



Policies and Procedures  
Digital Device Policy

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# Acceptable Usage Policy for Digital Devices

## 1 Introduction

Abbey Grange Church of England Academy (“The Academy”) may grant a licence to use iPads (“Digital Devices”) to staff and student for the purpose of: **offering access to a vast amount of information and tools to enhance and transform learning** (“the Purpose”).

This policy outlines the acceptable use of the Academy’s Digital Devices. The Digital Devices are provided and maintained for the benefit of the whole Academy community, and you are encouraged to use and enjoy these resources, and help to ensure they remain available to all. Remember that inappropriate use will result in disciplinary sanctions.

The Academy’s staff and students are expected to have regard to this policy at all times to protect its Digital Devices from unauthorised access and harm.

## 2 Scope

This policy covers all students attending the Academy and all staff, including part-time and fixed-term employees (collectively known as “staff” in this policy). All parents and guardians signing this policy on behalf of students agree that they will have overall responsibility for ensuring safe and appropriate use of the Digital Device and compliance with this policy, including use of the Digital Device through wireless Internet connections at the student’s home.

## 3 Equipment

Equipment covers ‘Any digital device’ used on the school premises, whether school owned or personal.

All staff and students agree:

- to always get permission from the Digital Abbey Faculty before installing, attempting to install or storing applications of any type on the Digital Devices owned by the Academy. You may install any suitable Apps on the iPads as long as there is sufficient space for learning materials and work files;
- to remove any Apps from their iPad if requested by the Academy;
- not to do anything damaging, disabling, or otherwise harming the operation of Digital Devices, or intentionally wasting resources that puts your work at risk, and will cut short your time with the Academy’s Digital Devices and may result in charges;
- to only use the Academy’s Digital Devices for the Purpose;
- attempting activities such as buying or selling goods, using personal email accounts, using social media sites (other than in relation to the Purpose) and accessing non-educational websites (which will be determined in the Academy’s sole discretion) are inappropriate and prohibited;

- in the case of Digital Devices running Microsoft Windows, to have full anti-virus and anti-spyware software installed at all times before connecting to the Academy network;
- to protect the Digital Devices from spillages by eating or drinking well away from any Digital Devices;
- to take due care to protect the Digital Devices from damage;
- in the case of personal devices enabled with 3G/4G or other mobile internet access, to use them in a manner that follows all aspects of this policy;
- in the case of mobile Digital Devices, that they are responsible for ensuring that all work is backed up on a daily basis by both means provided by the Academy ('foldr') and through device specific means, such as iCloud on the iPads;
- if they wish to use the Internet at home, that they will be responsible for arranging their own internet connection, however all traffic will be passed through the Academy's filtering, meaning that the access granted may differ from other personal devices within the household. The Academy provides full, filtered Internet access throughout the Academy
- to use Digital Devices appropriately at all times, whether at home or at the Academy. The Academy reserves the right to examine devices at any time;
- students and staff may use the **iPads owned by the Academy** and will automatically be connected to the Academy's wireless infrastructure. Staff and students may also use the computers provided by the Academy;
- not to use personal digital devices, including mobile phones, within the school buildings, classroom and corridors or anywhere within the school premises during lesson times in accordance with our mobile phone policy and at the discretion of the class teacher or in a designated area.

#### 4 iPads- Background

The iPads provided for the students at Abbey Grange Church of England Academy are provided under usage conditions, as defined in this Acceptable Use Policy (AUP). The iPad will be entrusted to parents/guardians who will be overall responsible for the iPad and will be granted a lenience to loan the same to their student child on receipt of a signed copy of this AUP. For the avoidance of doubt, the iPad shall at all times remain the property of the Academy and the student is only permitted to use the iPad for the 'Purpose'. The primary 'Purpose' of the iPads is as a tool for learning.

#### 5 Academy Control

The Academy reserves the right to require certain applications (apps) to be installed and present on the iPads at all times, as well as defining a list of apps, or class of apps that may not be present on the iPad under any circumstances.

**Apps installed by the Academy must not be deleted under any circumstance unless express permission is sought and granted by Mr Whieldon or Mr Marshall. Any issue with the operation of any Academy apps you must see a member of the Digital Abbey team on a break time or lunch time.**

All the iPads within the Academy are controlled through our in house Mobile Device Management system. At no point should you remove the management profiles from the devices or install subsequent profiles, without prior written permission from the Academy. Any attempt to do so will result in the iPad being confiscated pending an investigation.

**Social messaging apps that MAY be installed but turned off in Notification Centre.**

Whilst we recognise the importance of communication as a learning tool, these apps should be used responsibly at all times.

