



**Rossett School**

Success for everyone

**iPad Information**

**2022**



# **Contents**

## **1) Protocol for the use of iPads in school**

- E Safety
- Personal Safety
- Safety in school
- Health and Safety
- Privacy
- Camera Use
- Appropriate Use in School
- Using your own iPad in school

## **2) Student Guidance for use of iPads around school**

## **3) iPad Donation Scheme**

## **4) Loss or Damage to iPads**

- School case and Screen Protector
- Repair process
- Repair times
- Loss of an iPad

## **5) iPad Repair Cover**

- What is covered
- Exclusions

## **6) iPad Ownership**

## **7) Frequently Asked Questions**

## **8) Terms and Conditions**



## **Protocol for the use of iPads in school**

### **e-safety**

Rossett School's e-safety protocol is well established and is also applicable to iPads. Students sign the *Computer Network and Electronic Resources Acceptable Use Policy* when joining Rossett to accept responsibility for their own usage. A copy of this can be found on the school website under 'policies'.

Issues of e-safety are central to the school's PSHE programme and will continue to be addressed through assemblies and form time. Any breaches of the policy will be dealt with through our 'Choices and Consequences' system. Students should be aware that staff have the right to look at the content of an iPad at any time and will undertake spot checks as needed to ensure that they are being used responsibly.

### **Personal Safety**

It is important for students to act sensibly to minimise risk. Students should:

- Always keep their iPad in the school provided case.
- Ensure a screen protector is fitted at all times.
- Keep iPads in their bags on the way to and from school.
- Follow the usual advice regarding 'being safe' – not walking alone when it is dark/making sure an adult knows where they are.
- If approached then just hand over the iPad - a student's personal safety is more important than the iPad.
- Ensure their work is always backed up to iCloud so it can be retrieved.

### **Safety in School**

Students should:

- Ensure that iPads are kept in their bags when carrying them between lessons.
- The PE changing rooms have high security locks and will be carefully monitored for those times when students have to leave an iPad in the changing rooms. There will only ever be access to the changing rooms when a member of staff is there to supervise. Unless the iPad has been locked away by a teacher its security is the student's responsibility.
- If a bag is left unattended and the bag, or an iPad, is taken, it is the student's responsibility. Any insurance or replacement policy cannot cover an iPad taken from a bag simply left somewhere in school or on the fields unattended.

### **Health and Safety**

Students should:

- Be aware of their posture when using an iPad, especially when using for long periods of time.
- Limit the amount of time spent on the iPad – iPads will not be used by teachers in every lesson and when using at home regular breaks should be taken.
- Not spend hours playing games on the iPad if they have already used it for homework.

### **Privacy**

To prevent others accessing an iPad and looking at work, or changing private settings, students should:

- Make sure that the iPad is locked with an appropriate passcode.
- Never tell any other student their passcode; even best friends might inadvertently pass this on to someone else.
- Ensure that their homepage has their name and form on it (so that the iPad can be returned promptly if lost). Alternatively, place a name label on the back of the iPad.
- Be aware that any attempt to access another person's iPad will result in a sanction within our 'Choices and Consequences' system.

### **Camera Use**

Students must remember that some students and staff prefer not to have their photograph taken so permission must always be gained first. If photos are taken without permission students will receive a serious sanction.

### **Appropriate Use In School**

- The use of the iPad is always at the teacher's discretion.
- Students are **not** allowed to play games, go on social networking sites or message on iPads in school at any time. If students are found to be using their iPads inappropriately during lessons or break/lunchtime they will be given an immediate C3. Any student who then persists will have their iPad confiscated.
- Confiscated iPads will be taken to the Finance Office and be returned to the student at the end of the sanction period – this could be up to 1 week.



- iPads should be kept in a bag or out of sight unless the teacher says otherwise.

### **Using Your Own iPad In School**

Students who use their own iPads in school are also required to follow the same guidelines for appropriate use as those who are part of the donation scheme.

