



HARROGATE GRAMMAR SCHOOL

EXCELLENCE FOR ALL

Harrogate Grammar School iPads for Learning Agreement

May 2023 v3

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Dear Parents/Carers

Thank you for supporting our iPad for Learning scheme, which has been in place for a number of years to enhance the education of our students. We are committed to ensuring that iPads are used in lessons where there are clear educational advantages of doing so and use our own bespoke app for the setting of home learning.

We are aware of the risks associated with using technology in this way and we provide detailed guidelines in this document on how we will work, together with your assistance, to manage these risks.

Please take the time to read this document carefully, ensuring that your son or daughter is fully aware of the responsible and acceptable use of their new learning tool.

We thank you for your support.

Yours sincerely

A handwritten signature in black ink that reads "Neil Renton". The signature is written in a cursive style with a long horizontal stroke at the end.

Neil Renton
Headteacher

Using the iPad Responsibly in School

The following Guidelines have been developed through consultation between staff and students. They cover a wide range of potential issues and it is important that all students are aware of them and of their personal responsibility to adhere to these guidelines.

Health & Safety

It is important to be aware of the possible risks to health of sitting in uncomfortable positions and staring at the iPad for prolonged periods. The school has conducted a survey into incidents of musculoskeletal issues since the original iPad scheme started in 2012 and also works with a local Registered Ergonomist and Osteopath, David Annett with regard to advice on best use.

Advice for Students:

Try to limit the amount of time that you spend using your iPads.

Teachers will not be using them in every lesson and not for the whole lesson. However, if you have been spending a large amount of time doing your home learning on the iPad then please ensure that you take regular breaks and do not continue to then play games for hours after that.

Please be aware of the guidelines issued on this and do your best to follow them.

Personal Safety

The likelihood of being approached outside of school by someone trying to steal the iPad is slim, but it is important that all students act safely to limit this risk.

Advice to Students:

Ensure that the iPad is kept in your bag when walking to and from school. Follow the usual advice about keeping safe, for example not walking around alone when it is dark and ensuring that an adult knows where you are. If approached, just hand the iPad over. It can be tracked and deactivated. If your work is backed up to iCloud then your work will not be lost.

eSafety:

Many of the eSafety issues that apply to the use of iPads already exist within school and have been addressed in our eSafety Policy. We shall continue to address this issue through Assemblies and Big Picture sessions and deal with any incidents that occur in accordance with our current Positive Achievement system.

Advice for Students:

Make yourself aware of the ICT Acceptable Use policy, which is attached to this document.

Please be aware that a member of staff has the right to look at the content stored on your iPad at any time and this will happen as part of spot checks to ensure that the iPads are being used appropriately.

Privacy

There is a risk that students may be able to pick up an iPad and look at each other's work or access private information on a staff iPad.

Advice for Students:

Please ensure that your own iPad is locked with a 4-digit passcode, but that your home screen has your name and form written on it (so that the iPad can be returned to you if lost).

Any attempt to look at a fellow student or teacher's iPad will be dealt with very seriously.

Using the Camera

Issues about photographing staff and students are already covered in other policies, however, it is important to be aware that some staff and students are not prepared to have their photograph taken and that permission must always be sought first.

Email Etiquette

Email is likely to become a key means of communication between staff and students. It is important that students are aware of the rules regarding this area and do not cause offence or add needlessly to staff workload.

Advice for Students:

Wherever possible avoid using emails to contact staff. If you are able to go and find that member of staff personally and speak to them directly then this is always preferable.

Any essential emails to staff, such as those sent to hand in work, should always be politely written. Start the email with Sir/Miss or the member of staff's name and always end with Thank you and your name.

Using the iPad Appropriately in School

In Lessons

Some teachers will use the iPads in lessons more than others. This is likely to vary dramatically throughout the year as some lessons/topics may be more suited to the use of new technology than others.

Advice for Students:

Your use of the iPad in school is always at the teacher's discretion. If the teacher has not asked you to use the iPad then it should be kept out the way, safely, in your school bag. If the teacher feels that you have not been using the iPad responsibly then they will ask you to put it away and issue a suitable sanction.

At Break/Lunchtimes

We want to encourage students to work collaboratively with their iPad in their own time however we feel strongly that it is essential that students spend time away from the device and take a break.

Advice for Students:

The iPad should not be used outside, in the Hub, or in the Hall at break or lunchtime.

The only time it is acceptable is in the Learning Resources Centre or in the event of a wet break/lunch provided it is being used sensibly within a classroom.

Use at Home

Teachers will set home learning on the iPad and the usual sanctions will occur if this work is not completed.

The use of any technology in the home is under the guidance of parents.

Being Prepared

Lessons will be disrupted if students forget their iPad or have failed to charge it up overnight.

Advice for Students:

The iPad must be brought into school every single day and must be fully charged.

Failure to do so will result in the Positive Achievement system being applied in the same way that it is for missing equipment.

It is possible to charge the iPad in the Learning Resource Centre but there are limited resources to do so. It is your responsibility to make sure this happens at the start of the school day.

Using your own iPad in school

Those families who have decided to use their own iPads in school are subject to the same guidelines for appropriate use as those who are using a school iPad.

However, the school cannot take responsibility for any loss or damage to these devices and parents should make their own arrangements if they wish their own iPad to be insured or repaired.

General Student guidelines for iPads (including sanctions)

Students are responsible for good behaviour when using iPads, just as they are in a classroom or a school corridor. General school rules apply.

iPads are provided for Students to conduct learning activities that may include research, production of content and communication with others.

Parents' permission is required for the use of iPads in school. Remember that access to devices and the Internet is a privilege, not a right and that access requires responsibility.

Individual users of the iPads are responsible for their own behaviour and communications. It is presumed that users will comply with school standards and will honour the agreements they have signed.

School networks and storage will be treated like school lockers. Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that stored files would always be private.

During school, teachers will guide Students toward appropriate materials.

Outside of school, families bear responsibility for such guidance, as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

Advice for Students:

The following are not permitted:

- 1. Sending or displaying offensive messages or pictures**
- 2. Using obscene language**
- 3. Harassing, insulting or attacking others**
- 4. Damaging computers, iPads, computer systems or computer networks**
- 5. Violating copyright laws**
- 6. Using others' passwords**
- 7. Trespassing in others' folders, work or files**
- 8. Intentionally wasting limited resources**

Sanctions

1. Violations of the above rules will result in a temporary or permanent ban on Internet use or use of school ICT equipment in general
2. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour
3. When applicable, police or local authorities may be involved

Loss or Damage to iPads

The Case

We will provide a case for all new iPads. The case is designed to protect the device and it is vital that the case provided is kept on at all times. Damage sustained to an iPad whilst the case is not on will not be covered for repair. In these instances, the school reserves the right to ask the student to leave the scheme immediately.

Replacement cases are not provided as part of the scheme. Should an iPad case require replacing there will be a mandatory additional charge for this (over and above any Repair fee charged, even if the iPad is repaired at the same time).

If you replace the iPad case yourself and damage is sustained to the iPad then we reserve the right to charge the full repair cost before the iPad is returned to the student if it is not deemed to be as robust as the school-provided case.

The Charger and Charging Cable

Replacement chargers are not included as part of the scheme. We do not hold a stock of replacement charging plugs or charging cables but these are easily purchased from an Apple Store.

Damage Requiring Repair

We appreciate accidents will happen but it is essential that students treat their school iPad with care so that financial loss is kept to a minimum. This means there is a limit to the number of repairs that we allow per scheme before we ask a student to leave (please see our iPad Repair T&Cs at [Harrogate Grammar School - Red Kite Learning Trust - iPad repair terms & conditions](#))

Should a school iPad be damaged and require repair please follow the school's repair service procedure at [Harrogate Grammar School - Red Kite Learning Trust - Repairs procedure](#) after first checking our Repair Terms & Conditions to ensure that the repair is not excluded, and that the correct repair fee has been paid*.

*The school's mandatory iPad Repair fee is payable in advance of repair at the prevailing rate. Some repairs are excluded or are covered at a higher rate please see the Repairs Procedure for the latest information.

NOTE: iPads must only be repaired through the School's Repair Service and not by any third party

All iPads are photographed at the point they are handed in to Network Services and before they are sent off for repair. It can be obvious, therefore, if an iPad has been taken out or damaged without its case, repaired elsewhere, or deliberately damaged.

Third party, deliberate damage, or damage caused whilst out of the iPad case will result in being asked to leave the scheme immediately.

Damage by another student(s)

iPad repair charges (and repair) are allocated against the student or students who caused the Damage. If the iPad is damaged by someone else the repair form must be submitted as soon as possible (with full information and witness names) to allow the school to corroborate this. Where insufficient evidence is provided or events cannot be substantiated the repair charge will fall to the student issued with the iPad, who has responsibility for its safekeeping.

Advice for Students:

Where another student has damaged your iPad, it is very important to report to your Year Manager of any witnesses, (including teaching or support staff) and submit your Damage Form quickly with as much detail as possible so that we can confirm your version of events. If the incident can be confirmed then the other student will be charged for the repair.

Repair Times

iPads will be returned back to students as soon as possible minimising the time a student is without it. No loan device will be supplied except where an iPad needs to be sent off to Apple under warranty, where this will take much longer than the normal turnaround.

Loss or Theft of an iPad

The iPad will have FindMyPhone installed on it and will have an Activation Lock. It is important that this is not removed from the iPad as it means the iPad cannot be tracked and wiped if necessary. Please follow the advice on the iPad Lost/Stolen web page as soon as possible at [Harrogate Grammar School - Red Kite Learning Trust - Lost/Stolen iPads](#)

NOTE: iPads lost or stolen whilst unattended are not covered under the scheme and you may be asked to leave the scheme or pay the full cost of a replacement iPad.

This is not a new for old scheme. Subject to availability, a replacement used iPad of a similar age and model to the lost device will be issued. Where this is not possible the school reserves the right to replace the iPad with an older model from stock.

