Information Technology Acceptable Use Policy

Current from: September 2023 – August 2025

Definitions

AoLE	an Area of Learning and Experience in the Welsh curriculum
County	Flintshire County Council, or its committees or officers according to the reasonable context of the text
DCF	the Digital Competence Framework
Family, Families	adults with parental responsibility for pupils at Ysgol Pen Coch
Governor, Governors	a member or members of the governing body of Ysgol Pen Coch
GwE	the North Wales regional school improvement service
Head	the head teacher of Ysgol Pen Coch
IT	information technology that may be used by Ysgol Pen Coch including but not limited to hardware such as computers, laptops, iPads, mobile phones, and software/apps such as internet, email, virtual learning platforms, communication tools, social media.
Policy	the Information Technology Acceptable Use Policy of Ysgol Pen Coch
Pupil, Pupils	a pupil or pupils at Ysgol Pen Coch
School	Ysgol Pen Coch
SLT	the Senior Leadership Team at Ysgol Pen Coch
Staff	a person or people employed to work at Ysgol Pen Coch
Teacher, Teachers	a qualified teacher or teachers employed to work at Ysgol Pen Coch
Technician	the IT Technician employed at Ysgol Pen Coch
Website	the website of Ysgol Pen Coch

1.   Aims

This Policy provides a framework for the proper use and management of IT in School, such that it is beneficial to Pupils' learning, School communication with Families and the management of School business.

2.   Why is use of IT important?

2.1 The purpose of using IT in School is to
- raise Pupils' educational attainment,
- maintain effective communication with Families,
- support the professional work of Staff,
- support the professional development of Staff, and to
- support and enhance the School's business administration.

2.2 Within budget constraints and a framework of forward planning the School will make provision for Staff and Pupils to have access to appropriate IT tools and devices.

3.   What are the benefits to the School and Pupils?

There are many benefits to the School and Pupils of using IT:
- using IT can be motivating for Pupils, eg: learning games and apps,
- accessibility may be secured by using IT, eg: BIGmack, latchers, adapted keyboards,
- supports teaching and learning, eg: music, film, research, graphics, virtual reality, assessment, evidence recording,
- Families may be able to support their children's learning at home using IT,
- access to educational resources via the internet to support Teacher planning,
- ease of communication between School and the range of partners with whom the School works, eg: Families, other professionals, County, GwE, other schools, community organisations, Welsh Government,
- Staff professional development - access to educational materials, good practice guidance, webinars, training materials, mentor support, and
- school administration and business, eg: finance systems, CPOMS, data handling, telephone systems.

4.   What are the risks to the School and Pupils?

4.1 There are also risks inherent to School and Pupils in using IT:
- exposure to inappropriate material
- interaction virtually or otherwise with persons or other agents who or which have malicious intent towards the School or Pupuls
- exposure of School systems to fraud, viruses or similar
- reputational damage due to misuse
- damage to School business due to incorrect use, eg: lost work or records

4.2 While Staff will always seek to use IT in line with the highest standards of best practice, it is nevertheless not possible for School to guarantee that all of the content of websites, resources or communications can be checked all of the time. School, and Staff, will take all reasonable precautions to ensure that material used in the pursuance of teaching and learning, or of school business, is appropriate for the use in hand.

5. How will use of IT in School be managed?

5.1 Use of IT, both hardware and software, develops constantly. It is impossible for any acceptable use policy to provide exhaustive provisions that may hope to cover all situations that may arise. Instead, a culture of principles of use must be fostered such that Staff and Pupils can use School IT safely and productively, insofar as is practicable monitor their own use in light of those principles, and know what actions to take if they suspect something is not proceeding as it should.

5.2 The School will avail itself of all relevant County resources to protect the integrity of its IT systems, both hardware and software, eg: internet Firewall, antivirus software.

5.3.1 Staff shall be made aware of the Policy and expected to indicate their acceptance of and adherence to the principles by signing the Acceptable IT Use for Staff declaration (see Appendix 1).

5.3.2 Breach by Staff of provisions in the Acceptable Use for Staff document may give rise to procedures following the School's Staff Disciplinary Policy.