- Skype

**Apps that MUST NOT be present at any time:**

- Facebook and other social media apps
- Kik and other messaging apps
- Snapchat and similar apps
- Video chat apps
- No other web browser apart from Academy installed.
- Music streaming apps (including for example Spotify)
- ooVoo

The Academy will scan iPads for installed apps and will inform Tutors, Achievement Directors and the Abbey Managers/Behaviour Team of students breaking the above conditions. In the first instance, removal of the apps is sufficient.

At least once per month, at a random time, the iPads will be scanned and, if the rules are contravened for a second (or subsequent) time, the student will be placed within the sanctions system. This will include confiscation of the iPad and contact with parents.

Apps will be pushed to your iPad when needed by the Academy. If you do not have space you may be required to delete some of the apps you have installed personally.

**iPad rules:**

The iPad should only be used for tasks appropriate to lessons or learning activities.

- Each iPad will be recorded and logged to an individual student with a unique reference number.
- The Academy's iPads must have a lock code enabled.
- The iPad is covered under the Academy's insurance for damage and theft only. The iPad Rules must be followed as a condition of the insurance.
- The iPad **MUST be in a hard cover with corner protection at all times** and **MUST NOT be used without a cover**. If the iPad is used without a cover then it may result in confiscation until collected from the Digital Abbey team with an appropriate cover. Not having your Academy iPad within a case will result in any insurance claim being invalidated (see "Damage/Theft/Loss/Insurance" section below).

- The Academy reserves the right to check students for any breach of the rules.
- The allowed web browser, Safari, must not be entered into “Privacy Mode”. Whilst all internet traffic is logged, we wish to promote a transparent approach.

#### **The student will:**

- share their iPad pass code with their parents/guardians and permit them access to review work, read school newsletters and oversee the safe and proper use of the device;
- ensure that there is enough free space on their iPad to store any work that they may be asked to do;
- bring their iPad into the Academy each morning fully charged and ready for use in lessons  
Parents/guardians agree that they will ensure that Digital Devices are charged overnight;
- store the iPad in their bag/locker securely and in a suitable iPad case that fully protects the screen and hand their iPad to the teacher when leaving the classroom during a lesson, unless otherwise instructed by the teacher;
- place the iPad in a recognised secure place (such as a locker) should the student need to leave it unattended;
- back up work using the ‘foldr’ app into their user area so staff and students can access their work;
- report the damage, loss or theft of the iPad to the Academy within 7 days (further details below);
- report the theft of the iPad to the police within 24 hours, if an iPad is lost or stolen, and obtain an incident number.

#### **The student will not:**

- Use the iPad outside the main building without permission from a member of teaching staff;
- Use the iPad during break and lunch times without permission from a member of teaching staff.
- Use the iPad in a public place, as this increases the chances of theft;
- Leave the iPad unattended in school (unless it is held in a secure place), in a public place or in plain sight within any vehicle.

## **6 End of Lease - Returning iPads**

At the end of the lease period, as specified by the Academy, you must return the iPad along with all peripherals\* that came in the box in good working condition. You must report any damage to the Academy no later than one week before the specified return date.

\*Peripherals means both the charging block and lightning cable.

## 7 Charges and Excesses

- Any accidental damage or theft is covered by insurance. You must notify the specified member of Academy staff immediately, this will be processed and, if this is the first instance, will not incur a charge. If you report the damage after the specified amount of time a charge may be incurred.
- The first instance of damage or theft that is successfully claimed, per user, will have nil excess to pay. Any subsequent claims against a single user will result in a charge of £50 excess.
- Any damage that is not reported to the Academy before return of the device and is found later upon inspection will incur a charge that will be a reasonable contribution towards the loss of resale value as specified by Apple.
- If you lose any peripherals before the return date you must replace them with authentic Apple peripherals. If you return an iPad without the required peripherals you will incur a charge as specified by the Academy to the full resale value of authentic Apple peripherals
- If you return an iPad that is “bricked” and therefore cannot be accessed (this is software damage normally caused by attempted jailbreaks) this will incur a charge of the full value of the iPad.
- There will be a charge (at the discretion of the Academy) up to the full value of a replacement iPad if it is lost or wilfully damaged; and in the event of loss parents may attempt to redeem compensation/replacement through their own home, or travel insurance if appropriate.

## 8 Device Protection

You will be expected to ensure that the device is suitably protected. We will provide you with a case. If you lose/damage/choose not to use this case, then you will be expected to use an alternative which provides corner protection and is robust. Before use of a third party case, it must be inspected by a staff member of the Digital Abbey Team (not student Star Tech) to ensure compliance with the terms set by the insurance company. Using a third party case without inspection will invalidate insurance claims against the device and result in a charge.

Failure to adequately protect a device may result in the device being removed.

