



Connected Learning iPad Acceptable Use Policy for School Staff



User's Responsibilities:

- Users must use the protective covers/cases and chargers provided for their iPad at all times
- Never drop nor place heavy objects (books, laptops, etc.) on top of the iPad.
- Only a soft cloth should be used to clean the iPad screen.
- Do not subject the iPad to extreme heat or cold.
- If you require to leave the iPad in your vehicle ensure it is locked and out of sight and not stored in the vehicle overnight.
- Users may not photograph any other person, without that persons' or parental consent
- Be aware that the iPad is enrolled in a Mobile Device Management System (MDM) and subject to routine monitoring by Glasgow City Council.
- Devices must be surrendered immediately upon request by any designated member of staff.
- Users in breach of the IT Acceptable Use Policy may be subject to disciplinary action, confiscation, removal of content or referral to external agencies in the event of illegal activity.
- No personal files or Apps should be stored on the school iPads.
- Glasgow City Council is not responsible for the financial nor other loss of any personal files stored inappropriately on an iPad.

Safeguarding and Maintaining as a Learning Tool:

- iPads are required to be charged and be ready to use in school.
- 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.
- If an iPad is found unattended, it should be stored safely pending return to its owner.
- iPads may require to be returned and reset at any time.
- iPads should always be available when needed for learning purposes.

Lost, Damaged or Stolen iPad

- If the iPad is lost, stolen, or damaged, the Headteacher and ICT Coordinator must be notified immediately.
- No further action should be taken unless directed.

Prohibited Uses (not exclusive):

- All material on the iPad must adhere to the GCC IT Acceptable Use Policy. Users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.
- Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- 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 camera in toilets or changing rooms, regardless of intent, will be treated as a serious violation.
- Images of other people may only be made with the permission of those in the photograph.
- Posting of images/movie on the Internet into a public forum is strictly forbidden, without the express permission of the Headteacher.
- Misuse of Passwords, Codes or other unauthorised Access: Users must set a passcode on their iPad to prevent other Users from misusing it. This should not be shared with pupils.
- Gaining unauthorized access to another user's accounts, files or data may be subject to disciplinary action.
- Any attempt to destroy hardware, software or data will be subject to disciplinary action.
- Jailbreaking is the process of which removes any limitations placed on the iPad by Apple and the Connected Learning Programme Team. Jailbreaking results in a less secure device and is strictly prohibited.
- Inappropriate media may not be used as a screensaver or background photo. Presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures will result in disciplinary actions.
- Individual users are responsible for the setting up and use of any home internet connections and no support will be provided for this by the school.
- GCC reserves the right to confiscate and search an iPad to ensure compliance with the IT Acceptable Use Policy.