5.4 While in the care of School, Pupil use of IT will be supervised by Staff at all times.

5.5.1 Teachers will ensure that Pupils in their classes receive safe use of IT learning opportunities appropriate to their age and cognitive abilities, eg: using guidance and resources from the Digital Competence Framework, Science and Technology AoLE, eAware, www.internetmatters.org, www.thinkuknow.org.uk.

5.5.2 Staff will monitor Pupil use of IT to ensure Pupils are safe and equipment is being used properly. Where any websites, games, programs or apps give any cause for concern, eg: age rating breached, excessive and/or realistic violence inappropriate to the Pupils' age, extremist imagery, language or images that are inappropriate, Pupils will be prevented from using them, including the removal of the device if necessary. The Pupil's Teacher will report the incident to SLT, and the Technician. With assistance from the Technician they will ensure that the possibly inappropriate source material is safely investigated. Where it is found that the material is inappropriate the Teacher with the assistance of the Technician will take reasonable action to prevent re-occurrence, eg: removing app from device, updating security settings, implementing further safe use teaching for pupils. Following safe resolution of the incident the Teacher will report to the Pupil's Family to find out any further relevant information and discuss safe IT use at home.

5.6.1 Where the School and a Pupil's Family together deem that Pupil to have sufficient competence to take a degree of responsibility for their own use of School IT, that Pupil may be asked to sign or otherwise indicate their agreement to an Acceptable IT Use for Pupils declaration, which will be drafted appropriately to the Pupil's cognitive nad communicative abilities and agreed with their Family (see suggested templates at Appendix 2). The Pupil will be supported by Staff to understand the meaning of the document and what they must do to adhere to it. This will be an ongoing learning opportunity for the Pupil.

5.6.2 A Pupil having assented to the Acceptable Use for Pupils document and who is subsequently deemed to be in breach of it will be given supervision and support to help them understand the issues and concerns their behaviour has given rise to. The School will seek the support and co-operation of the Pupil's Family in this matter. Appropriate further action will be considered, eg: ending, temporarily or otherwise, the Pupil taking a school device home.

5.7.1 Unless there is a specific arrangement to the contrary, Pupils will not be allowed to use non School devices while at School or attending a School run event. Reasons why a Pupil may be allowed to use a non School device may include, but are not limited to:
- a Pupil who for reasons connected to their condition, eg: autism, or emotional regulation requires a specific device,
- a Pupil who uses their own device on transport to and from school, or
- a Pupil who requires a specific device that is unavailable in School, eg: assistive communication device.

5.7.2 Where a Pupil has been permitted to bring a non School device into School, ordinarily no other Pupil will be permitted to use that device. An example when it may be permitted may include an assistive communication device owned by health services being used temporarily and under supervision from an appropriate health services professional

by another Pupil, or where the Pupil whose device it is expressly wishes to have another Pupil play with them using the device.

5.7.3 This Policy applies to non School devices when they are being used in School or at a School event off site.

5.7.3 Where a Pupil is to be permitted to bring a non School device into school for their use, School will expect Families who own the device, or the agency loaning the device to the Family for the Pupil's use, eg: assistive communication device from the Speech and Language service, to sign an agreement indicating proper use of the device and acting as a School disclaimer for damage to the device while used by the Pupil in School or at a School run event (see Appendix 3). If the Family of agency concerned decline or refuse to sign the disclaimer the School may refuse permission for the device in question to be brought onto School premises or to a School run event. School is under no obligation whatsoever to agree that a Pupil may bring a device in from home, nor does School have to give any reason for such a refusal.

5.8 Pupils may be allowed to take a School iPad home, for learning purposes or recreation. They shall not be allowed to do so until their Family has completed and returned a copy of the iPad Home User Agreement document (see Appendix 4). If the Family decline or refuse to sign a Home User Agreement, or are found to be in breach of it, the School may refuse to send the device in question home.

5.9 The Head will ensure that the Policy is implemented effectively and regularly monitored. Exceptional examples of good practice will be communicated to the relevant County office so they may be disseminated to other schools.

5.10 Should examples of unacceptable use arise these will be communicated immediately, electronically or in writing, to the ICT Adviser so that appropriate steps can be taken to prevent future occurrences of such use.

