



Enhancing learning for all

## **Oasis Horizons Home Use Agreement**

July 2021

## Home Use Agreement & Terms and Conditions

Oasis is for community. A place where everyone is included, contributing and reaching their potential. We are delighted to introduce you to Oasis Horizons, where every new and current pupil will be provided with an iPad during their time at Oasis, so everyone has equal access to online learning in and outside of the academy and for personal use. It will enhance learning for all.

This document with the accompanying Terms & Conditions invites you to commit to the principles outlined in this Oasis Horizons Home Use agreement covering areas including what Oasis Community Learning (OCL) will do, what we are asking you as a parent/carer to do, and what your child will be required to do.

When you have read this document, we invite you and your child to **sign the agreement** and return it to us. This will help to ensure that we are all working together to achieve success.

### Safety arrangements

Our pupils' safety and wellbeing are our highest priority. To deter theft and to encourage careful care of the iPad we have installed a couple of security features and are working closely with local Police on crime prevention.

Devices reported as lost or stolen will be **locked** by Oasis to make them unusable

Devices reported as lost or stolen will be **tracked** so they can be recovered

### OCL will...

- **Provide** an iPad in a rugged case, with charging lead and plug, to your child.
- Make sure that the device is **working** and that repairs are dealt with as quickly and effectively as possible.
- Provide **technical support** to aid in the use of the device in the academy and where possible, when it is used away from the academy.
- Ensure that the iPad is **protected** against viruses.
- Apply the **web filtering** and monitoring software when on the internet in school.
- Set the iPad to **block access** to the most harmful / inappropriate websites whilst in use at home.
- Install the **Safer Schools App** onto the iPad giving access to up to date E-Safety and Safeguarding information.
- Give parents/carers and students a **detailed introduction** to using the Oasis IT system and how to care for the device and the software.
- Provide ongoing technical support and maintenance when required if the device is used correctly within these terms and conditions.

### As Parents / Carers we will...

- Ensure that our child cares for their iPad when working at home and will **not** take it out of the rugged case at any time.
- **Report** any loss or damage (including accidental loss or damage) promptly to the Oasis IT Service Desk.
- **Report** any theft to the Police immediately and get a crime reference number that will

be passed on to OCL staff.

- **Report** any faults with the iPad or installed software promptly.
- **Ensure** that the iPad is **returned** when the student leaves the academy for whatever reason, or at any other time upon the request of a member of academy staff.
- Make sure the iPad is **not used** for any illegal and/or anti-social purpose, including access to inappropriate internet sites, or social networks.
- Make sure that the terms and conditions for use of **social media apps** are adhered to.
- Take responsibility for the way our child uses the camera and video applications on the iPad when in use **outside of the school environment**.
- **Ensure** that our child complies with **Oasis Acceptable User Agreement** when using their iPad **outside of the school environment**.
- **Check regularly and discuss** with our child how they have been accessing and using the applications and internet when **outside the school environment**.
- Make sure the iPad is **fully charged**, and our child brings it to the Academy every school day.
- Ensure that the iPad is maintained in good condition and we agree that if there is a negligent loss or damage that cannot be repaired that **we will pay in full** for the iPad
- **Follow** the Safer Schools App e-safety briefings.
- **Decide** if we should notify our insurer / take out additional home insurance cover for the iPad.

### As a student I will...

- **Look after** my iPad very carefully at all times.
- **Keep my** iPad in the rugged case that was issued to me at all times.
- **Make sure** that my iPad is not switched with any other iPad.
- **Make sure** at the battery is 100% charged at the beginning of each academy day.
- **Always** carry it around in a school bag and especially make sure that it is kept in a bag and out of sight on public transport.
- **Take care** when it is transported that it is as safe as possible (e.g. cannot be seen in a vehicle; not left unattended on a bus etc.).
- **Make sure** my iPad is not damaged by careless or deliberate actions, including anyone messing or playing around with it and using it for things it wasn't meant to be used for.
- **Always keep** my iPad safe from viruses.
- If I think there is a virus on my device, **I will report** the matter promptly to my teacher.
- **Not** write on, decorate or customise the outside of the iPad, its case, etc, and **will not allow** it to be subject to graffiti.
- **Not leave** the iPad unattended at any time unless secure either in the academy or at home.
- Follow the **Safer Schools App** e-safety briefings

## **Terms and Conditions**

At Oasis Community Learning all authorised users of the OCL IT systems have to sign a User Agreement. This provides guidance on E-Safety and expected behaviours when using learning technologies.

