**Responsibilities for ipads**

**iPad Acceptable Use Policy**

The following procedures and information apply to all iPads, used in school.

Teachers and other school staff may also set additional requirements for use within their classroom.

**Users Responsibilities:**

All children must must have a protective cover/case on their iPad at all times. No children or staff should eat or drink near an iPad.

The iPad screen is made of glass and therefore is subject to cracking and breaking if misused: Never drop nor place heavy objects (books, laptops, etc.) on top of the iPad.

Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen.

Users may not photograph any other person, without that persons’ consent.

**Additional Responsibilities for Pupils**

Mobile Device Management of the iPads will be maintained by Chris Mills, school technician. Items deleted from the iPad cannot be recovered.

The whereabouts of the iPad should be known at all times. It is a user’s responsibility to keep their iPad safe and secure.

iPads belonging to other users are not to be tampered within 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 Head Teacher must be notified immediately. iPads that are believed to be stolen can be tracked through ‘Find My iPhone’ in iCloud.

**I understand that if I do not follow these rules, I may not be allowed to use ICT in school**