

## **Oasis Academy Shirley Park Horizons Device Policy**

Every student will be provided with an iPad as part of the horizons project. The project supports the vision of equal opportunities for all by ensuring equality of access to technology, resources and the knowledge that it facilitates.

The device remains the property of Oasis Community Learning at all times. All users must adhere to the rules around appropriate usage. Please read below for more information on the use of the iPads and the rules the academy has concerning devices.

### **Issuing**

- To get a device a student must sign a home use agreement. If they are unwilling to sign the agreement, the device will NOT be issued to them.
- For the device to be allowed home, the agreement must also be signed by the parent/carer.
- The device remains in the care of the authorised user until they are required to return it. The return of the device can be requested at anytime.

### **Using the device**

- Students must keep the iPad in the case that was provided and maintained in the same condition as when issued to them.
- When students are asked to bring their iPads into the Academy the iPad needs to be charged. Failure to do so affects students learning opportunities and is disruptive for teachers.
- When requested to bring their iPad to into the academy, any student bringing an uncharged device to school will be given a 20 minute detention the same day.

- When asked to bring in their iPad, any student leaving their device at home will be given a same day 20 minute detention. Parents carers may also be called and asked to bring the device to the Academy.
- The device will connect automatically to the academy's Wi-Fi. Students are free to use their own Wi-Fi when at home.
- Printing will not be available from the device

## **Keeping the device Safe**

- The device will be given to students in a rugged case. The device must be kept in this case at all times.
- When asked to bring in the device, students should transport the device safely using a school bag for additional protection. Devices should never be carried out in the open.
- The device remains the responsibility of the student at break and lunch. Extra care must be taken at these times to ensure that it is not damaged.
- The device is protected by a four digit pin number. The pin should only be known by the user and never shared with others. This pin can be remotely reset by Oasis IT services if forgotten by the user. When not using the device, students should ensure the case is closed to activate the pass code.
- Students may also choose to make use of the biometric fingerprint reader used to unlock the device to stop this is optional and the digital representation of the fingerprint is not available to Oasis or its services. It is stored only on the device and will be deleted when the device is returned after use.

## Online safety

- Restrictions to certain internet sites will be employed in line with the behaviour and E- safety policies of Oasis Community Learning.
- IT services will deploy security and web filtering software to the devices to ensure that Internet access is conducted in a safe manner and users are protected from accessing inappropriate content. Filtering is in place whenever the device is used, whether it is in the Academy or in the users home.
- The Academy is alerted at anytime inappropriate or dangerous activity is detected. Students must be aware of this and understand that consequences may be imposed if accessed.
- However, the Academy still requires parents and carers to supervise the safe usage of their child device. We cannot be held responsible for any activity Users partake in on the device whilst at home. We suggest that parents ask the child to keep the device downstairs at bedtime an ideal opportunity -too for the device to be charged overnight
- PSHE sessions and assemblies will also cover online safety.

## Damage, Loss and or Theft

- The devices are insured against theft or accidental damage. However, parents or carers may be invoiced for the loss or intentional damage to any device.
- Any damage to or loss of equipment (including their case and charger) must be reported to the Academy immediately. A spare will be issued if any device is faulty, accidentally damaged, or stolen.
- Any lost devices will be placed in lost and stolen mode which prevents it being used it also allows the location of the device to be tracked- this information may be passed on to the police.
- If a device is stolen outside of the Academy parents or carers are required to obtain a valid crime number for the police in order to avoid being charged for a replacement.
- The only circumstance where the device is not at home or the academy should be during the transportation to and from the Academy to the students home.

## Misuse

- The device is a tool for learning. Therefore, access to it will never be used by the Academy as a consequence for poor behaviour unless the incident directly relates to the misuse of the device itself, and other students device or if the incident was perpetrated through the use of the device.
- Any student using the device inappropriately or failing to look after it adequately may have it taken away from them or only be able to use it whilst under staff supervision.

**The Academy reserves the right to recall the device if it is being misused whilst at home.**

- In certain circumstances the Academy will also surrender a device to the police to assist in the detection or prevention of crime.
- Should an authorised user failed to return a device when requested, Oasis will follow up and may take legal proceedings to recover the costs of a replacement.

- Users are not permitted to take the device outside of the UK without written permission from the principal.
- The device must be used in the classroom as directed by the teacher- students must listen to instructions and do exactly as requested including placing the device down and closed when required. Students must not use the device when the teacher gives the instruction **S.S.A.**
- The device must only be used in class to complete the task outlined by staff and teachers. Students must not complete work for other subjects or homework in a lesson unless authorised by their teacher. They must never access personal interest sites in a lesson, unless required to do so by the teacher. Doing so will result in a 20 minute detention set for the same day.
- iPads should remain in school bags and not be seen in the corridor. If a device is seen in the corridor a 20 minute detention will be set to be completed the same day.
- Any student found to be using their mobile phone for hot spotting could be asked to return their iPad as per the horizon's agreement policy.
- The device must not be seen or used during break or lunch time whether they are in the academy building or outside in the playground or astro turf.

## Horizons iPads – The Key Rules

1. iPads must only be brought into the academy when requested. If brought in when a teacher or staff member has not requested the student will receive a 20 minute detention to be sat the same day.
2. If the iPad is asked to be brought in by a staff member or teacher, the iPad must be charged and ready to use. If the iPad is not charged and available to use this will result in a 20-minute detention to be sat the same day.
3. iPads must not be seen in the corridors or whilst transitioning from one lesson to another. If a device is seen outside of the classroom a 20 minute detention will be set to be completed the same day.
4. The iPad must be stored safely in its rugged case and when requested to bring the iPad into the Academy it must be transported carefully in a school bag.
5. You are responsible for your iPad- look after it and keep it safe. Report any loss or damage **immediately**.
6. Remember everything you do on the iPad is tracked- only access appropriate material. There will be consequences for misuse.
7. Ensure you set the full digit pin and/or biometric fingerprint. Never leave the iPad unattended without closing the case.
8. Follow all teacher instructions on using the iPad in class. **SSA** indicates that it must be placed on the desk and left alone until requested to use once again.
9. You are advised to upload the safer schools app- this will give you important and regular safeguarding updates.
10. The iPad remains the property of Oasis. It must be returned whenever requested