



MOUNTS  
BAY

# Acceptable Usage Policy For Digital Devices

|                                 |             |
|---------------------------------|-------------|
| Last review date                | Summer 2019 |
| Date approved by Governing body | 2019        |
| Date for next review            | Summer 2020 |

# Acceptable Usage Policy for Digital Devices

## Table of Contents

|   |           |
|---|-----------|
| <b>Introduction</b>                                 | <b>3</b>  |
| <b>Scope</b>  | <b>3</b>  |
| <b>Equipment</b>                                    | <b>3</b>  |
| <b>iPads</b>  | <b>4</b>  |
| Background  | 4         |
| Academy Control                                     | 5         |
| Apps  | 6         |
| Parental Control                                    | 6         |
| iPad rules:   | 7         |
| <b>Security and Privacy</b>                         | <b>8</b>  |
| <b>Internet</b>                                     | <b>8</b>  |
| <b>Email</b>  | <b>9</b>  |
| <b>Social Media</b>                                 | <b>10</b> |
| <b>Data Protection</b>                              | <b>11</b> |
| <b>Personal Use</b>                                 | <b>11</b> |
| <b>Return of Digital Devices</b>                    | <b>11</b> |
| <b>Monitoring, including the PREVENT strategy.</b>  | <b>11</b> |
| <b>Changes</b>                                      | <b>12</b> |
| <b>Acceptable Usage Policy for Digital Devices.</b> | <b>13</b> |
| <b>Agreement:</b>                                   | <b>13</b> |

---

**This is a contractual agreement that MUST be signed before the issue of any Digital Devices from Mounts Bay Academy.**

## Introduction

Mounts Bay Academy (“The Academy”) may grant a licence to use iPads (“Digital Devices”) to staff and students for the purpose of offering access to a vast amount of information and tools to enhance and transform learning (“**the Purpose**”).

This policy outlines the acceptable use of the Academy’s Digital Devices. The Digital Devices are provided and maintained for the educational benefit of the whole Academy community, and you are encouraged to use and enjoy these resources, and help to ensure they remain available to all. Remember that inappropriate use will result in disciplinary sanctions.

The Academy’s staff and students are expected to have regard to this policy at all times to protect its Digital Devices from unauthorised access and harm.

## Scope

This policy covers all students attending the Academy and all staff, including part-time and fixed-term employees (collectively known as “staff” in this policy).

All parents and guardians signing this policy on behalf of students agree that they will have overall responsibility for ensuring safe and appropriate use of the Digital Device and compliance with this policy, including use of the Digital Device through wireless Internet connections at the student’s home.

## Equipment

Equipment covers ‘Any digital device’ used on the school premises, whether school owned or personal.

All staff and students agree:

- To always get permission from the ~~Digital Technologies Faculty~~ **IT Support Team** before installing, attempting to install or storing programs of any type on the Digital Devices owned by the Academy. Staff may install any suitable educational Apps, **that have been checked and approved by the IT Support Team** on the iPads as long as there is sufficient space for learning materials and work files. Students will be supplied Apps by the Academy
- Staff ~~are requested not to~~ **must not** remove any core Apps from their iPad as installed by the Academy.
- Not to do anything damaging, disabling, or otherwise harming to the operation of Digital Devices, or intentionally wasting resources that puts your work at risk, and will cut short your time with the Academy’s Digital Devices.
- To only use the Academy’s Digital Devices for the Purpose.
- Activities such as buying or selling goods, using personal email accounts, using social media sites (other than in relation to the Purpose) and accessing non-educational websites (which will be determined in the Academy’s sole discretion) are inappropriate and prohibited.
- In the case of Digital Devices running Microsoft Windows, to have full anti-virus and anti-spyware software installed at all times before connecting to the

Academy network. Any such device must be checked by the IT Support Team before being used within the Academy.

