above rules will result in a temporary or permanent ban on Internet use or use of school ICT equipment in general
2. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour
3. When applicable, police or local authorities may be involved

### **3. LOSS OR DAMAGE TO IPADS:**

#### **The Case:**

We will provide a case for all new iPads. The case is designed to protect the device and it is vital that the case provided is kept on at all times. Damage sustained to an iPad whilst the case is not on will not be covered for repair under the iPad Cover Terms and Conditions. In these instances, the full cost of repair will be required before the iPad is returned to the student.

Replacement cases are not provided as part of the scheme. Should an iPad case require replacing there will be a mandatory additional charge for this (over and above any damage charge if the iPad is repaired at the same time).

**If you replace the iPad case yourself and damage is sustained to the iPad, then we reserve the right to charge the full repair cost before the iPad is returned to the student if it is not deemed to be as robust as the school provided case.**

#### **The Charger and Charging Cable:**

Replacement chargers are not included as part of the scheme. We do not hold a stock of replacement charging plugs or charging cables but these are easily purchased from an Apple Store.

#### **Damage Requiring Repair:**

It is essential that students treat their school iPad with care so that financial loss to both the school and Parent/Carer is kept to a minimum.

We appreciate that accidents will happen. Should a school iPad be damaged and require repair it should be returned to Network Services in the first instance together with a completed iPad Damage/Fault Report form. This form can be found on the school iPads for Learning web pages.

This form needs to be signed and completed by the Parent/Carer (or student if in Sixth Form) then submitted to the Year Manager (Student Support Manager in Sixth Form) for approval before being taken with the iPad to Network Services with proof of payment of the iPad Repair Charge.

If the damage is covered under the 1-year manufacturer's warranty then no charge will be made to Parents/Carers and the iPad Damage charge will be refunded. (Warranty does NOT include broken screens, damaged ports or LCD connectors).

Should the iPad be uneconomical to repair the student will be issued with a replacement used device of a similar age and model.

Should the iPad be damaged deliberately, damaged without a case on, or lost or stolen whilst unattended, it will not be covered for repair and the full cost of repair/replacement will be payable to the school before the iPad can be returned to the student.

Should a student damage another student's device then the Parent/Carer of the child who damaged the iPad will have to pay the damage charge.

Should an iPad be damaged more than 3 times then you will be asked to leave the school scheme and be provided with a school-controlled iPad for use during the school day and is not allowed home. Students with a school-controlled iPad status are excluded from joining any new iPad scheme.

We use a reputable and reliable repair company for all our repairs at a competitive price. The quality of the repair cannot be guaranteed elsewhere and could lead to extra additional cost to the school. Therefore, if the school iPad is repaired by anyone other than the school's own repairers you will be asked to leave the school scheme and a school-controlled iPad will be issued for use during the school day. This will need to be collected and returned to the designated drop off/collection point at the start/end of each day.

All iPads are photographed at the point they are handed in to Network Services and before they are sent off for repair. It can be obvious, therefore, if an iPad has been taken out or damaged without its case, repaired elsewhere, or deliberately damaged.

#### Advice for Students:

Where another student has damaged your iPad it is very important that as much detail as possible is put on the Damage/Fault Report Form, including the name of any student or member of staff we can contact to check your version of events. If the incident can be confirmed then the other student will be charged for the repair.

#### Repair Times:

It is planned that iPads will be returned back to the student as soon as possible, and the time a student is without an iPad will be minimised. No temporary iPad will be supplied for a normal repair.

Where an iPad needs to be sent off to Apple under warranty, this will take much longer. In these cases, a student will be issued with a temporary device until it is returned.

Cosmetic wear and tear such as scratches and minor damage to the iPad will not be repaired providing that the function of the iPad is not significantly affected.

#### Loss or Theft of an iPad:

The iPad will have FindMyiPhone installed on it and will have an Activation Lock. It is important that this is not removed from the iPad as it means the iPad cannot be tracked and wiped if necessary. Please follow the advice below if the iPad is lost/stolen.

If an iPad is lost or stolen, parents will need to complete an iPad Damage charge providing full details of the incident and the Police Incident No (if applicable).

**NOTE: iPads lost or stolen whilst unattended are not covered under the scheme and you may be asked to leave the scheme or pay the full cost of a replacement iPad.**

Subject to availability, a replacement used iPad of a similar age and model to the lost device will be issued.

#### Advice to Students/Parents and Carers:

If you believe your iPad to be lost, please go onto FindMyiPhone in the first instance and click Play Sound. This will give an audible noise to help you locate your device.

