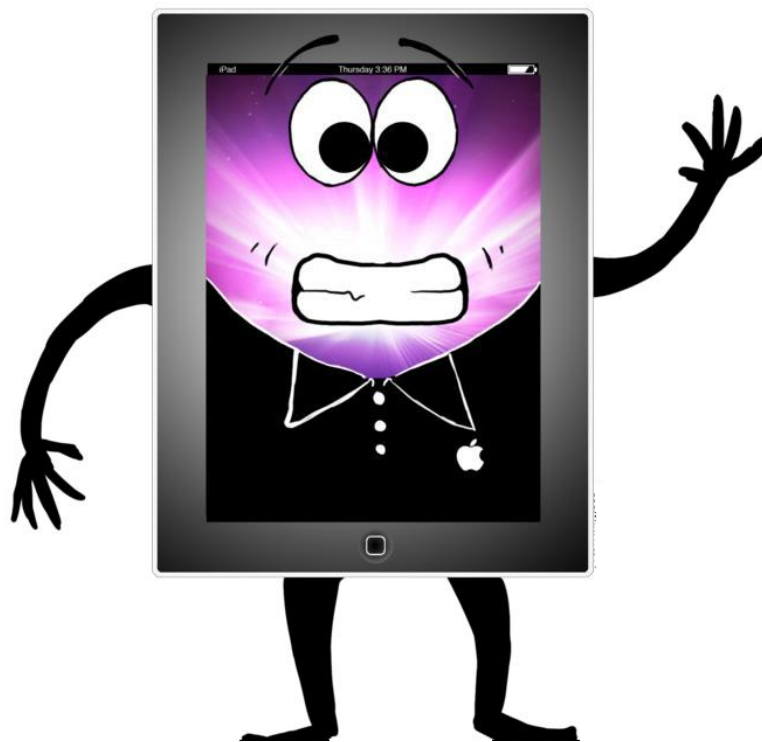




# **iPad Acceptable Use Policy for Staff**



## **2017-2018**

Principal-Mr Philip Monks  
ICT Co-ordinator- Miss Natalie  
Herron

# iPad User Agreement and Acceptable Use Policy

iPads allocated to teachers are the property of Lisnasharragh Primary School and should be looked after with appropriate care. Teacher use of the iPad falls under the E-Safety Policy. In Lisnasharragh, access to the internet will be monitored through the school's content filtering services and the device will be monitored and tracked remotely by Mr Monks and the ICT Coordinator.

## Provision of Equipment

Staff will be given an iPad, protective case and charger.

### Staff should:

- Remember that iPads are **for teacher use only** and may not be used by other family members.
- Remember that, in school, iPads should be used for educational purposes only.
- Follow the School's Acceptable Use of ICT Policy for Lisnasharragh at all times.
- Bring their iPad to school every day.
- Ensure that their iPad and the iPads allocated to their year group are fully charged.
- Keep their iPad with them or in a secured (locked) area at all times
- Keep the seven-digit security PIN on their iPads confidential
- Report loss, theft or damage to Mr Monks/Miss Herron immediately
- Back up data securely by ensuring iCloud is enabled at all times.

### Staff should not:

- Modify the settings of their iPads in any way unless instructed by Mr Monks or Miss Herron.
- Apply any permanent marks, decorations or modifications to their iPads;
- Remove their iPads from their protective cases.
- Link personal devices or iClouds to the school iPad unless authorized by Mr Monks/Miss Herron.

## Using the IPAD

- Miss Herron and service providers will initially set up the iPad and these settings should not be changed by staff.
- Clean the screen often with approved cleaning towels and keep away from food and drink.
- Charge the iPad only with an Apple charger and standard wall outlet for your power source.
- Any errors or problems with the iPad should be reported to the ICT coordinator as soon as possible.

## Apps

- Key apps will be pre-installed on each iPad.
- Apps for use in school should be purchased through Miss Herron.
- Additional subject-specific apps for use in school must be approved, purchased and installed by Miss Herron.

## Saving Documents

Saving documents with your iPad is via app based storage and sharing capabilities. This allows access to documents from other computers via the internet. You may also share your documents with other staff or students.

## Staff iPad User Agreement

*I agree to use the iPad allocated to me for educational purposes, including with pupils in teaching spaces in Lisnasharragh Primary School. I understand and will abide by the use of iPad regulations outlined above, in conjunction with the School's Acceptable Use of ICT Policy and the Child Protection Policy. I further understand that should I*

*commit any violation the School may ask me to return the iPad and school disciplinary or legal action may ensue. I also agree to periodically hand in my iPad for routine maintenance, security up-dating and screening. In the case of a suspected theft, I will ensure that a Police Report is completed in liaison with the Principal and an Incident Number provided to the School.*

User's Full Name:

User's Signature:

Principal's                      Signature:

Date:

**This policy has been agreed and formally adopted by the  
Board of Governors of Lisnasharragh Primary School**