Advice to Students/Parents and Carers:

If you believe your iPad to be lost, please go onto FindMyPhone and click Play Sound. This will give an audible noise to help you locate your device.

If you are unable to locate it via the audible sound, please put the item into Lost Mode.

If you are certain the iPad has been stolen or the loss will be permanent, please Erase the iPad immediately. You will be able to retrieve your work on your replacement device using your last Back Up.

iPads for Learning – Donations

The school relies on all promised direct debit donations continuing over the full term of the scheme to make the iPads for Learning Schemes sustainable. Without this continued support, and that of other parents/carers, the school runs the risk of having to downsize the programme or close it completely.

You will have been provided with the donation amount and length of term of your scheme in your invitation letter, and asked to set up your payments through the **Learning Foundation**, our charitable partner who manage the collection of donations on our behalf. To keep donations ongoing please contact the Learning Foundation with any changes to your payment method or banking details as soon as they occur. They can also assist you with any payment queries, including overpayments.

No-one will be excluded from access to an iPad in this Gift Aid scheme for financial reasons but there are limited resources for financial assistance. In these circumstances, please contact hgsipads@hgs.rklt.co.uk in advance of signing up to the scheme at to discuss the options available.

iPad Ownership

The iPad remains the property of Harrogate Grammar School at all times and must not be deliberately damaged, defaced, jailbroken or removed from its case.

At the end of the scheme we plan to offer eligible students the opportunity to purchase their device by making a payment to the school reflecting the market value of the iPad at that time. iPads sold at the end of the scheme are bought “As Seen” and responsibility for repair, maintenance and insurance transfers at the point of purchase.

To keep the costs of the scheme as low as possible, it is not possible to purchase the iPad if you leave at any point before the scheme ends. It must be returned to the Network Services team with all accessories (case and charger) no later than the student’s final day with us.

4. SET UP

1. Please choose a suitable picture for the home screen and ensure it has the student name and form displayed on it by inserting text
2. Ensure the iPad is fully charged each day before school

Keep the iPad in its protective case at all times. A member of the Network Services team should only remove the case.

To be completed and forwarded to the iPads Administrator in the Finance Department before an appointment can be issued to collect an iPad.

This is an agreement for the following:

- *iPad scheme*
- *Loan iPad*
- *Personal devices*

The school has provided iPads and computers with internet access to help your learning. For all iPad users in school the expectations below will keep you safe and help us to be respectful towards others.

- I understand that if I have a loaned or scheme iPad that it must remain in its protective case at all times. If it needs to be removed from the case this must be done by a member of the Network Services team and no-one else
- I will only access the systems and my device with my own login and password, which I will keep secret
- I will not access another person's device or storage area, or interfere with other people's work or files
- I will use the iPad for school work and homework
- I will not waste time in school using the iPad for non-learning activities
- I will not behave in a way that can cause damage to iPads, ICT equipment or to IT installations
- The messages I send will be polite and responsible
- I will not give my home address or telephone number, or arrange to meet someone, unless my parent/carer or teacher has given permission
- I will report any unpleasant material/messages sent to me.
- I will ensure that I bring the iPad to school each day and that it is fully charged at the beginning of the school day
- I understand that the school may check my iPad, files and monitor the Internet sites I visit in school
- I understand that use of the iPad is subject to the schools Acceptable Use of ICT Policy
- I understand that Virtual Private Networks (VPNs) are not allowed in school

Scheme iPads: I am aware that the iPad remains the property of the school until it is offered for sale in Year 10, in Y11 (if I do not progress up to Sixth Form) or at the end of Year 13. I know I will need to pay a sum of money to the school to keep it. I also recognise that if I leave, at any other time, the iPad must be returned to school. I know I cannot buy it.

Loan iPads: I am aware the iPad has been loaned to me and must be returned to school on leaving or joining a school iPad scheme. It is not available for sale.

Student name: _____ Form: _____

Student signature: _____ Date: ___/___/___

Parent/Carer signature: _____ Date: ___/___/___

Summary of iPad Scheme

- Direct debit to be set up with Learning Foundation as directed in invitation letter unless alternative agreed in advance with iPad Administrator
- Valid consent form to be held on file
- iPad to be kept in protective case at all times (or student removed from scheme)
- Repair fees mandatory and payable as set down in the school's Repair Web pages and subject to the prevailing rate and current Repair T&Cs at [Harrogate Grammar School - Red Kite Learning Trust - iPad repair terms & conditions](#)
- iPad purchase available at end of scheme only (at Market Value) provided there are no outstanding iPad charges lying on the account
- iPad not available for purchase if leaving before the end of the scheme (must be returned by no later than the student's final day)
- Student removed from scheme if maximum number of allowed iPad repairs is exceeded (see Repair T&Cs at [Harrogate Grammar School - Red Kite Learning Trust - iPad repair terms & conditions](#))
- Student removed from scheme for violation of Repair T&Cs including, but not limited to, deliberate damage or vandalism, wilful neglect, removal of iPad from case, third party repairs and exceeding maximum repair