A copy of the age-related User Agreements that your child must sign can be found in Oasis Horizons Project Information Pack.

For parents/carers of students in Reception or Key Stage1 there is a separate User Agreement that you are required to sign on your child's behalf in your Oasis Horizons Project Information Pack.

1. All items of equipment issued including hardware and software remain the property of Oasis Community Learning, these may be reclaimed at any time.
2. Use is conditional based on this Home School Agreement and the relevant User Agreement having been signed.
3. Use is conditional upon the authorised user complying with the Oasis Community Learning E-Safety Policy and the Acceptable Use of Technology Policies.
4. Oasis Community Learning will not be liable for the loss of data and/or personal information contained on the device issued.
5. All software will be installed and licensed by Oasis Community Learning. Only authorised Apps can be installed through the 'Oasis Self Service App Store.'
6. Any unlicensed software will be removed.
7. Oasis IT Services will monitor the use of the device at any time. Further details about this monitoring and its purpose can be found on the academy website in the Oasis Horizon's FAQ section.
8. Antivirus software will be automatically updated.
9. Oasis IT Services will provide maintenance and fault repairs once reported. The user (Staff Member / Parent / Carer / Student must not attempt any physical repair or maintenance of the device themselves including arranging for repair by a third party. Any repairs undertaken other than those instructed directly by Oasis Community Learning will automatically result in the Staff Member / Parent / Carer being liable for the full replacement of cost of the device.
10. Connection to the internet is filtered and monitored by Oasis Community Learning. However, as with all filtering, this may not stop all forms of access to inappropriate content and therefore parents/carers should take the necessary steps to monitor safe access to the internet when the device is used away from the academy although filtering of access to the most inappropriate websites will be in place.
11. Oasis Community Learning does not take any responsibility for the viewing or interaction of inappropriate sites or material from the device when away from the academy.
12. Oasis Community Learning is not liable for any damages or costs arising from use of the internet.
13. The device should be re-charged at home overnight and the battery at 100% charge prior to each school day. Oasis Community Learning does not accept responsibility for any electricity costs associated with charging the device.
14. Oasis Community Learning advises that parents/carers check with their own insurers that the item is covered for loss, damage or theft.

15. Oasis Community Learning will not replace the device if it is damaged through misuse, or lost and will recover the full cost of the iPad.
16. Should the device be reported as lost or stolen the device will not be able to be used by anybody as the OCL monitoring and safeguarding process will disable the device.
17. Oasis Community Learning will investigate any reported theft of a device and requires a Police Crime Number. Where circumstances permit a replacement device, this would be issued.
18. Surrender of an Oasis Horizons Project device to the Police to aid in the detection or prevention of a crime will be undertaken by the academy on presentation of the correct disclosure paperwork form the Police.
19. The device will be used at both the academy and at home. Any student who fails to follow reasonable instruction will have the device removed, either temporarily or permanently.

Please sign and return the below form to the academy as soon as possible.

### STUDENT'S AGREEMENT (KS2+)

I agree to follow these rules in my use of the device that Oasis Community Learning is providing

Name: \_\_\_\_\_

Class: \_\_\_\_\_

Signed \_\_\_\_\_

Date: \_\_\_\_\_

### PARENT / CARER'S AGREEMENT

I agree to my child having the use of the device on these terms

Signed \_\_\_\_\_

Date: \_\_\_\_\_