

Hillington Primary School

**An iPad for Learning - Home School Agreement**

The Connected Learning iPad scheme will provide every pupil with an iPad and a range of e-learning tools and resources to assist and enhance their learning at school and at home.

This iPad provided belongs to Glasgow City Council and is traceable through the Council’s Mobile Device Management system.

All parties involved (pupils, parents/carers and the school) must agree with all of the terms and conditions outlined below.

**As a pupil, I agree to:**

* Look after my iPad carefully at all times
* Always store my iPad in its supplied case when not in use, and store it in an appropriate school bag when outside my class
* Charge up my iPad every night and bring both the iPad and the supplied charger into school every day unless told otherwise
* Only take my iPad out in class or in a secure environment such as my home
* Never take my iPad out in the playground, when walking between classes or when travelling to and from school unless directed to do so by a teacher
* Only use my iPad in lessons when instructed to by my teacher and close it or put it away when my teacher says so
* Never share my pin code
* Only use programs on my iPad that my teacher has agreed I can use in the lesson
* Only use my iPad to record audio or video clips with the clear and explicit permission of
* Never access inappropriate content on my iPad
* Never remove any asset tags or security markings from my iPad
* Do not allow the iPad to be subject to graffiti
* Immediately report any damage, loss or theft which happens in school to **Mr Ramsay**
* Report any technical problems to **Mr Ramsay**
* Ensure that all work stored on the iPad is regularly backed up

1. **As a parent/carer, I agree to:**

* Ensure that my child cares for and respects their iPad
* Immediately report any loss or theft which happens out of school to **Mr Ramsay**
* Ensure that the iPad is used solely by the child that the school has given it to
* Ensure that the iPad is returned to the school if your child leaves the school, or at any other time upon the request of a member of staff
* Monitor my child’s use of the iPad on the Internet at home, to ensure that only appropriate websites are accessed - the same filtering will apply as in school.

**The school agrees to:**

* Provide pupils with an iPad and access to a range of e-Learning resources
* Give pupils an introduction to using and caring for the iPad. This will include a session on security, e-Safety, maintenance and health and safety
* Provide pupils with a range of learning opportunities which make use of the iPad, both in school and at home
* Provide parents/carers with ongoing advice to help them support their child’s use of their iPad
* Make sure that any repairs required on the iPads are communicated to our IT service provider to ensure they are dealt with as quickly and effectively as possible
* Provide access to wireless internet provision within the school. Provision will be made during school opening hours to allow pupils to complete homework/carry out research using the internet if required. The school will not be responsible for any costs involved, nor content accessed, when the Internet is used out of school
* Issue questionnaires to pupils and parents/carers to help us in the ongoing evaluation of the I-pads.

1. **Acceptable Use**

What is expected of you?

Acceptable Use of the ICT System

1. You must always get permission from a teacher before using the ICT System or accessing any information or application.
2. You must keep secret your personal login and password for the ICT System and never allow others to use them.
3. You must not attempt to access any part of the ICT System that is not part of your personal desktop.
4. You must not intentionally damage or vandalise any part of the ICT System (including computer, monitor, keyboard, mouse, printer, cable etc.) or delete any computer software used on the ICT System or the data of another user.
5. You must not intentionally introduce software designed to cause damage to any component part of the ICT System software (commonly known as a virus).
6. All pupils should note that it is all too easy to damage computer equipment through spillage of food and drink and there is a risk of injury where liquids come into contact with electrical appliances.
7. You must always end your session on a computer by closing it down correctly. If you are unsure how to close down, you should ask your teacher.
8. You must not use the ICT System for business, or other commercial activities including product advertisement or political lobbying.

**Acceptable Use of E-mail and the Internet**

You are responsible for good behaviour on the Internet and should consider your e-mail communications as being similar in all respects to any conversation in a classroom or a school corridor. ***General school rules apply****.* In addition the following acts are prohibited:

1. Sending or displaying any abusive, sexist, racist or otherwise offensive material.
2. Using obscene language.
3. Accessing or attempting to access any inappropriate or offensive material.
4. Violating copyright laws.
5. Failing to report known instances of any of the above.

***Remember, everything that you do on the system will be automatically recorded and the people who operate the ICT System will monitor your compliance with this Acceptable Use Policy.***

##### Acceptance of Policy

Glasgow City Council, Education Services, the School Management Team and the supplier of the ICT Systems will make every effort to ensure that appropriate measures are put in place to monitor the acceptable usage of ICT facilities and would be grateful if you would offer your support for these measures by signing the declarations below.

Access to the Internet will enable pupils to explore thousands of libraries, databases, and bulletin boards while exchanging messages with other Internet users throughout the world. Although the school ICT System is designed to block access to controversial, inappropriate or offensive material, the nature of the Internet makes it difficult to make sure access is an impossibility. In light of that practical difficulty and the fact that each person's view of what is "controversial, inappropriate or offensive" varies, ultimately parents and guardians of pupils are responsible for setting and conveying the standards that their children should follow when using media and information sources. During school, teachers will guide pupils toward appropriate materials.

Further information about the internet and online safety can be found on our school website within the Parents Zone–

<https://blogs.glowscotland.org.uk/gc/hillingtonprimary/>

We expect all parties concerned (pupils, parents/carers and the school) to follow all the rules and procedures listed on pages 1 and 2. If, however, a pupil breaks these rules then the school reserves the right to restrict or remove their access to any school ICT facility as in line with the Pupil Acceptable Use Policy. This policy can be found using the URL [www.glasgow.gov.uk/pupilAUP](http://www.glasgow.gov.uk/pupilAUP)