6.   How will internet access be authorised?

6.1 The Technician will arrange for all staff to be given individual logins and passwords to access the School system, enabling their access to the internet on any School device. While on site internet access if protected by Flintshire security systems. Staff may use the internet to help deliver learning opportunities, eg: interactive games and puzzles, apps, music, films, or in the furtherance of their professional duties, eg: research, online learning, planning. Staff will be expected to use the internet in line with the Acceptable Use for Staff document (see Appendix 1), breaches of which may trigger Staff Disciplinary Policy procedures.

6.2 Internet access is an important tool for learning. It is an entitlement for Pupils based on responsible use. Staff will support Pupils to use the internet in line with each Pupil's cognitive and communicative abilities, using usual teaching approaches, eg: modelling, supported use, growing independence. Pupils' use of the internet will be planned for and assessed as part of the normal teaching cycle, using the Digital Competence Framework and Science and Technology AoLE for guidance.

6.3 Teachers will ensure that Pupils in their classes receive safe internet use learning opportunities appropriate to their age and cognitive abilities, eg: using guidance and resources from e-aware, www.internetmatters.org, www.thinkuknow.org.uk.

6.4.1 At the request of the relevant Teacher the Technician will provide Pupils with individual login IDs and passwords.

6.4.2 Where a Pupil receives their own login details, their Family will be informed that their child will be provided with supervised access to the internet for the benefit of their learning. Families will be asked to sign and return the Acceptable IT Use for Pupils declaration (see Appendix 2) following the guidance in Section 5.6.1.

7.   How will the security of the School ICT system be maintained?

7.1 School will work with County to ensure as far as practicable that the School's IT systems are kept secure, with appropriate software and other measures in place. System security will follow relevant County policies, guidelines from the County ICT unit and the relevant legal framework pertaining in Wales.

7.2 The Head and Technician will together ensure that the agreed security measures are implemented.

7.3 The security of the system will be regularly reviewed with regard to threats that have occurred or are deemed a risk, eg: resulting from use of electronic communication.

7.4 Personal data transmitted electronically will be encrypted or otherwise secured.

7.5 Virus protection will be installed, updated regularly and used in accordance with agreed security procedures.

7.6 Staff should not use portable memory devices as these represent an avenue of potential risk to the system. Staff have access to remote access personal storage space through the Hwb suite of facilities and therefore do not need to use portable memory.

8.   How will the School ensure use of IT supports effective learning?

8.1 The School will work with County to ensure systems to ensure Pupil use of School IT systems is secure and protected.

8.2 Teachers will plan internet access to enrich and extend learning activities as an integrated aspect of the curriculum.

8.3 Pupils will be given clear objectives for internet use.

8.4 Pupils will be provided with lists of relevant and suitable Web sites.

8.5 Pupils will be educated in taking responsibility for internet access, appropriate to their cognitive and communicative abilities.

8.6 Pupils will be informed that Staff will check their use of IT in School and on School devices to make sure that Pupils are safe and are themselves using IT responsibly.

8.7 Teachers will lead on ensuring that Pupils are supervised by Staff when using the internet. However it is the responsibility of all Staff to ensure that Pupils seen to be using IT are properly supervised.

8.8 Internet access will be via County networks, which provides a service designed for Pupil and Staff use. This will include filtering appropriate to the age of pupils and timed access to match agreed needs.

9.   How will Pupils be taught to assess content accessed or received electronically?

9.1 Teachers will plan e awareness lessons appropriate to the cognitive and communicative ability of Pupils in their classes, potentially covering but not limited to safe use of IT, asking for help if worried about anything, digital footprint, sexting, cyber bullying, validating information.

9.2 Pupils will be taught and encouraged to tell a Staff member immediately if they encounter any material that makes them feel uncomfortable.

9.3 Pupils who do not have the ability to engage in these higher level skills independently will be sully supported by Staff in their use of IT in School.

10.   How will electronic communication be managed?

10.1 Pupils who reach the appropriate level of understanding and skill may learn to use email as envisaged in the Science and Technology AoLE and DCF. In all cases Pupils using email in School will receive appropriate support from Staff.

10.2 Communications with persons and organisations will be managed to ensure appropriate educational use and that the good name of the school is maintained.