If you are unable to locate it via the audible sound, please put the item into Lost Mode.

If you are certain the iPad has been stolen or the loss will be permanent, please Erase the iPad immediately. You will be able to retrieve your work on your replacement device from your last Back Up.

**If your iPad is lost or stolen then a double iPad Damage Charge will be levied to Parents/Carers, payable before a replacement is issued. Where the loss is NOT covered under the Repair Cover T&Cs additional charges will apply, payable immediately**

### **IPads for Learning – Donations:**

The school relies on ongoing direct debit donations over the full term of the scheme - 36 months for Lower School and 20 months for 6<sup>th</sup> Form - to make the iPads for Learning Scheme sustainable.

The current scheme is based on a voluntary donation of £12 per month donation per student for Lower School and £17 per month for 6<sup>th</sup> Form through the **Learning Foundation**, our charitable partner who manage the collection of donations on our behalf.

Payment for damage repairs will be payable directly to the school in advance of any repair taking place. This will be via the online payment system under “iPad Repairs & Misc Costs” This scheme requires you to pay £50 each time it is submitted for repair.

Monthly donations are made through the Learning Foundation, not the school. Please contact the Learning Foundation with any changes to your payment method or banking details as soon as they change, or with any payment queries.

No one will be excluded from the programme for financial reasons. However, we do have limited resources for financial assistance. In these circumstances, please contact Michelle Lister, Financial Administrator for the iPad schemes, in advance of signing up to the scheme at [ipads@harrogategrammar.co.uk](mailto:ipads@harrogategrammar.co.uk) to discuss the options available.

### **iPad Ownership:**

The iPad remains the property of Harrogate Grammar School at all times and must not be deliberately damaged, defaced, or jailbroken or removed from its case.

At the end of the scheme we plan to offer eligible students the opportunity to purchase their device by making a payment to the school reflecting the market value of the iPad at that time. iPads sold at the end of the scheme are bought “As Seen” and responsibility for repair, maintenance and insurance will transfer at the point of purchase.

**It is not possible to purchase the iPad from us if you leave mid-scheme or before the iPad is 3 years old as we require used iPads to go into stock to be re-used. These should be returned to the Network Services team with all accessories no later than the student’s final day with us.**

## **4. SET UP**

1. Please choose a suitable picture for the home screen and ensure it has the student name and form displayed on it by inserting text
2. Ensure the iPad is fully charged each day before school

Keep the iPad in its protective case at all times. A member of the Network Services team should only remove the case.

## **5. PARENT AGREEMENT FORM – IPADS FOR LEARNING SCHEME** **(HOME COPY FOR REFERENCE ONLY)**

The school has provided iPads and computers with Internet access to help your learning. These rules will keep you safe and help us be fair to others.

- I will keep my iPad in its protective case at all times
- I will only access the systems and my device with my own login and password, which I will keep secret
- I will not access another person's device or storage area, or interfere with other people's work or files
- I will use the iPad for school work and homework
- I will not waste time in school using the iPad for non-learning activities
- I will not behave in a way that can cause damage to iPads, ICT equipment or to IT installations
- The messages I send will be polite and responsible
- I will not give my home address or telephone number, or arrange to meet someone, unless my parent/Carer or teacher has given permission
- I will report any unpleasant material or messages sent to me. I understand this report would be confidential and would help protect other Students and myself
- I will ensure that I bring the iPad to school each day and that it is fully charged at the beginning of the school day
- I understand that the school may check my files and may monitor the Internet sites I visit in school
- I understand that use of the iPad is subject to the schools Acceptable Use of ICT Policy

Parent's signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Student's name: \_\_\_\_\_

Form/class: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Student's signature: \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_

**Age Restrictions on Certain Apps:** Holding an Apple ID and Dropbox account is not permitted until a student is 13 years old. Therefore, we ask that parents set up these accounts for their son/daughter. Please sign here if your son/daughter is younger than 13 and you are happy to support in this setup

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## **6. IPAD REPAIR COVER – TERMS AND CONDITIONS**

1. Students in the school iPad Scheme must submit their iPads for repair through the Network Services team so that this can be repaired by an approved repairer.

iPads **MUST NOT** be repaired through a third party as the quality of the repair or materials used cannot be guaranteed and may lead to extra cost for the school to put right. You will be asked to leave the iPad scheme if your iPad has a third party repair and you will be provided with a school-controlled iPad that can be used in school during the day. **This iPad is not allowed home.**

2. iPads will be covered for repair (subject to the exclusions below) and upon payment of a £50 repair charge up front. Any repairs covered under warranty will have their damage charge refunded