- To protect the Digital Devices from spillages by eating or drinking well away from any Digital Devices.
- To only use the Digital Device with the Academy supplied case, including the screen-protector and only remove the case under the direct instruction of a teacher or member of member of staff for educational purpose.
- To take due care to protect the Digital Devices from damage, recognising that such damage will incur costs to the Academy and a contribution may have to be made to cover these, according to the terms within this agreement.
- In the case of personal devices enabled with 3G, 4G or other mobile internet access, to use them in a manner that follows all aspects of this policy. Students may not use any device, other than the supplied iPad, whilst on Academy property.
- In the case of mobile Digital Devices, that they are responsible for ensuring that all work is backed up on a daily basis to the iCloud or Google Docs. The Academy takes no responsibility for work lost as a result of the user not following backup procedures.
- If they wish to use the Internet at home, that they will be responsible for arranging their own internet connection. The Academy provides full filtering of Internet access at all times on the iPads.
- To use Digital Devices appropriately at all times, whether at home or at the Academy. The Academy reserves the right to examine devices at any time. All Internet traffic will be logged and monitored at all times.
- Students and staff may use the **iPads owned by the Academy** and connect to the **Mounts Bay Academy** network. Staff may also use the computers provided by the Academy.
- Not to use personal digital devices, including mobile phones, within the school buildings, classroom and corridors or anywhere within the school premises at any time.

## iPads

### Background

The iPads provided for the students at Mounts Bay Academy are provided under usage conditions, as defined in this Acceptable Use Policy (AUP).

The iPad will be entrusted to parents/guardians who will be overall responsible for the iPad and will be granted a lenience to loan the same to their student child on receipt of a signed copy of this AUP.

For the avoidance of doubt, the iPad shall at all times remain the property of the Academy and the student is only permitted to use the iPad for the 'Purpose'.

The primary 'Purpose' of the iPads is as a tool for learning.

## **Academy Control**

The Academy reserves the right to remotely install a range of applications (Apps) to be present on the iPads at all times, as well as defining a list of apps, or class of apps that may not be present on the iPad under any circumstances.

## **Apps**

### **Apps that MUST be present on the Academy iPads at all times:**

Mounts Bay will install certain apps onto your iPad for you. You must not uninstall or remove these under any circumstances.

There will be a range of other apps available to you via the ZuluDesk system. You can install any of these you find useful, however if you run out of space on your iPad, these must be the first to consider deleting.

You may not install any other apps on your iPad, even in the event of a system failure that enables the App Store. If you do this, your iPad will be removed for wiping and reinstalling.

Your iPad must be set up with the Managed iCloud ID in the form  
username@appleid.mountsbay.org

Your iPad must be set up with the Mail app pointing to username@mountsbay.org

- Students should also have Firefly Student Planner
- Staff should also have the Firefly Teacher Planner and the SIMS Teacher App

Mail to be set up to receive the school email.

### **Apps that MUST NOT be present at any time on any Academy iPad:**

Many of these services can be accessed via web pages that are blocked in school. If parents do not wish them to be used at home either, we can recommend various filtering solutions.

- Social media apps (unless listed on the school website)
- Kik and other messaging apps
- Snapchat and similar apps
- Video chat apps, other than Facetime and Skype where permitted.
- Any browser other than Safari or Puffin Academy
- Free music or video apps, as these disable iCloud backups
- **Streaming** music apps may be installed on staff iPads to provide music for learning activities but such content **MUST** be downloaded outside of school and cached locally.

The Academy will scan iPads for inappropriate use and appropriate disciplinary action taken. Parents will be given full access to inappropriate web browsing **activity**, even when attempts at accessing such content are blocked.

## **Parental Control**

Parents should know the iPad screenlock code at all times. Where a student refuses to supply such a code, the IT team can remotely remove it.

## iPad rules:

The iPad should only be used for tasks appropriate to lessons or learning activities as follows:

