iPad Acceptable Use Policy
(Updated May 2022 – Version 5.0)

When we introduced iPads in September 2011 we were one of the first schools in the country to do so, since then many schools nationally have done the same. The purpose behind this decision was that we believe the device supports successful independent learning as well as creating authentic learning experiences for learners. One of the key factors in developing successful independent learners is to guide and support them in how they interact with their iPad. We use a range of media to communicate this such as the Honywood Headlines, school assemblies and through bespoke Learning Session 5 programmes.

We expect all learners to be safe and responsible when using technology whether it is their iPad, PCs in school or their own mobile technology. We believe it is essential that learners are aware of e-safety and know how to stay safe when using any new technology. If a learner has a mobile phone they must be very careful how they sync it with other devices especially with their school iPad. We will continue in school to address online safety and communicate with learners how to remain safe in the digital world in which we live.

All learners are responsible for looking after their iPad and need to appreciate that they must look after it as though it was their own so that when they eventually leave Honywood the iPad can be used by other learners in the school.

1. This document outlines the permitted use of Honywood loan iPads. All guidelines must be followed. Breaching these guidelines may result in disciplinary action and forfeit of the device.
2. All iPads, including accessories, remain the property of Honywood School and are on loan to learners whilst they are on roll.
3. All learners must bring their iPad to school every day unless they are not permitted on a school trip. Should a learner fail to bring their iPad in for five consecutive days, a colleague from the school will make a visit to the home to collect it.
   a. The iPad must be presented on request
   b. The iPad must be returned to the IT team upon the learner leaving school be that at the end of Cohort 11 or due to changing school.
   c. The school reserves the right to collect in any device immediately should it feel the need to do so.
   d. Failure to return the iPad and its accessories will result in us asking for a financial contribution for any items not returned.
4. All devices are collected by the IT team prior to the end of the summer term for essential maintenance and audit requirements.
5. Learners are not permitted to accessorise their loan iPad case in any way.
6. All learners are reminded that if they wish to use their loan iPad to store sensitive information they should only do so when this is essential and this remains the responsibility of the individual.
7. All iPads are configured to use the school Wi-Fi network where they are subject to robust filtering. Learners are permitted to configure their home Wi-Fi network however filtering in this instance will be regulated by their personal Wi-Fi supplier and parent/carer. We also utilise a web browser called Netsweeper, which offers some additional filtering while off site, but should be used in conjunction with your home provision.
8. Only official Apple iOS updates are permitted.
9. Software deployed by the school to the iPad **must not be removed or altered** in any way. All iPads are supervised and managed by our Mobile Device Management system (Meraki). You are not permitted to circumvent any of the iPad in-built security measures.
10. It is the learner's responsibility to back-up the device regularly using the guides supplied by the IT Team in the App on their iPad called **iPad back-up -** our advice is to store everything in Google Drive.
11. If there is a need to use an Apple ID on devices, only the Apple ID supplied by the school is to be used on the loan iPad. The Apple ID and password must not be shared with anyone. Using multiple Apple IDs may result in the device being locked by Apple for 90 days.

12. The sharing of Apps by using other people's Apple IDs is not permitted.
13. The use of illegally obtained software, that is all software that has not been validly purchased via the App Store, is not permitted.
14. Should parents/carers choose to add payment details to an iTunes account any costs incurred remain the responsibility of the family or individuals involved.
15. Only the Honeywood IT Team are permitted to apply restriction codes to the device. Should a family want a restriction placed on the device please contact the IT team directly and they will be able to assist.
16. The loan iPad must not be subjected to a 'Jailbreak' method in order to install uncertified apps. Any attempted 'Jailbreak' could result in total loss of data and the inability of the school to provide support and the iPad will be confiscated from the learner.
17. Use of the iPad for questionable activity including the deliberate viewing of inappropriate material via the internet is not permitted and a consequence will be put in place should this occur.
18. Learners are not to undertake activities that contravene the Computer Misuse Act or Malicious Communications Act.
19. Learners must show due diligence in regard to the security of their loaned iPad at all times. This includes times when they are not using the device.
20. Only specific applications are permitted on the Honeywood iPads. The list of apps available can be found on the Honeywood iPad in the folder "Other Apps → Meraki MDM → Apps".
21. Should a user run out of memory space on their loaned device, school content will take precedence over personal content.
22. Should your iPad, case or charger (and cable) be damaged or stolen you may have to fund the replacement or make a contribution to cover the cost of the repair as all users must return a fully functioning iPad and accessories provided at the end of their time at Honeywood.
23. The taking of photographs or video recordings is only permitted where consent has been obtained.
24. When in a learning session users should only engage with those apps that support their learning. Consequences will apply for any learners using their iPads inappropriately during learning sessions.
25. Should your iPad stop working in any way, or be damaged or stolen you must inform the IT team immediately and not attempt any repairs either yourself or through any other means. This includes any damage to the glass screen protector and case. The iPad must not be reset by anyone other than the IT department.
26. The iPad should never be used in Airplane Mode within the school.
27. Charging of the device is the responsibility of the learner apart from those who have requested that their device remain in school.
28. iPads must remain in the protective case supplied by the school at all times. This includes the front cover and glass screen protector. Any damage or graffiti to the case may result in the learner having to fund a new case and consequences to the learner.
29. Any educational apps downloaded to the iPad by the IT team must not be deleted from the device.
30. Learners may only use a number lock code on their device and are not permitted to use the fingerprint lock facility.

Approved: Ms Helen Mulley (Chair of Curriculum Committee)
Date: May 2022
Review Date: May 2023