10.3 The forwarding of chain letters is forbidden.

10.4 Pupils may send email as part of planned lessons but will not be given individual email accounts.

10.5 In-coming email for groups of Pupils will be regarded as public.

10.6 Email messages by Pupils on School business (eg: arranging a work placement) must be approved by that Pupil's Teacher before sending. Email messages on School business will only be transmitted from a School email address.

10.7 External email users should be encouraged to send initial messages for Pupils to the School email address. Subsequent contact, once approved, can then be via that Pupil's or Pupils' Teacher's individual email addresses.

10.8 Pupils may only attach files to email messages with the approval of a Teacher, who must check that the files to be attached are virus free.

10.9 Pupils will not use social media themselves in School, but Teachers may plan to use it as part of their input to a lesson using their own personal system login. County security measures may block any or all social media programs, apps or websites.

10.10 Pupils will only use chat forums or related internet relay chat programs, apps or systems under supervision from their class Teacher as part of a lesson planned to include

such use. The Teacher in question must have fully researched the legitimacy and safety of the chat forum etc in advance, and taken all reasonable steps to ensure the individual or group with whom they plan to communicate is a legitimate person or organisation. All contributions to chat forums etc will reflect appropriate educational use and ensure that the good name of the School is maintained.

10.11 Use of cellular wireless, infrared and Bluetooth communication is only allowed within the context of the agreed policy maintained by the County ICT Unit.

11.   How will emerging technologies be managed?

Emerging technologies will be examined for educational benefit by a working group formed from amongst Staff, which group will also write up a risk assessment for the use in School of that technology before its use in School is allowed.

12.   How will remote, real time events be managed?

12.1 Videoconferencing, Zoom and Teams enables users to see and hear each other between different locations. It is a real time interactive technology and has many uses in education. It may be unpredictable since it occurs over a shared network and quality of service cannot be controlled. It relies on a host to manage the event, which may also have implications for how the event is delivered and what happens during it. Furthermore School has no control over other parties who have joined the event.

12.2 Families must consent for their child, who is a Pupil at the School, to take part in remote events, via the standard School consent form.

12.3 Pupils will only join remote events set up or joined by a Staff member using that Staff member's individual system login details using School IT devices.

12.4 The device camera must be switched off for any remote event involving Pupils that is to be recorded.

12.5 Any remote event involving Pupils will be supervised by their class Teacher, or a member of class Staff their Teacher has given that task to.

12.6 It is the duty of the person supervising the remote event to ensure that Pupils engage with it in a productive way and that the event is shut down once it is finished or if any concerns arise from it. Any such concerns must be reported to SLT.

13.   How will file movement be managed?

13.1 Files may be moved by saving across devices, transferring across the internet, downloading from or uploading to the internet, attaching to emails or social media etc. Care must be taken to ensure that moved files are suitable for their intended purpose, validly obtained and free from viruses, malware or similar.

13.2 File movement will be undertaken subject to restrictions imposed via the Corporate Firewall and may be limited to designated PCs/individuals.

13.4 File movement will only be carried out by Staff.

13.5 All files downloaded will be appropriate to educational use or technical needs and both licensing and copyright requirements will be met.

13.6 All files downloaded will only be used if they are found to be free from viruses.

13.7 All files uploaded will be suitable for their intended purpose and free from viruses.

14.   How will publishing on the web be managed?

14.1 A member of SLT shall have responsibility for maintaining the Website. The Technician will provide all necessary technical and design assistance in the process, carrying out such direct work as is reasonably requested of them, eg: website design, uploading content etc.

14.2 The Website will comply with the School's guidelines for publications.

14.3 Pupils may have supervised access to a class webpage within the Website, and be taught to publish for a wide range of audiences. This will follow Teacher planning and be appropriately supervised by Staff.

14.4 All material must be the author's own work.

14.5 Work included that is not the author's should be credited with a statement giving the author's identity or status.

14.6 The point of contact on the Website will be the School address, telephone number and office email. Any School social media feeds will also be publicised, eg: X (formerly Twitter).

14.7 Other than Staff emails, personal contact information for Pupils or Staff will not be published on the Website.

14.8 Pupils will not be named on the Website. Photographs of identifiable Pupils will only be published on the Website in accordance with Family permission.