**This charge is not discretionary and is payable directly to the school via the online payment system under iPad Repairs & Misc Costs - £50 iPad Repair (32GB – 2017 schemes onwards).**

3. Each repair must be accompanied by a Claim Form (found on the school website) signed by the Parent/Carer, the Year Manager, and with a printed copy of the email confirmation from SCOPay.com showing the transaction number as proof of payment
4. Once the Damage Form and payment have been received, the iPad will be sent off for repair

It is anticipated that repairs will be completed and returned within a week. However, this is dependent on how busy the repair company are as they repair iPads for other places. No temporary iPad will be offered unless the repair wait time is significant

5. In the case of iPads not covered by the Repair Terms & Conditions we reserve the right to remove the student from the iPad scheme and issue a school-controlled iPad that is not allowed home, or ask you to cover the full cost of the repair/replacement
6. This is not a new-for-old replacement scheme. Should an iPad be uneconomical to repair or need replacing a similar or older used model will be issued

### **What is Covered:**

Subject to the list of exclusions, the payment of the iPad Repair Charge and submission of a signed and fully completed Claim Form the following is covered:

1. Accidental Damage
2. Loss or theft

### **Exclusions:**

The following are **NOT** covered:

1. Accessories such as cases and Apple Charging plugs and charging cables, earphones \*

\* iPads returned from repair that do not have a suitable school iPad case to fully protect the iPad will be provided with a replacement iPad case at the time of returning this to the student. This is charged at **ADDITIONAL COST** to any repair charge at the prevailing rate

2. Loss/Theft **NOT** reported to Network Services within 2 days of loss, unless this falls over a weekend or a holiday in which case it **MUST** be reported on the next available school day
3. Damage caused by a third party repair or being out of its case
4. iPads damaged more than three times during the scheme

In addition, there are also common insurance exclusions. The major exclusions are:

1. Damage or destruction due to general wear and tear
2. Thefts from unattended cars where the item was not locked away from view
3. Theft or loss whilst the equipment has been left unattended in a public place (ie when not within your sight and control at all times)
4. Intentional damage or wilful neglect

## **7. PAD REPAIR PROCEDURE**

- Parent/Carer to complete a Claim Form (available via the school iPad webpages)
- Parent/Carer to make payment via the online payment system under and attach a printed copy of the confirmation email from SCOPay.com showing the transaction number. Failure to do so will prevent the iPad being sent off for repair
- Year Manager to approve form
- Student to take form, receipt and iPad to Network Services

Network Services will inspect the repaired iPad before returning it to the student. We ask Parents/Carers to visually check the iPad on return. If they have any concerns they need to inform us at [ipads@harrogategrammar.co.uk](mailto:ipads@harrogategrammar.co.uk) as soon as possible, so we can attempt a repair under warranty. Unfortunately, if the delay in reporting this is too long, and we are charged for the repair, we will have to pass this on.

### **Stolen iPads:**

**It is important to move swiftly on loss or theft of a school iPad to maximise its safe return. It is therefore important that the iPad is regularly charged and backed up and that the following is undertaken as soon as possible:**

- Go onto FindMyiPhone and click Play Sound. This will give an audible noise to help you locate your device
- If you are unable to locate it via the audible sound please put the item into Lost Mode and inform Network Services within 2 days (or first working school day)
- If you are sure the iPad has been stolen (or the loss is permanent) please Erase the iPad immediately. You will be able to retrieve any saved work using your last Back Up  
**Lost or stolen iPads are subject to a double Damage charge (£100) payable before a replacement device issued. This will be refunded if the iPad is subsequently found.**

## **8. SUMMARY OF IPAD SCHEME**

- Direct debit to be set up with Learning Foundation
- Repair Form and £50 mandatory repair charge payable up front before iPad sent off for repair. This will be refunded where the iPad is subsequently covered under warranty)
- Up to 3 repairs allowed per scheme
- iPad to be kept in school-provided case at all times and not removed by either Parent/Carer or Student
- iPad covered for repair/replacement subject to eligibility – see Terms & Conditions including exclusions (see iPad Repair Cover T&Cs)
- iPads not covered under the Repair Charge T&Cs subject to the full cost of repair or replacement
- Option to purchase iPad at end of the scheme only at Market Value provided there are no outstanding iPad charges to pay.

NOTE: The iPad is not available for purchase if leaving before the end of the scheme and must be returned by no later than the student's final day with us

Lost or Stolen iPads are subject to a double repair charge (£100) before being replaced with another used iPad. This payment will be refunded if the iPad is found.