



## **Electronic Mobile Device Acceptable Use Policy (staff & pupils)**

The policies, procedures and information within this document applies to all Mobile devices. Teachers and other school staff may also set additional requirements for use within their classroom. This policy should be read in conjunction with the Staff Code of Conduct, E-Safety User Agreement and GJS E-Safety Policy.

### **Users Responsibilities**

Users must use protective covers/cases for their tablet.

The tablet screen is made of glass and therefore is subject to cracking and breaking if misused: Never drop nor place heavy objects (books, laptops, etc.) on top of the tablet.

Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the tablet screen.

Do not subject the tablet to extreme heat or cold.

Do not store or leave unattended in vehicles.

Users may not photograph any other person, other than within the setting for educational purposes with the device.

The tablet is subject to routine monitoring by Giggleswick School. Devices must be surrendered immediately upon request by any member of SLT or IT Department.

Users in breach of the E-Safety Acceptable Use Agreement 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.

The tablet is to be used solely by the member of staff it is allocated to, for the purposes of school business only - personal use is not permitted.

Staff must use a password to access the tablet which must be used when not in use.

Staff must refer to and adhere to the schools Data Protection and Safeguarding Policies as relevant to the use of tablet devices.

### **Pupil Use**

Pupils will have access and use tablets as part of the core provision of the Pre-school for teaching and learning.

Pupils will be supervised by adults when the devices are in use.

Pupils will be encouraged to use the devices appropriately.

Staff should set the device to 'student profile' prior to student use.

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

Tablet batteries are required to be charged and be ready to use in school. Tablets should be charged in the charging cabinet or in office space, not in the classroom.

Items deleted from the tablet cannot be recovered.

Each member of staff is responsible for their own tablet even if it has been loaned to another member of staff temporarily.

Memory space is limited.

The whereabouts of the tablet should be known at all times.

It is a user's responsibility to keep their tablet safe and secure.

Tablets belonging to other users are not to be tampered within any manner.

If a tablet is found unattended, it should be given to the nearest member of staff.

When not in use tablets will be stored in the charging cabinet or in the Pre-school office.

### **Lost, Damaged or Stolen Tablets**

If the tablet is lost, stolen, or damaged, the Pre-school Manager, or Head of Junior School must be notified immediately.

**Prohibited Uses (not exclusive):**

Accessing Inappropriate Materials – All material on the tablet must adhere to the schools' guidance as laid out in the Staff Handbook. 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.

Violating Copyrights – Users are not allowed to have music and install apps on their tablet without permission.

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. Cameras must not be used in toilets or changing rooms.

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 Unauthorized Access: Users are encouraged to set a passcode on their tablet to prevent other Users from misusing it.

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.

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 e-Safety agreement

Giggleswick School reserves the right to confiscate and search a tablet to ensure compliance with this Responsible Use Policy.

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**Pre-school staff/Users must read and sign below:**

I have read, understand and agree to abide by the terms of the Mobile Device Acceptable Use Policy.

Name:

Signature:

Date:

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<b>Reviewed by:</b>	C B Shuttleworth, Pre-school Manager
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