15.   How will the School ensure internet access is appropriate and safe?

15.1 Screens used by Pupils will be in public view to Staff and Pupils in the same group.

15.2 Staff will check well in advance that the sites selected for Pupil use are appropriate to the age and maturity of Pupils.

15.3 SLT will monitor and regularly review the effectiveness of access strategies for electronic communication.

16.   How will complaints be handled?

16.1 The Head will be responsible for managing complaints relating to use of IT, but may delegate all or part of an investigation or other related process to another member of the SLT.

16.2 If Staff, Pupils or any other person in School discover unsuitable sites, the URL (address) and content will be reported to the County ICT Unit. The ICT Unit will immediately prevent access to any site considered unsuitable. An urgent investigation will be undertaken by the ICT Unit, in consultation with Corporate IT, audit and legal staff, as defined within agreed County procedures. Appropriate action will be taken – as defined within the Commitment by County.

16.3 Where there is suspicion that a crime may have occurred the police must be contacted. Where necessary, following discussion with the Head, early contact will be made to establish the legal position and discuss strategies.

16.4 The use of a computer system without permission or for a purpose not agreed by the School may constitute a criminal offence under the Data Protection Act 1998 and or the Computer Misuse Act 1990.

16.5 Families and Pupils will need to work in partnership with Staff to resolve IT use issues, especially where a Pupil has been harmed or is at risk of being harmed, or a Pupil's actions have given rise to a cause for concern.

16.6 Access to IT devices, or specific programs and apps on devices, may be withheld from Pupils if it is deemed in their best interests, to keep them safe or remove a piece of a equipment they are not yet able to use safely themselves.

16.7 Families, and where they have appropriate cognitive and communicative ability Pupils, will be informed of the School complaints procedure.

17.   How will Staff, Pupils and Families be kept informed?

17.1 The Policy and other School guidance regarding IT, internet etc will be available on the Website, the School server and by requesting such from the School.

17.2 All Staff will be provided with the Policy and its importance explained.

17.3 Families will be made aware of the Policy in School communications and informed how to access it.

18.   Wider access within the community

18.1 There may be opportunities for Pupils to use IT in the community, eg: computers at a local library. Insofar as possible all the principles of the Policy still apply. The critical point is that Pupil use of IT must be vetted and supervised, and where any issues arise in the first instance Pupil use of the IT or device in question must be curtailed immediately.

18.2 The School recognises that Families have differing approaches to their children's use of IT outside of School, eg: YouTube access, social media, gaming. School will be

sensitive to the range of approaches and work with Families to ensure insofar as is possible that Families have the information and support they need to make informed choices in the best interests of their child about IT use.

19.   Review

19.1 This Policy has been approved by the Governors and is available for use to all Staff and supply staff at the School.

19.2 The Policy will be reviewed by the Head every two years following the date set out in the Policy, or at such other times that the Governors or Head deem necessary.

19.3 The Policy will be reviewed in light of any statutory frameworks or guidance in place that pertain to schools in Wales and sector best practice current at the time, eg: IRMS Schools Toolkit - Information and Records Management Society

Signed: (Head Teacher)   **Date:**

Signed: (Chair of Governors)   **Date:**

Date of next scheduled review: September 2025

Information Technology Acceptable Use Policy
Appendix 1: Acceptable IT Use for Staff

I confirm that I have read and understand the contents of Ysgol Pen Coch's Information Technology Acceptable Use Policy and that I agree to adhere to its terms.

I give my consent that my use of hardware and software provided by School to enable me to fulfil my professional duties may be monitored by Ysgol Pen Coch or a properly appointed agent of Flintshire County Council, provided that such monitoring is conducted legally and within relevant policy provisions of Ysgol Pen Coch or Flintshire County Council.

Name: _____   Position: _____

Signed: _____   Date: _____

Information Technology Acceptable Use Policy
Appendix 2: Acceptable IT Use for Pupils

Some Pupils may be asked to agree to rules for safe use of IT when in School or at School events. The Pupil's level of cognitive and communicative ability will inform how such rules will be written and communicated to them. Their Teacher must provide all support for the Pupil in this process, working through any written document, and providing ongoing e-safety teaching for them. The Pupil may sign a document if they can, or their Teacher must affirm that the Pupil understands the document.

