



RGS Digital Learning – User Agreement

General Principles

iPads will be used for learning activities that may include research, production of content and communication with others. Remember that access to devices and the internet is a privilege, not a right and that access requires responsibility.

Unfortunately, as well as containing some incredible resources to support your learning, the internet also contains some unpleasant material and allows people with bad intentions to try and contact you. You must report (to your parents, a senior teacher and/or the police via CEOP) anything that you feel uncomfortable about or that you think is inappropriate. Further information can be found at <http://www.thinkuknow.co.uk/>

You must not place online (or give to anyone) information that can identify your address or telephone number or those of anyone else at the school.

You must not arrange to meet someone, unless one of your parents has given permission.

You should ensure that you do not fill the device with music, videos and games so that there is no storage available for work.

It will be considered a serious offence if you attempt to alter or remove our Mobile Device Management Software (MDM). It is a serious offence to bypass the MDM by using vpn connection.

Work must be yours – the more tasks that are completed electronically the easier it is to copy; this is unacceptable.

Try to limit the amount of time that you spend using your iPad. 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 homework on the iPad then please ensure that you take regular breaks and don't continue to then play games after you have completed your school work.

iPads must be brought to school every day and they should be fully charged.

Please ensure that your own iPad is locked, at least with a 4 digit pass code and clearly marked identifying it as yours.

This agreement does not replace the “Acceptable Use of ICT Systems Agreement” that you signed when you joined RGS but specifically deals with issues raised by the use of iPads in lessons.

Use 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. The use of the iPad in school is always at the teacher's discretion. If the teacher hasn't asked you to use the iPad then it should be in the closed case in your bag.

- The iPad may only be used with the permission of the member of staff.
- The iPad may only be used for the purpose expressed by the member of staff.
- Any use of the iPad for playing games etc. will result in significant sanctions.
- The use of any recording (video, photographs or audio) will only be done with the permission of the member of staff.
- All recorded material is for your personal use only and must not be placed in the public domain (e.g. Facebook, YouTube etc.)
- Recording another student or a member of staff without their permission will be treated extremely seriously. Permission must always be sought first.

Use at school outside lessons

- The iPad must only be used in lessons or when/if your Form Tutor requests it during form period. iPads must only be used under the supervision of a teacher.
- The iPad must not be used in school for playing games, using social networks, entertainment or communication.
- You should be aware that the use of the iPad is a privilege and one not afforded to some other members of the school at present.
- The Valuables Policy still applies to you.

Keeping you and the iPad safe

- You must keep the iPad in its protective case at all times.
- The iPad must be kept with you in your bag or locked away at all times (school lockers should be used). You must never leave it in a bag unattended – this includes when you are on the field at break or lunch and are playing games.
- When travelling to and from school you should keep the iPad out of sight. This means that when you are at a bus stop or on the bus (even if it is a school bus) it should stay in your bag.
- If you are not going directly home after school, you should either keep the iPad with you in your bag or lock it away in your locker.
- If there is an emergency and the iPad is out on the desk, close the case and take it with you. If it is in your bag, and you are to leave the bag in the room, leave it in the bag; your safety is more important than the iPad.

Loss or damage to iPads

- If an iPad brought through the Jigsaw24 scheme is damaged and requires repair or is lost/stolen please contact the school as soon as possible so a claim can be made.

Emails

- When emailing staff, you must ensure that you follow the "email etiquette guidelines"

Please now complete the attached Form to confirm that you have read and agree to the RGSHW User Agreement.

https://forms.office.com/Pages/ResponsePage.aspx?id=Pu6mcJUbIEifB1_MiPbJhvwA8X_vIM1NoubHd4AWeYpUOU1VRDNWV1I4SERWUk5GUUhWSDM2MU5IU4u