



# Student iPad Acceptable Use Policy

SIP2019-2.2

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| <b>Purpose:</b>        | The purpose of this policy is to outline the expectations for using iPads within the college environment.                            |   |
| <b>Scope:</b>          | This policy applies to all students with assigned or personal devices when on the college premises or as part of college activities. |   |
| <b>Status:</b>         | Approved   | <b>Supersedes:</b> N/A                            |
| <b>Authorised by:</b>  | College Governing Body Chairperson / CEO   | <b>Approval Date:</b> 25 <sup>th</sup> March 2019 |
| <b>References:</b>     | Computer Use Policy<br>Privacy Policy<br>Cyber-Bullying Policy<br>Students Code of Conduct   |   |
| <b>Reviewed:</b>       | 2 Years  | <b>Next Review:</b> 25 <sup>th</sup> March 2021   |
| <b>Responsibility:</b> | Deputy Principal/Head of Welfare   | <b>Point of Contact:</b> Services Manager         |
| <b>Policy Owner:</b>   | College Governing Board  |   |

## Policy

iPad Acceptable Use Policy (Mobile Devices) for College

The policies, procedures and information within this document apply to all iPads, computers or mobile devices used at the college. Team Leaders, Advisors and other college staff may also set additional requirements for use within their studios or respective campuses.

### Users Responsibilities

Users must use protective covers/cases for their iPad at all times.

The iPad screen is made of glass and therefore is subject to cracking and breaking if misused.

Do not leave iPad unattended in studios.

iPads are not to leave the college grounds unless given appropriate permission by Arcadia staff.

Users may not film photograph or record any other person, without that persons' consent.

Arcadia College retains all ownership of all iPad's, Apps and Content.

iPads are not to be used to bully, harass or provoke students, staff or the public.

iPad applications or user profiles installed by the college must not be deleted under any circumstances.

Only college authorised apps can be installed on iPads, unauthorised apps will be deleted at staff discretion.

Students should be aware that all Internet access will be logged and tracked.

### Additional Responsibilities for Pupils

All work completed for assessments must be submitted via Showbie or emailed directly to the relevant staff member. The student remains responsible for back up of all study material.

Arcadia College takes no responsibility for the loss of data, due to malfunctions, damage or deletion. Students in breach of the Acceptable Use Policy may be subject to but not limited to; disciplinary action, confiscation, removal of content or referral to external agencies in the event of illegal activity.

**Safeguarding and Maintaining as an Academic Tool**

A college administrator will maintain Software Updates and Technical Support.

Items deleted from the iPad cannot be recovered.

Memory space is limited. Academic content takes precedence over personal files and apps.

It is a user’s responsibility to keep their iPad safe and secure.

Other iPad users devices are not to accessed or tampered with in any manner.

If an iPad is found unattended, it should be given to the nearest member of staff.

**Lost, Damaged or Stolen iPad**

If the iPad is lost, stolen, or damaged, the ICT Manager/Team Leader/Advisor must be notified immediately.

iPads that are believed to be stolen can be tracked.

**Prohibited Uses (not exclusive):**

Accessing Inappropriate Materials – All material on the iPad must adhere to the Computer Use Policy. Users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.

Cameras – Users must use good judgment when using the camera. The user agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of cameras in toilets or changing rooms, regardless of intent, will be treated as a serious violation.

Posting of images/movie/content on the Internet (e.g. Facebook, Twitter, Blogs etc.) relating to Arcadia College into a public forum is strictly forbidden. Unless permission is given by the CEO.

Misuse of Passwords, Restrictions, Codes or other Unauthorised Access: iPads must remain unlocked so that routine maintenance and updating can be carried out.

Inappropriate media may not be used as a screensaver or background photo. Presence of pornographic, offensive, alcohol or drug related content symbols will result in disciplinary action.

Arcadia College reserves the right to search an iPad to ensure compliance with this Acceptable Use Policy.

Devices damaged due to negligence may be charged to the students account.

The student and parent/guardian agree to read the iPad Acceptable Use Policy prior to signing below.

*I have read, understand and agree to abide by the terms of the iPad Acceptable Use Policy and Computer Policy:*

Student: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_