For the most able Pupils:

The school has computers, laptops, Chromebooks, iPads and other tablets all of which I may be able to use for my learning. I agree to use them following these rules which will help to keep me safe, and be fair to other children in school.

Each class has a mobile phone to use as a camera, for Class Dojo and apps that the grown ups need to keep records of my learning. I understand that children in school are not allowed to use these phones.

I must ask a grown up if I want to use a tablet or computer. They may say "Yes" or "No" or "Later." I will listen and try not to get upset if I cannot get what I want. If I cannot use a tablet or computer I can ask the grown up why to help me understand.

The grown up will check that I am using the computer or tablet properly and that programs, apps or websites that I am using are safe and helping me to learn. If I am not using them properly, or if things I am using or want to use are not safe or good for my learning the grown up will help me by showing me what I should do. If I cannot do that (I may not understand, I may be too upset to be able to follow instructions, or I may choose not to follow instructions) they will stop me using them and they will be taken away from me.

I will be allowed to use a tablet or computer again when I can follow instructions and use them safely. The grown ups will give me the help I need to do this.

If I am using the school system to make documents, save pictures or use apps and programs that are stored there I will get onto the system with my own login and password. I will keep my login and password secret from other children in school, but grown ups will know it so they can help me learn and make sure I am safe when using them. I will not try to find out other children's or grown ups' logins and passwords. I will not look at other children's or grown ups' folders or files.

I will not bring in memory sticks, CDs or DVDs from outside school unless I my teacher has said I can. I must help grown ups in school to look after anything I bring in.

I will ask a grown up if I can go on webpages, eg: HelpKidzLearn, Purplemash, YouTube.

If I am learning how to use email or a messaging app I will follow instructions from a grown up. I will only email people that my teacher or another grown up says I can. If I send a message I will be kind and use nice words. A grown up will always be close by to help me and make sure everything is OK.

If I am learning to send pictures or a file with an email or message a grown up will check that it is safe before I send it.

I must not share my address or telephone number when using email, messaging or the internet.

If someone tries to message me or talk to me I must tell a grown up. I must not arrange to meet them in real life.

I must not share anyone else's name, address or telephone number when using email, messaging or the internet.

If I cannot remember these rules I can ask a grown up to remind me.

If I cannot follow these rules grown ups may have to change the way I use computers and tablets in school. I may not be able to use them at all for a while, but that will not be for too long. Grown ups will help me to learn how to use them properly. If I am really struggling to use them properly a grown up will work with me all the time when I am using a computer or table.

If something upsets me when I am using the internet or learning to use email or messaging I must tell a grown up straight away so they can help me and make sure I am safe. The thing that upsets me could be anything – a picture, a word, someone else doing something I do not like. The grown up will make sure school keeps the tablets and computers safe for me and my friends in school to use. They may stop a website, program or app from working in school to keep me safe.

Grown ups in school may need to check what I have done on the internet, email or messaging, or check my pictures, files and folders, to make sure everything is OK and I am safe.

My family may let me use the internet, programs, apps, email or messaging in a way that school does not let me. When I am in school I must follow school rules, which help me to learn and stay safe.

Only the Teacher need sign if it isn't appropriate for the Pupil to do so, but the Teacher must indicate in writing that the Pupil understands the provision outlined above.

Pupil: _____   Class: _____

Signed: _____   Date: _____

Teacher: _____   Class: _____

Signed: _____   Date: _____

For Pupils whose understanding and/or communication is more constrained:

I ask a grown up if I want to use an iPad or a computer.

Sometimes a grown up will ask me to do my work on an iPad or a computer.

I make good choices when on an iPad or computer.

I use kind words on web pages or when messaging.
It is highly unlikely that a child of this level of understanding will be using IT in school for messaging. This provision is included as a reminder that there may be circumstances where the Teacher has planned supervised messaging or live communication, eg: Teams.

If I see anything that I do not like online, I tell a grown up.

If someone talks to me on a web page I tell a grown up.

I will not hit or throw the iPad or computer.

If I do not follow school rules when I am using an iPad or computer a grown up may have to take it away.

A grown up will help me to use iPads and computers nicely and to stay safe.

