Penryn College: Student Acceptable Use Policy for Mobile Digital Devices including iPads / Laptops

May 2021   **Date of Review:** May 2022

Introduction

Penryn College may grant a licence to use iPads / Laptops or other mobile digital devices (together referred to as "iPads / Laptops" in this policy) to students for the purpose of promoting educational excellence by offering access to information and tools that enhance learning, innovation, research, creativity, communication and enable mobile learning. This policy outlines the acceptable use of iPads / Laptops and is supplementary to the college's other Acceptable Use Policies for ICT. iPads / Laptops are a privilege that carry responsibility and behavioural expectations consistent with all college rules and policies [Behaviour Policy, Acceptable Use Policy for ICT]. iPads / Laptops are provided and maintained for the benefit of the whole college community and students are encouraged to use and enjoy these resources, and to help ensure they remain available to all. Inappropriate use may result in disciplinary action.

Students are expected to have regard to this policy at all times to protect the iPads / Laptops from unauthorised access and damage.

Scope

This policy applies to all students attending the college. All parents / carers signing this policy on behalf of students agree that they (parents / carers) have overall responsibility for ensuring safe and appropriate use of iPads / Laptops and compliance with this policy. This includes responsibility for the use of iPads / Laptops through internet connections at the student's home, or at a site other than the college.

Equipment

1. Each iPad / Laptop will be restricted to a set of allowable Apps. The college will decide which Apps are made available and will be advised by student iPad / Laptop Champions on future Apps to be added to the approved list.
2. No action will be taken that damages, disables or harms the operation of the iPad / Laptop. The iPad / Laptop will be kept away from liquids, heat and protected at all times by the supplied case (in the case of iPads) which is a requirement of the Insurance cover. Laptops for home use will be transported in the supplied laptop bag.
3. The iPad / Laptop will be used for the purpose of accessing information and as a tool to enhance learning. During lessons, iPads / Laptops must only be used as and when directed by a member of staff. Use at break times is only permitted in designated areas of the school.
4. IPads / Laptops must be looked after, provide suitable protection to the device and remain free of writing, drawing, stickers, labels or skins, unless provided or authorised by the college. Accidental damage should be reported to ICT for repair.
5. For use outside the college, it is the responsibility of parents / carers to provide access to an appropriate internet connection. The iPad / Laptop configuration will cause all connections to be routed via the college internet filter and will log websites accessed by each device.
6. While using the device in or outside of the college, students will be provided with filtered, secure internet access. The college's network is the only internet connection that students will use whilst in the college.
7. The college reserves the right to inspect the iPads / Laptops at any time to ensure that they are being used in accordance with this policy. There is no right to privacy for any files, email, social network, or any other content stored or accessed using an iPad / Laptop.
8. The iPad / Laptop will, at all times, remain the property of the college. The college reserves the right to recall the iPad / Laptop or confiscate the iPad / Laptop at any time and alter, add or delete installed software or hardware.
9. IPads must be brought to college each day, fully charged. IPads must be charged overnight in a secure place. Students must not bring iPad mains chargers and cables into school as these are not PAT tested.

Security and Privacy

1. Passwords / pin codes must not be shared except with parents / carers and will be changed as directed by the college. Parents / carers should be able to access the machine for the purpose of supervising and supporting their child's learning.
2. Students must only use their own iPad / Laptop. Students must not ask for another student's pin code / password.
3. Students will not attempt to bypass the college's internet filtering. To do so is a breach of this policy and will be treated as a very serious behaviour incident.
4. All files, emails, photos etc can be sampled by the college to ensure that the device is being used in an appropriate way. There will be a routine random audit process and if asked, students must make their iPad / Laptop available immediately for sampling.
5. All iPads / Laptops must have a lock code or password enabled. iPads will be set so that the lock activates automatically after a short period of time (e.g. 5 minutes). This will be controlled by the college. Laptops must be screen-locked if being left logged in and unattended.
6. iPads / Laptops must never be left unattended in a public place, either on college premises or elsewhere. Nor should the iPad / Laptop be left in plain sight within a vehicle. Lockers are available in college for students to store their iPads / Laptops and other valuables.
7. In the event that the iPad / Laptop is lost, damaged or stolen, this must be reported to the college immediately. If the iPad / Laptop is broken or damaged, it must be taken immediately to the IT Support team for an evaluation. If the iPad / Laptop is lost or stolen, police must be notified by parents / carers stating that Penryn College is the aggrieved party. The college reserves the right to report the incident directly should the family fail to report it. There will be a discretionary charge payable by parents / carers, the level of which is to be determined by the college, towards replacement or repair costs should the iPad / Laptop be damaged, lost or stolen as a result of recklessness or negligence. The college will also make a charge for the supply of replacement charging leads, USB plugs and iPad / Laptop cases which are lost, stolen or damaged.

