



Buick Memorial Primary  
School

iPad Acceptable Use  
Policy

Reviewed: June 2025

Ratified: September 2025

Review Date: September 2026

## **iPad Acceptable Use Policy**

The policies, procedures and information within this document applies to all iPads or any other IT handheld device used in school.

### **Users' Responsibilities**

Users must use protective covers/cases for their iPad.

The iPad screen is made of glass and therefore is subject to cracking and breaking if misused: never drop or 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.

Do not subject the iPad to extreme heat or cold.

Do not store or leave unattended in vehicles.

Users may not photograph any other person without that person's consent.

The iPad is subject to routine monitoring by Buick Memorial Primary School. Devices must be surrendered immediately upon request by any member of staff.

Users in breach of the Internet Safety and Use of Digital Photographs Policy may be subject to, but not limited to, disciplinary action, confiscation, removal of content or referral to external agencies in the event of illegal activity.

Buick Memorial Primary School is not responsible for the financial or other loss of any personal files that may be deleted from an iPad.

### **Safeguarding and Maintaining as an Academic Tool.**

iPad batteries are required to be charged and be ready to use in school.

Items deleted from the iPad cannot be recovered.

Memory space is limited. Academic content takes precedence over personal files and apps.

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 with 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 ICT Co-ordinator and Head Teacher must be notified immediately.

#### **Prohibited Uses (not exclusive):**

**Accessing Inappropriate Materials** – All material on the iPad must adhere to the ICT Responsible Use Policy. Users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene or sexually explicit materials.

**Illegal Activities** – Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity.

**Cameras** – Users must use good judgment when using the camera. 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 Teacher, or in the case of staff use, a member of the Senior Leadership Team.

**Use of the camera and microphone** is strictly prohibited unless permission is granted by a teacher.

**Misuse of Passwords, Codes or other Unauthorised Access:** Users are encouraged to set a passcode on their iPad to prevent other users from misusing it.

Anything downloaded from the Apple store using a personal Apple ID will be visible even when signed-in using your school Apple ID. The same goes for photographs.

Any user caught trying to gain access to another user's accounts, files or data will be subject to disciplinary action.

Malicious Use/Vandalism – Any attempt to destroy hardware, software or data will be subject to disciplinary action.

Jailbreaking – Jailbreaking is the process which removes any limitations placed on the iPad by Apple. 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.

Users should be aware of and abide by the guidelines set out by the School eSafety Policy.

Buick Memorial Primary School reserves the right to confiscate and search an iPad to ensure compliance with this Responsible Use Policy.

---