



Portobello High School

1:1 Digital Learning - Home School Agreement (October 2016)

The Portobello High School 1:1 Digital Learning scheme will provide every pupil in the year group with an iPad and a range of digital learning tools and resources to assist and enhance their learning at school and at home.

All parties involved (pupils, parents/carers and the school) must agree with all of the terms and conditions outlined below.

As a pupil, I agree to:

- Look after my iPad carefully at all times
- Charge up my iPad every night and bring the iPad into school fully charged every day
- Always keep my iPad in its supplied case and store it in an appropriate school bag when outside my class
- Only take my iPad out in class, at home or in seated communal areas in school - never in the playground, when walking between classes or when travelling to and from school
- Only use my iPad in lessons when instructed to by my teacher and close it or put it away when told to by my teacher
- Only use programs on my iPad that my teacher has agreed I can use in the lesson
- Only use my iPad to record audio or video clips with the clear and explicit permission of everyone involved in the recording
- Never access inappropriate content on my iPad
- Not remove any security markings and not allow it to be subject to graffiti
- Not remove any programs that have been installed by the school unless written permission has been given by the school
- Immediately report any damage, loss or theft to Mr Cotter (DHT)
- Only use the iPad charger supplied to charge up my iPad
- Report any technical problems to Mr Russell (ICT Technician)
- Ensure that all work stored on the iPad is regularly backed up to iCloud or Microsoft Office 365's OneDrive

As a parent/carers, I agree to:

- Ensure that my child cares for and respects their iPad
- To allow my child access to an Apple ID and Microsoft Office 365 account and other online tools deemed appropriate by staff
- Immediately report any loss or theft which happens out of school, firstly to the police and then to Mr Cotter. An incident number should be obtained from the police
- Ensure that the iPad is used solely by the child that the school has given it to
- Ensure that the iPad is returned to the school if your child leaves the school, or at any other time upon the request of a senior member of staff
- To allow the school to apply sanctions until the iPad and accessories have been returned after leaving school
- Monitor my child's use of the iPad on the Internet at home, to ensure that only appropriate websites are accessed and only appropriate apps are installed
- Pay a contribution of £20 towards the cost of the iPad case
- Pay to replace any lost or damaged chargers/cables
- Pay a contribution towards any damage to or loss of the iPad in line with school policy in place at the time of damage/loss. Currently this is 50% of the cost for the first incident and 100% for any further incidents

The school agrees to:

- Provide each pupil with an iPad and access to a range of digital learning resources
- Provide pupils with a range of learning opportunities which make use of the iPad, both in school and at home
- Provide parents/carers with ongoing advice to help them support their child's use of their iPad
- Make sure that the iPad is working and that any repairs are dealt with as quickly and effectively as possible
- Give pupils an introduction to using and caring for the iPad. This will include a session on security, digital safety, maintenance and health and safety
- Provide wireless access to the Internet across the whole school site. Provision will be made after school to allow pupils to complete homework/carry out research using the internet if required. The school will not be responsible for any costs involved, nor content accessed, when the Internet is used out of school
- Issue questionnaires to pupils and parents/carers to help us in our ongoing evaluation of the project

Acceptable Use

We expect all parties concerned (pupils, parents/carers and the school) to follow all the rules and procedures listed on pages 1 and 2. If however a pupil breaks these rules then the school reserves the right to restrict or remove their access to any school ICT facility.

Specifically in this case:

- If a pupil persistently refuses to follow a teacher's instructions or stay on task, they may be told to put their iPad away and work from a book/paper for the rest of the lesson.
- Continued inappropriate use of the iPad during lessons and failure to follow instructions given by the teacher will result in Mr Cotter being informed who will then take appropriate action
- If a pupil accesses the Internet inappropriately, they may be banned from accessing the Internet in school for a period of time. Parents/carers will be notified if this happens
- In extreme cases, if a pupil persistently or seriously misuses their iPad, it will be removed from them by a member of the Senior Leadership Team for a period of time. If this happens parents/carers will be invited in to help the school resolve this matter
- In extreme circumstances, the iPad will be removed permanently