The teacher is signing on behalf of the child to affirm the child understands the agreement:

Teacher: _____   Class: _____

Signed: _____   Date: _____

Information Technology Acceptable Use Policy
Appendix 3: Disclaimer

1. I have agreed with Ysgol Pen Coch that my child _____
may bring onto school premises, and if permitted by their teacher take with them on school trips, the following personal electronic devices:

list

2. **These devices are brought on site by my child at my risk. If having followed this guidance any or all of the personal devices brought in from home by my child is or are lost or damaged school has no responsibility for such loss or damage and I will bears all costs of replacement or repair.**

3. School is a busy environment and staff cannot undertake to keep personal devices brought in from home safe. My child's class staff will endeavour to take reasonable precautions to do so, but school will only accept any liability for loss and damage if the standard of care taken of the devices by staff has been actively negligent, eg: they have wrenched a device out of my child's hands.

4. The school IT Acceptable Use Policy is deemed to cover the use of these devices while they are within the charge of school. In particular this policy outlines how devices may be used and what school must do if any problems arise from their use, eg: dealing with inappropriate material accessed, accidentally or otherwise, on the internet.

5. My child will use these devices following instructions from school staff.

6. These personal devices are to be used only by my child, or with close staff supervision by my child and other children together where my child asks to be able to use it with another child or children.

7. My child will not be allowed to use these devices outside.

8. My child will only be allowed to take these devices on a school trip where their teacher deems them to be necessary for their wellbeing, eg: to keep calm on a bus, or once at the trip venue to enable the possibility of calm time out if needed, but not for general occupation or entertainment. The teacher will consider whether or not the devices can be kept safe on the trip in question.

9. School will not charge any devices brought in from home.

10. The devices will be sent home each day.
or
The devices will be kept in my child's classroom overnight across days that I will inform school.

11. Ysgol Pen Coch has no responsibility at all for the safety and security of these devices if my child acts in an erratic way while the devices are in their control whether or not they are supposed to have them at the time in question, eg: throws the device, hits the device, absconds onto a playground while carrying the device, puts the device down in an inappropriate place, hides the device etc.

12. Unless my child is with permission taking a personal device on a school trip, Ysgol Pen Coch has no responsibility at all for the safety and security of these devices before my child enters school premises or after they leave school premises. The school building, and the playgrounds and Forest School area which together are within a fenced perimeter, together constitute the school premises for the purposes of this agreement. Access to school premises is by the main Reception doors and various gates in the perimeter fence which are locked when not in use. The public Reception area is shared with Ysgol Gwynedd. Ysgol Pen Coch only accepts the very limited responsibility envisaged in this agreement within the shared area insofar as it is reasonable to do so, ie: the reasonable walking line from the shared door to the exclusive Ysgol Pen Coch doors, or a part of the shared area where a member of staff has directed my child to wait.

13. If loss or damage to these devices occurs in such a way that does trigger Ysgol Pen Coch's very limited liability, eg: a staff member actively damages the device themselves, the senior leadership team will determine an appropriate balance of liability from a portion of the cost of making good loss or damage, to the entire amount. Quotes for work to be done or replacement will be gathered to inform such a decision. Replacement will not necessarily be a new device if a like for like replacement of suitable quality can be found second hand. The senior leadership team will endeavour to reach agreement with me regarding any such sum but their decision is final.

14. School reserves the right to terminate this agreement at any time and without reason, as may I, following which devices must not be sent in from home until such time as an agreement, which may be under new wording, is reactivated. If after a reasonably extended period when the devices are not brought into school I wish for my child to start doing so again the existing agreement will need to be re-dated, or it may be that either school or I suggest the agreement content be updated. In all instances school will only make an agreement that maintains a restriction of liability to situations where staff have been actively negligent in their care of devices brought in from home.

Pupil: _____   Class: _____

Parent: _____

Signature: _____   Date: _____

Teacher: _____   Class: _____

Signature: _____   Date: _____

Every child. Every chance. Every day.

Every child. Every chance. Every day.

iPad
Pupil Handbook

**Parents/Guardians please sign and return this iPad Handbook
so that your child can use their school iPad at home.**

Many thanks.

iPad Initiative

Ysgol Pen Coch is proud to announce a unique and exciting venture that will give every pupil access to an Apple iPad 2.   We believe that iPads will enable us to better provide all pupils with a technological tool that will enhance their communication, learning and achievement.   This tool will afford them greater opportunities as they enter a global environment that will require greater technology skills, collaboration, and teamwork. All users of the iPad will be required to review this document, as well as sign an agreement with the school to protect the hardware and software inherent with this technology.