Monitoring

The college will monitor the use of email, social media sites, files, downloads and any other activity carried out on the iPad / Laptop provided by the college. There is no right to privacy when using the iPad / Laptop.

The following sections provide greater guidance on usage and restrictions.

Use of the Internet

1. The internet is available to students for educational purposes and whilst at the college, should be used by students for learning and educational activities.
2. Students should only access, and should only attempt to access, suitable learning material. Using the internet to obtain, download, send, print, display or otherwise transmit or gain access to materials that are unlawful, obscene, or abusive is not permitted and will be treated as a serious behaviour incident.
3. The college will contact appropriate authorities including the Police in the event of unlawful access to materials.
4. Access to materials must respect the work and ownership rights of people. This includes abiding by copyright laws.
5. Access to materials, webpages, files (documents or images) that are in anyway illegal, offensive, in bad taste or immoral will be in breach of this policy. As a general rule, if any person might reasonably be offended by the contents of a page then viewing it will be a breach of this policy and will be treated as a serious behaviour incident.
6. Please note, **ALL** internet access is routed via the college and is logged against each individual iPad / Laptop.

Use of email

Students' use of email, including on the iPads / Laptops, is covered by the AUP all students sign before using the school network.

Use of social media

1. Initially the college iPad / Laptops will not be able to access social media. In future, access to Social Media platforms will be in accordance with current school policy and will be published in the school E-Safety policy document.
2. In general the use of email and messaging networks within lessons is permitted only where required for learning and when directed and supervised by a member of staff. Students must uphold, at all times, the highest standards when communicating for the purposes of learning using the college's iPads / Laptops. Any posts that harm the college's reputation will be regarded as serious disciplinary offences.

Use of music, games and digital images

1. Initially students may not download music and games. In future, students will not be permitted to use the machines for this purpose unless their tutor and parents / carers agree that they have earned this privilege and it is in accordance with current school policy.
2. The taking of photographs and video, and other digital images, using the college's iPads / Laptops is permitted only for the purpose of enhancing learning.
3. Any images taken for the purpose of enhancing learning must only be used within the lesson and the lesson's activities as directed by the teacher.
4. At the end of the lesson or learning activity, digital images that are no longer needed must be deleted.
5. The use outside the college of digital images taken during lessons, including posting or uploading images onto the internet or social media sites is expressly forbidden.
6. In general, the consent of parents / carers to take images of students is requested annually by the college. Only images that have parental / carer consent will be used by the college for the purpose of marketing or reporting.
7. The use of iPads / Laptops to take photos or videos of students outside of lessons is strictly forbidden. Posting digital images of students onto the internet or social media sites is a serious breach of this policy and will result in disciplinary action.

Personal Use of iPad / Laptops

1. The use of iPads / Laptops outside college for personal activities is permitted, providing the student complies with this policy. All activities on the iPad / Laptop will be subject to routine sampling and checking procedures. If a student becomes aware that another student is in breach of this policy they must notify the IT team or another member of staff immediately.

Return of iPads / Laptops

If a student leaves the college for whatever reason, the iPad / Laptop must be returned during the final week of attendance at the college. The college reserves the right to recall the iPads / Laptops without notice. Failure to follow the terms of this policy may result in the iPad / Laptop being recalled by the college. Failure to return the iPad / Laptop may result in a theft report being filed with the local police department, which may lead to criminal prosecution or civil liability.

Costs

When the student leaves the college, the iPad / Laptop, case and charging equipment will be returned to the college. Deliberate or reckless actions by students which result in damage, loss or theft will result in parents / carers being asked to pay a charge or, at the College's discretion, the full cost of repair or replacement. Repeated loss, damage or theft may result in the iPad / Laptop not being available to the student outside of the college or it being withdrawn altogether.

The current price list for devices, parts and accessories is published online at …

Changes to this policy

The college reserves the right to make changes to this policy from time to time. Any changes will be notified to students and parents / carers. The policy will be reviewed at least annually.

This policy must be read carefully by parents / carers and students. Use of the college's iPads / Laptops must be in accordance with this policy and breaches may result in disciplinary action. Where appropriate, police or other outside agencies may be informed and / or other legal action taken. This policy applies to the use of digital devices (iPads / Laptops) owned by the college.