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# HARROGATE GRAMMAR SCHOOL

EXCELLENCE FOR ALL

## **Harrogate Grammar School iPads for Learning Agreement Year 10 (3-year Scheme)**

V2 March 2020

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## Dear Parents/Carers

Thank you for supporting our iPad for Learning scheme, which has been in place for a number of years to enhance the education of our students. We are committed to ensuring that iPads are used in lessons where there are clear educational advantages of doing so and use our own bespoke app for the setting of home learning.

We are aware of the risks associated with using 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.

Please take the time to read this document carefully, ensuring that your son or daughter is fully aware of the responsible and acceptable use of their new learning tool.

We thank you for your support.

Yours sincerely



Neil Renton  
Headteacher

## 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.

### **At 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 any 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.

## **General Student Guidelines for iPads (including Sanctions):**

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

iPad 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

## **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. In these instances, the school reserves the right to ask the student to leave the scheme immediately.

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 Repair fee charged, even 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:**

We appreciate accidents will happen but it is essential that students treat their school iPad with care so that financial loss is kept to a minimum. This means there is a limit to the number of repairs that we allow per scheme before we ask a student to leave (please see our iPad Repair T&Cs at <https://www.harrogategrammar.co.uk/school/ipads-forlearning/repairslostipads/ipad-repair-terms-conditions/> for more information).

Should a school iPad be damaged and require repair please follow the school's repair service procedure at <https://www.harrogategrammar.co.uk/school/ipads-for-learning/repairslostipads/repair-procedure/> ) after first checking our Repair Terms & Conditions to ensure that the repair is not excluded, and that the correct repair fee has been paid\*.

\*The school's mandatory iPad Repair fee is payable in advance of repair at the prevailing rate. Some repairs are excluded or are covered at a higher rate please see the Repairs Procedure for the latest information.

**NOTE: iPads must only be repaired through the School's Repair Service and not by any third party**



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.

Third party, deliberate damage, or damage caused whilst out of the iPad case will result in being asked to leave the scheme immediately and being issued with a **Leave@School iPad**. **Leave@School iPads** are not allowed home. They have this restriction to help prevent further damage and to minimise the cost to parents and school. Homework can still be completed either at school during the working day, or at home via Showbie.com or Homework4. Student emails can also be accessed via Outlook.com.

### **Damage by another student(s):**

iPad repair charges (and repair) are allocated against the student or students who caused the Damage. If the iPad is damaged by someone else the repair form must be submitted as soon as possible (with full information and witness names) to allow the school to corroborate this. Where insufficient evidence is provided or events cannot be substantiated the repair charge will fall to the student issued with the iPad, who has responsibility for its safekeeping.

#### Advice for Students:

Where another student has damaged your iPad it is very important to get witnesses, (including teaching or support staff) and submit your Damage Form quickly with as much detail as possible so that we can confirm your version of events. If the incident can be confirmed then the other student will be charged for the repair.

### **Repair Times:**

iPads will be returned back to students as soon as possible minimising the time a student is without it. No loan device will be supplied except where an iPad needs to be sent off to Apple under warranty, where this will take much longer than the normal turnaround.

### **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 on the iPad Lost/Stolen web page as soon as possible at <https://www.harrogategrammar.co.uk/school/ipads-forlearning/repairslostipads/lost-stolen-ipads/>

**NOTE: iPads lost or stolen whilst unattended are not covered under the scheme and you will be provided with a **Leave@School iPad instead** unless you pay the full cost of a replacement iPad.**

This is not a new for old scheme. Subject to availability, a replacement used iPad of a similar age and model to the lost device will be issued. Where this is not possible the school reserves the right to replace the iPad with an older model from stock

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

If you believe your iPad to be lost, please 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.

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 using your last Back Up.

### **iPad for Learning – Donations:**

The school relies on all promised direct debit donations continuing over the full term of the scheme to make the iPads for Learning Schemes sustainable. Without this continued support, and that of other parents/carers, the school runs the risk of having to downsize the programme or close it completely.

You will have been provided with the donation amount and length of term of your scheme in your invitation letter, and asked to set up your payments through the **Learning Foundation**, our charitable partner who manage the collection of donations on our behalf. To keep donations ongoing please contact the Learning Foundation with any changes to your payment method or banking details as soon as they occur. They can also assist you with any payment queries, including overpayments.

No-one will be excluded from access to an iPad in this Gift Aid scheme for financial reasons but there are limited resources for financial assistance. In these circumstances, please contact [ipads@harrogategrammar.co.uk](mailto:ipads@harrogategrammar.co.uk) in advance of signing up to the scheme at 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, jailbroken or removed from its case.

At the end of Year 13 (or at the end of Year 11 if your child leaves us after their GCSEs) 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. iPad sold at the end of the scheme or on leaving after GCSEs are bought "As Seen" and responsibility for repair, maintenance and insurance transfers at the point of purchase.

**To keep the costs of the scheme as low as possible it is not possible to purchase the iPad if you leave at any point before the iPad is offered for sale in Year 11 or Year 13. It must be returned to the Network Services team with all accessories (case and charger) 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.

# HARROGATE GRAMMAR SCHOOL PARENT AGREEMENT FORM

## IPADS FOR LEARNING SCHEME - HOME COPY FOR REFERENCE ONLY

***To be completed and forwarded to the iPad Administrator in Finance before an appointment can be issued to collect an iPad***

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

By signing this form, I am agreeing to the terms above.

I am also acknowledging that I know that the iPad remains the property of the school all times during the scheme and that I will return the iPad to the school if my child leaves before it is offered for sale (I know I cannot buy it). I also acknowledge that I am aware I will need to pay a sum of money (yet to be determined) to keep the iPad and that if I do not wish to do so I will return it before my child's final day.

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

## Summary of iPad Scheme

- Direct debit to be set up with Learning Foundation as directed in invitation letter unless alternative agreed in advance with iPad Administrator
- Valid consent form to be held on file
- iPad to be kept in protective case at all times (or student provided with a **Leave@School iPad**)
- Repair fees mandatory and payable as set down in the school's Repair Web pages and subject to the prevailing rate and current Repair T&C's at <https://www.harrogategrammar.co.uk/school/ipads-for-learning/repairslostipads/ipadrepair-terms-conditions/>
- iPad purchase available when offered by the school in Years 11 and 13 (at Market Value) provided there are no outstanding iPad charges lying on the account
- iPad not available for purchase at any other time (must be returned by no later than the student's final day)
- Student removed from scheme and issued with a **Leave@School iPad** if maximum number of allowed iPad repairs is exceeded (see Repair T&Cs at <https://www.harrogategrammar.co.uk/school/ipads-for-learning/repairslost-ipads/ipadrepair-terms-conditions/>)
- Student removed from scheme and issued with a **Leave@School iPad** for violation of Repair T&Cs including, but not limited to, deliberate damage or vandalism, wilful neglect, removal of iPad from case, third party repairs and exceeding maximum repair