- Each iPad will be recorded and logged to an individual student with a unique reference number.
- The Academy's iPads must have a lock code enabled, as well as "Back to My iPad" configured to the user's Apple ID. Parents are responsible for checking that this is enabled as it is important for identifying the location of the iPad in the event of loss or theft.
- The iPad is covered under the Academy's insurance for damage and theft only. The **iPad Rules MUST be followed** as a condition of the insurance.
- The iPad **MUST be in the supplied case at all times** and **MUST NOT be used without a cover**, ~~unless instructed by a teacher and then only for a valid educational reason.~~
- The Academy reserves the right to check students for any breach of the rules.
- **The student will:**
  - Be responsible for the care and safe keeping of their iPad at all times
  - Share their iPad pass code with their parents/guardians and permit them access to review work, read school newsletters and oversee the safe and proper use of the device.
  - Ensure that there is enough free space on their iPad to store any work that they may be asked to do
  - Bring their iPad into the Academy each morning fully charged and ready for use in lessons. Parents/guardians agree that they will ensure that Digital Devices are charged overnight in a public place in the student's home
  - Hand their iPad to the teacher when leaving the classroom during a lesson, unless otherwise instructed by the teacher.
  - Place the iPad in a recognised secure place (such as a locker) should the student need to leave it unattended.
  - Report a missing iPad to the police within 24 hours, if an iPad is lost or stolen, and obtain an incident number, which must be supplied immediately to the academy.
  - Report any damaged, lost or theft of the iPad to the Academy within 7 days.
- **The student will not:**
  - Use the iPad outside the main building without permission **from supervision by** a member of teaching staff.
  - Use the iPad during break and lunch times without permission from a member of teaching staff.
  - Use the iPad in a public place, as this increases the chances of theft.
  - Take the iPad to a non-approved external repair company as it will invalidate the warranty and we cannot guarantee the quality of repairs.
  - Leave the iPad unattended: in school (unless it is held in a secure place), in a public place or in plain sight within any vehicle.
- **Charges**
  - There will be a charge of £50 in the event of accidental damage. Subsequent damage will be charged at £70 per incident. Parents acknowledge that the

accepting of provision of the iPad for their child is an acceptance of these charges.

- The above charges will also be applied to make good any non-approved external repairs
- Any damage to the case, including vandalism by the student, will be charged at the full retail cost of £20
- Damage to accessory items i.e. the lead and charger will be charged at £10 and £10 respectively.
- There will be a charge (at the discretion of the Academy) up to the full value of a replacement iPad if it is lost or wilfully damaged.
- ~~In the event of loss parents must attempt to redeem /compensation/replacement through their own home, or travel insurance if appropriate.~~
- The above charges will also apply if your child causes damage to another student's iPad.
- A charge for the full purchase cost will be levied for uninsured loss, malicious damage and/or failure to return an iPad after a student has left the academy.

## Security and Privacy

### You agree:

- To protect work by keeping passwords confidential and changing when instructed by the Academy.
- To never use someone else's login name or password, or allow your login name or password to be used by anyone else.
- To always be wary about revealing your home address, telephone number, Academy name, or picture to people you meet on the Internet.
- That other computer users should be respected and should not be harassed, harmed, offended or insulted.
- To protect yourself and the systems, you should respect the security of the Digital Devices; attempting to bypass or alter the settings may put you or your work at risk.
- To treat computer storage areas like Academy lockers. IT Support Team Digital Technologies staff may review your files and communications to ensure that you are using the system responsibly. Concerns will be reported to SLT as a matter of routine.
- To ensure that the lock activates automatically after a short period of time when any Digital Device is not in use.
- If the Digital Device is left unattended, to ensure that the device lock is activated.
- To notify the Academy immediately if the Digital Device becomes lost or stolen.

## Internet

### You agree:

- To only access the Internet for learning and educational activities, unless otherwise authorised by the IT Support Team Digital Technologies Faculty.
- To only access suitable learning material; using the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive is not permitted and may result in the relevant authorities being contacted.



- To respect the work and ownership rights of people outside the Academy, as well as other students or staff. This includes abiding by copyright laws.
- To not access any web page or any files (whether documents, images or other) downloaded from the internet which could, in any way, be regarded as illegal, offensive, in bad taste or immoral. As a general rule, if any person might be offended by the contents of a page then viewing it will be a breach of this policy.