## 9 Damage/Theft/Loss/Insurance

The Academy iPads remain the property of the Academy during the full term of the lease and as such any hardware/software defects must be reported to the Digital Abbey team within the Academy and not a third party, including Apple. Any dealings in relation to hardware/software defects with third parties, including the insurance provider/Apple/lease provider will be carried out by the Academy.

You may, however, seek guidance in how to use the iPads from third parties, but note this will also be provided by the Academy.

In the event of losing an Academy Digital Device, you must first report this to the Digital Abbey team. The Digital Abbey team will assist and advise in finding the iPad. If after a period of 10 working days from the initial report the iPad is still lost, you will be liable for the full gross cost of a replacement device. You mustn't purchase one privately and bring that to the Academy.

In the event of a theft of a Digital Device, you must first report this to the police and obtain an incident number. This theft must then be reported to the Academy within 7 days of the incident occurring, during which time details will be taken as they will be passed on to the insurer. Certain conditions must be met to validate the claim, therefore the details you provide us with are key. If you fail to report the theft within the designated time frame, you provide false information or the claim isn't validated from the details you provide, you will be liable for the full price of a replacement device as described above.

In the event of accidental damage to the device it must be reported to the Digital Abbey team within seven days of the incident occurring, this will then be reported to the insurance company and a replacement iPad organised. While these iPads are the Academy's, we expect them to be treated with the same respect you would treat your own device. Persistent damage caused to your iPad will result in the privilege been withdrawn for an unspecified period of time, at the discretion of the Academy.

If an incident occurs during a school holiday, you must first complete an incident form on the Digital Abbey website. After which, we will be in contact to arrange a time for the device to be delivered to the Academy.

## 10 Security and Privacy

All staff and students agree:

- to protect work by keeping passwords confidential and changing it on a regular basis (no less than once every 6 months);
- to never use someone else's login name or password, or allow your login name or password to be used by anyone else;
- to always be wary about revealing your home address, telephone number, Academy name, or picture to people you meet on the Internet;
- that other computer users should be respected and should not be harassed, harmed, offended or insulted;
- to protect yourself and the systems, you should respect the security of the Digital Devices; attempting to bypass or alter the settings may put you or your work at risk;
- to treat computer storage areas like Academy lockers. Digital Technologies staff may review your files and communications to ensure that you are using the system responsibly. Concerns will be reported to SLT as a matter of routine;
- to ensure that the lock activates automatically after a short period of time when any Digital Device is not in use;
- if the Digital Device is left unattended, to ensure that the device lock is activated; and to notify the Academy immediately if the Digital Device becomes lost or stolen;
- and follow any other rules set out in the Academy's eSafety Policy.

## 11 Internet

All staff and students agree to follow the rules set out in the Academy's Acceptable Use Policy, available on request or via the Digital Abbey website or Academy website. All internet access, whether within the Academy or at home will be filtered as per the Academies guidelines.

Email (in line e-safety and BYOD policies)

Staff and students agree:

- to be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is as anti-social on the Internet as it is on the street;
- to not send abusive, obscene, discriminatory, racist, harassing, derogatory or defamatory emails. Anyone who feels that they have been harassed or bullied, or are offended by material received in an email should inform the Abbey Managers immediately;
- to return wrongly-delivered emails to the sender;
- to take care with the content of email messages, as incorrect or improper statements can give rise to claims for discrimination, harassment, defamation, breach of confidentiality or breach of contract. You should assume that email messages may be read by others and not include anything which would offend or embarrass any reader, or themselves, if it found its way into the public domain;
- to only open attachments to emails if they come from someone you already know and trust. Attachments can contain viruses or other programs that could harm the security and safety of the Academy network. If you are aware that any attachment contains a virus, you should notify the IT Support Team immediately;
- if you receive an email containing material of a violent, dangerous, racist, or inappropriate content, to always report such messages to an Abbey Manager.

The sending or receiving of an email containing content likely to be unsuitable for Academies is strictly forbidden.

In general, staff and students should not:

- send or forward emails which they would not want a third party to read;
- send or forward chain mail, junk mail, cartoons, jokes or gossip;
- contribute to system congestion by sending trivial messages or unnecessarily copying or forwarding emails;
- agree to terms, enter into contractual commitments or make representations by email unless authority has been obtained. A name typed at the end of an e-mail is a signature in the same way as a name written at the end of a letter;
- download or e-mail text, music and other content on the internet subject to copyright protection, unless it is clear that the owner of such works allows this;
- send messages from another user's Digital Device or under an assumed name unless authorised; or
- send confidential messages via email or the internet, or by other means of external communication which are known not to be secure.

