



# **Acceptable Use Agreement / Terms and Conditions**

## Acceptable Use Agreement / Terms and Conditions

We are committed to unlocking the academic and personal potential of all pupils. Through enhanced digital learning across the curriculum, we are delighted to provide pupils in Key Stage 2 with a digital tablet, ensuring equal access to online learning in school hours and at home.

This document, along with the accompanying terms and conditions, commits pupils and parents to the principles and requirements outlined in this acceptable use agreement. Areas covered include the responsibilities of the school, the responsibilities of parents/carers and what is expected of your child.

Once you have read this document, please ensure that you and your child **sign the agreement and return it to us or sign the agreement via our online platform**, (the tablet will not be available for use at school or at home without this being signed and returned). This agreement ensures that we are all working together to achieve success.

### Safety arrangements

Our pupils' safety and wellbeing is of the highest priority to us. To deter theft and to encourage care of the tablet we have installed the security measures outlined below:

- Devices reported as lost or stolen will be locked and tracked making them unusable and able to be recovered.
- All devices have safeguarding monitoring and filtering software installed to ensure that your child is staying safe online.
- Staff will monitor that pupils are using the devices safely whilst at school and parent/carers must do the same whilst pupils are at home.
- All devices are configured to ensure the protection of pupil and parent/carer data.

### School Agreement

- Provide the tablet in a case with a charging lead and plug (when first issued).
- Ensure that the device is working and that repairs are dealt with as quickly and efficiently as possible.
- Provide technical support to aid in the use of the device in school.
- Apply the filtering and monitoring software when the device is at school and home.
- Provide ongoing support, assistance and maintenance, when required, if the device is being used correctly within these terms and conditions.
- Provide pupils with a school device should the device need to be repaired or replaced. Please note that this will be subject to availability as school will have a limited number of spare devices.

## Pupil Agreement

I understand that this agreement applies to use of the tablet both inside and outside school and that all rules apply at all times.

- I will take good care of the tablet, case and any accessories provided, and any other loan devices.
- I will never leave the tablet unattended in an unsafe place.
- I will use the tablet responsibly, safely and ethically.
- I will never lend the tablet to other individuals or allow my tablet to be swapped for another.
- I will know where the tablet is at all times.
- I will ensure that the tablet is out of sight when using public transport.
- I will keep food/drink away from the tablet.
- I will not deface the tablet, its case or remove any labelling.
- I will not take apart any part of the tablet, the case or attempt any repairs.
- I will protect the tablet by only carrying/using it while in the case provided. I will not force the device into a locker, bag or desk as this may break the screen.
- I will bring the tablet fully charged into school so it is ready to use in lessons.
- I will only use the tablet at break or lunchtime if I am directed to do so by a member of school staff.
- I will only use the photo/video function of the tablet if directed to do so by a member of school staff and will never share these photos or videos.
- I will use the tablet in ways that are appropriate, meet the school's expectations and do not have a negative impact in the classroom.
- I understand that the tablet can be inspected at any time without notice.
- I will report it straight away if the tablet is lost, stolen or damaged.
- I will adhere to the 'strictly prohibited' activities outlined at the end of this document.
- I agree that I will not sign into any websites, software or accounts that are not appropriate for my age. I know what I sign into can be seen by the school.

## Parent/Carer Agreement

I understand that this agreement applies to the use of the tablet inside and outside school and that all rules apply at all times.

- I will ensure that my child cares for and respects the tablet, accessories and any loan devices.
- I will ensure that my child brings the device to school fully charged each day.
- I will ensure that my child uses the tablet in line with this document and all applicable rules.
- I will report any damage to the device promptly to school.
- I will report if the device has been lost or stolen to the school and the police immediately and obtain a crime reference number to aid in this investigation.
- I understand that it is clear that the device or accessories have been deliberately damaged, I will be charged for the cost of the repair or a replacement.
- I understand that where there has been accidental damage on more than one occasion, I may have to make a contribution to the cost of repair or replacement.
- It is intended that this agreement is provided to supplement and support the school's existing online safety policy.
- If my child is found to be misusing the device in any way, they will be sanctioned in accordance with the school's behaviour policy.
- I understand that the tablet has monitoring and filtering software installed to protect my child from accessing potentially harmful online content. However, I still recognise the importance of making sure my child is using the device responsibly, safely and respectfully at school and at home.
- I will ensure that the device, case and accessories and/or any loan devices are returned to the school when my child leaves the school or at any time upon the request of a member of school staff.
- If my child loses or breaks the charging lead and plug, I will be charged for the cost of a replacement.
- I agree to the terms and conditions as outlined on page 4 - 7 of this document.