## Email

Staff and students agree:

- to be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is as anti-social on the Internet as it is on the street;
- to not send abusive, obscene, discriminatory, racist, harassing, derogatory or defamatory emails. Anyone who feels that they have been harassed or bullied, or are offended by material received in an email should inform the ~~Digital Technologies Faculty~~ **IT Support Team** immediately;
- to return wrongly-delivered emails to the sender;
- to take care with the content of email messages, as incorrect or improper statements can give rise to claims for discrimination, harassment, defamation, breach of confidentiality or breach of contract. You should assume that email messages may be read by others and not include anything which would offend or embarrass any reader, or themselves, if it found its way into the public domain;
- to only open attachments to emails if they come from someone you already know and trust. Attachments can contain viruses or other programs that could harm the security and safety of the Academy network. If you are aware that any attachment contains a virus, you should notify the **IT Support Team** ~~Digital Technologies Faculty~~ immediately;
- if you receive an email containing material of a violent, dangerous, racist, or inappropriate content, to always report such messages to a member of the **IT Support Team** ~~Digital Technologies Faculty~~. The sending or receiving of an email containing content likely to be unsuitable for Academies is strictly forbidden.

In general, staff and students should not:

- send or forward emails which they would not want a third party to read;
- send or forward chain mail, junk mail, cartoons, jokes or gossip;
- contribute to system congestion by sending trivial messages or unnecessarily copying or forwarding emails;
- agree to terms, enter into contractual commitments or make representations by email unless authority has been obtained. A name typed at the end of an e-mail is a signature in the same way as a name written at the end of a letter;
- download or e-mail text, music and other content on the internet subject to copyright protection, unless it is clear that the owner of such works allows this;
- send messages from another user's Digital Device or under an assumed name unless authorised; or
- send confidential messages via email or the internet, or by other means of external communication which are known not to be secure.

## Social Media

The Academy recognises that the Internet provides a unique opportunity to learn by participating in interactive discussions and share information on a particular topic using a wide variety of social media, such as FaceBook, Instagram and the like. However, the use of social media can pose risks to the Academy's proprietary information, reputation and may jeopardise its compliance with legal obligations. To minimise these risks we expect staff and students to adhere to this policy. Staff and students should not use social media in any way that would breach this policy and agree to immediately remove any content that breaches this policy, even when added to a personal social media account outside of the Academy.

All staff and students agree:

- That they are personally responsible for the content they communicate on social media platforms.
- Not to post comments about the Academy's performance on social media platforms.
- Not to post any inappropriate, offensive, discriminatory, insulting or obscene statement on social media platforms at any time.
- Not to infringe the intellectual property rights of others which could create liability for yourself or the Academy.
- Not use the Academy's name, or post any of the Academy's confidential or proprietary information without the prior written consent of the Academy.

When using social media, students agree:

- Students must not use or attempt to use social media sites of any kind on the Academy's Digital Devices. Students recognise that the terms for use for FaceBook and other social media sites expressly forbids people under 13 years to use social media sites.
- Not attempt to add any member of the Academy's staff or any teacher as a "friend" on any social media site. (Contacts are sometimes referred to as "Friends" or "Followers").
- Staff may add official Academy groups in order to promote good communication and students are permitted to join those groups.

In general:

- staff and students may use email and approved messaging networks within lessons, **where appropriate to the learning activity**, such as Twitter, and any other systems to communicate as part of teaching and learning or to give and receive feedback. However, staff are advised that they must use built-in facilities to record conversations and messaging chats with students;
- staff and students must, at all times, uphold the highest standards on all electronic media and communications, whether submitting text, images or video. Any posts that may be regarded as harming the Academy's reputation (which will be determined in the Academy's sole opinion) will be regarded as serious disciplinary offences, whether generated inside or outside of the Academy environment; and
- any use of the in-built cameras is covered by the Academy's policy on digital images, a copy of which is available on request. Breaches of this will be considered as serious disciplinary matters.

## **Data Protection**

Staff and students using Digital Devices must be particularly vigilant about use and take any precautions required by the Academy from time to time against importing viruses or compromising the security of the Digital Device.

Emails are likely to contain information that are confidential to the Academy and/or subject to data protection legislation. Such information must be treated with extreme care.

All removable storage devices used by staff MUST be encrypted at all times **and configured by a member of the IT Support Team**

Staff may only use personal data for the purposes set out in the academy's ICO Notification, as amended from time to time. If staff want to use personal data for other purposes, they must obtain the Principal's consent (as changes may need to be made to the ICO Notification) before doing so.