Students are required to look after their iPad and take care when transporting the device, to ensure that it is as secure as possible (e.g. not visible when walking along the street or in a vehicle; not left unattended on a bus).

It is also a student's responsibility to make sure the iPad is not subject to careless or malicious damage. Students must also take reasonable precautions to prevent the introduction of iPad viruses. If there is any doubt whether a virus has contaminated the iPad, the student must report the matter to the Network Office before connecting it to the school network.



## **Student guidance for use of iPads in and around school**

- Take care of your iPad. Be responsible. Keep it safe.
- Only use another person's iPad with their permission. Keep your passcode secret.
- iPads must only be taken out in lessons when the teacher asks for them. iPads should be locked whilst the teacher is talking to the class.
- Photos/images should only be taken with the permission of the other person and should only be posted on the internet with staff permission.
- iPads are for learning – they should not be used for inappropriate activities such as social media, sending messages, games etc (unless a teacher has given permission to do so as part of the lesson).
- If students use their iPads inappropriately they will receive a Choices & Consequence sanction.
- If staff suspect that a student is misusing their iPad they may ask to check the screen. Staff may also contact parents/ carers if they are concerned.
- Staff may confiscate iPads which should be collected from the Finance Office.



## **iPad Donation Scheme**

The one-to-one iPad process is a non-profit donation scheme that is paid to the Learning Foundation, a registered education charity.

We are asking parents to donate £13 per month for 36 months.

The amount that is suggested does not cover the full cost of running the scheme; additional money will be provided from school funds and grants that we may win from other sources.

The parental contribution is a charitable donation towards the scheme, not a payment towards the iPad.

### **Advantages**

- Monthly donations allow the cost to be spread.
- Gift Aid and monthly donations ensure that the scheme is both sustainable and open to all.
- A case is provided.
- A screen protector is provided.
- Access to iWork apps will be paid for by the school.
- Access to the school's IT support.

Donations are made using an online direct debit system. If there are any changes to payment methods or banking details, parents must notify the Learning Foundation who manage the collection of donations on behalf of Rossett School.

It is also very important that we receive tax relief, which helps to make the iPads for Learning Scheme sustainable, and request that you sign the gift aid box on the donation form.

Once we have received confirmation that a Parent/Carer has signed up to the iPad scheme, we will make arrangements to provide an iPad for the student – depending on date and availability.



## Loss or Damage To iPads

### School Case and Screen Protector

A STM case will be provided for all new iPads. It is designed to safeguard the iPad with a magnetic closure and is fitted with strong, reinforced corners to protect the device from any drops or incidents. The iPad is only covered for repair if the damage is sustained when the iPad is in the school provided case.

New iPads also come with tempered glass screen protectors. They are scratch resistant and form an additional layer of protection for the iPad screen. These **must** be kept on the device, as per the insurance policy stipulations.

If the iPad is not kept within its case, with the screen protector on, our Insurer has the right to refuse the damage claim and the school will then seek to charge the full repair cost before the iPad is returned to the student.

Replacement cases are **not** provided as part of the scheme. However, cases can be purchased from the Finance Office for **£20**.

Replacement screen protectors are also **not** provided as part of the scheme and can be purchased from the Finance Office for **£10**.

Charging plugs and charging cables are also **not** covered as part of the scheme, so any replacement accessories will need to be purchased externally by Parents/Carers.

Students will be provided with an Apple ID account that will be connected to the school system. This will give them access to the school apps and services. As the Apple ID is configured for educational purposes; the App Store, FaceTime and iMessage are disabled. Instructions can be provided on how to create a Family Sharing Apple ID that is controlled by Parents/Carers, enabling the ability to download personal apps from the App Store. However, these instructions will only be provided at the request of a Parent/Carer by email to [iPad@rossettschool.co.uk](mailto:iPad@rossettschool.co.uk)

### Repair Process

Whilst everyday accidents happen, the Insurer will reject persistent, careless or malicious damage claims should they feel this is the case. Students must ensure they take care of their device to avoid this. This is an expectation as part of acceptance of the Home School Learning Agreement by Parents/Carers.