## Terms and Conditions

1. All items of equipment issued, including hardware and software, remain the school's property and may be reclaimed at any time.
2. Use is conditional, subject to this agreement being signed.
3. Use is subject to the authorised user complying with the school's online safety policy.
4. The school will not be liable for the loss of data and/or personal information contained on the device issued.
5. All software will be installed and licensed by the school, and only authorised Apps will be installed.
6. Any unlicensed software will be removed.
7. The school will monitor the use of the device at any time.
8. The school will provide maintenance and fault repairs once a fault is reported to the school office. The user must not attempt any repair to the device themselves, including arranging a repair by a third party. Any repairs undertaken other than those instructed directly by the school will result in the parent or carer being liable for the full replacement of the device.
9. Connection to the internet is filtered and monitored by the school. However, as with all filtering, this may not stop all forms of access to inappropriate content and, therefore, parents/carers should take the necessary steps to monitor safe access to the internet when the device is being used away from school.
10. The school does not take responsibility for the viewing of and interaction with inappropriate sites or material on the device when away from the school.
11. The school is not liable for any damages or costs arising from use of the home internet.
12. The device should be recharged at home overnight so that the battery is at 100% charge at the start of each school day.
13. The school advises all parents/carers to check with their own insurance company that the item is covered for loss, damage or theft whilst in the child's possession outside of school.
14. The school will not replace the device if it is clear that it has been deliberately damaged and will recover the full cost of the tablet.
15. There is a need for pupils to look after the devices and limit accidental damage. Therefore, where there has been accidental damage on more than one occasion, the school will need to discuss with parents/carers whether a contribution to the cost of repair or replacement is needed. There is an affordable repair scheme in place.
16. Should the device be reported as lost or stolen, the device will not be able to be used by anybody and will be disabled.

17. The school will investigate any reported theft of a device and will require a police crime number to aid in this investigation.
18. Surrender of a device to the police to aid in the detection or prevention of a crime will be undertaken by the school on presentation of the correct disclosure paperwork from the police.
19. The device will be used at both school and home. Any pupil who fails to follow reasonable instruction will have the device removed, either temporarily or permanently.

## **General Precautions and Further Information**

### **Carrying your tablet**

The protective case provided with the tablet will have sufficient padding to protect it from normal treatment and provide a suitable means for carrying the device. Never remove (or attempt to remove) any case that protects the tablet.

The guidelines below should be followed:

- Tablets should always be within the protective case.
- Some bags/rucksacks hold other objects (such as folders and workbooks). These must be kept to a minimum to avoid placing too much pressure and weight on the device's screen if it is to be carried in this way.

### **Screen care**

The device's screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the tablet.
- Do not place anything near the tablet that could put pressure on the screen.
- Do not place anything in the case that will press against the cover.
- Do not 'bump' the tablet against lockers, walls, car doors, floors, etc, as it could potentially break the screen.

## **Tablet undergoing repair or lost**

- If a tablet needs repair or is lost, the school will aim to provide a loan device for the duration of this repair/replacement.
- If you damage or lose any tablet, you need to inform the school straight away.
- If the device is lost, it must be reported as lost immediately by contacting the school office. The device will then be put into lost or stolen mode. When this mode is activated, the tablet will be locked, which will prevent it from being used. The tablet will also beep continuously showing its location. When this mode is activated then the last known location of the device becomes available to the IT engineers. This location will continue to update if the tablet is moved. This will help us to find the tablet. Pupils and parents/carers are responsible for taking care of the tablet including ensuring it is not lost or stolen. As such, it is recommended that the tablet only be taken between school and home and is not taken/used anywhere else.

## **Using your tablet at school**

- Tablets must be fully charged at the start of the school day.
- Tablets are intended for use at school each day. Pupils should be using them to support their learning during lessons.
- Pupils should only use tablets in lessons when told to do so by their classroom teacher.
- No pupil should record, film or photograph a lesson/teacher/pupil without securing permission first. This includes out-of-lesson time. If a pupil is found to be misusing access to a tablet in this way, sanctions will be put in place as per the school's behaviour policy.
- The tablet is only to be used appropriately as directed by the teacher in lesson time in line with school rules and expectations.

## **Tablet identification**

- Pupils' tablets will be labelled in the manner specified by the school.
- When the tablet is open and the home button is pressed, the pupil's login information should be viewable on the screen.

## **Storing your tablet**

- When pupils are not using their tablets, they should not be left unattended. They should be stored in pupil's bags. If they are left in classrooms, this should be agreed with teachers to ensure security can be maintained.

## **Installed software/apps**

- The school will install all required applications automatically on pupils' tablets.
- Apps will be installed and distributed by the school to support learning. From time to time, the school will automatically distribute, install and update apps as required. This may also involve uninstalling applications no longer supported or licensed by the school.

## **Monitoring**

- Whilst in school, all activity is monitored and logged as detailed in the acceptable use agreement and online safety policy.
- The tablets have software to monitor and filter activity on the tablet at home. This is to ensure that pupils can be kept safe from potentially harmful content.

## **Refreshing devices**

- If technical issues occur or illegal software is found, the tablet will be wiped and refreshed back to a standard school setup. This will result in all local data, including both applications and personal files, being removed. The school cannot be held responsible for the loss of this data.

## **Pupil Activities Strictly Prohibited**

- Illegal installation or transmission of copyrighted materials.
- Attaching the tablet to a hotspot or other wireless network not managed by the school during the normal school day.
- Sending, accessing, uploading, downloading or distributing offensive, profane, threatening, pornographic, obscene or sexually explicit materials.
- Use of sites selling exam papers, book reports and other forms of pupil work.
- Changing of settings or setup that would stop the device working as it was originally set up and intended to work.
- Spamming – sending mass or inappropriate emails.
- Gaining access to other users' accounts, files and/or data.
- Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity.
- Participation in fraud or other forms of illegal behaviour.
- Any deliberate attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components.
- Transmission or accessing materials that are obscene, pornographic, offensive, extremist, threatening or otherwise intended to harass or demean recipients.
- Bypassing any web filtering or computer management system installed on the tablet.
- Use or possession of hacking software. Violators will be subject to investigation, sanctions by the school and may be reported to the police.