## **Personal Use**

We recognise that staff and students occasionally may desire to use the Digital Devices for personal activities outside school hours. We authorise such occasional use so long as it does not contravene Academy eSafety guidelines (a copy of which is available on request), does not interfere with the 'Purpose' described in this policy and has the permission of the Director of Digital Technologies.

## **Return of Digital Devices**

All Digital Devices loaned to you will remain the property of the Academy and you agree to return Digital Devices to the Academy immediately prior to leaving, including iPad and Laptop, if you cease to be a student or member staff of the Academy.

If you misuse, breach or fail to comply with any term of this policy or any other school rules, the Academy may require you to return the Digital Device immediately.

## **Monitoring, including the PREVENT strategy.**

The Academy will monitor the use of emails, social media sites and internet access on the Digital Devices to ensure compliance with this policy. As a result there is no explicit right of privacy when using the Digital Devices. However, the Academy will generally only carry out detailed monitoring reviews where there is sufficient evidence to suggest that further investigation is required; this may be as a result of a complaint or a request by a teacher or other member of staff.

The Academy will monitor all devices used on Academy premises or supplied by the Academy at all times within certain bounds, namely:

Search phrases that are for the purpose of gaining access to illegal, offensive or pornographic materials.

The Academy will also monitor for key words and phrases to ensure that it can respond to the ideological challenge of terrorism and aspects of extremism, and the threat faced from those who promote these views, prevent people from being drawn into terrorism and reduce the risk of radicalisation.

## **Changes**

The Academy reserves the right to make changes to this policy from time to time. Any changes made to this policy in the future will be, where appropriate, notified to you. In any case the latest version will be held on the Academies website and this will be the version that will be in force.

# Acceptable Usage Policy for Digital Devices.

## Agreement:

***Please read the Acceptable Usage Policy carefully. Only once it has been signed and returned will access be permitted to the academy's Digital Devices. Any breach of this policy may result in access to the Digital Devices being denied and you may be subject to disciplinary action. Additional action may be taken by the Academy in line with the current policy regarding student behaviour relating Digital Devices. Where appropriate, police may be involved and/or other legal action taken.***

***I have read and understand the above and agree to use the Academy's Digital Devices in accordance with this policy. I understand that the Academy has no responsibility for any other personal portable digital communication devices brought into Academy and I am responsible for such device (in which case, the Academy recommends that you take out your own policies of insurance). I further agree to return any Digital Device loaned to me by the Academy before leaving the Academy or on request; namely the iPad and its associated parts.***

***I acknowledge that I may be liable for charges for loss or damage to the iPad and I agree to pay such charges in a reasonable timescale to ensure that the student continues to have access to the Academy's learning materials.***

This is a contractual agreement that MUST be signed before the issue of any Digital Devices from Mounts Bay Academy. In signing this policy you agree to abide by and will be held accountable to the conditions within.

Name of student: \_\_\_\_\_ Date: \_\_\_\_\_

Name of parent or carer: \_\_\_\_\_

Signature: \_\_\_\_\_ (parent / carer)

Signature: \_\_\_\_\_ (student)

# Acceptable Usage Policy for Digital Devices.

## Agreement:

***Please read the Acceptable Usage Policy carefully. Only once it has been signed and returned will access be permitted to the academy's Digital Devices. Any breach of this policy may result in access to the Digital Devices being denied and you may be subject to disciplinary action. Additional action may be taken by the Academy in line with the current policy regarding student behaviour relating Digital Devices. Where appropriate, police may be involved and/or other legal action taken.***

***I have read and understand the above and agree to use the Academy's Digital Devices in accordance with this policy. I understand that the Academy has no responsibility for any other personal portable digital communication devices brought into Academy and I am responsible for such device (in which case, the Academy recommends that you take out your own policies of insurance). I further agree to return any Digital Device loaned to me by the Academy before leaving the Academy or on request; namely the iPad and its associated parts.***

***I acknowledge that I may be liable for charges for loss or damage to the iPad and I agree to pay such charges in a reasonable timescale to ensure that the student continues to have access to the Academy's learning materials.***

This is a contractual agreement that MUST be signed before the issue of any Digital Devices from Mounts Bay Academy. In signing this policy you agree to abide by and will be held accountable to the conditions within.

Staff Name: \_\_\_\_\_ Date: \_\_\_\_\_

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