In the event of a damaged school iPad, the student must return the device to their Form Tutor or Student Support Officer. Parents/Carers will then be emailed with an online iPad Insurance Claim Form. This form must be completed fully including a sufficient level of detail of how the damage occurred and relevant dates, times etc. The information entered on the form will then be forwarded directly to our insurance company (along with photographs of the damage) and will be analysed by the repairers. Any deviations from the requirements above could result in a delay or possible rejection of the claim.

Student **must** remove their Apple ID from the iPad before it is sent for repair. This can be completed by accessing iCloud.com and turning off the 'FindMyiPad' service. Following this process allows the repair company to carry out a full analysis on the iPad when first received to source the areas affected by the damage. It also ensures the iPad can be passed through several tests, after the repair, to ensure it is in correct working condition before return to student.

Due to the terms and conditions, the repair company are unable to guarantee the iPad has been fixed appropriately, when the necessary tests have not been administered, and will pass any further charges or liability to the student/parent if the Apple ID is not removed prior to collection.

The Insurers must also be notified within 14 days of the original damage sustained. Please be aware that any damage claims reported after this timeframe may not be accepted.

A **£50** payment is required from Parents/Carers each time there is a damage claim on a device. This money must be paid to Rossett School and can be provided via ScoPay or to the Finance Office in cash or cheque (cheques should be made payable to Rossett School).

A replacement device of similar age and model will be issued from the insurance company if a device is classed as BER (beyond economical repair). However, if the occurrence is classed as malicious, deliberate or lost/ stolen, it will not be covered for repair under the insurance policy and a replacement device will **not** be provided.

**Please note; there is a limit of three repairs per scheme.**

### **Repair Times**

It is always the aim of the Insurer and repair company to have an iPad returned to the student as soon as possible. The Insurers have provided a timeframe of three weeks for any repairs to be completed. However, this can fluctuate depending on the volume of devices that the repair company have received and the damage sustained, e.g. if any new parts are required.



Under exceptional circumstances, a temporary device may be supplied, but this will need to be agreed upon by the Director of Finance in conjunction with the appropriate teaching staff.

### **Loss of an iPad**

In the event that an iPad is lost, the 'FindMyiPhone' function will be used to relocate the device. It is imperative that the iCloud Account and Activation lock are not removed from the iPad – unless the iPad is being repaired.

If the iPad cannot be located, all personal items stored on the device should be erased promptly. This can be done through the iCloud website.

If a backup has been created for the iPad, this can be restored on another device and all work will be re-accessible.

**Please note, loss of an iPad is not covered within the iPad insurance policy.**



## iPad Repair Cover

### What Is Covered

- Accidental damage.
- Theft

### Exclusions

Please note; the following are **not** covered;

- Accessories, such as cases, Apple charging plugs and charging cables.
- Loss.
- Damage **not** reported within 14 days of incident, unless it occurs over a weekend or holiday. In this event, it must be reported on the next available school day.
- Damage as a result of third party repair.
- Damage whilst the iPad has been left unattended in a public place e.g. in an outbuilding or in a locked car.
- Damage as a result of inherent defects, wear and tear etc.
- Damage sustained more than three times throughout the scheme.
- Mechanical or electrical breakdown.
- Intentional damage.
- Wilful neglect.



## **iPad Ownership**

The iPad will remain the property of Rossett School until the end of the three-year period. If parents/carers wish to take ownership at that time there will be the opportunity to do so by making a payment to school which will reflect the market value at that time.

If a student leaves the school before the end of the three years then it will still be possible to take ownership of the iPad. The market value will reflect the age of the device at that time. All iPads sold at the end of the scheme will then belong to the student or Parent/Carer and responsibility for repair, maintenance and insurance will transfer from the point of purchase.



## **Frequently Asked Questions**

### **What are the principles of the One-to-One iPad Scheme?**

We have looked very carefully at the options for the One-to-One iPad scheme and we have a solution that delivers the following objectives:  
Fairness – we want all students to benefit from the use of iPads, regardless of financial circumstances. We hope that all parents who are able to contribute will do so.

Sustainability – we want a scheme that will be sustainable for the school.

Affordability – we want the monthly donation to be as low as possible.

### **Why can't the school provide the iPads for free?**

The school receives limited funding for ICT and these funds go towards our network, ICT suites, printers etc. Equipment for use at home and for personal use by your child is over and above this, which is why we have to ask you to make a contribution. Without that help, the programme would not be able to go ahead.

### **What if I already own an iPad?**

If your child already has access to an iPad that they will be able to bring to school each day, they are free to do so. The device will be able to access the school's network and other resources required in lessons. However the device will not be supported by our Network Team, it would not be covered by the school warranty. You must arrange your own insurance.

### **Can I make my contribution for the iPad upfront?**

We would be delighted if parents were able to make a one-off donation at the start of the scheme and there will be an option to do so on the direct debit form. This would assist the school with the cash funding of the scheme. It is important to realise that the iPad would belong to the school until the end of the scheme at which point we will offer the chance to transfer ownership outright at market value.

### **What if we don't want to take part?**

While we would encourage all families to take part, it is your right to choose not to do so. Please be fully aware however that by opting out your child will not be provided with their own iPad device to take home. However, they will have access to a centralised pool of iPads that can be used during lesson time, provided they have been booked by the relevant teacher.

### **What happens if I can't make the regular donations?**

No child will be excluded from the programme because of their financial circumstances so please come and talk to us so that we can ensure your child is included. We do have limited funds to subsidise the scheme for those in very challenging circumstances. We recognise that some families with



several children may not be able to donate the full suggested amount for each child. Virtually all parents donate the suggested monthly amount, however a number make a partial payment each month.

**What happens if I change my mind in a few months' time?**

This would give the school a problem as our decision to go ahead and buy the devices for the children will be based on the initial level of support from our parents. Changing your mind halfway through the scheme would compromise the school's finances. This is a commitment to the children that needs to be seen through.

**Can I buy a cheaper device on the High Street?**

Depending on your own personal circumstances regarding risk (damage, theft, failure etc) it is probable you can purchase a device at a cheaper price. But this isn't just about the device. The learning programme we are providing will involve a device that is covered in case of damage or if repairs are needed. It will come with a case, screen protector, charger and a package of initial Apps. We will provide technical support whilst at school and your child will have access to learning resources on the school's learning environment. Lessons will be planned with the understanding that each student has the same device.

## iPad Repair Cover – Terms and Conditions

- iPads in the school iPad scheme must be given to the Finance Office when damaged, so that the device can be repaired by an approved repairer. iPads **must not** be repaired through a third party under any circumstance as this will invalidate any subsequent insurance claims.
- iPads must be kept in **school provided case** with the **glass screen protector** on **at all times**. This is a mandatory requirement of the insurance scheme. The case and screen protector should only be removed by the Network Office team.
- Insurance cover is only applicable for damage sustained in the school provided case only – loss of the iPad is the **student's responsibility**.
- The insurers must be notified within 14 days of when the original damage was sustained. Any damage claims reported after this timeframe may not be accepted.
- There must be a claim form completed for each repair by a Parent/Carer. The information provided on this must be truthful and accurate. **Any attempt at making a fraudulent or deliberately misleading claim is strictly excluded under the insurance terms and will be declined immediately.**
- Before a claim can be processed, a payment to the school of **£50** is required. This must be taken directly to the Finance Office.
- Once the claim has been accepted by the insurers, the iPad will be sent off for repair. Please note; **absence of the screen protector and STM Dux case will result in a rejected claim.**



If you have any further questions or concerns regarding the iPad One-To-One scheme, please contact [iPad@rossettschool.co.uk](mailto:iPad@rossettschool.co.uk)