## 12 Social Media

The Academy recognises that the Internet provides a unique opportunity to learn by participating in interactive discussions and share information on a particular topic using a wide variety of social media, such as Facebook, Snapchat, Instagram and the like. However, the use of social media can pose risks to the Academy's proprietary information, reputation and may jeopardise its compliance with legal obligations. To minimise these risks we expect staff and students to adhere to this policy. Staff and students should not use social media in any way that would breach this policy and agree to immediately remove any content that breaches this policy.

All staff and students agree:

- that they are personally responsible for the content they communicate on social media platforms;
- not to post comments about the Academy's performance on social media platforms;
- not to post any inappropriate, offensive, discriminatory, insulting or obscene statement on social media platforms;
- not to infringe the intellectual property rights of others which could create liability for yourself or the Academy;
- not use the Academy's name, or post any of the Academy's confidential or proprietary information without the prior written consent of the Academy.

When using social media, staff agree:

- that they are not permitted to have current students of the Academy as contacts on social media sites. Contacts are sometimes referred to as "Friends" or "Followers";
- that they must always set privacy settings on social media sites to "Friends Only", or the equivalent, to prevent current students viewing their posts, especially where they may have added former students as "Friends" or are linked to official Academy media feeds; and

When using social media, students agree:

- that if they are below Year 8 (or 13 years of age), they must not use or attempt to use social media sites of any kind on the Academy's Digital Devices. Students recognise that the terms of use for Facebook and other social media sites expressly forbid people under 13 to use the social media sites; and to not attempt to add any member of the Academy's staff or any teacher as a "friend" on a social media site.

In general:

- staff and students must, at all times, uphold the highest standards on all electronic media and communications, whether submitting text, images or video. Any posts that may be regarded as harming the Academy's reputation (which will be determined in the Academy's sole opinion) will be regarded as serious disciplinary offences, whether generated inside or outside of the Academy environment; and any use of the in-built cameras is covered by the Academy's eSafety Policy. Breaches of this will be considered as serious disciplinary matters.

### 13 Data Protection

Staff and students using Digital Devices must be particularly vigilant about use and take any precautions required by the Academy from time to time against importing viruses or compromising the security of the Digital Device. Emails are likely to contain information that are confidential to the Academy and/or subject to data protection legislation. Such information must be treated with extreme care.

### 14 Personal Use

We recognise that staff and students occasionally may desire to use the Digital Devices for personal activities outside school hours. We authorise such occasional use so long as it does not contravene Academy eSafety guidelines or Acceptable Use Policy (a copy of both are available on request), does not interfere with the 'Purpose' and has the permission of the 'Academy'.

### 15 Return of Digital Devices

If you cease to be a member of staff or a student of the Academy you agree to return the Digital Device to the Academy immediately. If you misuse, breach or fail to comply with any term of this policy or any other school rules, the Academy may require you to return the Digital Device immediately.

### 16 Monitoring

The Academy may monitor the use of emails, social media sites and internet access on the Digital Devices to ensure compliance with this policy. As a result there is no explicit right of privacy when using the Digital Devices. However, the Academy will only carry out detailed monitoring reviews where there is sufficient evidence to suggest that further investigation is required; this may be as a result of a complaint or a request by a teacher or other member of staff.

### 17 Changes

The Academy reserves the right to make changes to this policy from time to time. Any changes made to this policy in the future will be, where appropriate, notified to you. In any case the latest version will be held on the Academies website and this will be the version that will be in force.

### 18 Digital Resources

Abbey Grange Academy reserves the right to the use and distribution, as deemed appropriate, to any and all digital resources that are created for, but not limited to, use on the Academy Devices.



# Acceptable Usage Policy for Digital Devices

## Agreement:

*Please read the Acceptable Usage Policy carefully. Only once it has been signed and returned will access be permitted to the academy's Digital Devices. Any breach of this policy may result in access to the Digital Devices being denied and you may be subject to disciplinary action.*

*Additional action may be taken by the Academy in line with the current policy regarding student behaviour relating Digital Devices. Where appropriate, police may be involved and/or other legal action taken.*

*I have read and understand the above and agree to use the Academy's Digital Devices in accordance with this policy. I understand that the Academy has no responsibility for any other personal portable digital communication devices brought into Academy and I am responsible for such device (in which case, the Academy recommends that you take out your own policies of insurance). I further agree to return any Digital Device loaned to me by the Academy before leaving the Academy or on request; namely the iPad and its associated parts.*

This is a contractual agreement that MUST be signed before the issue of any Digital Devices from Abbey Grange Church of England Academy. In signing this policy you agree to abide by and will be held accountable to the conditions within.

Name of student: .....

Date: .....

Name of parent or carer: .....

Signature: (parent / carer) .....

Signature: (student) .....