Goals for Users
- To capitalize on the convergence of academic resources such as PECs apps, textbooks, SEN sources, content rich media, and best practices.
- To facilitate mobile learning across the school and beyond.
- To promote one's own learning by establishing access to educational resources and providing tools to craft support specific curricular areas.

General Information

Pupil use of the iPad falls under the guidelines of the School's Information Technology Acceptable Use Policy. Access to the internet is monitored through county's content filtering software and all rules and expectations are applied to the use of the iPad. All applications, activity and documents stored on the iPad are the property of Ysgol Pen Coch and subject to regular review and monitoring.

Parents should:
- send the iPad to school every day fully charged,
- keep the iPad with you or in a secured (locked) area at all times,
- report loss or theft of the iPad immediately to school,
- remember that the iPad is for educational purposes, and
- follow the school's IT Acceptable Use Policy at all times.

Parents should not:
- modify the iPad in any way other than instructed by the head teacher or other school personnel,
- exchange iPads with another teacher or pupil,
- allow pupils to retain or remove the iPad from parental control,
- apply any permanent marks, decorations, or modifications to the iPad,
- allow others to use their iPad, nor
- clear or disable the browsing history or set password protection on the device.

Failure to comply with these guidelines will be treated as failure to comply with the school's IT Acceptable Use Policy and will be dealt with as specified in the policy.

Using the iPad

Use of the iPad will require a few necessary tasks to keep the device performing well:
- clean the screen often with approved cleaning towels,
- make sure hands are clean before using,
- keep away from food and drink,
- charge the iPad only with the charger provided by school and using a standard UK mains electricity wall socket for your power source,

- document any software/hardware issues to your teacher as soon as possible,
- keep the iPad in a well protected, temperature controlled environment when not in use, and
- do not leave the iPad in a vehicle or location that is not temperature controlled.

Applications

Through the course of the initiative, it is expected that additional apps may be reviewed and added to the iPad by the teacher to facilitate academic learning. Some of these will be free. Purchasing and installing other apps are the responsibility of the school. The pupil user is not to install any app unless supervised working on such a task in school. You may ask your child's teacher to load a specific app. The teacher will review the request and let you know the course of action. If the app concerned is free, age appropriate and of educational benefit to your child it will probably be added. The teacher will explain to you any reasons why a requested app is not to be added.

Saving Documents

Saving documents with the iPad will be done using cloud document sharing. This requires us to have an account with Drop Box or Google Docs. Using this account, you can save and export documents in a couple different formats for later use. This allows you to access the documents from other computers via the internet. You can also share documents with others in your class or other teachers.

Reporting Technical Issues

Any errors or problems with the iPad should be reported as soon as possible so that it can be addressed in a timely manner. This can be done by informing your teacher directly on Class Dojo, or phoning or using Class Dojo to message the office. All syncing of the device will be handled through the school to ensure common apps and configurations are found on every iPad to maximize the potential of the devices. Damage due to negligence will result in the pupil's family assuming the financial responsibility of replacement of the iPad, price to be determined by the school's IT technician with reference to the retail price of the nearest equivalent model currently available through major retailers (in store and online).

Pupil Ysgol Pen Coch iPad User Agreement

I, the parent understand and will abide by the above iPad Home User Agreement in conjunction with school's IT Acceptable Use Policy.

I understand that loss or theft of the assigned iPad, or damage or loss of function due to neglect or carelessness, is my responsibility and I will be expected to reimburse school for costs consequent on loss of, damage to or the need for repair of the iPad. Repair is taken to mean any attention the iPad may require to restore it to safe, working function, mechanical, programming or otherwise. You are recommended to investigate adding the school iPad to your home contents insurance to cover costs in the event of loss, damage or similar.

Should anyone at home commit any violation of the IT Acceptable Use Policy or this iPad Home User Agreement my child's access privileges may be revoked. In cases where a breach is serious, school disciplinary action may be taken, or legal action may be pursued where such actions constitute a criminal offence.

User's Full Name:

Parent/Guardian Signature:

Date: