

PINNER WOOD SCHOOL



IPAD AGREEMENT FOR TEACHERS

Approval Authority

Effective From: November 2024

Date Ratified by GB:

Next Review Date: November 2025

Signed by Chair of GB:



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IPAD AGREEMENT FOR TEACHERS

Pinner Wood School embraces the use of technology to enhance the teaching and learning experience to all of its students and staff. In today's technologically driven society, the accessibility of technology is essential. Pinner Wood realises that the use of technology provides individuals with additional access to existing resources that sustain and encourage research, collaboration, communication and access to further knowledge. Therefore, the following guidelines are set forth to define acceptable use for users who are using the school's iPads in school and at home. Every teacher must comply with the following guidelines by reading and signing the agreement below.

1. The iPad remains the property of Pinner Wood School and is for use **only** by you. It must not be loaned to other adults or pupils without agreement from the Headteacher. If it is done so then a temporary password must be assigned for use period of the loan.
2. By accepting an iPad you agree to fully comply with the Pinner Wood School ICT Acceptable Usage Policy.
3. You agree not to use your personal device for school related purposes.
4. Any data relating to pupils is sensitive. It is your responsibility to ensure that it is suitably password protected.
5. You (and only you) may take the iPad off-site and it can be used for personal use as long as it does not contravene the Pinner Wood Acceptable Use Policy.
6. You will be assigned a password for your iPad to ensure it is safe when off- site.
7. Insurance cover only provides protection from the risks whilst the iPad is on the school site or being used for school business e.g. attending conferences/courses. You are responsible for the iPad in any other situation.
8. Loss or damage of a device should be reported to the school's Computing Leader immediately. If necessary the device will be remotely locked or wiped.
9. The iPad is configured with certain restrictions in place. You must not try to make changes to the devices.
10. Any connection cost incurred by accessing the internet from outside school is not chargeable to the school.

11. Use of the iPad must adhere to data protection, computer misuse and health and safety rules. Failure to do so may lead to disciplinary action.
12. iPads will be checked regularly for safety and for compliance with school policies. Outcomes will be reported to the Headteacher.
13. This agreement covers the current academic year only. A new agreement must be signed at the start of each academic year.
14. If you leave the employment of the school or are away for an extended period of time the iPads must be returned to the Computing Leader on or before the date you leave.
15. The iPad must be cared for by
 - a. using a protective covers/cases for their iPad,
 - b. using only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen.
 - c. not to subject the iPad to extreme heat or cold.
16. All Apps purchased through the Apple Volume Purchase Program must be of a nature related to professional activities and approved by the Head Teacher.
17. Staff cannot purchase their own Apps for personal use through their own personal iTunes account.
18. No Apps will be downloaded which may compromise the school network.

I have read this agreement and fully understand that I need to adhere to all elements.

Teacher's Name:

iPad Number:

Received by Signature: Date:

Authorised by Headteacher: Date: