

Mobile Device Acceptable Use Policy

The items listed below form the agreement between parent / carer, students and the college regarding the provision of Mobile Devices (hereafter iPad / Laptop) for students. More information is in the full policy, available on our website and has been e-mailed to parents.

I will report any loss, theft or damage to the iPad / Laptop to the College's ICT Support team or my teacher immediately. In the case of theft or loss, I will also report this immediately to the police and tell the college the incident number of this report. I understand that the college will make a charge to parents / carers in the case of loss, theft or damage to the iPad / Laptop *resulting from failure to take proper care of it*. A charge will also be raised for repeated damage caused due to lack of care of the device. 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 in any way. A list of current charges is attached to this document, is posted on the school website and is also available on request.

In signing this form parents / carers and students are indicating agreement to the above and to the following:

1. I will not use inappropriate, abusive or discourteous language when sending any electronic communications (e.g. email) or encourage others to use such language.
2. I will not use my iPad / Laptop during break or lunchtime unless specifically asked to do so by a member of staff or in one of the identified areas for this purpose.
3. I will use my iPad / Laptop in lessons in the way in which I am asked, and follow the instructions given by the teacher.
4. I understand that the iPad / Laptop is provided for learning. Any work, files, apps, games, photos or videos on the iPad / Laptop are stored at the college's discretion and I will remove them if asked to do so.
5. I will not post, or encourage others to post, photos, videos or other material relating to Penryn College onto Facebook or any other social network site or website.
6. I understand the college will take disciplinary action if I am involved in an online activity that damages the reputation of the college, its staff or other students.
7. I will never leave the iPad / Laptop in an unsecured or unlocked place.
8. I will inform the IT Support team or a member of staff if I witness or am informed of a breach of this policy or any improper use of an iPad / Laptop by another student.
9. I will charge the iPad each evening at home and bring it into college every day.
10. I will ensure that the iPad is always suitably covered by the provided case with screen protection or the laptop is protected by the supplied case when being transported.
11. I will not take any action that has the potential to damage the iPad / Laptop or the iPad / Laptop belonging to another student or member of staff.
12. I will return the iPad / Laptop, case and charging equipment to the college on request. I understand that the iPad / Laptop, case and charging equipment remain the property of the college.
13. I understand that the iPad / Laptop is provided for the purpose of learning and education and I will use the device for this purpose. Apps installed other than for this purpose will be removed on request by the college.
14. I will protect the iPad / Laptop with a pin code/ password. I will share this password only with my parents / carers and no-one else. I will share my code with them so they can access my iPad / Laptop when they want to. I will not use or attempt to use the password of another student.
15. I understand that the use of the iPad / Laptop will be monitored by the college and that there is no right to privacy when using the iPad / Laptop. I understand that any activity carried out on the iPad / Laptop may be monitored by the college.
16. I understand the college may take action against me if I am involved in incidents of inappropriate behaviour when I am out of school. Examples would include cyber-bullying, inappropriate use of images, damage to the iPad / Laptop etc. The college will involve the police or other agencies if appropriate.

Students name (Please print):

Students signature:

TG:

[] I acknowledge that I have read and understood the **full** version of this Acceptable Use Policy, link e-mailed, OR

[] I am unable to access this link and require a paper copy (I understand until this is signed and returned my child will not be able to receive their iPad)

Signature of parent/carer:

Date: